

Office of Pool Administration  
Password Management System  
User Manual

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# Password Management System Overview

The Office of Pool Administration Password Management System will allow users to change their Passwords as often as they desire and give them the ability to retrieve their Password if it has been forgotten.

It will also allow for enhanced security by providing various levels of security or “Types”. Detailed descriptions of these types is provided below.

## User Types

All types of User IDs are able to submit HCRA reports. Below are descriptions of each type of user:

### Administrative User

An administrative User ID will be able to create/modify/delete one or more "Proxy" user User IDs and "General" user User IDs. There will be only one administrative User ID created per reporting organization. The administrative User ID will be sent to the contact person who signed the DOH-4264 form.

### Proxy User

A proxy User ID is created by the "Administrator" user so that another individual or "Proxy" user can manage (create/modify/delete) the "General" user accounts. The "Proxy" user cannot create other "Proxy" user accounts. "Proxy" user accounts are optional.

### General User

A General User ID is created by either an "Administrator" or "Proxy" user. A "General" user is able to use all of the features of the HCRA reporting web site. The “General” user can also change their own Password.

Note: It is strongly recommended that each person who needs to have access to the HCRA Web Application have their own User ID.

### User ID requirements

The administrator and proxy users can create new “General User” User IDs. There are two rules that must be followed: the first character must be a letter that matches the type of reporting entity and the User ID must be eight characters long. The first letter will be pre-populated automatically when the user selects the type of reporting entity (examples: A -Ambulatory, D – DTC, H-Hospital, N – Nursing Home (Cash Assessment), S – Statewide, P – Payor, T – TPA, F – File Transfer) .

# What to Expect When You Receive Your User ID and Password

Your User ID and system generated Password will be emailed to you in separate emails. When you log into the secure application for the first time, you will be required to change your Password based upon the following rules:

- Minimum of 8 alpha-numeric characters, maximum of 15
- You must have at least one numeric and at least one alpha

**The following section will introduce you to the Health Care Reform Act Home Page and Menu, and illustrate how to change your Password when logging in to a secure application for the first time.**

# New York State Office of Pool Administration Home Page

The screenshot shows a Windows Internet Explorer browser window displaying the website <http://www.hcrapools.org/>. The browser's address bar shows the URL, and the page title is "New York State Office of Pool Administration". The website has a blue header with the text "New York State Office of Pool Administration". On the left side, there is a vertical navigation menu with the following items: "Health Care Reform Act (HCRA)", "Cash Receipts Assessment", "BDCC Independent Accountant's Report", "Email Correspondence", "Feedback", "Accessibility", "Privacy Policy", and "Contact Us". The main content area contains several paragraphs of text. The first paragraph discusses the Commissioner of Health's contract with Excellus BlueCross BlueShield, Central New York Region to act as the Department of Health's Pool Administrator. The second paragraph explains the website's purpose for electronic filing of reports. The third paragraph is an "IMPORTANT NOTICE" regarding email dissemination. The fourth paragraph emphasizes the importance of keeping email addresses current. The fifth paragraph provides information on how to obtain a user ID and password. The sixth paragraph mentions a "spam blocker" and provides contact information. The seventh paragraph offers more information about the programs. The eighth paragraph is titled "Email Security:" and discusses unauthorized email messages.

The web address for the New York State Office of Pool Administration Home Page is [www.hcrapools.org](http://www.hcrapools.org).

The links listed on the left side of the screen are used to obtain information about the Health Care Reform Act, (HCRA), Cash Receipts Assessment, the Independent Accountant's Report, Email Correspondence, Feedback, Accessibility, the Privacy Policy, and methods to contact the Office of Pool Administration.

# New York State Office of Pool Administration HCRA Menu

The screenshot shows a web browser window titled "New York State Office of Pool Administration - Windows Internet Explorer". The address bar displays "http://webtest.hcrapools.org/hcra\_index.cfm". The page content is as follows:

Home Page	Electronic Reporting Obligations
What's New	
Frequently Asked Questions	Payers that have elected to pay the Public Goods Pool directly, third party administrators that have elected to participate in the Pool on behalf of their electing clients, and HCRA designated providers are required to file their Public Goods Pool reports electronically. In order to file electronically, you must establish an <a href="#">"Electronic Filing Account"</a> , and have an assigned secure password with the Pool Administrator. Refer to <a href="#">"Frequently Asked Questions"</a> , to learn more about obtaining an electronic filing password. To file a Public Goods Pool report electronically, refer to <a href="#">"HCRA Electronic Reporting"</a> .
HCRA Electronic Reporting	
Third Party Administrator Options	Section 2807-j(5)(a)(iii)(D) of the Public Health Law requires the New York State Department of Health to publish the Federal Employee Identification Number (FEIN) of all electing payors and providers on a secure website. Every HCRA designated provider of services and electing payor will be required to provide the Department, or its designee, its FEIN for posting on the secured HCRA website. The law also requires the website to include the date that designated providers and electing payors were first posted to the Department's website. All payors, third party administrators and designated HCRA providers who have established an electronic filing account with a secure password and user id can access FEIN and posting information from this website. Electing payor information is available by selecting <a href="#">"Elector List"</a> on the left-side navigation button. HCRA designated Provider information is available by selecting <a href="#">"Provider List"</a> on the left-side navigation bar
Payor Options	
Provider Options	
Report And Payment Due Dates	<b>Elector Information</b>
Elector List	To be included on the list, an organization must have elected in conformance with HCRA provisions and Department requirements. All appropriate election forms should be filed with the Office of Pool Administration. It is the responsibility of the electing payor or third party administrator to inform the Office of Pool Administration of any change in information that differs from the original election application.
Provider List	<b>Provider Information</b>
Documentation and Forms	The lists of New York State health care providers, which offer services subject to HCRA surcharges is subdivided by provider type as follows: general hospitals, comprehensive diagnostic and treatment centers, diagnostic and treatment centers that provide ambulatory surgical services, and clinical laboratories. Also included are extension clinics affiliated with hospitals and comprehensive diagnostic and treatment centers. Providers are listed alphabetically within provider type.
New York State Department of Health HCRA Information	The HCRA provider information is posted as a courtesy and should not be deemed to be all-inclusive in determining HCRA obligations. While every effort is made to ensure that the information is accurate and up-to-date, it does not guarantee this to be the case. Entities that utilize this list are encouraged to contact providers directly if they have questions.
Contact Us	The Office of Pool Administration assumes no responsibility for any error, omissions or other discrepancies regarding the provider list.
UserID and Password Options	All HCRA designated hospitals and comprehensive diagnostic and treatment centers are required, as part of their monthly Public Goods reporting, to review and submit to the Office of Pool Administration their extension clinic information, or to submit that there are no affiliated clinics. To review your Extension Clinic List, click on <a href="#">"Provider Options"</a> and login using your Public Goods User ID and Password. You may make changes as often as necessary, however the list must be reviewed and submitted at least once every thirty (30) days prior to entering the financial portion of your Public Goods Pool report. When the information is submitted it will be reflected on the Provider List updated monthly.
	<b>Other Information</b>
	More information about the New York State Health Care Reform Act, can also be obtained by referring to <a href="#">"New York State Department of Health HCRA Information"</a> or <a href="#">"Frequently Asked Questions"</a> . We are continually working to improve the accessibility of our web site. If you have a suggestion or comment, please <a href="#">"Contact Us"</a> .
	The forms on this page require Adobe Acrobat Reader Software to view or print them. If you do not have Adobe loaded on your computer, you can download a free version of Adobe Reader at <a href="http://www.adobe.com/products/acrobat/readstep2.html">www.adobe.com/products/acrobat/readstep2.html</a>

This page provides basic information about The Health Care Reform Act (HCRA). It also includes links to the website of the New York State Department of Health if you require further information regarding HCRA.

