



## Department of Health

**ANDREW M. CUOMO**  
Governor

**HOWARD A. ZUCKER, M.D., J.D.**  
Commissioner

**SALLY DRESLIN, M.S., R.N.**  
Executive Deputy Commissioner

October 10, 2018

Dear Administrator:

This is to advise you of the **NEW** Health Commerce System (HCS) application (**Healthcare Financial Data Gateway**). This application will now be utilized for all future nursing home postings, the previous application will no longer be utilized. Please refer to **Attachment I** for instructions to add this application. Please be advised that all historical postings will currently be maintained on the previous application. We will advise of any migration of historical postings to the Healthcare Financial Data Gateway should that occur.

All nursing homes should follow the referenced instructions to access the gateway system. There has been extensive testing to ensure that access is available for all nursing homes who were in the HCS system as of April 2018. For any nursing homes or individuals that were not in HCS when the data was migrated, it will be necessary to request access.

The nursing home permissions to the Healthcare Financial Data Gateway can be granted utilizing the revised HCS Upload Access Request Form attached herein.

Should you have any questions please email [RHCF-HCS@health.ny.gov](mailto:RHCF-HCS@health.ny.gov) and Dave Szelest will respond to your inquiry.

Sincerely,

Laura Rosenthal  
Director  
Bureau of Residential Health Care Reimbursement  
Division of Finance and Rate Setting  
Office of Health Insurance Programs

**HCS Instructions – \*\*NEW Application\*\*:**

- 1) Login to HCS: [https://commerce.health.state.ny.us/public/hcs\\_login.html](https://commerce.health.state.ny.us/public/hcs_login.html).
- 2) Enter User ID and Password.
- 3) From "My Applications", select "Hlthcare Finance Data Gateway". Go to Step 4 if this application does not already exist in your list of applications, otherwise skip to Step 7.
- 4) From the top line menu under "My Content", choose "All Applications".
- 5) Select "H", then click the Green "+" button under the Add/Remove column to add the application to your personal "My Applications" list.
- 6) You may open the application from the page you are already on by clicking "Healthcare Financial Data Gateway" or you may choose it from "My Applications" under the Home page.
- 7) Go to the **Publications** section and follow the instructions from above to access the proper Collection and Package.

If you have problems accessing your HCS account due to the expiration of your password, please contact the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890

**HCS Upload Access Request Form**

**Grant Permissions to:**

HCS Access ☐

Healthcare Financial Data Gateway ☐

**Instructions:** Please print clearly. Form must be completed in its entirety. To submit this form electronically, it must be printed, completed, scanned as an email attachment and sent to the Bureau Mail Log at: RHCF-HCS@health.ny.gov

Facility Name: \_\_\_\_\_ Operating Certificate: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Address, City, State, Zip Code)

County: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Part I – HCS Upload Addition Request**

Facility Type : (check one)

- ☐ Proprietary  
☐ Voluntary  
☐ Public/Government

Name of person requesting access: \_\_\_\_\_ Title: \_\_\_\_\_

HPN ID # \_\_\_\_\_

**Part II – HCS Removal Request**

Please indicate the name and title of the previous HPN approved person that will be deleted from the electronic update database of above listed facility:

I hereby attest to the accuracy of the information provided above for the purposes of obtaining an updated HCS upload account for the individuals indicated:

**Administrator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**DOH AGENCY USE ONLY:**

Date Request Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

HCS Access Removed: ☐ Yes ☐ No Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ If denied explain: \_\_\_\_\_

HCS Access Granted: ☐ Yes ☐ No Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ If denied explain: \_\_\_\_\_