

# Late reporting workflow

Due to organized medicine advocacy, HRSA has provided an extenuating circumstances exception for physicians who missed the reporting period 1. The workflow below outlines the steps necessary for submitting a “Request to Report Late” to retain the Period 1 funds received from the Provider Relief Fund.

## Background

In response to AMA advocacy about the dire impacts of the COVID-19 pandemic on physician practices, Congress appropriated relief money for physicians to keep their doors open and to keep seeing patients. Between April 10 and June 30, 2020, HRSA issued the Period 1 payments to physicians who billed Medicare fee-for-service in 2019 and the payments were automatically awarded based on annual revenues. These payments must have been used on increased expenses and losses due to COVID-19 and physician practices who received more than \$10,000 in these funds were required to report on their use of the funds or repay the money.

## Physician Relief Fund (PRF) reporting step-by-step workflow



Physicians should watch closely for additional details surrounding the dates for reporting. For assistance, or if a period 1 submission has not been completed and email has not been received, call the HRSA Provider Support Line at (866) 569-3522.

\*Allowable extenuating circumstances:

- **Severe illness or death**—a severe medical condition or death of a provider or key staff member responsible for reporting hindered the organization’s ability to complete the report during the Reporting Period.
- **Impacted by natural disaster**—a natural disaster occurred during or in close proximity of the end of the Reporting Period damaging the organization’s records or information technology.
- **Lack of receipt of reporting communications**—an incorrect email or mailing address on file with HRSA prevented the organization from receiving instructions prior to the Reporting Period deadline.
- **Failure to click “submit”**—the organization registered and prepared a report in the PRF Reporting Portal but failed to take the final step to click “submit” prior to deadline.
- **Internal miscommunication or error**—Internal miscommunication or error regarding the individual who was authorized and expected to submit the report on behalf of the organization and/or the registered point of contact in the PRF Reporting Portal.
- **Incomplete Targeted Distribution payments**—the organization’s parent entity completed all General Distribution payments, but a Targeted Distribution(s) was not reported on by the subsidiary.

Requests to Report Late Due to Extenuating Circumstances must indicate and attest to a clear and concise explanation related to the applicable extenuating circumstances. **No proof or documentation is required.**