



TELEMEDICINE

DISTANCE EDUCATION

HEALTH INFORMATION
TECHNOLOGY

AUDIT PREPARATION

Documenting & Reporting Appropriate Use of Your New Connection

Early adopters of telemedicine and health information technology like you and the State of Oregon are paving the way for the future of health care delivery and access. By using an OHN connection to support the health care of tomorrow, OHN participants are able to experience a wealth of direct and indirect revenue enhancing and cost savings benefits—all while improving the lives of the patients and health care students that you serve.

The purpose of the FCC RHCPP program (and OHN) isn't just to provide you with a subsidized broadband connection and to manage the billing process. We want to make sure that you make full use of, and experience the greatest value and benefit from your new OHN connection. That said, with any subsidy or grant, you will be required to participate in random audits of your new connection, proving that you're using the connection per FCC requirements (eligible services and demonstrated benefitted use).

As Oregon's RHCPP subsidy recipient and your partner, OHN is here to make sure that you meet/exceed both the documentation and use requirements of the subsidy.



OREGON HEALTH
NETWORK

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Documentation

OHN has invested in many tools to help provider sites have the best user experience, including our web-based Sharepoint Site Portal. This portal houses core documentation and reporting tools necessary for a future audit. By using this tool, you can educate your team to ensure that the OHN connection is used to the fullest to improve the quality, delivery and access of care. Documents that are already organized and readily accessible on your Site Portal includes copies of your:

- Telecommunications provider vendor contract
- Telecommunications provider vendor invoices/supporting documentation
- Funding Commitment Letter (FCL)
- OHN Participation Agreement & Addendum
- OHN administration has all information surrounding site eligibility (Form 465 Package), contract submission (Form 466), Support Acknowledgement Letter (Form 467) and the competitive bidding process

The Universal Services Administration Company (USAC) is the third-party vendor that manages the FCC's RHCPP, and will be responsible for scheduling/coordinating audits. Since the contract for subsidized services exists between you and your approved vendor, USAC will contact you directly for an audit. When you are contacted, you have the comfort of knowing that all your core documentation is already available and organized in your OHN Site Portal.

Reporting

OHN is required to submit quarterly reports on the current and future known uses of the subsidized connections. The value of this activity is not only to pass audit, but truly to assist the FCC in identifying the trends and future demands of their intended nation-wide health network deployment. Therefore, OHN staff will be reaching out to you and your team on a regular basis to understand the core uses of the network, and the anticipated improved outcomes associated with them, so that the FCC can itself prove the importance/value of broadband support mechanisms within health care like these. To assist us in this process, please download a copy of our Site-Use Survey and forward to Monica Koiv at mkoiv@oregonhealthnet.org:

<http://www.oregonhealthnet.org/content/ohn-participant-survey-net-work-use>

Appropriate Use: All health care related services including administration, images, patient records, distance learning/education, etc. that support patient care or provider/student education provided by an eligible, non-profit, facility fits in one or more of the below categories:

- Community health centers or health centers providing health care to migrants
- Local health departments or agencies including dedicated emergency departments of rural for-profit hospitals
- Community mental health centers
- Not-for-profit hospitals
- Rural health clinics, including mobile clinics
- Consortia of health care providers consisting of one or more of the above entities
- Part-time eligible entities located otherwise in-eligible facilities
- Other emergency services
- Post-secondary education facility

General

- Equally important to using the connection(s) for the appropriate type of services, is in making sure that your connection is in fact being used. Having dormant or very low use of your connection will most likely not be viewed favorably in the eyes of the FCC.

Additional information surrounding the FCC/USAC audit process is available in the OHN Welcome User Guide which you should have received and which is always available on the OHN website under Forms & Documents. Furthermore, if you have any detailed questions surrounding the USAC audit process, please contact USAC's Internal Audit Division via e-mail: auditinquiry@usac.org

OHN strongly advises that internal audit procedures are followed per your outside auditor's advice. OHN has provided audit information to your site per USAC's instructions in order to provide good customer service and is not meant to be inclusive. OHN is not responsible for your site's audit compliance or the results/findings of an audit conducted by USAC or the FCC.