

How to Create A Customized Payor List For Reporting

To create a customized payor list, follow these steps:

- 1) On our Home Page, www.hcrapools.org, click on “Health Care Reform Act (HCRA)”. Then click on “Third Party Options” and login using your on-line TPA User ID/Password. Your on-line User ID begins with the letter “T”.
- 2) Select “Update Payor List for Reporting” and click “Submit”.
- 3) Select Monthly or Annual list and click “Submit”. The first time you use this option, it will bring up a list of your payors from a previous report month. Note: Monthly and Annual lists are created and saved separately.
- 4) Customize your list by adding or deleting payors and click “Submit”.
- 5) Review any warnings you may have encountered and click “Submit” to save your list or “Cancel” to start over.

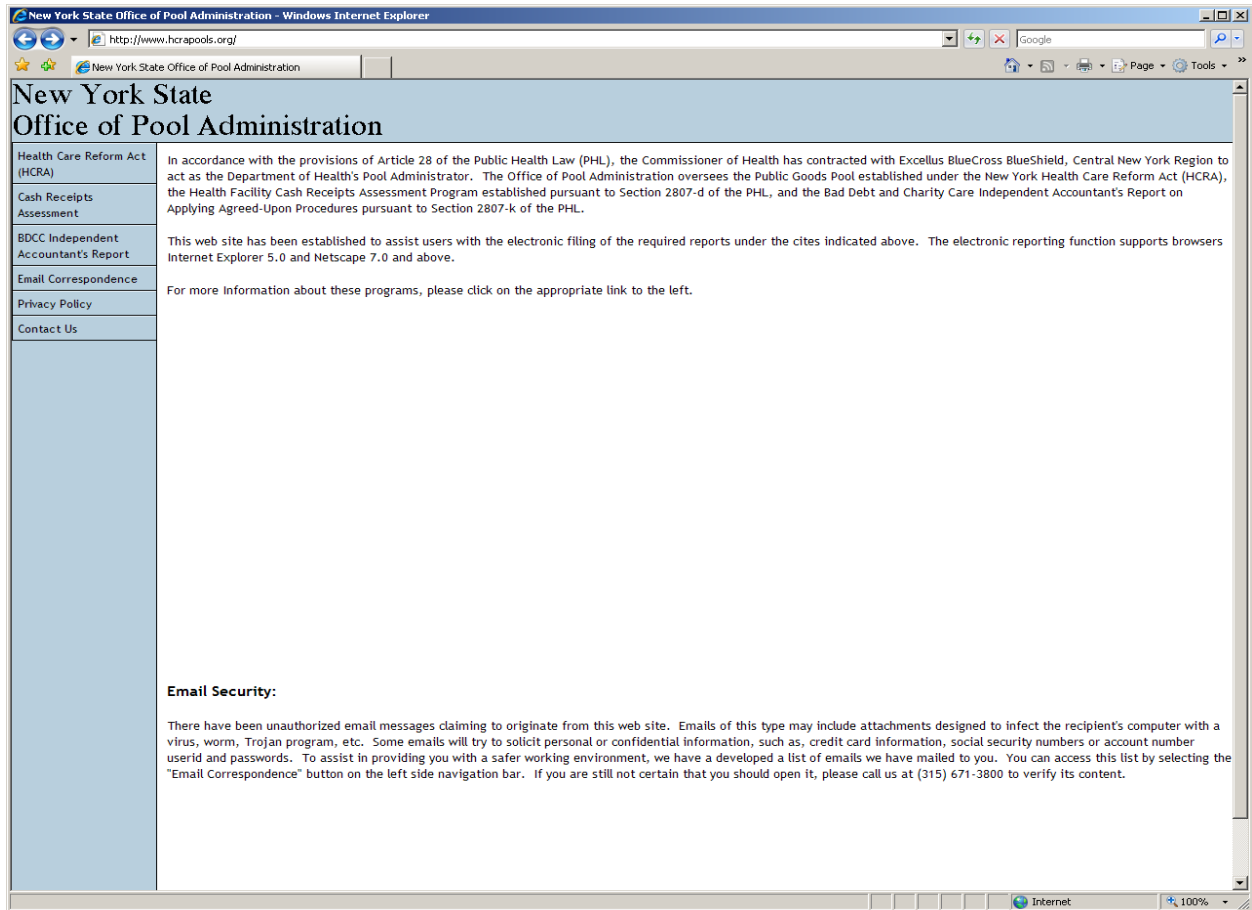
Your customized list is now ready to be used when you report for your payors through the on-line application.

