

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 page title is "New York State Office of Pool Administration". The browser's address bar shows the URL, and the search bar contains "Google". The website's navigation menu includes links for Home, Feeds (1), Print, Page, and Tools. The main content area features a blue header with the text "New York State Office of Pool Administration". Below the header is a table with a left column of links and a right column of text. The links include "Health Care Reform Act (HCRA)", "Cash Receipts Assessment", "BDCC Independent Accountant's Report", "Email Correspondence", "Feedback", "Privacy Policy", and "Contact Us". The text under "Health Care Reform Act (HCRA)" describes the Commissioner of Health's contract with Excellus BlueCross BlueShield. The text under "BDCC Independent Accountant's Report" explains the website's purpose for electronic filing. The "Feedback" section contains an "IMPORTANT NOTICE TO ALL PAYORS, TPAs, and PROVIDERS". The "Privacy Policy" section discusses disseminating information via email. The "Contact Us" section provides instructions on keeping email addresses current and includes a "What's New" section. It also mentions a "spam blocker" and provides a contact number (315) 671-3800. The browser's status bar at the bottom shows "Internet" and "100%" zoom.

Health Care Reform Act (HCRA)	In accordance with the provisions of Article 28 of the Public Health Law (PHL), the Commissioner of Health has contracted with Excellus BlueCross BlueShield, Central New York Region to act as the Department of Health's Pool Administrator. The Office of Pool Administration oversees the Public Goods Pool established under the New York Health Care Reform Act (HCRA), the Health Facility Cash Receipts Assessment Program established pursuant to Section 2807-d of the PHL, and the Bad Debt and Charity Care Independent Accountant's Report on Applying Agreed-Upon Procedures pursuant to Section 2807-k of the PHL.
Cash Receipts Assessment	
BDCC Independent Accountant's Report	This web site has been established to assist users with the electronic filing of the required reports under the cites indicated above. The electronic reporting function supports browsers Internet Explorer 5.0 and Netscape 7.0 and above.
Email Correspondence	IMPORTANT NOTICE TO ALL PAYORS, TPAs, and PROVIDERS
Feedback	
Privacy Policy	In an effort to disseminate information in a more timely manner, the HCRA program will, whenever possible, communicate information to Payors, TPAs, and Providers via email.
Contact Us	<p>It is very important, therefore, to keep your email addresses current and to view the "What's New" section of the applicable health program. If you do not have a current email address on file with us, or if you need to edit your email address, this information can be completed through the "Maintain Email Addresses" option available on this website under Payor, TPA, or Provider Options. You must have a userid and password to access this application. If you do not have userid and password, you can obtain one by filling out the DOH-4264 - Electronic Filing Userid Application and submitting it to the Office of Pool Administration.</p> <p>Please be aware, if you have a "spam blocker" active on your PC, you will need to allow our email address (hcrapools.org) to pass through to the intended recipient. If you need assistance with this, please contact us at (315) 671-3800.</p> <p>For more information about these programs, please click on the appropriate link to the left.</p>

The web address for the New York State Office of Pool Administration Home Page is 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 Independents Accountant's Report, Email Correspondence, Feedback, the Privacy Policy and the methods to contact the Office of Pool Administration.

Click on the Health Care Reform Act (HCRA) link to go to the next page.

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://www.hcrapools.org/hcra_index.cfm". The page content is organized into a table with a navigation menu on the left and detailed information on the right.

