

# Colorado Rural Health Center

## Rural Health Clinics

### Reimbursement Procedure for 2010-2011 deliverables:

Please use the following procedure when requesting reimbursement for all 2010-2011 HPP Deliverables. Failure to provide the required documentation in the proper format will result in a denial of your reimbursement request. Faxed or mailed reimbursement requests will not be accepted.

1. Complete one (1) HPP Grant Reimbursement Request form per deliverable, with signature and date. *The State of Colorado requires an original, hand written signature. A typed or electronic signature is not adequate.*
2. Email as one pdf. attachment, (other file types are not acceptable) \* the completed Reimbursement Request, (page 1) and the required hospital deliverable listed on the reimbursement statement (page 2, 3, 4...).

**Email to: [rs@coruralhealth.org](mailto:rs@coruralhealth.org)**

- a. In the subject line of your email, use your clinic name and deliverable name i.e. **Mountain High Clinic, IS-700**
- b. You may include multiple pdf attachments/deliverables in one email, keeping in mind each deliverable requires a separate reimbursement form and pdf file.
- c. Name each pdf file per the deliverable, i.e. 800MHz drill
- d. Do not submit reimbursement requests for more than one clinic in one email, each clinic must submit the deliverables separately.
- e. Include only the deliverable specified, i.e. the "continuity of operations" plan or annex of your EOP, not the complete EOP.
- f. The 800 MHz & EMSsystem drills are the only deliverable needing a "letter of participation".
- g. Individual pdf file size must not exceed 2MB.

Please feel free to contact me if you have any questions.

*Ron Seedorf*

Emergency Preparedness Manager

Colorado Rural Health Center

rs@coruralhealth.org

970-302-9021 (direct phone line)