To use your customized payor list, follow these steps:

- 1) When you are ready to report, click on “Health Care Reform Act (HCRA)” on our Home Page, www.hcrapools.org. Then click on “HCRA Electronic Reporting” and login using your on-line TPA User ID and Password.
- 2) On the “Payor List” screen, click on the “prepopulate” button to load your customized list. Note: You can modify your list on this page by adding or deleting payors, but these modifications will not be saved to your customized list. You must make any changes you wish to save under “Third Party Options” as noted above.

For screenshots on how to create and use a customized payor list, proceed to the next section.

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.

The links listed on the left side of the screen are used to obtain information about the Health Care Reform Act (HCRA), 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 two columns: a left column containing menu items and a right column containing descriptive text and links for each item.

New York State Office of Pool Administration	
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 "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" .
What's New	
Frequently Asked Questions	
HCRA Electronic Reporting	To see if you are a qualified electing payor, we've posted the "Elector List" , 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 "Provider List" , 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 "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.
New York State Department of Health Elector List	
New York State Department of Health Provider List	We are continually working to improve the accessibility of our web site. If you have a suggestion or comment, please "Contact Us" .
Documentation and Forms	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" .
New York State Department of Health HCRA Information	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

http://webtest.hcrapools.org - Electronic Reporting - Microsoft Internet Explorer

New York Public Goods Pool
User Login

[HELP](#)

User ID: CONS1111
Password: ●●●●●●

Login Cancel

12/17/2004

Done Internet

User Login

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 name (case sensitive) provided to you by the Office of Pool Administration. This is a required field.

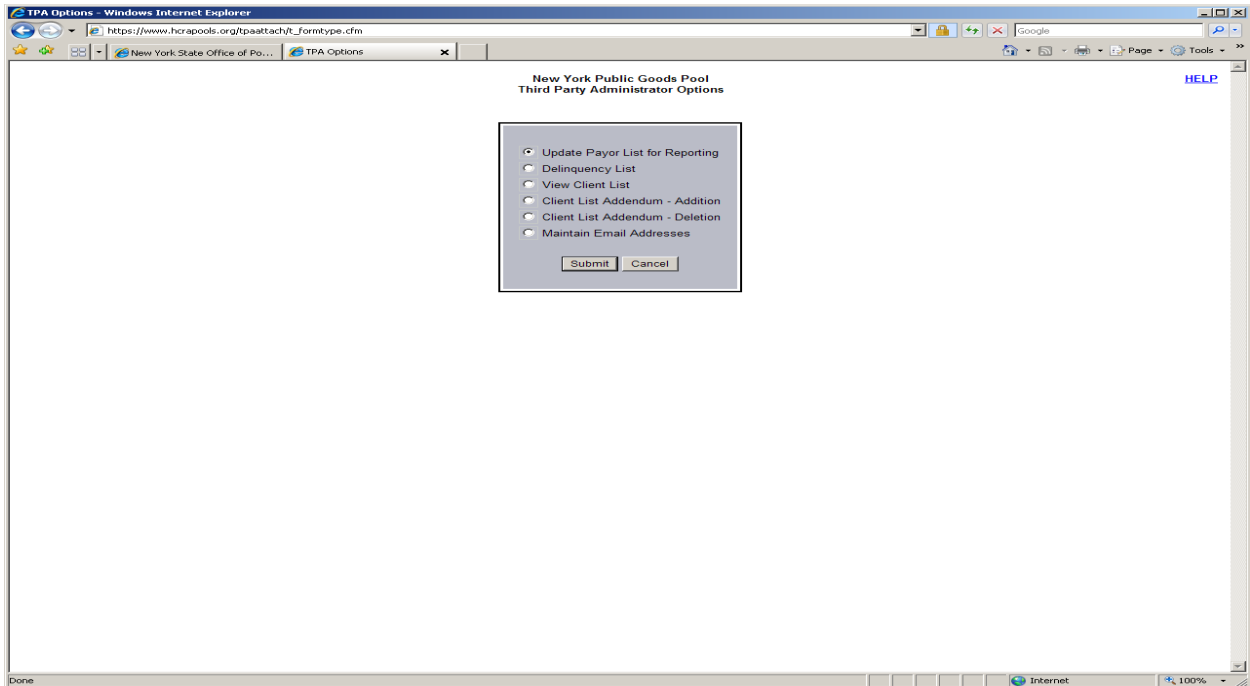
Password: Enter the password (case sensitive) provided to you by the Office of Pool Administration. This is a required field.