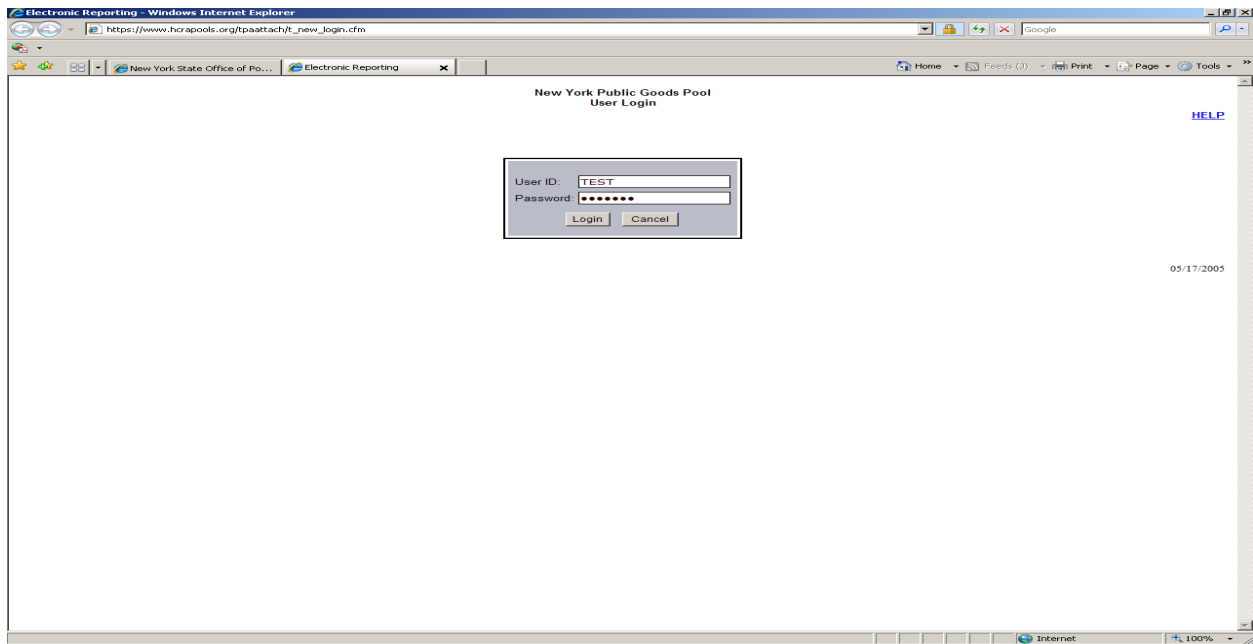
New York State Office of Pool Administration	
Home Page	Electronic Reporting Obligations
What's New	
Frequently Asked Questions	Payors that have elected to pay the Public Goods Pool directly, third party administrators that have elected to participate in the Pool on behalf of their electing clients, and HCRA designated providers are required to file their Public Goods Pool reports electronically. In order to file electronically, you must establish an "Electronic Filing Account" , and have an assigned secure password with the Pool Administrator. Refer to "Frequently Asked Questions" , to learn more about obtaining an electronic filing password. To file a Public Goods Pool report electronically, refer to "HCRA Electronic Reporting" .
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 "Elector List" on the left-side navigation button. HCRA designated Provider information is available by selecting "Provider List" on the left-side navigation bar
Payor Options	
Provider Options	
Report And Payment Due Dates	Elector Information
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	
Documentation and Forms	Provider Information
New York State Department of Health HCRA Information	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. 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. The Office of Pool Administration assumes no responsibility for any error, omissions or other discrepancies regarding the provider list. 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 "Provider Options" 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. Other Information More information about the New York State Health Care Reform Act, can also be obtained by referring to "New York State Department of Health HCRA Information" or "Frequently Asked Questions" . We are continually working to improve the accessibility of our web site. If you have a suggestion or comment, please "Contact Us" . 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 www.adobe.com/products/acrobat/readstep2.html

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.

Click on the Third Party Administrator Options link to go to the next page.

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



This screen assures that the user has the proper authority to utilize the Office of Pool Administration's Third Party Administrator Options. This system is intended for Third Party Administrators to enter Addendums on-line. Currently, Third Party Administrators can enter Client List Addendums. They can also view their Client List and Request/View their delinquencies.

User ID: Enter the User ID (case sensitive) provided to you by the Office of Pool Administration. This is a required field.

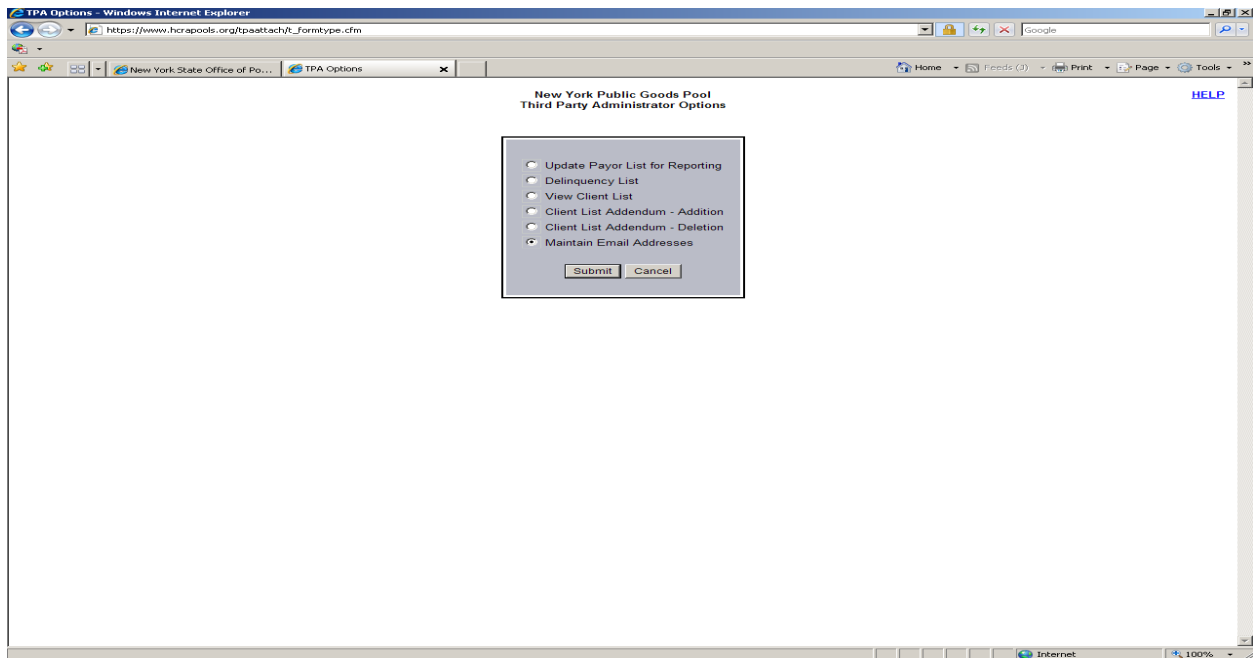
Password: Enter the password (case sensitive) provided to you by the Office of Pool Administration. This is a required field.