To log into a secure application specific to your user type, you will need the system generated User ID and Password that were emailed to you. You will be required to reset your Password after logging in for the first time.

NOTE: Each page will have a HELP link in the upper right-hand corner. You may click on the HELP link to retrieve the instructions for each page.

## User Login Screen

**New York Public Goods Pool  
User Login** [HELP](#)

User ID:   
Password:   
[Trouble logging in?](#)

You are about to enter secure application on this website. You must have your confidential user id and password to log on. If you forgot your user id and password, please, contact us <http://www.hcrapools.org/contactus.cfm>.

If you wish to print a complete set of instructions for filing your Public Goods Pool report, these instructions are found on the Department of Health website <http://www.health.state.ny.us/nysdoh/hcra/rfmenu.htm>. Do this **before logging on**.

Payers: If you wish to print a complete set of instructions for filing the Covered Lives Supplemental report, these instructions are found on the Department of Health website: <http://www.health.state.ny.us/nysdoh/hcra/rfmenu.htm>. Do this **before logging on**.

Providers: Specific page instructions have been added to each report screen to assist you in filing your report. Please review and print these instructions for a detailed assistance in the filing of your Public Goods Pool Report.

05/17/2005

This screen assures that the user has the proper authority to utilize the Office of Pool Administration's electronic report filing system.

**User ID:** Enter the User ID provided to you by the Office of Pool Administration. This is a required field.

**NOTE:** This field is case-sensitive.

**Password:** Enter the Password provided to you by the Office of Pool Administration. This is a required field.

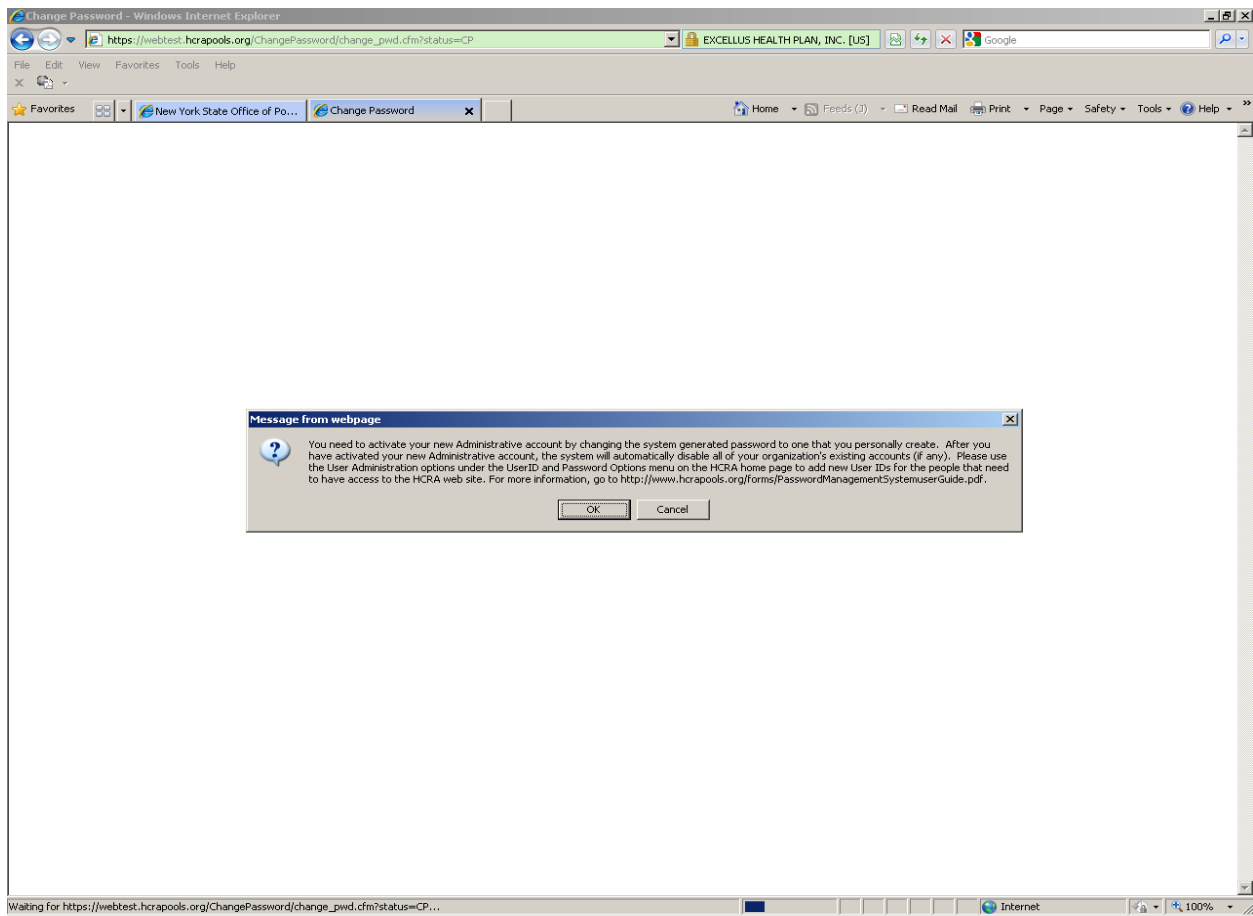
**NOTE:** This field is case-sensitive.

**Trouble Logging In?:** Select this link if you are having problems recalling your User ID or Password. You will be prompted for information to authenticate who you are.

**Login:** After you have entered your secure User ID and Password, click Login to proceed to the next screen.

**Cancel:** Click Cancel to exit this application.

## Logging in for the first time



When you log into a secure application for the first time, you will be prompted to change your system generated Password.

