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MEMORANDUM

TO: RHCF Members

FROM: Patrick Cucinelli, Senior Financial Policy Analyst

DATE: January 16, 2009

SUBJECT: **Electronic Filing of Cash Receipts Monthly Reports**

ROUTE TO: Administrator, CFO

ABSTRACT: DOH mandates new electronic filing of cash receipts monthly reports.

RHCF providers are required to remit a 6 percent cash receipts assessment tax to the Department of Health (DOH) on all assessable revenue received on a monthly basis. Under the current system monthly payment is due on or about the 15th of the subsequent month, accompanied by a Health Facility Cash Receipts Assessment report. Effective with the filing period beginning April 1, 2009, DOH is mandating the electronic filing only of the monthly Health Facility Cash Receipts Assessment report.

DOH has asked NYAHS to share advance notice of the electronic filing mandate. Attached is a January 12th, 2009 DOH letter with details on the electronic filing, including a reference to the New York State Office of Pool Administration (OPA) Web site at: <http://www.hcrapools.org/>. DOH is advising providers to establish an electronic filing account with OPA as soon as possible. Providers should refer to the OPA Web site in order to obtain a User ID and password.

Providers can begin filing electronically in advance of the April 1 deadline by completing Form 4412. For member convenience, a copy of this form and instructions, along with the January 12th DOH letter, are attached. Members should refer to this material or the OPA Web site for additional details.

Please contact me with any questions at pcucinelli@nyahsa.org or call 518-449-2707 ext. 145.

Attachment