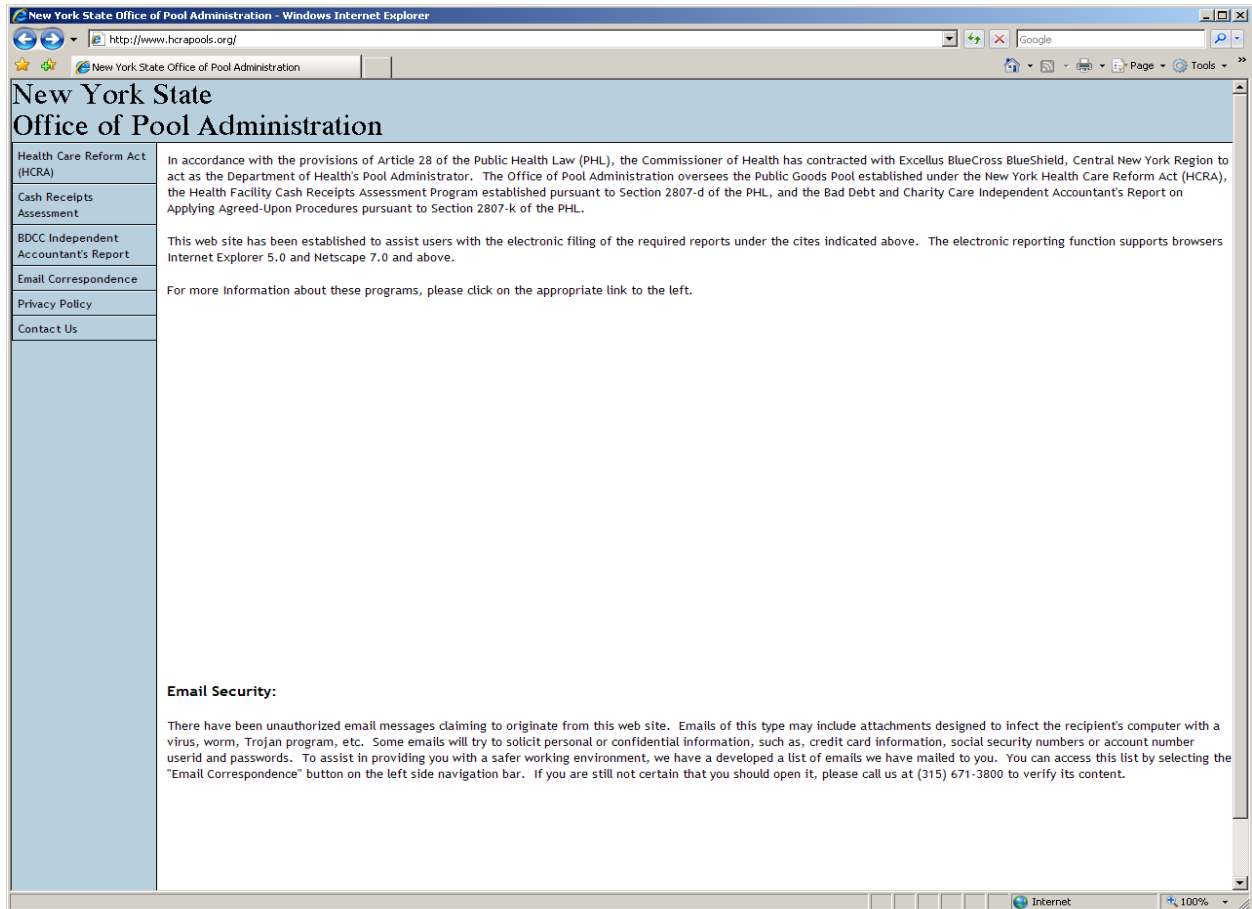


# New York State Office of Pool Administration Home Page



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), Health Facility Cash Receipts Assessment, the Independents Accountant's Report, 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 left-hand navigation menu and a main content area. The navigation menu includes links for Home Page, What's New, Frequently Asked Questions, HCRA Electronic Reporting, Third Party Administrator Options, Payor Options, Provider Options, Report And Payment Due Dates, New York State Department of Health Elector List, New York State Department of Health Provider List, Documentation and Forms, and New York State Department of Health HCRA Information. The main content area provides detailed information for each of these categories, including links to external resources like the "Elector List", "Provider List", and "Frequently Asked Questions".