# Change Password

The screenshot shows a web browser window titled "Change Password - Windows Internet Explorer". The address bar displays "https://webtest.hcrapools.org/changePassword/change\_pwd.cfm?status=CP". The page content is titled "New York Public Goods Pool UserID and Password - Change Password". A central form box contains the following fields and buttons:

- User ID: TADMIN01
- Old Password: \*\*\*\*\*
- New Password: [text input field] [Password Tips](#)
- Re-enter New Password: [text input field]
- Name: OFFICER
- Email Address: email@address.com
- Buttons: Submit, Reset, Back, Cancel, Print

This screen forces the user to change his/her system generated Password for accessing the Office of Pool Administration's electronic reporting system to one of his/her choosing.

User ID: Automatically populated with the User ID provided to you by the Office of Pool Administration (if an Administrator ID) or the User ID created by your local Administrator.

Old Password: Automatically populated with asterisks for security reasons.

New Password: Enter your new Password. Read the "password tips" for advice on creating strong Passwords.

Re-enter New Password: Re-enter your new Password. It must match what was entered in the previous field.

Name: Your full name will be displayed for informational purposes.

Email Address: Your email address will be displayed for informational purposes. This email address will be used to send you your confirmation message.

Submit: Click Submit to change your password.

Reset: Click Reset to clear the password fields.

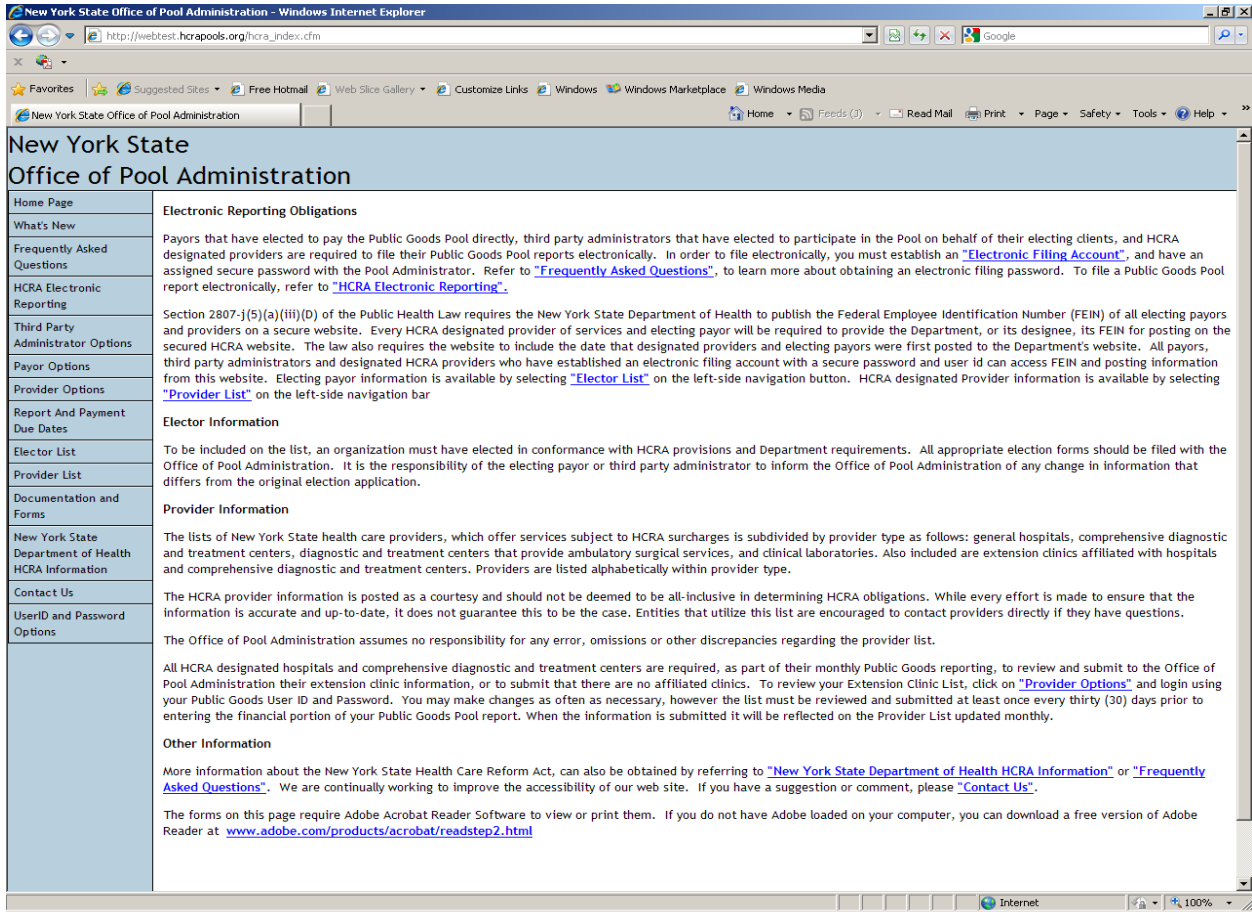
Back: Click Back to navigate back to the User ID and Password Options screen.

Cancel: Click Cancel to exit this application.

Print: Click Print to print the current screen.

