



Pennsylvania Health Care Cost Containment Council

January 18, 2023

«HFRName»
«HFRTitle»
«FacilityName» -- PAF«PAF»
«HFRAddress1»
«HFRAddress2»
«HFRCity», «HFRState» «HFRZip»

Dear «HFRSalutation»:

The Pennsylvania Health Care Cost Containment Council (PHC4) is beginning the verification process for self-pay records for fiscal year 2021. As we have done in prior years, the Self-pay Data Reconciliation web application on PHC4's portal allows your facility to reconcile their self-pay records. Ultimately these reconciled records will be provided to the Pennsylvania Department of Human Services (DHS) to be used as a part of its calculations for the extraordinary expense portion under ACT 77.

The Self-pay Data Reconciliation secure web application is located through the [PHC4 portal](#) as an added service and is accessible to all users who access the Financial Data Reporting service. The portal may be accessed at <https://www.phc4submit.org/> by using your portal account (fin«PAF») and password. If you forgot your password, you may retrieve it by clicking on the "[Forgot your password?](#)" link on the portal home page. If you experience difficulties logging into your account, please contact PHC4 at (717) 232-8958 or dataservices@phc4.org.

The site contains all inpatient discharge records from July 1, 2020 through June 30, 2021 that were submitted by your facility to PHC4 during the quarterly data submissions. Your primary task is to indicate whether any of the self-pay records were later paid by some third-party payer, or to change any records that were originally submitted as being paid by a third-party payer but have since been determined to be a self-pay case. The application **does not allow** you to add any record that was not originally submitted during the quarterly UB04 data submission process. Instructions are located on the site after logging into the portal and selecting Self-pay Cases Verification service.

This is a voluntary process. If you choose to participate it is up to each facility to determine if they want to reconcile every record or, only those that fall above the *PHC4 2X Average Total Inpatient Charge Threshold*. The threshold amount is displayed on the web application to assist you in the reconciliation process.

The Self-pay Cases Verification service will be disabled on Tuesday, February 14, 2023. Please contact JoAnne Z. Nelson at selfpay@phc4.org if you have any questions.

Sincerely,

Barry D. Buckingham
Executive Director

cc: «ccname», «cctitle»
Mara Perez, Director, OMAP Bureau of Fiscal Management, PA DHS
Sushma Sharma, Project Vice President, Health Care Research, HAP
Thomas Fulcomer, Director, Bureau of Children & Youth Services, DAG

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