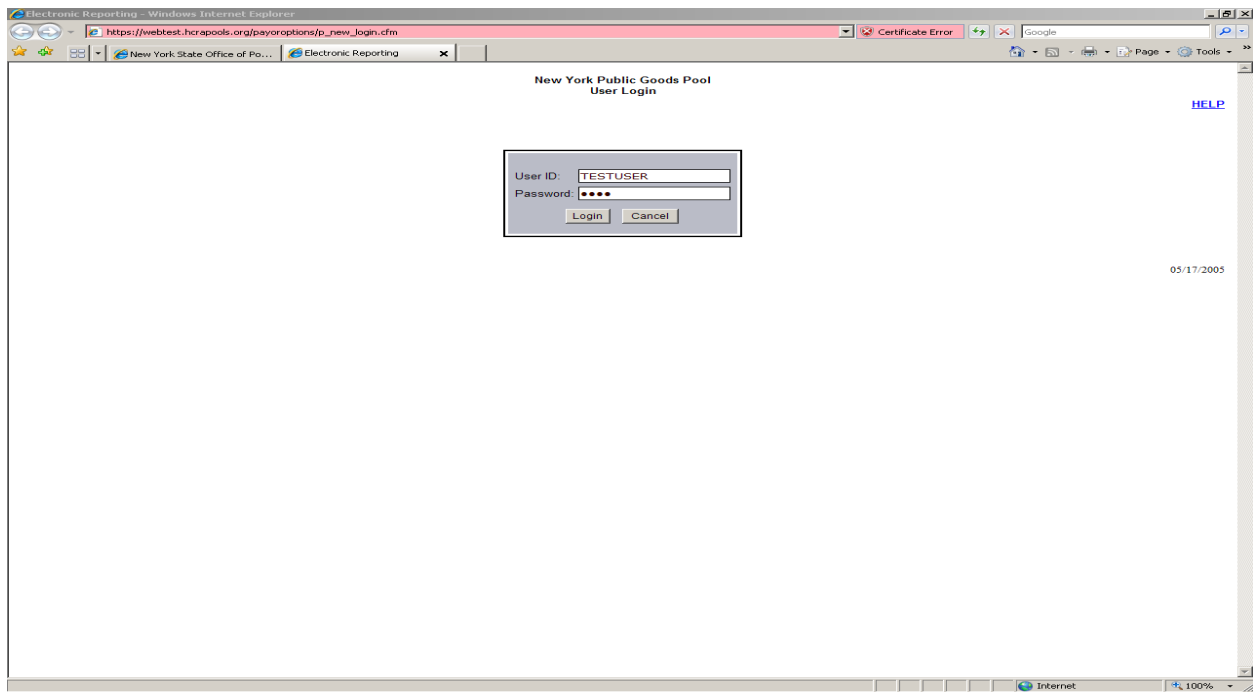
Navigation Menu	Main Content Area
Home Page	Payors that have elected to pay the Public Goods Pool directly, third party administrators that have elected to participate in the Pool on behalf of their electing clients, and HCRA designated providers are required to file their Public Goods Pool reports electronically. In order to file electronically, you must establish an <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> .
What's New	
Frequently Asked Questions	
HCRA Electronic Reporting	To see if you are a qualified electing payor, we've posted the <a href="#">"Elector List"</a> , an alphabetical list of organizations that have voluntarily elected to make public good payments directly to the Department of Health's Pool Administrator. To be included on the list, an organization must have elected in conformance with HCRA provisions and Department requirements. This list is updated monthly.
Third Party Administrator Options	To see if you are a HCRA designated provider, we've posted the <a href="#">"Provider List"</a> , a list of New York State health care providers, which offer services subject to HCRA surcharges. The list 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. This list is updated monthly.
Payor Options	
Provider Options	
Report And Payment Due Dates	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.
New York State Department of Health Elector List	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> .
New York State Department of Health Provider List	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> .
Documentation and Forms	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>
New York State Department of Health HCRA Information	