# How to Reset Your Password

# New York State Office of Pool Administration HCRA Menu

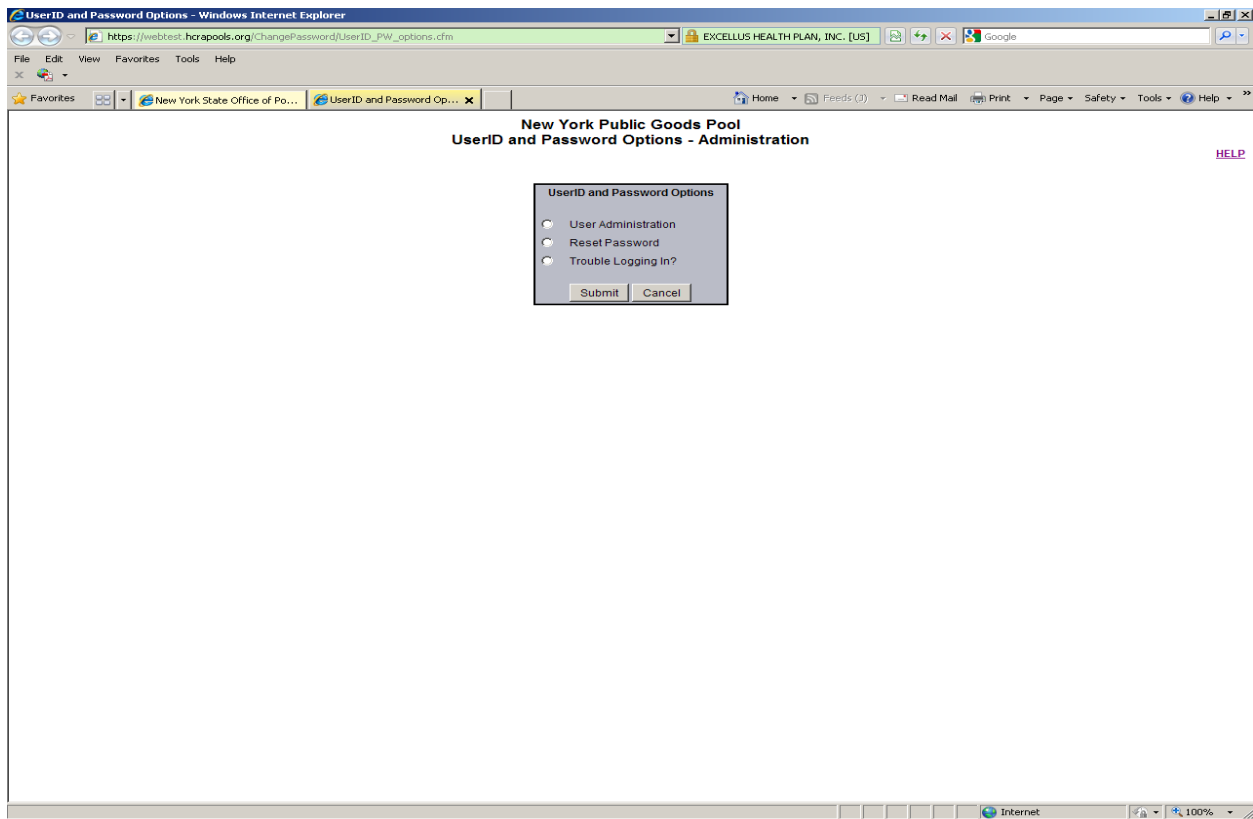


This page provides basic information about The Health Care Reform Act (HCRA). It also includes links to the website of the New York State Department of Health if you require further information regarding HCRA.

To begin, move your cursor over "User ID and Password Options" and select "Reset Password" from the menu.

NOTE: Each page will have a HELP link in the upper right-hand corner. You may click on the HELP link to retrieve the instructions for each page.

## User ID and Password Options



This screen provides two options for all users, Reset Password and Trouble Logging In? and the User Administration option for Administrators and Proxy(s).

**Reset Password:** This option will allow any user to reset his/her own Password after entering his/her User ID and current Password.

**Trouble Logging In?:** This option will enable the user to obtain his/her User ID and email the Password after the user provides authentication information (Federal ID, type of user and email address).

**User Administration:** This option takes the Administrator/Proxy to the User Administration screen. User Administration feature includes adding, modifying and inactivating General and Proxy User IDs.

**Submit:** Click Submit if you wish to submit the form and go to the selected option.

**Cancel:** Click Cancel to exit this application.

## Password Management - Reset Password

The screenshot shows a web browser window with the following content:

- Browser title: Change Password - Windows Internet Explorer
- Address bar: https://webtest.hcrapools.org/changePassword/change\_pwd.cfm?CFID=93578CFCTOKEN=25278169
- Page title: New York Public Goods Pool UserID and Password - Change Password
- Form fields:
  - User ID: TADMIN01
  - Old Password: [masked]
  - New Password: [masked] (with a link to Password Tips)
  - Re-enter New Password: [masked]
  - Name: ANYONE
  - Email Address: email@address.com
- Buttons: Submit, Reset, Back, Cancel, Print
- HELP link in the top right corner.

This screen allows the user to change his/her Password for accessing the Office of Pool Administration's electronic reporting system.

**User ID:** Enter the User ID provided to you by the Office of Pool Administration (if an Administrator ID) or the User ID created by your local Administrator. This is a required field.

**NOTE:** This field is case-sensitive. All User IDs are in upper case.

**Old Password:** Enter your current Password. This is a required field.

**NOTE:** This field is case-sensitive. It can consist of upper case and lower case characters.

**New Password:** Enter your new Password. Read the "password tips" for advice on creating strong passwords.

**Re-enter New Password:** Re-enter your new Password. It must match what was entered in the previous field.

**Name:** Enter your full name.

**Email Address:** Enter your email address. This email address will be used to send you your confirmation message.

**Submit:** Click Submit to change your Password.

**Reset:** Click Reset to clear the password fields.

**Back:** Click Back to navigate back to the User ID and Password Options screen.

**Cancel:** Click Cancel to exit this application.

**Print:** Click Print to print the current screen.

# Trouble Logging In

# New York State Office of Pool Administration HCRA Menu

The screenshot shows a web browser window titled "New York State Office of Pool Administration - Windows Internet Explorer". The address bar displays "http://webtest.hcrapools.org/hcra\_index.cfm". The page content is organized into a table with a left-hand navigation menu and a main content area.