Login: Click Login to proceed to the next screen after you have entered your secure User ID and Password.

Cancel: If you have made an error, and wish to exit or start over, click Cancel.

If you have lost your User ID and/or Password, you must contact the Office of Pool Administration in writing to receive a replacement. This request must be made by an individual who has fiduciary responsibility with the payor or provider.

Third Party Administrator Options

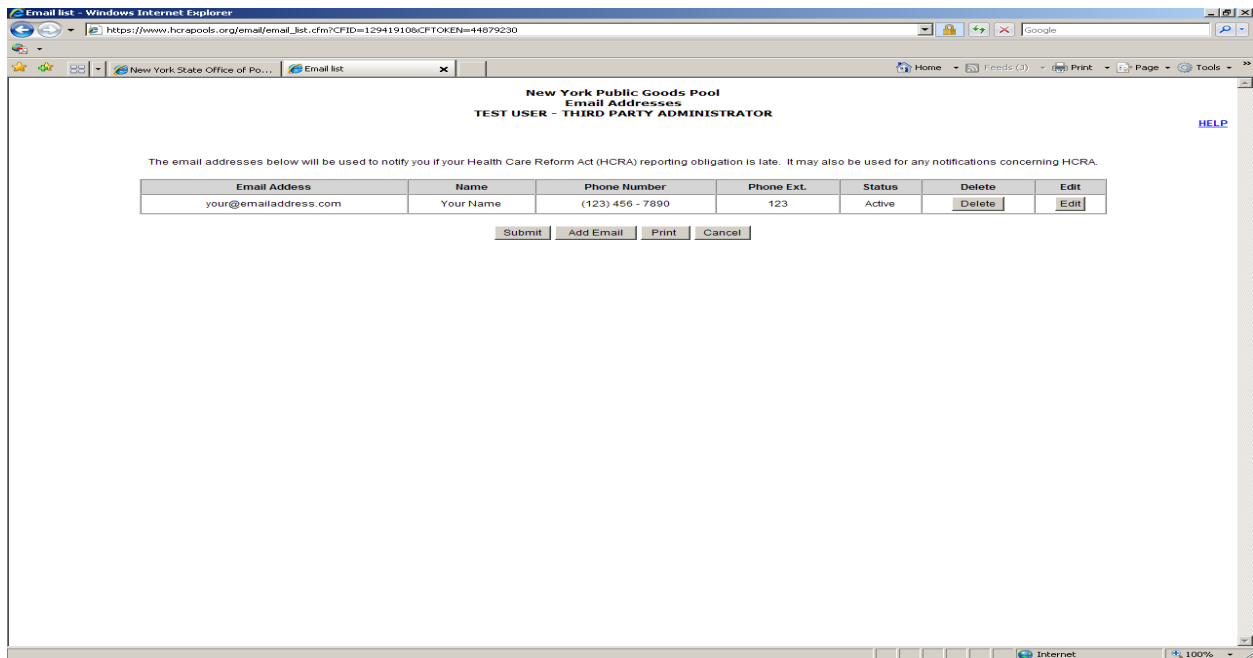


Choose the option "Maintain Email Addresses".

Submit: Click after you have selected an option.

