

QuickStart Guide Series Community Benefits Plan

Requesting an Extension

This QuickStart Guide will walk you through the step to request an extension via the HDC System.



• Go to the Hospital Report Submission Portal, also known as the Hospital

Disclosures and Compliance (HDC) System, and login.

Hospital Report Submission Portal

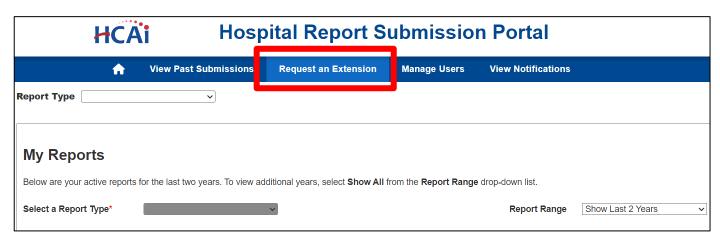
The Hospital Disclosures and Compliance (HDC) system is a report collection system that enables hospitals to electronically submit the disclosure report listed below:

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

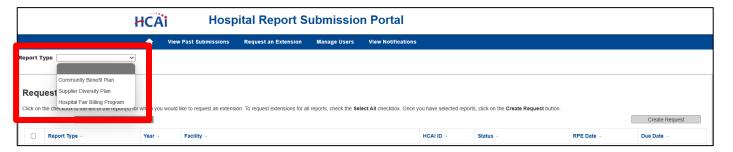
Log in to your account to submit these reports.



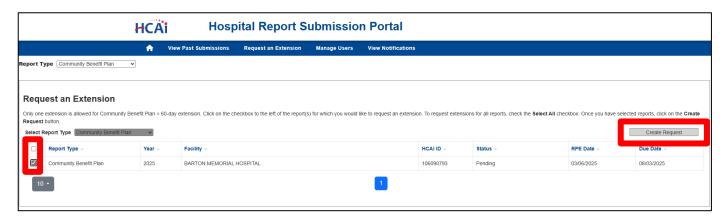
2 Click "Request an Extension."



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



4 The facilities you are associated to will populate; select the box to the left of the desired facility and click "Create Request."



6 A pop-up box will appear; review the information and click submit. Your extension request will instantly be approved, unless the hospital has exhausted the available extension for the reporting period. The new due date will automatically be updated in the system.



For extension requests, approved on or before the original due date, the system will automatically set a new due date that is 60 days from the original due date. For extension requests, approved after the original due date, the system will automatically assign a new date; 60 days from the submission date of the request. Please refer to <u>California Code of Regulations Section 95105</u> for additional information regarding extension requests.



For more detailed information on this process, please refer to the <u>Hospital Disclosures and Compliance</u> <u>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.