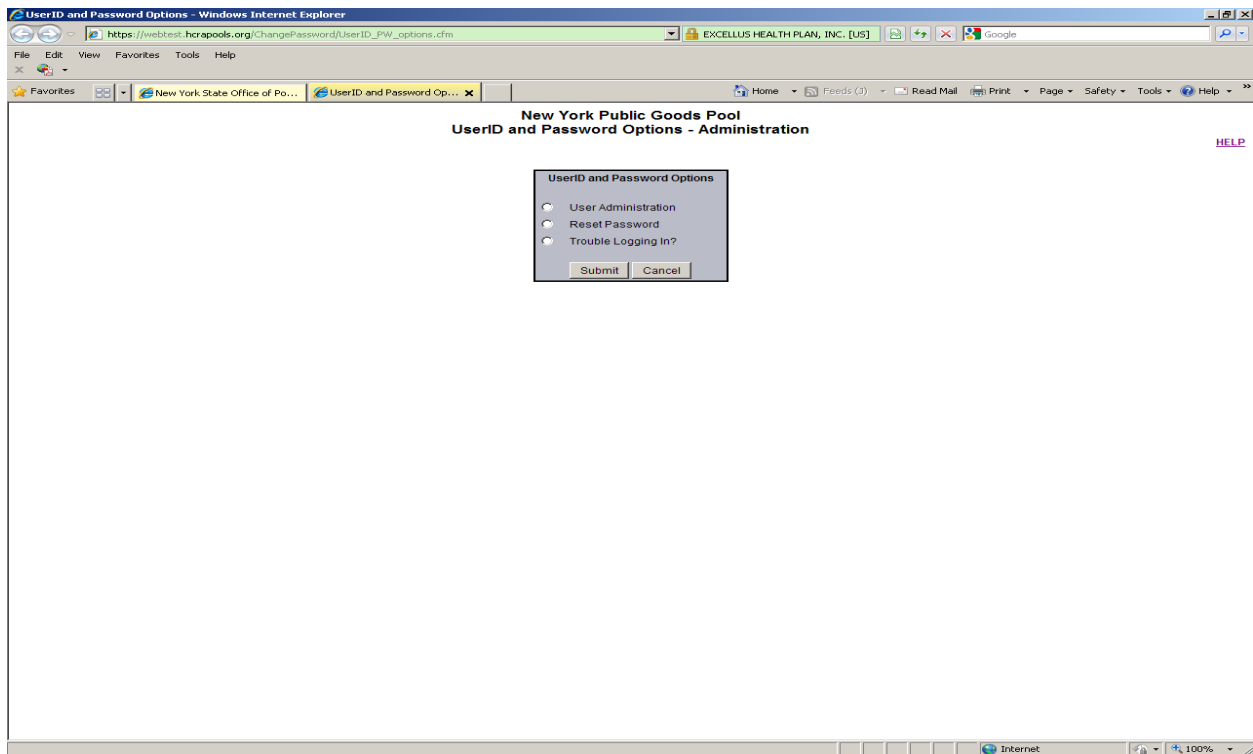
New York State Office of Pool Administration	
Home Page	Electronic Reporting Obligations
What's New	
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Payor Options	
Provider Options	
Report And Payment Due Dates	<b>Elector Information</b>
Elector List	To be included on the list, an organization must have elected in conformance with HCRA provisions and Department requirements. All appropriate election forms should be filed with the Office of Pool Administration. It is the responsibility of the electing payor or third party administrator to inform the Office of Pool Administration of any change in information that differs from the original election application.
Provider List	<b>Provider Information</b>
Documentation and Forms	The lists of New York State health care providers, which offer services subject to HCRA surcharges is subdivided by provider type as follows: general hospitals, comprehensive diagnostic and treatment centers, diagnostic and treatment centers that provide ambulatory surgical services, and clinical laboratories. Also included are extension clinics affiliated with hospitals and comprehensive diagnostic and treatment centers. Providers are listed alphabetically within provider type.
New York State Department of Health HCRA Information	The HCRA provider information is posted as a courtesy and should not be deemed to be all-inclusive in determining HCRA obligations. While every effort is made to ensure that the information is accurate and up-to-date, it does not guarantee this to be the case. Entities that utilize this list are encouraged to contact providers directly if they have questions.
Contact Us	The Office of Pool Administration assumes no responsibility for any error, omissions or other discrepancies regarding the provider list.
UserID and Password Options	All HCRA designated hospitals and comprehensive diagnostic and treatment centers are required, as part of their monthly Public Goods reporting, to review and submit to the Office of Pool Administration their extension clinic information, or to submit that there are no affiliated clinics. To review your Extension Clinic List, click on <a href="#">"Provider Options"</a> and login using your Public Goods User ID and Password. You may make changes as often as necessary, however the list must be reviewed and submitted at least once every thirty (30) days prior to entering the financial portion of your Public Goods Pool report. When the information is submitted it will be reflected on the Provider List updated monthly.
	<b>Other Information</b>
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This page provides basic information about The Health Care Reform Act (HCRA). It also includes links to the website of the New York State Department of Health if you require further information regarding HCRA.

To begin, click on "User ID and Password Options".

NOTE: Each page will have a HELP link in the upper right-hand corner. You may click on the HELP link to retrieve the instructions for each page.

## User ID and Password Options



This screen provides two options for all users, Reset Password and Trouble Logging In? and the User Administration option for Administrators and Proxy(s).

**Reset Password:** This option will allow any user to reset his/her own Password after entering his/her User ID and current Password.

**Trouble Logging In?:** This option will enable the user to obtain his/her User ID and email the Password after the user provides authentication information (Federal ID, type of user and email address).

**User Administration:** This option takes the Administrator/Proxy to the User Administration screen. User Administration feature includes adding, modifying and inactivating General and Proxy User IDs.

**Submit:** Click Submit if you wish to submit the form and go to the selected option.

**Cancel:** Click Cancel to exit this application.

## Retrieve Password – Trouble Logging In

The screenshot shows a web browser window with the following details:

- Browser: Windows Internet Explorer
- Address Bar: <https://webtest.hcrapools.org/ChangePassword/authenticateTypeOfUser.cfm?CFID=93579&CFTOKEN=25278169>
- Page Title: New York Public Goods Pool UserID and Password - Trouble Logging In
- Page Content:
  - Text: For your account security, we ask for certain information before we assist you with accessing your User ID and/or your Password.
  - Section: **Type of User**
  - Options:
    - Individual Payor
    - Third Party Administrator (TPA)
    - Hospital
    - DTC
    - Ambulatory Center
    - Statewide Reporter
  - Buttons: Submit, Back, Cancel, Print
- Footer: Done, Internet, 100%

We need some information in order to authenticate who you are. After you are authenticated, we can then assist you with accessing your User ID and/or your Password.

**Type of User:** Select the type of entity you are reporting for.

**Submit:** Click Submit to continue to the next screen.

**Back:** Click Back to go back to the User ID and Password Options screen

**Cancel:** Click Cancel to exit this application.

**Print:** Click Print to print the current screen.

## Retrieve Password – Trouble Logging In

**New York Public Goods Pool  
UserID and Password - Trouble Logging In**

[HELP](#)

For your account security, we ask for certain information before we assist you with accessing your User ID and/or your Password.

Please enter your Federal ID

Please enter your Email Address

We need some information in order to authenticate who you are. After you are authenticated, we can then assist you with accessing your User ID and/or your Password.

**Federal ID:** If the user is a Payor or TPA he/she will be prompted to enter his/her facility's Federal ID number.

**Email Address:** Enter your email address. This will be used to help us with authentication. This is a required field.

**Submit:** Click Submit to continue to the next screen.

**Back:** Click Back to go back to the Type of User screen.

**Cancel:** Click Cancel to exit this application.

**Print:** Click Print to print the current screen.

## Display Password — Trouble Logging In



If the information you have provided has enabled us to authenticate you, your User ID will be displayed.

