

QuickStart Guide Series Community Benefits Plan

Approving Another User for a Facility

This QuickStart Guide will walk you through the step to approve a user request within the system.

Start

• Go to the Hospital Report Submission Portal, also known as the <u>Hospital</u>

Disclosures and Compliance (HDC) System and login.

Hospital Report Submission Portal

The Hospital Disclosures and Compliance (HDC) system is a report collection system that enables hospitals to electronically submit the disclosure report listed below:

- · Hospital Community Benefit Plan Reporting (Coming Soon!)
- · Hospital Supplier Diversity Report (due July 1 each year)
- · Hospital Fair Billing Program (due Jan 1 each even year)

Log in to your account to submit these reports.



A current user can approve the facility association by clicking on "Manage Users" and then selecting "View User Requests."

	HCA	i Hosp	Hospital Report Submission Portal					
	A	View Past Submissions	Request an Extension	Manage Users	View Notific	ations		
Report Type		~		Associate a User	to Reports			
				Review User Req	uests			
My Report	ts			Request Report A	ssociation			
Below are your act	tive reports	for the last two years. To view ad	ditional years, select Show All f	from the Report Range	drop-down list.			
Select a Report T	ype*		×		Report I	Range		

3 Select "*Community Benefits Plan*" from the drop-down at the top of

the page.

	HCAi Hospital Repor	ort Submission Portal
	🏫 View Past Submissions Request an Exten	ension Manage Users View Notifications
Report Type		
Community Benefit Han Review Supplier Diversity Plan Hospital Fair Billing Program Email:	Report Type:	dary: [Al] V Associated User: [Al] V Date Range: [010/12021] - [12/319999] Status: [Pending V] [Gg]
Email Facility	HCAI ID Report Type	ype - Primary - Secondary - Associated User - Date - Status - + Notes
		No Data to Display
10 -		
	Reject	Approve

• Search a pending user request by typing either the email of the person

or the facility name and click "Go." Once the user appears, select the

box next to the email and select "Approve".

Report Type Comm	unity Benefit Plan 🗸									
Review User	Requests									
Email:	Facility:	Report Type: Community Be	nefit Plan 🗸 Primary: All	Secondary: All V Associated	i User: 📶 🗸 Date	Range: 01/01/2021	12/31/9999 Status: Pendin	g 🗸 Go		
🗆 Email 🗸		Facility	HCAI ID	Report Type	Primary .	Secondary	Associated User	Date .	Status 🔺	+ Notes
🖾 Qhc	ai.ca.gov	Adventist Health and Rideout 2	365987567	Community Benefit Plan	No	N/A	Yes	9/22/2023	Pending	F
10 -							1			
			F	Reject Appro	ve					

6 After selecting "*Approve*", a pop-up window will appear to confirm the approval.

riew Approval:			WV FTOTHE CO	
e following user(s) will be assoc	iated to the facilitiy(s), report types, and assigned as primar	y or secondary contacts:		
Email 🔺	Facility Name 🔺	HCAI ID 🔺	Report Type 🔺	User Type 🔺
@hcai.ca.gov	Adventist Health and Rideout 2	365987567	Community Benefit Plan	Associated User
			Previous	Contirm
	Report		Previous	nea

***Please Note: If a user request has been rejected, an automatic notification will go out to the request submitter notifying them of the rejection. ***

After the request has been approved, the user will receive an automatic notification of approval and will gain access to all the reporting functions for the associated report type and hospital.



For alternative methods and more details about this process, please refer to our <u>Hospital Disclosures and</u> <u>Compliance System & Community Benefit Plan Resource Manual</u>. For additional assistance, please contact us via email at <u>communitybenefit@hcai.ca.gov</u> or via phone at (916) 326-3830.