# **BDCC Program CFO's User Manual**

Web-Based Application to Electronically File the Bad Debt and Charity Care Chief Financial Officer Certification

Office of Health Insurance Programs
Division of Finance and Rate Setting
Bureau of Federal Relations and Provider Assessments
February 2013

# **Table of Contents**

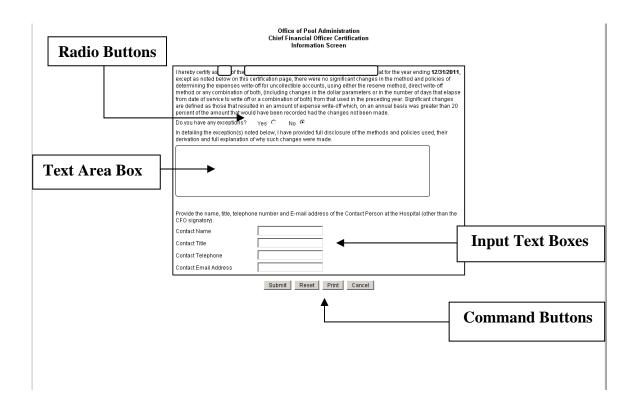
- 1. Introduction
- 2. Screen Component Definitions
- 3. Registration Requirements
- 4. Operating Instructions

#### 1. Introduction

This manual was written as a resource for authorized e-filers of the Bad Debt and Charity Care Chief Financial Officer (CFO) Certification. It provides instructions for authorized users to electronically file the CFO Certification for general hospitals licensed under Article 28 of the New York State Public Health Law.

#### 2. Screen Component Definitions

**Exhibit 1: Screen Component Definitions** 



Radio Buttons - Place the cursor over the relevant radio button and click.

<u>Text Area Box and/or Input Text Boxes</u> - These are text box areas on the menu screens where data may be typed in. Just place the cursor in the text box and click to begin typing. No more than 4000 characters can be entered in a text area box.

<u>Command Buttons</u> - These buttons are at the bottom of the menu screens. Click them to accomplish the command selected.

- Clicking the "Submit" button automatically saves the data entered.
- Clicking the "Reset" button will clear the data from all the text area and input text boxes.
- Clicking the "Cancel" button will automatically take you to the exit menu and all data entry after your last save will be lost.

#### 3. Registration Requirements

- You must have a valid User ID and Password to access the system.
- To obtain a confidential User ID and Password, you must complete a DOH-5049.
- All fields on the DOH-5049 must be completed, signed, notarized and mailed to the address indicated on the form. To obtain a copy of the form go to the following website:

http://www.nyhealth.gov/regulations/bdcc

and click on the link for the BDCC Independent Accountant's Report. The form can also be accessed via a link to the Department from the OPA's website:

#### http://www.hcrapools.org

- A confidential User ID and Password will be sent to you via two separate emails. User IDs and Passwords will not expire.
- Compromised User IDs and Passwords must be reported immediately to the Office of Pool Administration at 315-671-3800.
- Note: Passwords are case sensitive with a mix of upper and lower case letters, digits and special characters. It must be entered exactly as issued in order for you to gain access to the application.
- Do not share your User ID or Password with anyone.

#### Login

To Log In to the application, go to <a href="www.hcrapools.org">www.hcrapools.org</a> and click on the Bad Debt and Charity Care reporting menu then click on the CFO Certification menu.

After you log in, a new window will automatically pop-up that will allow you to file electronically. If you do not see the new window, you probably have a pop-up blocker on your computer that returns you to OPA's homepage. You will need to temporarily disable the pop-up blocker feature in order to file electronically.

#### Log Out

After a CFO Certification has been entered and submitted, you will be logged out.

If you have an extended period of system inactivity (causing your session to time out), all data entered after your last save will be lost. You will have to log back in and start over.

Clicking the Cancel button will log you out and all data entered after your last save will be lost.

## 4. **Operating Instructions**

# **Exhibit 2: User Login Screen**

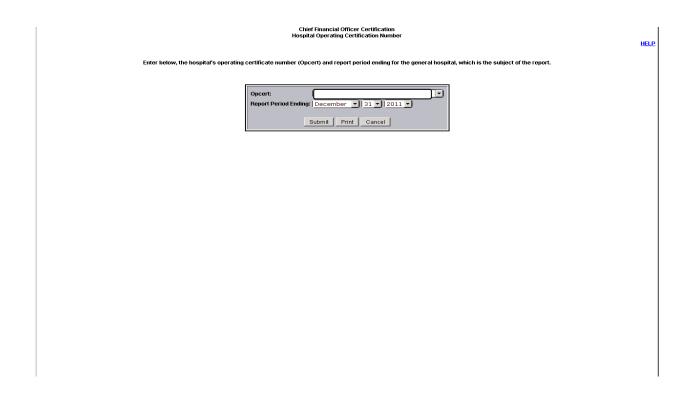
	Office of Pool Administration CFO Certification User Login HELP
Well-was 4-4h- Office of Dall Alministration where the substitute where	
	the Chief Financial Officer Certification for general hospitals licensed under Article 28 of the New York State Public Health Law. inancial Officer Certification, enter your User ID and Password below.
John Silling	
	UserID:
	Password:
	Login Cancel
	05/17/2005
	0.111200

Below are the field descriptions and explanations.

Delow are the field descriptions and expla	
Field	Explanation
User ID	Enter the User ID that was issued by the
	Office of Pool Administration after
	completing the DOH-5049. (Case
	sensitive)
Password	Enter the Password that was issued by
	the Office of Pool Administration after
	completing the DOH-5049. (Case
	sensitive)

Select one of the following command buttons.	
<b>Command Button</b>	Explanation
Login	Click to gain access to the application.
	Note, after three unsuccessful login
	attempts, you will be temporarily locked
	out.
Cancel	Click to terminate this session.