Cancel: Click to clear all information keyed during this session and return to the Login screen. **This action does not simply clear the current screen.**

Email Address List



This screen allows a user to update/view their own list of email addresses. These email addresses will be used for delinquency purposes or any other information relating to HCRA. Information previously sent through the US mail may now be disbursed through the email addresses you provide. Therefore, it is very important to keep this list updated.

If the status of the email address is "Inactive", no information will be sent to this address. These addresses are invalid and should be corrected.

Please review the list carefully. You may add, delete, or edit your list of email addresses.

Delete: Click the Delete button to remove an email address from your list.

Edit: Click the Edit button to change the information for an email address.

Submit: Click Submit when you have completed updating/viewing the email information.

Add Email: Click the Add Email button to add an email address to your list.

Print: Click here to print this screen for your records.

Cancel: Click Cancel if you want to return to the HCRA main page.

Email Address Edit Screen

The screenshot shows a web browser window titled "Modify Email Addresses - Windows Internet Explorer". The address bar contains the URL: https://www.hcrapools.org/email/email_add_change.cfm?mode=Modify&seq_number=2. The page content includes the following elements:

- Page Title: **New York Public Goods Pool**
- Section Title: **Modify Email Addresses**
- User Role: **TEST USER - THIRD PARTY ADMINISTRATOR**
- Navigation: A [HELP](#) link is located in the top right corner.
- Instructions: "Make all changes below. Click on the submit button to save your changes."
- Form Fields:
 - Email Address:** Input field containing "your@emailaddress.com" with a small "(case sensitive)" note below it.
 - Name:** Input field containing "Your Name".
 - Phone Number:** Input field containing "123-456-7890".
 - Phone Ext.:** Input field containing "111".
- Note: "Note: An email confirmation will be sent to you when you add/modify an email address. If you do not receive an email confirmation, please verify that your email address is correct."
- Buttons: "Submit", "Cancel", and "Print" buttons are located at the bottom of the form area.

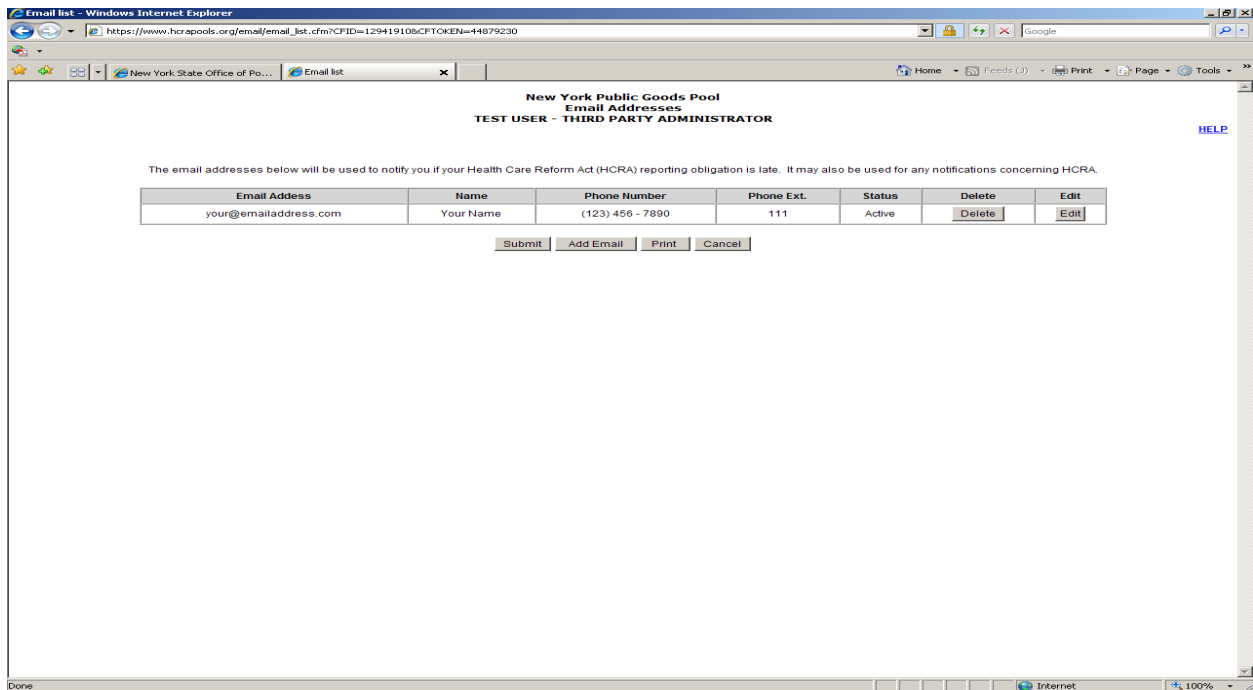
This screen allows the user to change their email address information. The email address, name and phone number are all required. When you submit the updated information, an email will be sent to validate the email address.