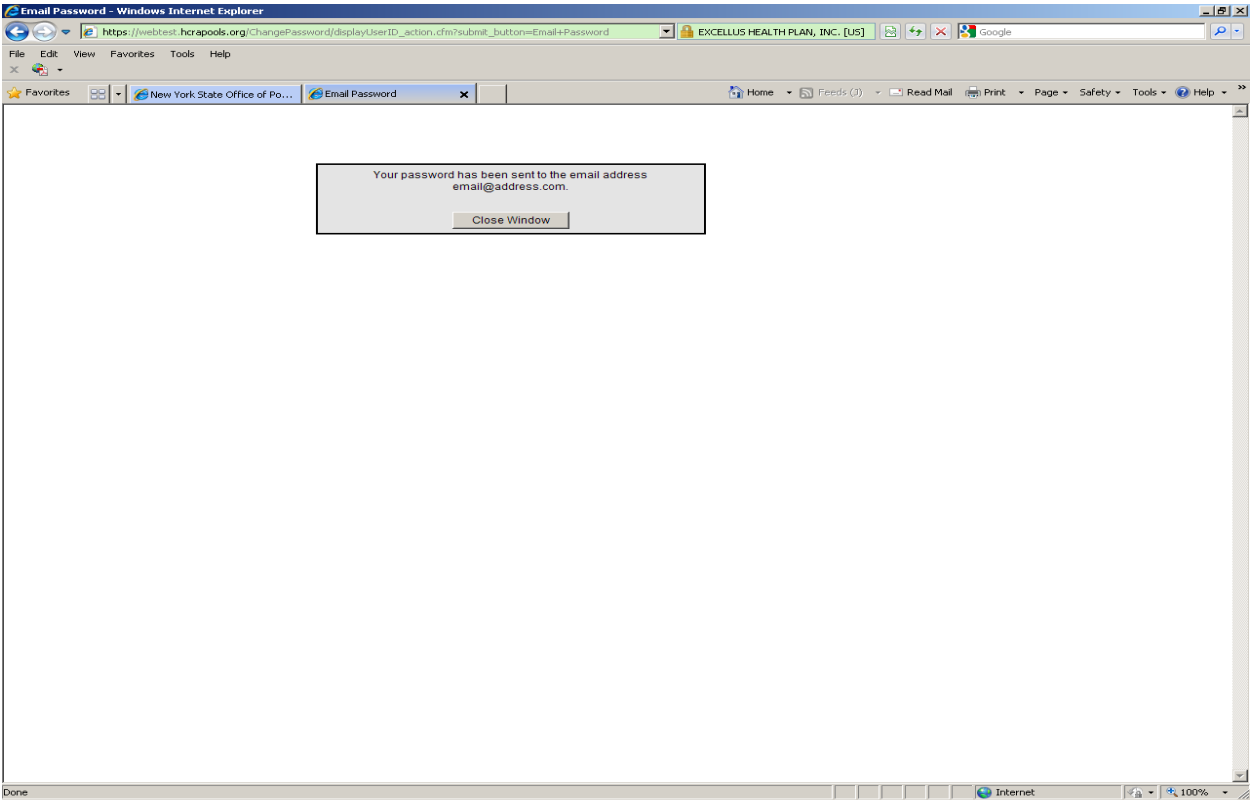
Email Password: Click Email Password if would like your password emailed to the email account on record.

Back: Click Back to go back to the Opcert and Email screen.

Done: Click Done if you do not need your password emailed to you and you want to close this window.

Print: Click Print to print the current screen.

# Confirmation Message — Trouble Logging In



When you click the “Email Password” button on the prior screen, you will receive the above message confirming that your Password has been emailed to you.

# User Administration

## User Types

All types of User IDs are able to submit HCRA reports. Below are descriptions of each type of user:

### Administrative User

An administrative User ID will be able to create/modify/delete one or more "Proxy" user User IDs and "General" user User IDs. There will be only one administrative User ID created per reporting organization. The administrative User ID will be sent to the contact person who signed the DOH-4264 form.

### Proxy User

A proxy User ID is created by the "Administrator" user so that another individual or "Proxy" user can manage (create/modify/delete) the "General" user accounts. The "Proxy" user cannot create other "Proxy" user accounts. "Proxy" user accounts are optional.

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A General User ID is created by either an "Administrator" or "Proxy" user. A "General" user is able to use all of the features of the HCRA reporting web site. The "General" user can also change their own Password.

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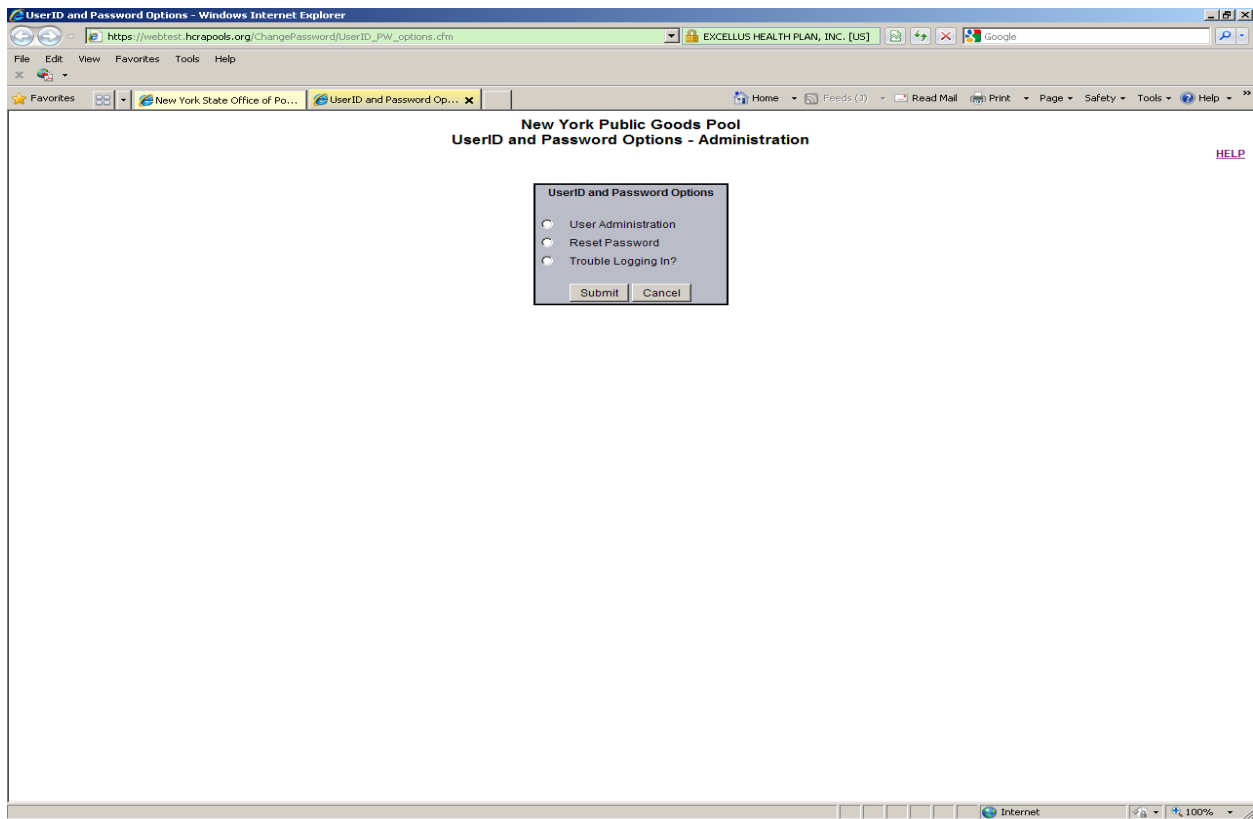
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	The forms on this page require Adobe Acrobat Reader Software to view or print them. If you do not have Adobe loaded on your computer, you can download a free version of Adobe Reader at <a href="http://www.adobe.com/products/acrobat/readstep2.html">www.adobe.com/products/acrobat/readstep2.html</a>

This page provides basic information about The Health Care Reform Act (HCRA). It also includes links to the website of the New York State Department of Health if you require further information regarding HCRA.