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



### User Login Screen

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

**NOTE:** If you have lost your User ID and/or Password, you must contact the Office of Pool Administration in writing to receive a replacement. A copy of the Login Name and Password will then be mailed to the individual who originally requested the password.

You may submit your request to the following email address: [webpools@hcrapools.org](mailto:webpools@hcrapools.org)

You may also submit your request to the following address:

Office of Pool Administration  
Excellus BlueCross BlueShield Central New York Region  
333 Butternut Drive  
Syracuse, NY 13214-1803

**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.

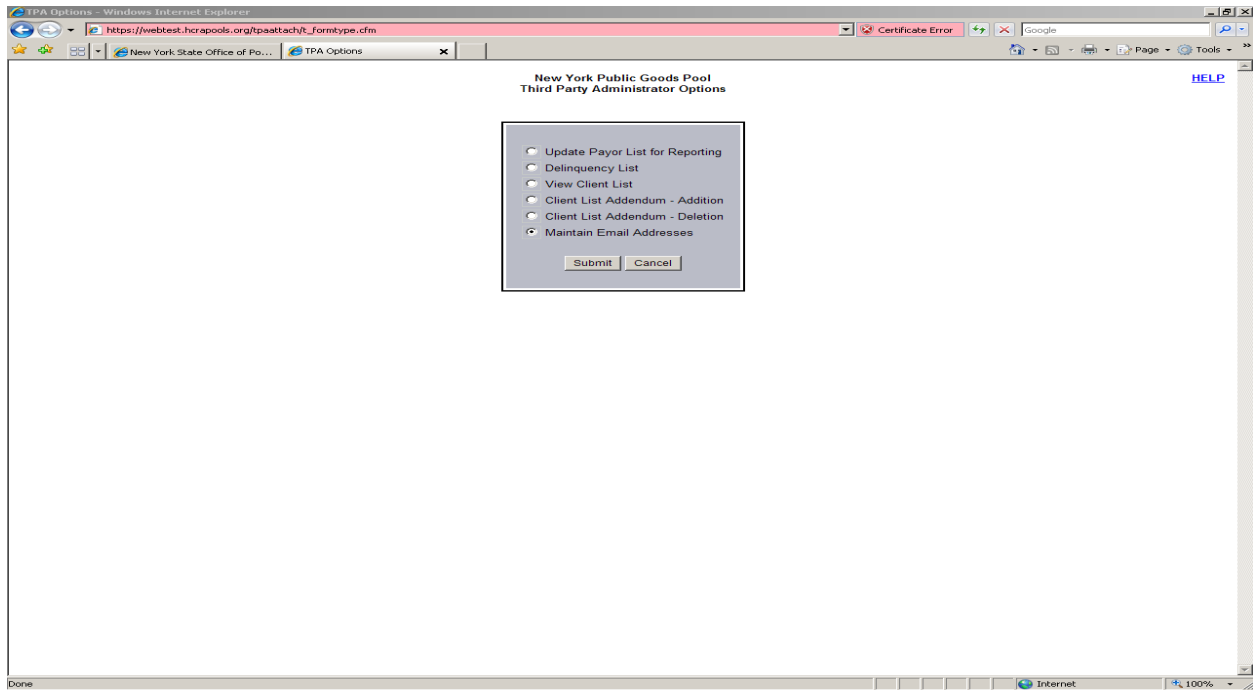
**Password:** Enter the Password provided to you by the Office of Pool Administration. This is a required field.

