

PRIVATE HOSPITAL CHECKLIST - TRANSFORMATION WAIVER

The private hospital and affiliated government entity are required by HHSC to submit the following documentation in order to receive DY1 UC, Advance Waiver or DSRIP Payments:

Private Hospital Checklist:

1. The private hospital must execute the following forms and provide copies to HHSC:
 - a. **Private hospital waiver certification.** Submit to HHSC.
<http://www.hhsc.state.tx.us/rad/hospital-svcs/downloads/1115-hosp-cert.pdf>
 - b. **Indigent care affiliation with public entity** – Every private hospital that participates in the waiver must execute an affiliation agreement with the governmental entity that provides the IGT for any type of payment (transition, UC or DSRIP). Hospitals that have received transition waiver payments already have the necessary affiliation agreements on file. HHSC does not prescribe indigent care affiliation agreements.
 - c. **AP-152.** This form establishes the Texas Identification Number (TIN) that is derived from the 9-digit FEIN (Federal Identification Number). It is used to link a hospital name, address, and bank account. It is not unusual for a hospital to have several TIN's in order to route specific payments to preferred accounts; Direct Deposit accounts have a different mail code from the parent TIN. Submit to HHSC. (Required)

<http://www.window.state.tx.us/taxinfo/taxforms/ap-152.pdf>

A typical TIN is 14 digits long and looks like this:

Texas Hospital dba Hospital of Texas
17XXXXXXXX 9 000

- i. The underlined portion (7XXXXXXXX) is the original FEIN.
 - ii. To make up a complete TIN, a '1' will be added to the beginning of the FEIN.
 - iii. Next a check code is applied (here, it is '9').
 - iv. A mail code will then be added to link to the TIN to the hospital address and is always three digits. In this example, the mail code is 000.
- d. **74-176** (Direct Deposit Form/Advance Notification Form). This form should accompany the AP-152 and establishes a Direct Deposit TIN. When used, funds will be automatically deposited into the linked banking account and paper checks will no longer be mailed but. (Required) <http://www.window.state.tx.us/taxinfo/taxforms/74-176.pdf>

Government Entity Checklist:

1. **Government Entity waiver certification** – submit to HHSC
<http://www.hhsc.state.tx.us/rad/hospital-svcs/downloads/1115-gov-entity-cert.pdf>
2. **AP-152** (Tax Identification Form - a.k.a. 14-digit Vendor Identification Number in the HHSC Accounting System) – Submit to HHSC (see link above)
3. **74-176** (Direct Deposit Form/Advance Notification Form) – submit to HHSC (see link above)
4. **Tex Net Enrollment Form:** The Government Entity must enroll in the State Comptroller’s Office “Tex Net” Electronic Payment System in order to be able to IGT funds to the state (unless they already have a Tex Net Log in and User ID). Submit to State Comptroller’s Office.
<http://www.hhsc.state.tx.us/rad/hospital-svcs/downloads/tex-net-enroll-form.pdf>

TexNet Payment Instructions Booklet: This guide was created for Vendors by the Comptroller’s Office and provides helpful TexNet Transfer Instructions and customer service numbers.

<http://www.window.state.tx.us/taxinfo/etf/96-590.pdf>

For a link to all of the forms listed above, please visit the HHSC 1115 Website for Private Hospitals found below:

<http://www.hhsc.state.tx.us/rad/hospital-svcs/downloads/hosp-waiver-chklst.pdf>

If you have any questions or need assistance completing any of these forms, please contact Kellie Stephens at kellie.stephens@hhsc.state.tx.us or (512) 491-1862.