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

Cancel: Click Cancel if you wish to exit or start over. This action returns you to the HCRA Home Page.

NOTE: You will use the same User ID and Password that you use to do your on-line reporting

Choose an Action



Choose An Action

This screen asks you to choose to update payor list, view Attachment 2.4-list, submit an Attachment 2.4-A, or submit an Attachment 2.4-B.

Update Payor List for Reporting : Click here to create a customized payor list.

Submit: When you have made your selection, click the Submit button to proceed to the next screen.

Cancel: Click Cancel if you wish to exit or start over. This action returns you to the HCRA Home Page.

Type of Submission

The screenshot shows a web browser window with the title "New York Public Goods Pool Payor List". The browser's address bar displays "http://webtest.hcrapools.org - Type of Submission - Microsoft Internet Explorer". The main content area of the browser contains a form with the following elements:

- Two radio buttons: "Monthly List" and "Annual List".
- Two buttons: "Submit" and "Cancel".
- A "HELP" link in the top right corner.

The browser's status bar at the bottom shows "Done" and "Internet".

Submission Type

This screen allows you to select whether your customized payor list is for an annual or a monthly reporting period. Only those payors that have been designated as annual filers for the reporting period being submitted may submit annual reports. TPA's that have some clients designated as monthly filers, and other clients designated as annual filers, must file a separate submission for each filing designation.

Type of Submission: You must choose one of the two selections shown. Indicate whether the reporting list is for a monthly report or annual report.

Submit: When you have made your selection, click the Submit button to proceed to the next screen.

Cancel: Click cancel if you wish to start over. This action returns you to the HCRA Home Page.

TPA: Summary of Represented Electing Clients - Payor List Screen

http://webtest/tpapayorlist/tpa_payor_list.cfm?CFID=2748&CFTOKEN=57768526 - Microsoft Internet Explorer

New York Public Goods Pool
Monthly Payor List
TPA Name: TEST TPA

[HELP](#)

This List of clients is used to prepopulate the payor list when reporting electronically through the online application.

Delete	Payor Name	Federal ID	Loc	Parent
<input type="button" value="Del"/>	TEST PAYOR - LOCATION 2	11111111	2	<input type="checkbox"/>
<input type="button" value="Del"/>	XYZ COMPANY	123456789		<input type="checkbox"/>

Done Local intranet

TPA Payor List Screen

This screen allows to customize your payor list. This list, initially, will be prepopulated from a list of payors we had on record for you as of 5/01/05. You may add or delete payors from this list to customize it.

Submit: Click submit once you have finalized your list.

Add Payor: Click to add a payor to your list.

Del (Delete): Click to delete a payor from your list.

Cancel: Click to end this session. You will be taken back to the HCRA Home Page.

Print: Click to print this screen for your records.

Note: If a payor files as a parent company for a subsidiary company, then the "Parent" box should be checked.

Exception Report

New York Public Goods Pool
Warning List
Monthly Payors
TPA Name: TEST TPA

[HELP](#)

Below are the warnings encountered during this session:

Payor Name	Federal ID	Location	Message
TEST PAYOR - LOCATION 2	11111111	(2)	The relationship between the payor and the TPA is unknown. Please contact the Office of Pool Administration for additional information.
TEST PAYOR - LOCATION 2	11111111	(2)	The payor has no filing status for current year. Please contact the Office of Pool Administration for additional information.
XYZ COMPANY	123456789		The relationship between the payor and the TPA is unknown. Please contact the Office of Pool Administration for additional information.

Submit Cancel Print

Exception Report

This screen provides a list of discrepancy warnings that were created by the data you entered during this session. These warnings are not fatal errors and will not prevent you from submitting your reports to the Office of Pool Administration. However, in some cases, the discrepancies listed may create delinquencies that could subject individual payors to interest and penalty as prescribed in the New York Health Care Reform Acts of 1996 and 2000. It is strongly suggested that you print this page and contact the Office of Pool Administration to determine how the discrepancies listed may be corrected.

Note: If you do not have any exceptions, you will not see this screen and you will be returned to the HCRA Home Page after clicking submit on the "Payor List" screen.

Submit: Click submit to save your list. You will be taken back to the HCRA Home Page and you are now ready to use your customized list the next time you file electronically on behalf of your payors. For instructions on how to use your customized list, proceed to the next section entitled "How to Use Your Customized Payor List".

Cancel: Click to end your session. You will be taken back to the HCRA Home Page.

Print: Click to print this screen for your records.