**Exhibit 3: Hospital Operating Certificate Number Screen** 



Below are the field descriptions and explanations.

Field	Explanation
Opcert	Click the down arrow to select the
	Opcert – Hospital for which you are
	filing.
Report Period Ending	Click the down arrows to select the
	month, day and year for the hospital's
	reporting year-end.

Select one of the following command buttons.		
<b>Command Button</b>	Explanation	
Submit	Click if you wish to continue. Note, after	
	clicking the submit button all data	
	entered will be saved. A pop-up menu	
	will then appear asking for confirmation	
	that the correct hospital and reporting	
	end has been entered.	
Print	Click if you wish to print a copy of the	
	current menu screen.	
Cancel	Click if you wish to exit the application.	

## **Exhibit 4: Information Screen**

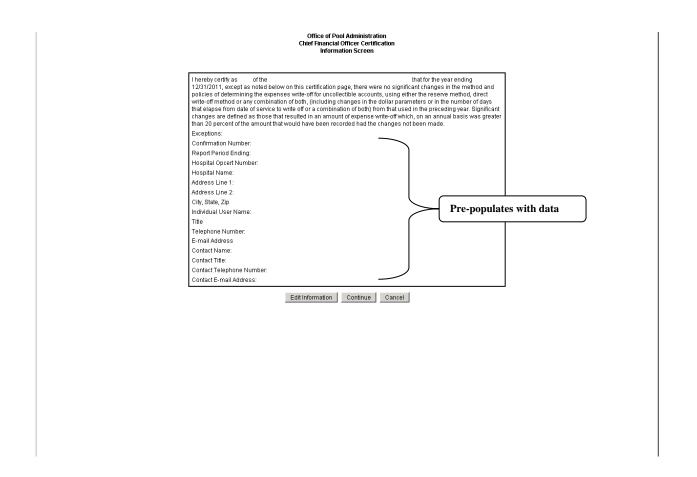
	Office of Pool Administration Chief Financial Officer Certification Information Screen
determining th method or any from date of se are defined as	Is of the below on this ceruication page, there were no significant changes in the method and policies of expenses write-off for uncollectible accounts, using either the reserve method, direct write-off or uncollectible accounts, using either the reserve method, direct write-off or soft in changes in the dollar parameters or in the number of days that elapse wice to write off or a combination of both) from that used in the preceding year. Significant changes hose that resulted in an amount of expense write-off which, on an annual basis was greater than 20 mount that would have been recorded had the changes not been made.
	y exceptions? Yes C No €
	exception(s) noted below, I have provided full disclosure of the methods and policies used, their ull explanation of why such changes were made.
Provide the nat CFO signatory Contact Name Contact Title Contact Teleph Contact Email.	ddress
	Submit Reset Print Cancel

Below are the field descriptions and explanations.

Delow are the field descriptions and exp	
Field	Explanation
1. Select if there are any exceptions	Click the relevant radio button. Select "Yes" if there are exceptions. If not, select "No".
2. Detailing the exception(s)	Click in the comment box. You are required to explain the exceptions. This information will then print on the Certification.
3. Identification of Contract person (other than the CFO)	Insert the Name, Title, Telephone Number and Email address of the contact person. No need to fill in if the contact person is the CFO.

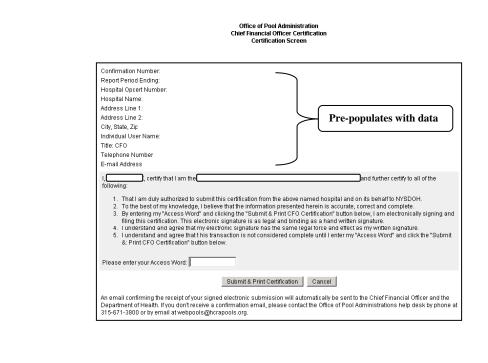
Select one of the following command buttons.		
<b>Command Button</b>	Explanation	
Submit	Click if you wish to continue. Note, after	
	clicking the submit button all data	
	entered will be saved.	
Reset	Click if you want to clear all data	
	entered on the current screen and begin	
	again on the screen.	
Print	Click if you wish to print a copy of the	
	current menu screen.	
Cancel	Click if you wish to exit the application.	

**Exhibit 5: Sample Of The Chief Financial Officer Certification Screen** 



<b>Command Button</b>	Explanation
<b>Edit Information</b>	Click if you wish to make further
	changes to the certification. This will
	take you back to the Information Screen.
Continue	Click if you wish to certify and submit
	the certification.
Cancel	Click if you wish to exit the application.

#### **Exhibit 6: Certification Screen**



Below is the description and explanation.

2010 ii is the description and explanation	
Field	Explanation
Access Word	This is the same Access Word you
	indicated on the DOH-5049.

Select one of the following command buttons.		
<b>Command Button</b>	Explanation	
<b>Submit &amp; Print Certification</b>	Click after entry of your Access Word.	
	A hard copy of the CFO Certification	
	will print. A follow-up confirmation	
	with a soft copy of the certification will	
	be sent to DOH and CFO.	
Cancel	Click if you wish to exit the application.	

### **Exhibit 7: Exit Menu Screen**

Office of Pool Administration Chief Financial Officer Certification CFO Certification	
You are now logged out of the application for filing the Chief Financial Officer (CFO) Certification.  Thank you.	