To begin, click on "User ID and Password Options" .

NOTE: Each page will have a HELP link in the upper right-hand corner. You may click on the HELP link to retrieve the instructions for each page.

## User ID and Password Options



This screen provides two options for all users, Reset Password and Trouble Logging In? and the User Administration option for Administrators and Proxy(s).

**User Administration:** This option takes the Administrator/Proxy to the User Administration screen. User Administration feature includes adding, modifying, deleting and inactivating General and Proxy User IDs.

**Reset Password:** This option will allow any user to reset his/her own password after entering his/her User ID and current password.

**Trouble Logging In?:** This option will enable the User to obtain his/her User ID and/or Password. An email will be sent to user after the user provides authentication information (Federal ID, type of user and email address).

**Submit:** Click Submit to submit the form and go to the selected option.

**Cancel:** Click Cancel to exit this application.

## User ID and Password Options Login Screen – User Administration

Administrative Login - Windows Internet Explorer

https://webtest.hcrapools.org/ChangePassword/admin\_login.cfm?CFID=9357&CFTOKEN=25278169

Identified by VeriSign

Google

New York State Office of Po... Administrative Login

New York Public Goods Pool  
UserID and Password - User Administration

HELP

Admin ID: TADMIN01

Password: \*\*\*\*\*

Login Back Cancel

This screen assures that the user has the proper authority to utilize the User Administration features of the Office of Pool Administration's electronic reporting system. Users that have been designated with the "Administrator" or "Proxy" roles are able to use these features.

**User ID:** Enter the User ID provided to you by the Office of Pool Administration (if an Administrator ID) or the User ID created by your Administrator (if a Proxy ID). This is a required field.

**NOTE:** This field is case-sensitive. All user IDs are in upper case.

**Password:** Enter the Password that you have created for yourself. This is a required field.

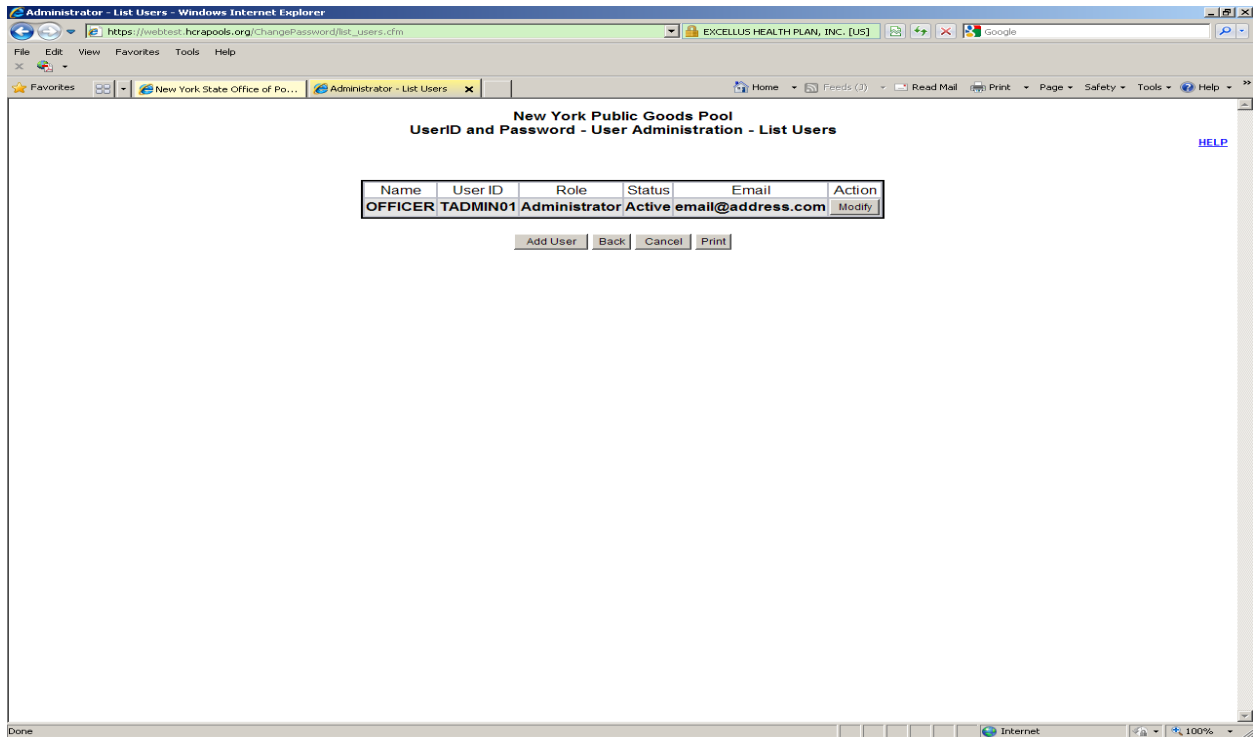
**NOTE:** This field is case-sensitive. It can consist of upper case and lower case characters.

**Login:** After you have entered your secure User ID and Password, click the Login button to proceed to the next screen.

**Back:** Click Back to navigate back to the User ID and Password Options screen.

**Cancel:** Click Cancel to exit this application.

## List of Users – User Administration



This screen enables users that have been designated with the "Administrator" or "Proxy" roles to manage their company's user logins for the Office of Pool Administration's electronic reporting system. The Administrator or Proxy is able to delete, activate, inactivate or modify existing users as appropriate.

**NOTE:** The availability of the buttons described below are dependent upon the role of the user. Also, until additional users are added, the list will only include the Administrator's information.

**Modify:** Click Modify to make changes to the profile of an existing user.

**Activate:** Click Activate to allow a previously Inactivated user to access the system. This button will appear only after the Administrator has Inactivated the user.

**Inactivate:** Click Inactivate to no longer allow the user to access the system. This button will appear only after the newly created user has changed their password.

**Delete:** Click Delete to permanently delete a newly created user (status = Change Password) that has not been activated by the user by changing their system generated password.

**Add User:** Click Add User to add a new user.

**Back:** Click Back to go back to the Login screen.

**Cancel:** Click Cancel to exit this application.

**Print:** Click Print to print the current screen.

## Add User - User Administration

The screenshot shows a web browser window with the URL [https://mednet.hcrapool.org/ChangePassword/add\\_User.cfm](https://mednet.hcrapool.org/ChangePassword/add_User.cfm). The page title is "New York Public Goods Pool User ID and Password - User Administration - Add User". The form contains the following fields and buttons:

- User ID:  [User ID requirements](#)
- User Role:
- Name:
- Title:
- Phone Number:  Extension:
- Email Address:
- Buttons: , , ,

This screen allows an Administrator or Proxy user to create new User IDs to access the Office of Pool Administration's electronic reporting system. Ideally, each person that needs to access the web site should have his/her own User ID and Password. When the form is submitted, the User's Password will be automatically generated and both the User ID and Password will be sent to the user by email. The user will be required to change his/her Password after logging in with the system generated password.

