

HOSPITAL FAIR BILLING HOSPITAL BILL COMPLAINT PROGRAM (HBCP) PATIENT COMPLAINT PORTAL USER GUIDE

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The Department of Health Care Access and Information is responsible for enforcing the Hospital Fair Pricing Act (Act) beginning January 1, 2024, through its Hospital Fair Billing Program established by the implementation of Assembly Bill 1020.

Under the Hospital Fair Billing Program, the Hospital Bill Complaint Program was created to investigate patient complaints about the hospital's application of its financial assistance and debt collection policies, as well as the hospital's compliance with notice, accessibility, and website requirements.

### **Patient Portal**

#### How to create an account

# Step 1: Go to <u>https://hbcp.hcai.ca.gov</u>

**Step 2**: You have two options to create an account: either click on "**Sign in**" from the top right gray banner of the homepage or select the blue "Sign in" tab.

	HCAI	varoom Boards & Committees About HCAI Subscribe	сарын « <mark>(дорин)</mark>
Surgical Prof Date 07/07/ 07/07 07/07 07/07	2 Procedure 23 Line Item 1 Surgery 1/23 Line Item 2 Anestnesia 1/123 Line Item 3 Pharmacy 1/23 Line Item 4 General He	alth Pagel Current B	Charles 5,000,00 5,000,00 5,2,500,00 5,2,500,00
	Hospital Bi	I Complaint Program	
The Hospital Bill Complaint Program reviews hospita	lal financial assistance and debt collection policies, notic Filing a complaint is quick and easy. Just cl	es, and website requirements for compliance ck "Sign In" to get started or to access an exi Sign In	e to help ensure qualified patients have access to help paying their hospital bills. Issting compaint.

# Step 3: Click on "Sign up now."

1	HCAi
Sign in with y	your email address
Email Address	
Password	
Forgot your passwo	ord?
Sig	un in Sign up now
Sign in with y	your social account
	HCAI
	Microsoft
G	Google

Step 4: Enter your email address and click on "Send verification code."

< Cancel
Email Address
Send verification code
New Password
Confirm New Password
Display Name
Given Name
Surname
Create

**Step 5:** Check your email inbox or junk mail for the verification code and type it into the verification code field. Click "**Verify code**."

HCAi		
Verification code has been sent to your inbox. Please copy it to the input box below.		
sampleemail@gmail.com		
Verification Code		
Verify code Send new code		

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**Step 6:** Create a password and confirm the password in the corresponding fields.

E-mail addre	ess verified. You can continue now.
testjd450@gma	il.com
	Change e-mail
Test	

**Step 7:** Type your first name for the "**Display Name**" and "**Given Name**" fields then type your last name for the "**Surname**" field. Click "**Create.**"

Display Name	]
Given Name	]
Surname	]
Create	

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### How to recover a forgotten password

- Step 1.
- Go to <u>https://hbcp.hcai.ca.gov</u> Click on **"Forgot password?**" Step 2.

Sian in w	<b>HCAi</b>	
Email Add	ress	
Password		
Don't have an	Sign in account? Sign up now	
Sign in w	ith your social account	
G	Google	
	HCAL	

Enter your email address and click "Send verification code." Step 3.

< Cancel	HCAi	
Please prov	de the following details.	
	Send verification code	
	Continue	

**Step 4.** Retrieve the verification code from your email.

$\left[ \right]$	OSHPD account email verification code Internet
-	Microsoft on behalf of OSHPD -msonlineservicesteam@microsoftonline.com- to me +
	Verify your email address
	Thanks for verifying your <u>testjid450@gmail.com</u> account! Your code Is: 568708
	Sincerely, OSHPD
	This message was sent from an unmonitored enail address. Please 60 not reply to this message.

Step 5. Enter the code you received via email and click on "Continue."

HCAi
Please provide the following details.
Verification code has been sent to your inbox. Please copy it to the input box below.
testjd450@gmail.com
077159
Verify code Send new code
Continue

**Step 6.** Enter the new password and click on **"Create**." You will be redirected to the log in screen.

E-mail address verified. You can continue now. testjd450@gmail.com	Sign in wit	HCA:
Change e-mail	Password Forgot your pa	ssword?
Test	Don't have an a	Sign in account? Sign up now
Helper	Sign in wit	h your social account Microsoft
Surname	G	Google
Create	1	HCAI

**Step 7.** Provide your profile information. Click "**Update**" once your profile information is completed. Please note: if you select "**No**" for "**Email Communication Acceptable**," you will not receive notifications related to your complaint.