How To Use Your Customized Payor List

New York State Office of Pool Administration Home Page

The screenshot shows a Windows Internet Explorer browser window displaying the homepage of the New York State Office of Pool Administration. The browser's address bar shows the URL <http://www.hcrapools.org/>. The page title is "New York State Office of Pool Administration".

The main content area features a navigation menu on the left with the following items:

- Health Care Reform Act (HCRA)
- Cash Receipts Assessment
- BDC Independent Accountant's Report
- Email Correspondence
- Privacy Policy
- Contact Us

The main text area contains the following information:

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.

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.

For more information about these programs, please click on the appropriate link to the left.

Email Security:

There have been unauthorized email messages claiming to originate from this web site. Emails of this type may include attachments designed to infect the recipient's computer with a virus, worm, Trojan program, etc. Some emails will try to solicit personal or confidential information, such as, credit card information, social security numbers or account number userid and passwords. To assist in providing you with a safer working environment, we have developed a list of emails we have mailed to you. You can access this list by selecting the "Email Correspondence" button on the left side navigation bar. If you are still not certain that you should open it, please call us at (315) 671-3800 to verify its content.

When you are ready to report, click on "Health Care Reform Act (HCRA)" on our Home Page, www.hcrapools.org.

New York State Office of Pool Administration HCRA Menu

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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 "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" .
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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 "Contact Us" .
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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 www.adobe.com/products/acrobat/readstep2.html
New York State Department of Health HCRA Information	

Next, click on "HCRA Electronic Reporting" and login using your on-line TPA User ID and Password and proceed to the "Payor List" screen.

Note: There will be additional screens not shown in this presentation before you get to the "Payor List" screen.

TPA: Summary of Represented Electing Clients - Payor List Screen

http://webtest.hcrapools.org - Electronic Reporting - Payor List - Microsoft Internet Explorer

New York Public Goods Pool
Electronic Reporting - Payor List
TPA Name: TEST TPA
Report Month: July 2005

[HELP](#)

List all of the clients that you will be reporting for this session regardless of whether or not they have a liability.

Check the appropriate box if the payor has no liability obligation and/or the report will be submitted separately for all required years.

Delete	Payor Name	Federal ID	Loc	Parent	Patient Services		Covered Lives	
					No PS Obligation	Reported Separately	No CL Obligation	Reported Separately

Prepopulate Add Payor

Done Internet

TPA: Summary of Represented Electing Clients - Payor List Screen

Prepopulate: Selecting this button will fill in your payor list with the electing clients from your customized list of monthly or annual payors. A message box will appear to advise you when you last updated your customized list.

Add Payor: This selection allows you to add electing clients onto your payor list. The "Add Payor" button will allow you to add one payor at a time. If you use this option, the prepopulate option will not be available.

TPA: Summary of Represented Electing Clients - Payor List (Populated) Screen

New York Public Goods Pool
Electronic Reporting - Payor List
TPA Name: TEST TPA
Report Month: September 2005

List all of the clients that you will be reporting for this session regardless of whether or not they have a liability.

Check the appropriate box if the payor has no liability obligation and/or the report will be submitted separately for all required years.

Delete	Payor Name	Federal ID	Loc	Parent	Patient Services		Covered Lives	
					No PS Obligation	Reported Separately	No CL Obligation	Reported Separately
Del	XYZ COMPANY	123456789		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Del	TEST PAYOR - LOCATION 2	11111111	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Submit Add Payor Sort by Payor name Sort by Federal ID Save & Exit Print

TPA: Summary of Represented Electing Clients - Payor List (Populated) Screen

You can make modifications to your customized list on this page by adding or deleting payors, but these modifications will not be saved here. You must make any changes you wish to save under "Third Party Options".

Del (Delete): Click the Del button to remove a client for whom you are not reporting during this session.

Submit: Click Submit to proceed to the next screen when you have completed all required and applicable information on this screen.

Add Payor: This selection allows you to add electing payors onto your client list.

Sort By Payor Name: Select this to sort the clients listed into alphabetical order.

Sort By Federal ID: Select this to sort the clients listed into Federal Identification Number order, lowest to highest.

Save & Exit: This button will allow you to save the information entered at this point and will return you to the Home Page. The "Save & Exit" button saves your payor list for reporting purposes only. It does not save the list of payors in this report to your customized payor list.

NOTE: When you are ready to complete the saved report, log into the electronic reporting application with your UserID and Password and then choose the "Complete a Previously Saved Report" option on the Choose an Action Screen.

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