Submit: Click Submit when you have completed updating/viewing the email information.

Cancel: Click Cancel if you want to return to the list of Email Addresses.

Print: Click here to print this screen for your records.

Email Address List – Post Edit



This screen allows a user to update/view their own list of email addresses. These email addresses will be used for delinquency purposes or any other information relating to HCRA. Information previously sent through the US mail may now be disbursed through the email addresses you provide. Therefore, it is very important to keep this list updated.

If the status of the email address is "Inactive", no information will be sent to this address. These addresses are invalid and should be corrected.

Please review the list carefully. You may add, delete, or edit your list of email addresses.

Delete: Click the Delete button to remove an email address from your list.

Edit: Click the Edit button to change the information for an email address.

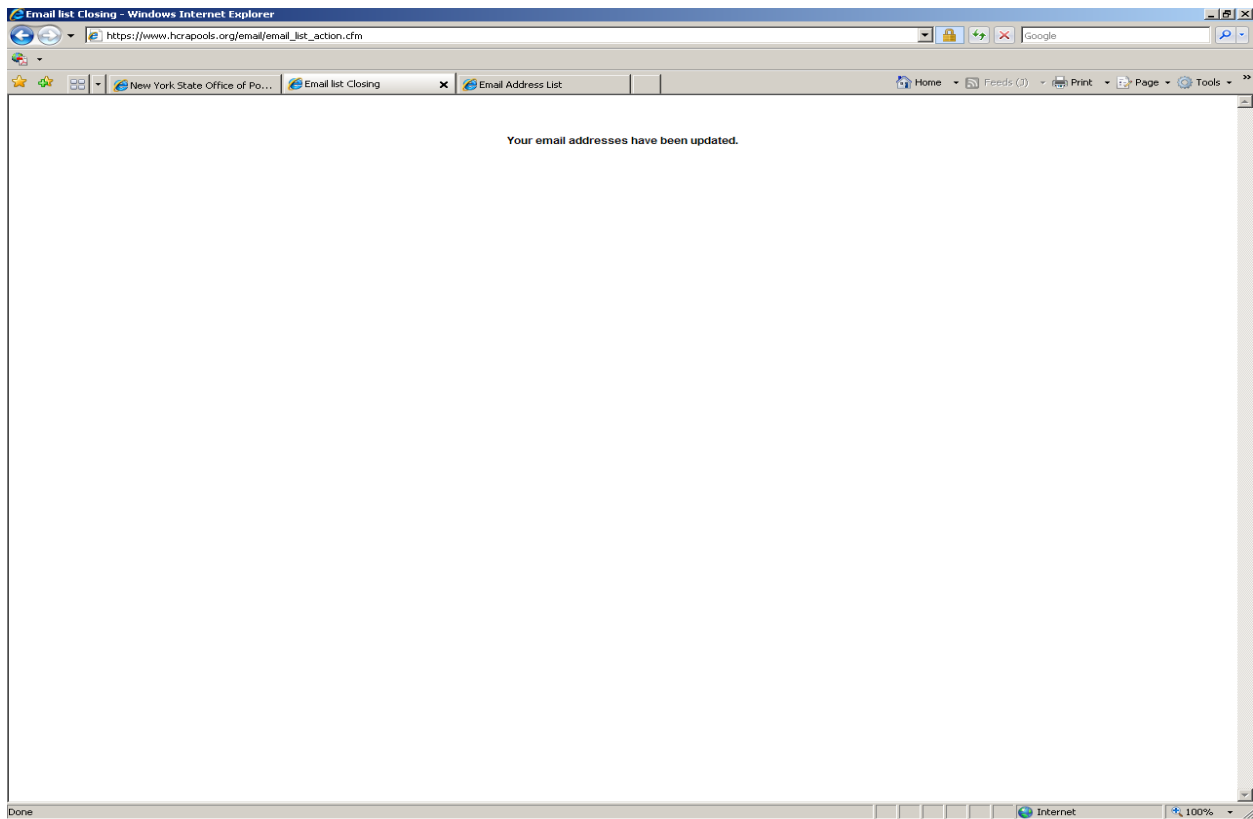
Submit: Click Submit when you have completed updating/viewing the email information.

Add Email: Click the Add Email button to add an email address to your list.

Print: Click here to print this screen for your records.

Cancel: Click Cancel if you want to return to the HCRA main page.

Confirmation Screen



This screen confirms that your email address(es) has been updated. A confirmation email will be sent to all email addresses listed.