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

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

**Cancel:** Click Cancel if you wish to exit or start over.

# Third Party Administrator Options



## **Third Party Administrator Options**

You may choose one of the following options:

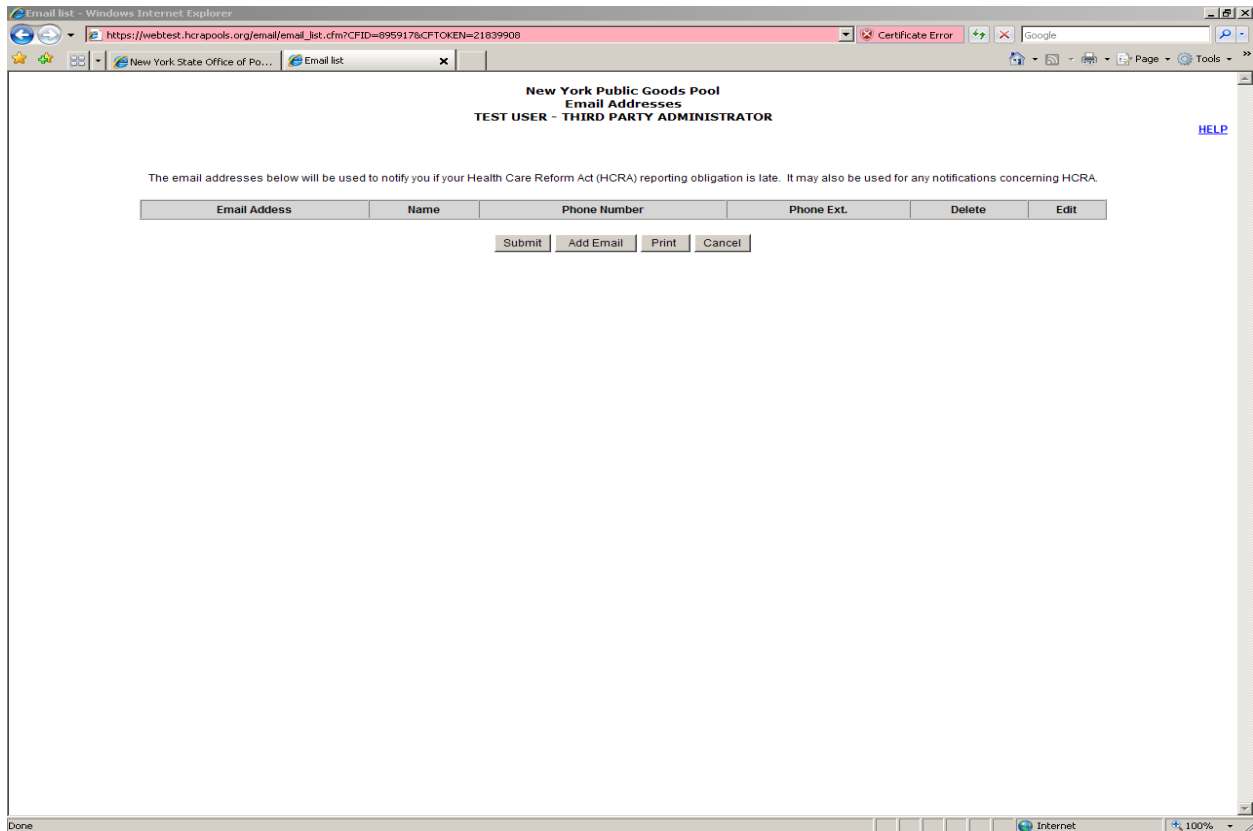
1. Update Payor List for Reporting - This will allow you to update the payors used when prepopulating your payor list when submitting electronic HCRA reports.
2. Delinquency List - This will allow you to request and view a current delinquency. It will also allow you to view and download the last mailed delinquency.
3. View Client List - This will display all electing payors linked to you as a TPA since your election effective date (see Note).
4. Client List Addendum - Addition - Select to indicate electing payors that you wish to have linked to you as a TPA (see Note).
5. Client List Addendum - Deletion - Select to indicate electing payors linked to you which you no longer represent (see Note).
6. Maintain Email Addresses - This will allow you to maintain and view your list of email addresses.

