

ATTACHMENT 1

ELECTRONIC ACCESS TO TREND FACTOR TABLES VIA HEALTH PROVIDER NETWORK (HPN)

The following are instructions on how to access trend and roll factors from HPN.

The HPN is a secured Internet network which health providers will need to enroll in, to gain access to functions associated with this network. Individuals that have an HPN account will also need to receive access to the trend factor function. If you have an HPN individual account and do not have access to the trend factors, please complete the electronic access request form and access will be granted within (3) three days. A notice of access will be delivered to your E-mail address listed on the HPN network.

IF YOU DO NOT HAVE AN INDIVIDUAL ACCOUNT, PLEASE CONTACT YOUR HPN COORDINATOR TO FORWARD THE PROPER DOCUMENTS ALREADY ESTABLISHED ON HPN UNDER THE HPN COORDINATOR TAB ON THE MAIN HPN SCREEN. IF YOU HAVE QUESTIONS ON SUBMISSION OF THE INDIVIDUAL USER FORMS, PLEASE CALL (866) 529-1890.

1. Website - <https://commerce.health.state.ny.us>
2. Security Screen - this screen will ask for your "HPN" id and password.
3. New York Department of Health Internet Commerce Site screen - select HPN the Health Provider Network.
4. Health Provider Network screen - select under INFO BY TOPIC "Programs."
5. Programs Page screen - select "Office of Health Insurance Programs (OHIP)", then select "Division of Health Care Financing."
6. Division of Health Care Financing screen - select under Nursing Homes "Trend and Roll Factor Reports."
7. Bureau of Long Term Care Reimbursement screen - select the appropriate classification, year and roll or trend factor.
8. The trend/roll factor table requested will appear.

Any questions on the access to the trend/roll factor tables should be directed to Mr. Russ Smith at (518) 473-4421.