Profile		
Tiffany Alexander	Please provide some information about yourself. The First Name and Last Name you provide will be di The Email Address and Phone number are required b Your Organization is required, and a Title is optional.	splayed alongside any comments, forum posts, or ideas you make on the site. but will not be displayed on the site. They will be displayed with your comments and forum posts.
Profile	Your Information	
	First Name *	Street Line 1
	Tiffany	
	Preferred Name	Street Line 2
	Use Preferred Name	City
	Middle Initial/Name	State *
	Alexander	United States of America (USA)
	Suffix	ZIP/Postal Code
	Daytime Phone	Alternative Phone
	Provide a telephone number	Provide a telephone number
	E-mail Renea20241@pmail.com	Email Communication Acceptable O No
	Title (if applicable)	Currently Employed at HCAI or Immediate Family @ No O Yes
	Update	

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### How to file a complaint

Step 1: Click on "I'm a Patient"



# Step 2: Click on "File a New Complaint"

Home	l'm a Patient	Pm a Hospital	Submit Information/Documents
My Complaints	6		
			File a New Complaint

**Note**: The Complaint form is divided into 11 specific sections. Throughout the complaint process, there will be mandatory fields that must be completed to progress. Failure to complete these fields will result in an error message guiding the patient to the specific section that needs to be completed.

Iospital Bill Complaint Program					
✓ For free assistance with your complaint, you may contact the Health Consumer Alliance by visiting healthconsumer.org, or by calling (888) 804-3536.					
/ For HCAI to investigate whether you were wrongfully denied by the hospital for help paying your medical bills, you must have already applied for discount payment and/or charity care before rou file this complaint.					
✓ If you are mailing in your documents, please only include copies of documents. Do not send originals, they will not be returned. ✓ You will not be able to withdraw a complaint or file a new complaint until your open complaint has been successfully submitted.					
1 Patient Information         2 Description         3 Authorized Representative Information         4 Family Information         5 Hospital Information         6 Health Plan Information           7 Debt Collection Information         8 Demographic Information         9 Attach Documents         10 Release of Information and Final Signatures         11 Submit Complaint					

## Patient information

This section is where the patient will enter identifying information, including the patient's name, date of birth, address, phone number, and email address.

# Description

In this section the patient will briefly describe the reason for the complaint. Additionally, they will indicate whether they have applied for charity care or requested a discount payment option by selecting Yes or No.

Briefly describe the issue of your complaint. *	
Did you submit an application to the hospital for the charity care program? * ● No ○ Yes Did you submit an application to the hospital for the discount payment program? * ● No ○ Yes	

## Authorized Representative

In this section, the patient can appoint a representative and provide pertinent details about the person they are authorizing to represent them in the complaint process.

**Step 1:** Click on "Click here to download the Authorized Representative Form." The patient is to complete the form with the authorized representative's information and save it to their computer.

	1 Patient Information 🖌 2 Description 🖌 3 Authorized Representative Information 4 Family Information 5 Hospital Information 6 Health Plan Information
	7 Debt Collection Information 8 Demographic Information 9 Attach Documents 10 Release of Information and Final Signatures 11 Submit Complaint
A	uthorized Representative Information
	Is someone, other than a parent or legal guardian of a child under the age of 18, helping you file your complaint? No O Yes
	Authorized Representative First Name
	Authorized Representative Last Name
	Authorized Representative Email Address
	Click here to download the Authorized Representative Form Upload Authorized Representative form Choose File No file selected

**Step 2:** After saving the Authorized Representative Form to their computer, the patient can upload the completed and signed form to the portal. **Please Note**: If the patient is unable to make medical and/or financial decisions, wants a representative to help with the complaint, or for patients who are deceased, the patient is required to complete the Authorized Representative Form. Without a valid signature from the patient, the authorized representative must provide documentation of legal authority to act as the

patient's authorized representative (i.e., Power of Attorney, conservatorship documentation, Letter of Appointment of Executor, etc.)

