



STATE OF NEW YORK  
DEPARTMENT OF HEALTH

Corning Tower The Governor Nelson A. Rockefeller Empire State Plaza Albany, New York 12237

Richard F. Daines, M.D.  
*Commissioner*

James W. Clyne, Jr.  
*Executive Deputy Commissioner*

July 27, 2010

Dear Administrator/Controller:

The Department of Health has developed the 2009 AHCF-1 software to facilitate the completion of the 2009 AHCF-1 cost report. **Please be advised that the 2009 AHCF-1 cost report filing deadline is October 1, 2010 and late filing of the cost report may subject the facility to a two percent reduction in its current Medicaid payment rate(s).**

The software to use for reporting purposes is currently available on the New York State Department of Health (DOH) Health Commerce System (HCS). Refer to the "Using the HCS – 2009 AHCF" document attached to this email for information regarding how to access the software.

In order to download the current software you must have requested and received an HCS account. This account is also referred to as the Health Provider Network (HPN) account. Providers without an HCS account must apply for one immediately. Your facility will still be subject to the 2% penalty if the cost report is not filed on a timely basis due to the lack of an HCS account. If you need assistance establishing an account, send an email stating your need for assistance to [dtcatdoh@health.state.ny.us](mailto:dtcatdoh@health.state.ny.us) including your name, facility name, operating certificate number and telephone number.

Further, if you have problems accessing your account due to the expiration of your password, please contact the Commerce Accounts Management Unit at 1-866-529-1890.

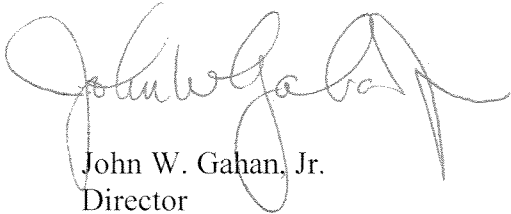
The 2009 cost report is required to be submitted electronically using the HCS. The Department will only recognize your facility's electronic submission as the legal submission of your report. However, each facility will be required to submit the administrator's certification form, independent certified public accountants certification and audited financial statements within five (5) business days following the transmission of the electronic report. This information should be mailed to the following address:

New York State Department of Health  
Bureau of Primary and Acute Care Reimbursement  
Empire State Plaza  
Corning Tower Room 1043  
Albany, NY 12237

In July 2008, the Department mailed a letter to each Ambulatory Surgery Center advising them that, beginning with the 2009 cost report, certification was required by an Independent Certified Public Accountant.

The 2009 AHCF-1 instructions that are posted on the HCS with the software have a new section at the beginning of the instructions titled "Cost Report Updates from the Prior Year Report". Please review that section for the changes to the report from the 2008 AHCF-1. In addition, if you have any questions regarding the completion of the cost report document, please refer to page 1 these instructions, "Mailing Address and Help Line" section.

Sincerely,

A handwritten signature in cursive script, appearing to read "John W. Gahan, Jr.", written in dark ink.

John W. Gahan, Jr.  
Director  
Bureau of Primary and Acute Care Reimbursement

Enclosure