Note: Payors will not be reflected on your Client List simply by submitting an Client List Addendum. A payor will not be reflected on this list unless they have filed the appropriate paperwork.

**Submit:** Click after you have selected an option.

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

# Email Address List



## 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.

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.

**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

**New York Public Goods Pool  
Add Email Addresses  
TEST USER - THIRD PARTY ADMINISTRATOR**

[HELP](#)

Make all changes below. Click on the submit button to save your changes.

Email Address:	abc123@example.com
Name:	Your Name
Phone Number:	123-456-7890
Phone Ext.:	111

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.

### Email Address Edit Screen

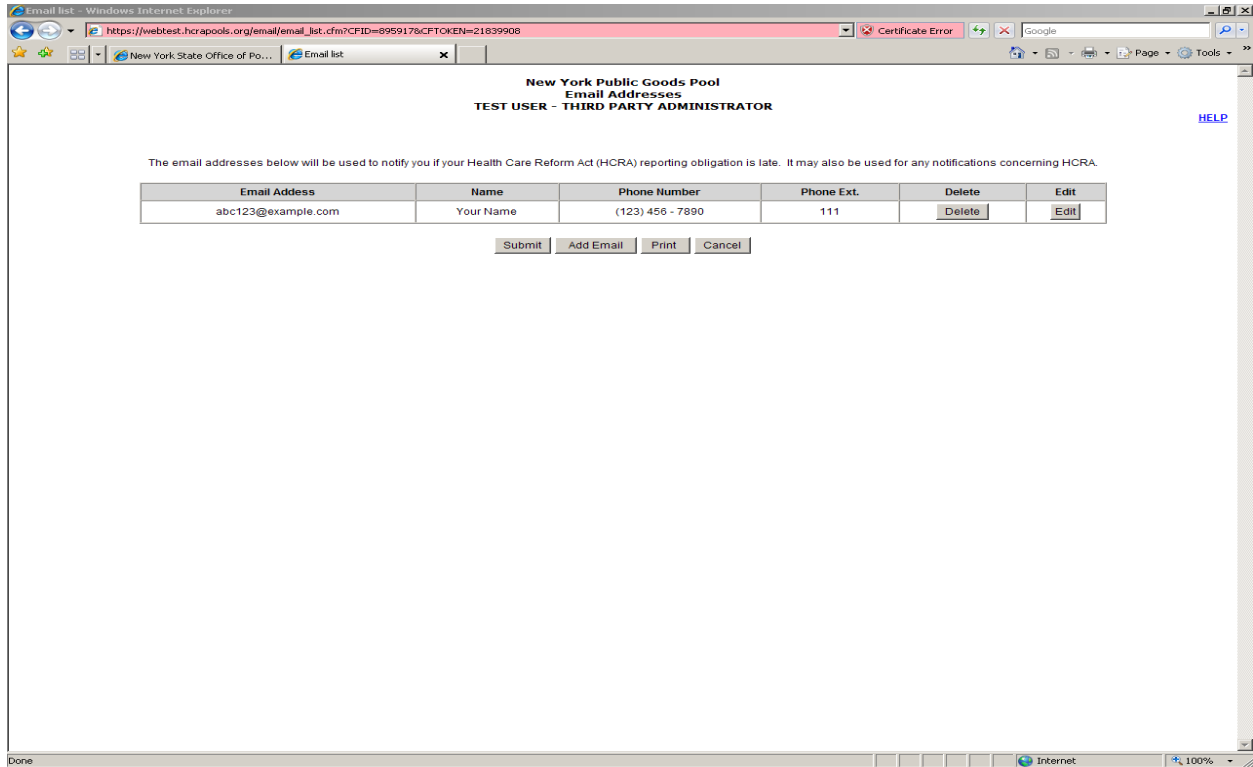
This screen allows the user to change their email address information. The email address, name and phone number are all required. When you submit the updated information, an email will be sent to validate the email address.