1 Patient Information	n 🖌 2 Description 🖣	3 Authorized Representat	ve Information 4 Family Informat	on 5 Hospital Information 6 Health	h Plan Information
7 Debt Collection I	formation 8 Demograp	phic Information 9 Attach Do	cuments 10 Release of Informat	on and Final Signatures 11 Submit Con	nplaint
thorized R	epresentative	e Information			
s someone, other than ■ No ○ Yes	a parent or legal guardian o	of a child under the age of 16, hei	ping you file your complaint?		
Authorized Representa	tive First Name				
uthorized Represent	tive Last Name				
and a star a					
Authorized Representation	tive Email Address				
Click here to download Jpload Authorized Rep	the Authorized Representat resentative form	tive Form			
Choose File No fil	a selected				
Please Note: If	the patient is unable to r	make medical and/or financia	decisions, wants a representative	to help with the complaint, or for paties	nts who are
documentation	of legal authority to act a	is the patient's authorized rep	resentative (i.e., Power of Attorne	y, Conservatorship documentation, Lett	er of Appointment of
Executor, etc.)					
Co Back	and Continue				
GO BACK / (Sa					

# Family Information

In this section, the patient can input the number of family members.

### Note:

 $\checkmark$ For free assistance with your complaint, you may contact the Health Consumer Alliance by visiting <u>healthconsumer.org</u>, or by calling (888) 804-3536.

 $\checkmark$  For HCAI to investigate whether you were wrongfully denied by the hospital for help paying your medical bills, you must have already applied for discount payment and/or charity care **before you file this complaint**.

✓ If you are mailing in your documents, please only include copies of documents. **Do not** send originals, they will not be returned.

# $\checkmark$ You will not be able to withdraw a complaint or file a new complaint until your open complaint has been successfully submitted.

<u>For patients 18 years of age and older</u>, provide the full name, age, and relationship of the following: spouse, domestic partner, and dependent children under 21 years of age (whether living at home or not).

<u>For patients under 18 years of age</u>, provide the full name, age, and relationship of the following: parents, caretaker relatives, and other children under 21 years of age of the parents or caretaker relatives.

4 on			Yohle Sign Out	English - IPPANY ALEXANDER
CAI				
ome	i'm a Patient	rm a Hospital		Submit Information/Doouments
lospital E	Bill Complaint	Program		
For tree assistance with your ' For HCAI to investigate wheth you file this complaint. If you are mailing in your docu You will not be able to withd	complaint, you may contact the Health Consumer ar you were wrongfully denied by the hospital for I ments, please only include copies of documents. raw a complaint or file a new complaint until y	Alliance by visiting healthconsumer.org. or help paying your medical bills, you must hi Do not send originals, they will not be r our open complaint has been successf	r by calling (888) 804-31 ave already applied for returned. fully cubmitted.	536. discount payment and/or charity cars <b>before</b>
Patient Information     Patient Information     Debt Collection Information	2 Description - 3 Authorized Represent n 8 Demographic Information 9 Attach	A Family Information - 4 Family Information - 0 Release of Information	ion and Final Signature	I Information 6 Health Plan Information is 11 Submit Complaint
amily Informatio	n			
For patients under 18 years of a ratatives. Patient family size *	ge, provide the full name, age, and relationship of	t the following: parents, caretaker relatives	s, and other children un	der 21 years of age of the parents or caretaker
Patient family members				Add family member
Patient complaint	Full name	Age	Relationship to pa	atient
No family members have been	added.			
Family income				
Family income frequency				
				~
				~

**Step 3:** The patient can also add additional family members as needed. Once all family members have been added, click "**Submit**."

Chica		Profile	Sign Out	English		ALESSANDRA ROSSI
HCAi	Create				×	
Home	Family memberfull name *					ormation/Documents
Edit Cor	Age * Nationally to patient *					
Patient information	Submit					n Information
Family Information     For patients 18 years of a or not.     Por catients under 18 year relatives.						e (whether living at home
Patient family size						
Patient family members						Add family member

## **Hospital Information**

In this section, the patient will provide the name of the hospital, date of service(s) in question, any payments made, and whether they received an estimate from the hospital. The patient also has the option to upload any documents that are relevant to their complaint.

