

Instructions For Electronic Filing Of The 2008 Bad Debt And Charity Care Independent Accountant's Report On Applying Agreed-Upon Procedures (BDCC Report)

1. Electronic filing of the BDCC Report by your accountant is required beginning with the 2008 report. **Please be advised that hard copy submissions of the BDCC Report will no longer be deemed acceptable for meeting the filing requirements and report submission deadline.**
2. The software program to be used by the your independent licensed/certified accountant to electronically prepare and file your hospital's 2008 BDCC report is available at the Office of Pool Administration's website:

www.hcrapools.org

3. All related Attachments and documents (Request For Information, Attachments 2.12 and 2.12b, BDCC Program User's Manual, Proforma BDCC Report) needed to update facility information, establish User Accounts or provide guidance to your accountant in the electronic filing process are available at the Office of Pool Administration's website noted above via a link to the Department's website or can be accessed directly from:

www.health.state.ny.us/regulations/bdcc/

4. To expedite the electronic processing of your report, please access and complete the Request For Information document for updating your hospital and CFO information and **fax a copy to the Help Desk at the Office of Pool Administration (315) 448-6786**, or mail within 30 days from the date of the notice letter to the Pool Administrator at the address noted on the document.
5. Electronic Filing Application Agreement: Attachments 2.12 and 2.12b are the required agreements for identifying the parties (authorized users) who will be responsible for filing the report electronically. An authorized user (i.e., your accountant) will enter report information and electronically sign (certify) and submit the report. Your accountant must complete and submit these agreements to the Pool Administrator to activate the User ID and Password required for e-filing your hospital's 2008 report. The completed materials must be mailed to:

Regular Mail:

**Mr. Jerome Alaimo, Pool Administrator
Office of Pool Administration
Excellus BlueCross BlueShield
Central New York Region
P.O. Box 4757
Syracuse, NY 13221-4757**

Express/Overnight Mail:

**Mr. Jerome Alaimo, Pool Administrator
Office of Pool Administration
Excellus BlueCross BlueShield
Central New York Region
333 Butternut Drive
Syracuse, NY 13214-1803**

BDCC Report Instructions Continued:

6. If your accountant wishes to electronically file your hospital's 2006 or 2007 report during 2008, he/she may use the User ID and Password assigned for filing your hospital's 2008 report.
7. Please notify your accountant that the hospital's report must be prepared following the directions provided in our annual notification letter captioned, Bad Debt and Charity Care (BDCC) Certification and Accountant's Report. **Reports submitted with language that deviates from the agreed-upon language will be rejected.** Failure to resubmit a report that uses the agreed-upon language within 10 days after the date of the Department's rejection notice may result in the withholding of bad debt and charity care and indigent care pool distributions, until an acceptable report has been filed.
8. Upon electronic filing of the BDCC Report, an email confirmation notice, along with a copy of your hospital's successfully transmitted report, will be delivered to (1) your authorized accountant, (2) the hospital, and (3) the Department of Health.
9. **The BDCC CFO Certification is due no later than May 31, 2009.** This certification, accessible from either website noted above, cannot be filed electronically. Please mail the completed and signed CFO Certification to:

**Ms. Yvonne Lavoie, Principal Health Care Fiscal Analyst
New York State Department of Health
Bureau of Primary and Acute Care Reimbursement
ESP, Corning Tower, Room 1043
Albany, NY 12237**

- If you or your accountant have any questions or comments concerning the e-filing of your hospital's BDCC Report, please contact the electronic filing Help Desk at (315) 671-3800 or send an email to: webpools@hcrapools.org.