## Table of Contents

### Contents

**Working with Facility Reports** ................................................................. 3  
HCAI Reports .................................................................................................................. 3  
  - Facility Submitted Invoices ................................................................................. 4  
  - Facility Submitted Plans ..................................................................................... 6  
  - Submitted Forms by Insurer ............................................................................... 8  
  - Monthly Financial Statement Report ................................................................... 10
This chapter outlines the reports available to facility users in HCAI, and how to generate each type of report.

HCAI Reports

To further help your Facility track its OCF submissions during a selected time period, HCAI provides a number of useful reports. Three of these are generated by the User: *Facility Submitted Invoices*, *Facility Submitted Plans* and *Submitted Forms by Insurer*. A fourth, *Monthly Financial Statement*, is automatically generated each month by the HCAI system.

To access your Facility’s Reports or create a new Report in HCAI:

- Sign-in to [www.hcai.ca](http://www.hcai.ca)
- Go to the Manage > Reports sub-tab

Within this screen, a User can generate a new report, view a list of previously requested reports and access the Facility’s system-generated *Executive Reports*. 

To view the Reports tab in HCAI, you must be the Authorizing Officer or have the Provider Report Viewer role assigned.
Facility Submitted Invoices

The *Facility Submitted Invoices* report provides a list of all Invoices that have been submitted to Insurers within a specified time frame.

To create a Facility Submitted Invoices report:

- Sign-in to [www.hcai.ca](http://www.hcai.ca)
- Go to the Manage → Reports sub-tab
- Using the drop-down list, select *Facility Submitted Invoices*
- Enter the date range for the report to generate using the calendar tool
- Click "Generate Report"
Depending on your browser settings, the report will:

- Appear in the Reports Requested area, with a Status of “Processing”
  - Once the report is ready to be opened, the status changes to “Completed”
  - Once the report status is “Completed” click on the Report Name to open the report in a new tab or a new window
- Or the report will open automatically in a pop-up window or a separate tab

**Reports Requested List**

The Reports Requested list displays all recently generated reports, including the report name, the date and time the report was requested, each report’s search parameters and the report status. To delete a report from the list, check the box located next to the report name and click the **DELETE** button.
Facility Submitted Plans

The *Facility Submitted Plans* report provides a list of proposed and approved Plans that have been submitted to Insurers within a specified time frame.

To create a *Facility Submitted Plan* report:

- Sign-in to [www.hcai.ca](http://www.hcai.ca)
- Go to the Manage → Reports sub-tab
- Using the drop-down list, select *Facility Submitted Plans*
- Enter the date range for the report to generate
- Click "Generate Report"
Depending on your browser settings, the report will:

- Appear in the Reports Requested area, with a Status of "Processing"
  - Once the report is ready to be opened, the status changes to "Completed"
  - Once the report status is "Completed" click on the Report Name to open the report in a new tab or a new window
- Or the report will open automatically in a pop-up window or a separate tab
Submitted Forms by Insurer

The *Submitted Forms by Insurer* report is a business-to-business report that shows the progress and outcomes of Plans or Invoices submitted to each Insurer within a specified time frame.

To create a *Submitted Forms by Insurer* report:

- Sign-in to [www.hcai.ca](http://www.hcai.ca)
- Go to the Manage → Reports sub-tab
- Using the drop-down list, select *Submitted Forms by Insurer*

The report opens in a new tab or window with the data generated displayed.

- Select the type of document you wish to generate
- Select the format:
- If you select View Online, a high level document will open in a pop-up window.
- If you select Download Spreadsheet, the document will immediately drop down to the Reports Requested list where it can be saved onto your computer and opened later.

- Enter the date range for the report to generate
- Click **GENERATE REPORT**

If View Online is selected, report summary window appears.

If Download Report is selected, report appears in Reports Requested window. Click on the name to open the report.
An additional benefit of HCAI - available only to Web Users - is the auto-generated Monthly Financial Statement (MFS) report. This statement shows your Facility’s monthly billings and provides a quick and organized way to easily review your billing activities and check for any errors. The MFS reports are similar in format to a credit card statement and display how much, and for which services, each Provider in a Health Care Facility has billed an Insurer.

To view the MFS reports, Users must have the “Facility” level of access in HCAI and the Provider Report Viewer and the Facility Administrator roles assigned.

To view a MFS report:

- Sign-in to www.hcai.ca
- Go to the Manage ➔ Reports sub-tab
- Under “Executive Reports Received” the MFS reports are listed
- To view a report, click on the “Monthly Financial Statement” link under “Report Name”
• The report will open online, either in a new tab or a new window.
• Because there may be multiple Providers listed for a treatment block, the Proposed Amount for the additional Providers will be reflected by a dash ("-")
• Once the Health Care Facility receives the MFS, it will have a one-month opportunity to review the report and correct any issues
• The following month, Insurers receive a MFS for the same period, which will include the most current information