	1 Patient Information 🖌	2 Description 🖌	3 Authorized Representative Information	tion 🖌 4 Family Information 🖌	5 Hospital Information	6 Health Plan Information
	7 Debt Collection Informat	tion 8 Demographic	Information 9 Attach Documents	10 Release of Information and Fina	al Signatures 11 Submit	Complaint
Ho	ospital Informa	ation				
	Name of boowidal *					
	Name of nospital -					
						ų
	f more than one admission or	r multiple separate dates	of service, please submit a separate con	nplaint.		
	Date of service start *					
	M/D/YYYY					<b></b>
	Date of service end *					
	M/D/YYYY					<b></b>
	Please provide a copy of any	bill, if available				
	Choose File No file select	ted				
	Have you paid any amount to	ward the service(s)? *				
						~
	Upload my payments to hospi	ital (optional)				
	Choose File No file select	ted				
	Provide the date of your last p	payment				
	M/D/YYYY					<b></b>

**Step 1:** Click on the magnifier icon to view the list of available hospitals (the list will be in alphabetical order by clicking on "**Hospital Name**"). The patient can choose from the alphabetical list or simply type the hospital's name. Click "**Selec**t" once the correct hospital name has been selected.

The form could not be Name of hospital is a requir Have you paid any amount.	Find your hospital ×	
	Search Q	
Hospital Inform	Choose a brought and click antest to continue.	
Name of bosnital *	SUTTER AMADOR HOSPITAL	
Ivane or nospital	SUTTER AUBURN FAITH HOSPITAL	0
	BARTON MEMORIAL HOSPITAL	
If more than one admissio	DAMERON HOSPITAL	
Date of service start *	DOCTORS MEDICAL CENTER	
1/5/2022	DOCTORS MEDICAL CENTER-BEHAVIORAL HEALTH DEPARTMENT	
Date of service end *	EMANUEL MEDICAL CENTER	
1/8/2022	< 7 2 3 4 5 8 7 8 54 >	<b>111</b>
Did you receive a written e		
● No ○ Yes	Select Cancel	
Hospital preservice estima		

**Step 2:** In this section, the patient will need to confirm the correct hospital was selected and then input the date of service, payment information for any amount(s) paid to the hospital, and upload documents if available. The patient can click "**Save and Continue**" once the section has been completed, or "**Go Back**" if they need to review previous sections.

1 Patient Information 🖌 2 Description 🖌 3 Authorized Representative Information 🖌 4 Family Information 🖌 5 Hospital Information 6 He	alth Plan Information
7 Debt Collection Information 8 Demographic Information 9 Attach Documents 10 Release of Information and Final Signatures 11 Submit Complain	nt
ospital Information	
ospital information	
Name of hospital *	
ABSING - HERRICK CAMPUS DIP APH	<b>x</b> Q
Please confirm you have selected the correct hospital listed above.*	
I No 🔾 Yes	
If more than one admission or multiple separate dates of service, please submit a separate complaint.	
Date of service start *	
MDYYYY	1
Date of service end *	
MDYYYY	1
Dianan menuida a namu of anu bili it musikabla	
Choose File No file selected	
Have you paid any amount toward the service(s)? *	
	~
Haland mummada la haanila / (aaliana)	
Choose File No file selected	
Provide the date of your last payment	
MDYYYY	=
Go Back Save and Continue	

## **Health Plan Information**

In this section, the patient can furnish details about their health insurance coverage and specify if the hospital service was related to a third party (mandatory field). The patient can click **"Save and Continue"** once the section has been completed or **"Go Back**" if they want to review previous sections.

Services related to injuries caused by third party *		
		*
Were you enrolled in health plan/insurance plan?		
		~
If yes, for each type of coverage, please list	name of plan, effective dates of coverage, mem	bershin ID number, and check hox for type of
coverage below, if available. (optional)	nume of plan, enceave dates of coverage, mem	becamp to number, and encer box for type of
Primary Coverage (if applicable)		
Type of Coverage		~
	D	Notice 12 P
Name of Health Plan	Dates of Coverage	wembersnip ID #
Secondary Coverage (if applicable) Type of Coverage		
		~
Name of Health Plan	Dates of Coverage	Membership ID #
Other Coverage (if applicable)		
Other Coverage (If applicable) Other Coverage		