**User ID:** The system will automatically fill in the first letter of the User ID to match the user type of the Administrator (or Proxy). The User ID must be eight (8) characters long.

**User Role:** A user can be assigned one of two roles:

### Proxy role

A User ID is created by the "Administrator" to manage (create/modify/delete) the "General User" User IDs. The "Proxy" user can also submit HCRA reports. The "Administrator" is not obliged to set up a "Proxy" User ID, if he/she wants to manage the "General User" User IDs himself/herself or if he/she wants to submit the HCRA reports himself/herself.

### General User role

A User ID of this type is created by, either, an "Administrator" or "Proxy" type user. A "General User" user ID is able to use all of the features of the HCRA reporting web site except the User Administration. The default is the "General User" type user.

**Name:** Enter the User's name. This is a required field.

**Title:** Enter the User's title.

**Phone Number:** Enter the User's phone number.

**Email Address:** Enter the User's email address. The email address must be unique for the location you are administering. This is a required field.

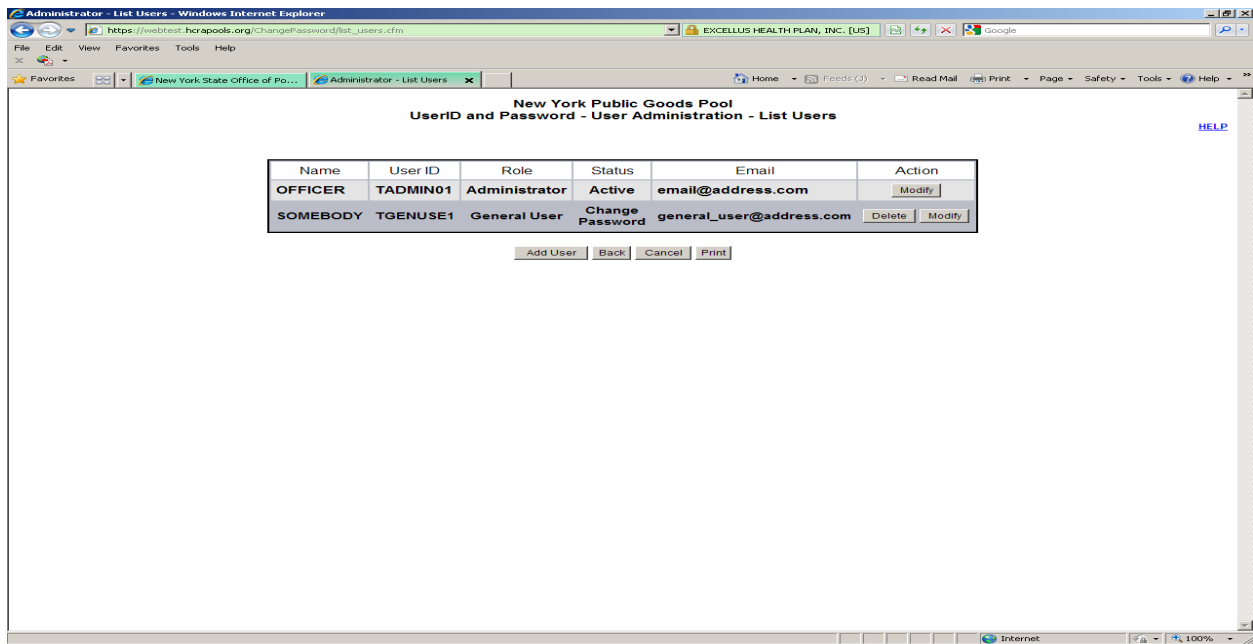
**Submit New User:** Click Submit New User to submit the form for a new User and go back to the User List.

**Cancel:** Click Cancel to exit this application.

**Print:** Click Print to print the current screen.

**Back to User List:** Click Back to User List, to view the User List without submitting the new user information.

## Post Adding User Display – User Administration



This screen enables Users that have been designated with the "Administrator" or "Proxy" roles to manage their company's User logins for the Office of Pool Administration's electronic reporting system. The Administrator or Proxy is able to delete, activate, inactivate or modify existing Users as appropriate.

**NOTE:** The availability of the buttons described below are dependent upon the role of the User. Also, until additional Users are added, the list will only include the Administrator's information.

**Modify:** Click Modify if you want to make changes to the profile of an existing User.

**Activate:** Click Activate if you want to allow a previously Inactivated User to access the system. This button will appear only after the Administrator has Inactivated the User.

**Inactivate:** Click Inactivate if you no longer want to allow the User to access the system. This button will appear only after the newly created User has changed their password.

**Delete:** Click Delete if you now want to permanently delete a newly created User (status = Change Password) that has not been activated by the User by changing their system generated password.

**Add User:** Click Add User to add a new User.

**Back:** Click Back to go back to the Login screen.

**Cancel:** Click Cancel to exit this application.

**Print:** Click Print to print the current screen.

## Modify User - User Administration

The screenshot shows a web browser window with the following content:

- Browser title: Administration - Modify User - Windows Internet Explorer
- Address bar: https://webtest.hcrapools.org/ChangePassword/modify\_user.cfm
- Page title: New York Public Goods Pool UserID and Password - User Administration - Modify User
- Form fields:
  - User ID: TGENUSE1
  - User Role: General User (dropdown)
  - Name: SOMEBODY
  - Title: GENERAL USER
  - Phone Number: 333-444-5555 (with extension field)
  - Email Address: general\_user@address.com
- Buttons: Submit Changes, Reset, Cancel, Print, Back to User List

This screen enables users that have been designated with the "Administrator" or "Proxy" roles to modify the user's Name, Title, Phone Number and Email Address.

**User ID:** This field is populated by the system automatically with the User ID of the profile being modified.

**User Role:** This field is populated by the system automatically with the User Role (General User, Proxy or Administrator) of the profile being modified.

**Name:** The Administrator can modify the User's name. This is a required field.

**Title:** The Administrator can modify the User's title.

**Phone Number:** The Administrator can modify the User's phone number.

**Email Address:** The Administrator can modify the User's email address. The email address must be unique for location you are administering. The email address is a required field.

**Submit Changes:** Click Submit Changes to submit the modifications and go back to the User List.

**Reset:** Click Reset to clear your changes and view the current stored data.

**Cancel:** Click Cancel to exit this application.

**Print:** Click Print to print the current screen.

**Back to User List:** Click to view the User List without submitting any changes.