**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



## 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.

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.

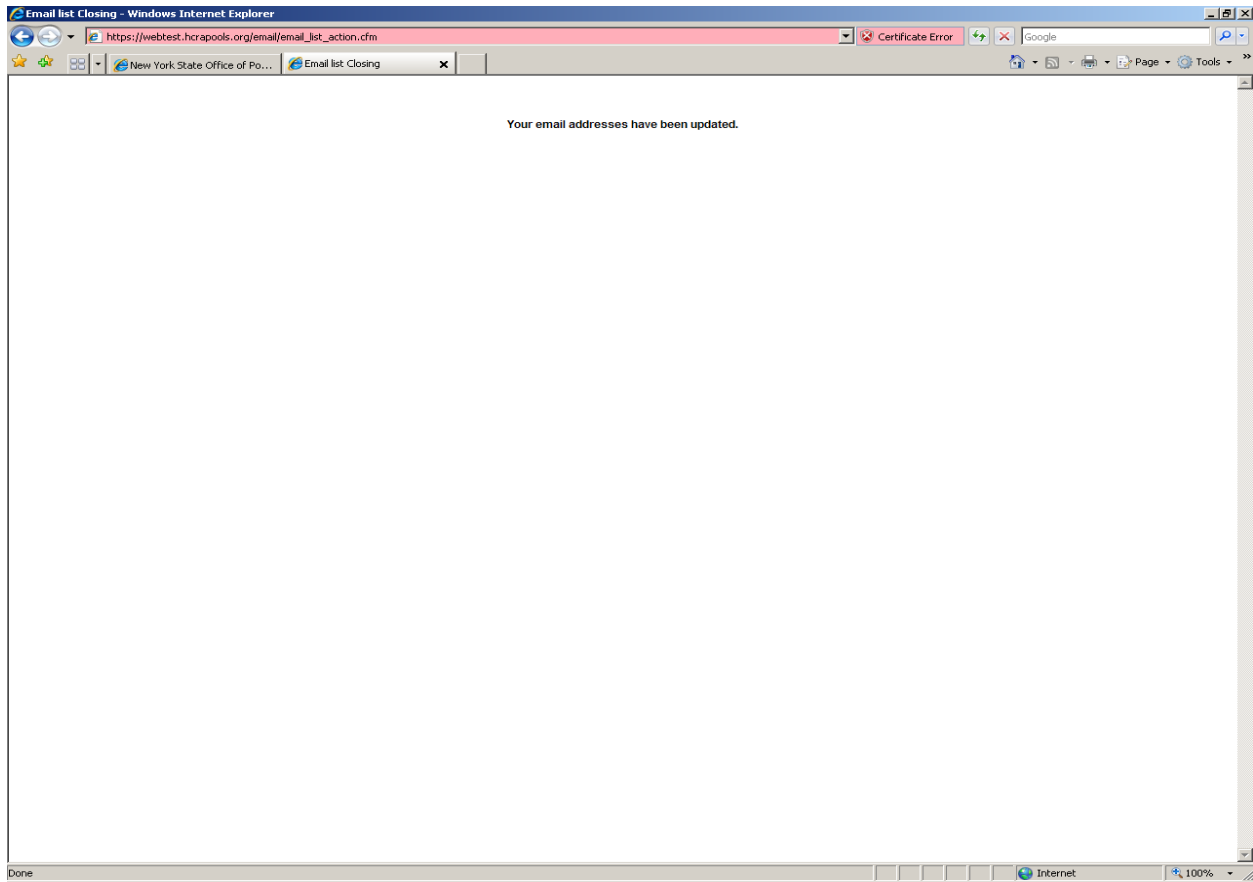
**Edit:** Click the Edit button to change the information for an email address.

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

**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



## **Confirmation Screen**

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