## **Debt Collection Information**

In this section, the patient can provide details on whether the hospital sold the debt to a collection agency and if it was reported to a credit bureau. The patient will have the option to upload documents and may include the name of the collector along with the date the

	ollection?	
		~
if yes, was the debt reported to a cr	redit bureau or has it impacted your credit report/score?	
		~
If yes, upload my credit report (optic	ional)	
Choose File No file selected		
Choose File No file selected		
Choose File No file selected Date debt was sold to collections or	r date you were notified your hospital bill was in jeopardy of being sent to collections, if applicable and available	
Choose File No file selected Date debt was sold to collections of M/D/YYYY	r date you were notified your hospital bill was in jeopardy of being sent to collections, if applicable and available	=
Choose File No file selected Date debt was sold to collections of M/D/YYYY Account number if applicable and a	r date you were notified your hospital bill was in jeopardy of being sent to collections, if applicable and available	=
Choose File No file selected Date debt was sold to collections or M/D/YYYY Account number, if applicable and a	r date you were notified your hospital bill was in jeopardy of being sent to collections, if applicable and available available (optional)	=
Choose File No file selected Date debt was sold to collections or MID/YYYY Account number, if applicable and a	r date you were notified your hospital bill was in jeopardy of being sent to collections, if applicable and available	<b>≓</b>
Choose File No file selected Date debt was sold to collections of M/D/YYYY Account number, if applicable and a	r date you were notified your hospital bill was in jeopardy of being sent to collections, if applicable and available available (optional)	
Choose File No file selected Date debt was sold to collections of M/D/YYY Account number, if applicable and a	r date you were notified your hospital bill was in jeopardy of being sent to collections, if applicable and available available (optional)	

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debt was sold to collections. The patient may click "**Save and Continue**" once the section has been completed or "**Go Back**" if they need to review previous sections.

### **Demographic Information**

This section is optional and utilized solely for reporting and analysis purposes. The patient can report their preferred spoken language, race, and/or ethnicity, including gender identity. The patient can click **"Save and Continue"** whether or not this section has been completed, or **"Go Back**" if they need to review previous sections.

Demographic Information
The following demographic questions will only be used for reporting and analysis purposes. Providing this information is optional. If you do not provide this information, it will not affect the outcome of your complaint.
Language
Preferred language spoken
Would like us to communicate with your preferred language? ● No. ○ Yes
Race and/or ethnicity
What is your race and/or ethnicity?
Select all categories and subcategories that apply and enter any additional details in the spaces below. Note, you may report more than one group.
American Indian or Alaska Native
Asian or Asian American
Black or African American
Hispanic or Latino
Middle Eastern or Northern African

## Attach Documents

The documents section provides the patient with the opportunity to attach any documents related to the complaint. The patient may click on "**Save and Continue**" once the section has been completed or "**Go Back**" if they need to review previous sections.

ou wish to provide additional do	cuments and/or information for your complaint, includin	ig information we did not specifically request, you m	ay upload the information in this section.
ou are unable to upload	documents, you may send them by mail t	0:	
Department of Health C Hospital Fair Billing Pro 2020 West El Camino, S Sacramento, CA 95833	are Access and Information ogram suite 1101		
ase include your patient	t complaint number that is located at the t	op of this page.	
			Add document/Information
			the second se
Patient complaint	Document type	File	Date of submission
Patient complaint	Document type	File	Date of submission
Patient complaint There are no records to disp	Document type	File	Date of submission
Patient complaint There are no records to disp	Document type	File	Date of submission
Patient complaint There are no records to disp	Document type	File	Date of submission

## **Release of Information and Final Signatures**

This is a mandatory field where the patient authorizes the hospital to release to the Department any information related to the complaint, including financial information, medical bills, mental health records, substance abuse records, HIV-related information, diagnostic imaging reports, and other records associated with the complaints. In this section, the patient will sign the Release of Information by typing their name and the date.

The patient must sign the Release of Information. If an authorized representative is assisting the patient with the complaint and the patient is unable to sign, the authorized representative must provide documentation of the legal authority to sign the form on the patient's behalf. The patient or representative can click "Save and Continue" once the section has been completed or "Go Back" if they need to review previous sections.

elease of Information and Final Signatures				
Signature of patient, parent/legal guardian if patient is a minor, or person with legal authority to act on behalf of the patient:		_		
Date				
M/D/YYYY	Ħ	1		
It someone other than the patient is signing this form, please provide a brief description how the signer has legal authority to sign this form:	,			
Go Back Save and Continue				

### **Submit Complaint**

In this section, the patient must confirm that the information provided is true and correct to the best of their knowledge. The patient's signature is required by typing the patient's name, or the name of a parent/legal guardian for a minor, along with the date. If an authorized representative has been designated, their signature and date are also required. After reviewing the patient's complaint and validating all the information, the patient may click on **"Submit**" to submit their complaint. If the patient wishes to make any additional revisions, they can utilize the **"Go Back**" option to revisit previous sections. The patient can withdraw their complaint at any time.

the information that I provided in filing this complaint is true and correct to the best of my knowledge. *	
	~
nature of patient, parent/legal guardian if patient is a minor, or person with legal authority to act on behalf of the patient:	
te	
M/D/YYY	

### How to check a complaint Status

To check the status of a complaint, the patient can select "**I am a patient**," and the list of complaints will be displayed.

The patient can click on the specific complaint number to check its status under the "**Complaint status**" column.

Home		I'm a Patient	]	I'm a Hospital	Submi	t Information/Documents
Му Со	mplain	ts				
						File a New Complaint
Patient complaint ↓	Hospital name	Service period	Preferred name of patient	Authorized representative	Complaint Status Patient	Created on
2024-CAS-001152- N9S4F5	ALTA BATES SUMMIT MEDICAL CENTER- HERRICK CAMPUS	01/01/2024 - 01/05/2024	Tiffany Alexander		Complaint Submitted	4/19/2024 3:58 PM

# Submit Information/Documents

In this section, the patient can review requests for additional information from the Department. Notifications of additional information requests are sent to the patient and their authorized representative via e-mail. Upon receiving a notification via e-mail, the patient will need to visit <u>https://hbcp.hcai.ca.gov</u> to review the request and provide a response.

Home		I'm a Patient		I'm a Hospital			Submit Info	ormation/Docume	ents
Submit	Inforn	nation/	Documer	nts					
i≣ Web Patient RFCI R	tequest≁								
Search									۹
Patient complaint lookup	Hospital email	Service period	Preferred patient name	Description	Status	Requested of	on	Due date	
2024-CAS-001152- N9S4F5		01/01/2024 - 01/05/2024	Tiffany Alexander	Please review and respond	Open	4/22/2024		4/26/2024	~

**Step 1:** The patient can select the patient complaint number listed in the e-mail notification they received or click on the down arrow button and choose "**Edit**."

Submi	t Inforr	mation	/Docume	ents				
I Web Patient RFCI Search	Request <b>-</b>							٩
Patient complaint lookup	Hospital email	Service period	Preferred patient name	Description	Status	Requested on	Due date	
2024-CAS-001152- N9S4F5		01/01/2024 - 01/05/2024	Tiffany Alexander	Please review and respond	Open	4/22/2024	4/26/2024	✔ C Edit

**Step 2:** After "Edit" is selected, a new page will open, allowing the patient to review the description of the request from the Department. Any attachments submitted by the Department will be viewable under the "**Request letter**" section. The patient can upload documents to be submitted to the Department by clicking the "**Upload Document**" button.

Edit Infor	mation/Docur	nents	
Patient complaint *			
2024-CAS-001152-N9S4F5	- ALTA BATES SUMMIT MEDICAL CENTER-HERI	RICK CAMPUS	
Description Please review and respon	d		A
Due date *			
4/26/2024			
Request letter (click on link b Request for Additional Infor	elow) mation.pdf		
If you are done uploading sup	porting documents, check the box to close the requ	est and notify the Department	
Related documents			
			Upload documents
Patient complaint	Document type	File	Date of submission

**Step 3:** After clicking on "Upload documents," a new page will open, enabling the patient to select the document type by clicking the down arrow button. Once a document type has been selected, the patient can click "**Next**."

Home	I'm a Patient	l'm a Hospital	Submit Information/Documents
Upload L	Jocument		
Back to Requests	)		
Document Details Up	pload Documents		
Document type			
			✓
Authorized Representat Documentation of Legal Hospital Pre-Service Es My payment(s) made to Complaint/Apreal Letter	ive Authority to Represent timate hospital with multisurance		
My Credit Report Additional Documents F Release of Information	or My Complaint		

**Step 4:** The patient can choose the file they want to upload by clicking "**Choose File**" and then clicking "**Submit**."

Upload Document
Back to Requests
Document Details 🛩 Upload Documents
Upload Documents
File * Choose File No file selected
Previous
Previous

**Step 5:** After uploading a document, you can review it under the "Related documents" section. If you do not have additional documents to submit, select "**I am done uploading documents**," which will close the request. Click on "**Submit**" to complete the Department's Request for Information.

**Note:** The patient can review all documents uploaded throughout the course of the complaint investigation. However, once submitted, the patient will not be able to remove them.

Patient complaint			
2023-CAS-001001-J5X8H0 -	SUTTER AMADOR HOSPITAL		
Description			
Test RFCI patient			
Due date *			
11/4/2023			
m done uploading documents	1		Upload docum
2023-CAS-001001-J5X8H0 -	My payment (s) made to hospital	File Anaheim General Hospital po	Date of submission
	, p=p		

**Step 6:** To check the status of a request for additional information, the patient may revisit the home page of the **"Submit Information/Documents"** section.

Home	l'm a Patient			l'm a Hospital			Submit Information/Documents	
Submi	Submit Information/Documents							
Search								۹
Patient complaint	Hospital	Service period	Preferred patient name	Description	Status	Due date	Record created or	n
2023-CAS-001001- J5X8H0	SUTTER AMADOR HOSPITAL	01/05/2022 - 01/06/2022	Alessandra Rossi	Test RFCI patient	Open	11/4/2023	10/16/2023	~
2023-CAS-001007- H2Q0J9	SUTTER AMADOR HOSPITAL	01/01/2022 - 01/02/2022	Alessandra Rossi	Please submit correct AR form	Closed	11/1/2023	10/18/2023	~

# How to Communicate with the Department

**Step 1:** If you have to communicate with the Department, you can do so by going to the **"Submit Information/Documents"** section and finding your most recent complaint.

HCAi						
Home		I'm a Patient		l'm a Hospital	Subr	nit Information/Documents
Му Со	mplai	nts				
					1	File a New Complaint
Patient complaint ↓	Hospital name	Service period	Preferred name of patient	Authorized Representative First Name	Complaint Status Patient	Created on

Step 2: Search for your most recent complaint and make sure it reads: "To Communicate with the Hospital Bill Complaint Program. (Note: No action required. If you need to communicate with us add a comment to the "Response" field.)"

HCAi									
Home		I'm a Patient			I'm a Hospital Sut			mit Information/Documents	
			-						
Submi	t Inforr	mation	/Docume	ents					
Web Patient RFCI	Request -								
Search								٩	
Patient complaint lookup	Hospital email	Service period	Preferred patient name	Requested Information	Status	Requested on	Due date		
2023-CAS-001078- Y0S5T6	AURORA VISTA DEL MAR HOSPITAL	08/01/2023 - 08/10/2023	Patient Name		Open	10/30/2023	10/30/2023	~	
2024-CAS-001166- Y4J2W6	MAYERS MEMORIAL HOSPITAL	01/05/2024 - 01/08/2024	Patient Name		Submitted	6/10/2024	6/11/2025	~	
2024-CAS-001169- P4GOG6	MAYERS MEMORIAL HOSPITAL	05/01/2024 - 05/07/2024	Patient Name	To Communicate with the Hospital Bill Complaint Program (Note: No action required. If you need to communicate with us add a comment to the "Response" field 1	Open	6/24/2024	6/28/2025	•	

Click on the dropdown arrow menu and select "Edit".

2024-CAS-001169- P4G0G6	MAYERS MEMORIAL HOSPITAL	05/01/2024 - 05/07/2024	Patient Name	To Communicate Open with the Hospital Bill Complaint Program (Note: No action required. If you need to communicate with us add a comment to the "Response" field.)	6/24/2024	6/28/2025	dit
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**Step 3:** A new window titled "**Requested Information/Documents**" will open. Here you can send the Department a question or comment, by writing in the text box under the "**Response**" field. You can also upload documents.

Requested Information/Documents
Patient complaint *
2024-CAS-001169-P4G0G6 - MAYERS MEMORIAL HOSPITAL
Requested Information
To Communicate with the Hospital Bill Complaint Program
(Note: No action required. If you need to communicate with us add a comment to the "Response" field.)
Due date *
6/28/2025
Response
Request letter (click on link below)
No file selected
Related documents

**Step 4:** Once you have entered a question or comment in the text box under the **"Response**" field scroll to the bottom and hit **"Submit**". The Department will receive and respond to your question or comment.

Requested	Information/Documents
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Patient complaint \*

2024-CAS-001169-P4G0G6 - MAYERS MEMORIAL HOSPITAL

Requested Information

To Communicate with the Hospital Bill Complaint Program

(Note: No action required. If you need to communicate with us add a comment to the "Response" field.)

Due date \*

6/28/2025

Response

Request letter (click on link below)

No file selected

**Related documents** 

Submit

Upload documents