

## Welcome to the Guide for Using the HPSA/PSA Web Page

### HPSA Bonus Payments

**Are you eligible for the automated HPSA bonus payment?** Follow the steps below to determine if you are eligible for the automated HPSA bonus payment:

Step 1:	Select HPSA category (Primary Care or Mental Health) from the HPSA/PSA web page.
Step 2:	Look up your zip code and state where you rendered services.
Step 3:	<p>If your zip code is on the list – <b>STOP-</b></p> <p>You do not need to do anything else. You are eligible for the automated HPSA bonus payment. <b>You do not need to use the “AQ” modifier to receive the HPSA bonus payment.</b></p> <p>If your zip code is not on the automated payment list, you must complete the following steps to determine if you need to use the “AQ” modifier to claim the HPSA bonus payment.</p> <p>Determine your census tract area using the Census Bureau or Federal Financial Institutions Examination Council (FFIEC) website.</p> <p>The first set of directions for the Census Bureau website can be used to research HPSA designations based on the year 2000 census tract designations. The second set of directions can be used for older HPSA designations based on the 1990 census tract designations.</p> <p>Once you have identified your census tract, you must use the HRSA web site to determine if that census tract is in a HPSA eligible to receive the bonus payment.</p>

### Directions for using the FFIEC’s website.

Step 1:	Go to: <a href="http://www.ffiec.gov/default.htm">http://www.ffiec.gov/default.htm</a>
Step 2:	Scroll down and click on Geocoding/Mapping System link.
Step 3:	Enter address data in the required fields.
Step 4:	Click on Search.
Step 5:	Your Census Tract Code is the Tract Code. This is the number you will look up when you are accessing the HRSA web site to determine if you should use the “AQ” modifier to self-designate in order to receive the HPSA bonus.

**Directions for using the Census Bureau’s website - This set of instructions is useful for designations based on the 2000 Census**

Step 1:	Go to <a href="http://www.Census.gov">http://www.Census.gov</a>
Step 2:	Click on American Fact Finder tab on left side of page.
Step 3:	Scroll down and click on the Address Search tab on left side of page.
Step 4:	Click on Street Address.
Step 5:	Enter address information.
Step 6:	Click on the Go tab.
Step 7:	Census tract data will appear in section entitled Geographies Containing. . .

**Use these instructions for HPSA designations based on the 1990 Census**

Step 1:	Go to <a href="http://www.Census.gov">http://www.Census.gov</a>
Step 2:	Click on American Fact Finder tab on left side of page.
Step 3:	Scroll down and click on Street address in the Address Search tab.
Step 4:	Click on Map (under choose a Geography Selection Method).
Step 5:	Click on the drop down box where it states: Select a year and a program.
Step 6:	Select 1990 Decennial Census.
Step 7:	Go to Reposition on area on the left side of page and click on street address or zip code.
Step 8:	Enter address data in pop up screen.
Step 9:	Click on Go.
Step 10:	Census Tract data will appear in map.

**Directions for Using HRSA’s Website**

Step 1:	Go to <a href="http://bhpr.hrsa.gov">http://bhpr.hrsa.gov</a>
Step 2:	Click on the” Find a Health Professional Shortage Area” link.
Step 3:	Click on the link in the upper right corner; Advanced search by HPSA Type,

	Score, Metro and Status.
Step 4:	Scroll down, select the State, County, and Discipline you are researching.
Step 5:	Scroll down, select Metro/All, Status/ Designated or Withdrawn, and Type/Geographic Single County and Service Area.
Step 6:	Click on show me the HPSA.

**PSA Bonus Payments**

**Note: Data is valid through December 31, 2007.**

**If you are a dentist, podiatrist, optometrist, or chiropractor you are not eligible for the PSA Incentive Bonus Payment.**

**Are you eligible for the automated PSA bonus payment?** Follow the steps below to determine if you are eligible for the automated PSA bonus payment:

Step 1:	Select the PSA category (Primary Care Physician Scarcity Area or Specialty Physician Scarcity Area)
Step 2:	Look up your zip code and state where you render services.
Step 3:	If your zip code is on the list – <b>STOP-</b>  You do not need to do anything else. You are eligible for the automated PSA bonus payment. You do not need to use the “AR” modifier.  If your zip code is not on the list, complete the following steps to determine if you must use the “AR” modifier to claim the PSA bonus payment.
Step 4:	Click on County List under the PSA category.
Step 5:	Look up your county and state where you render services.
Step 6:	If your county is included in this list – <b>STOP –</b>  You must to use the “AR” modifier to self-designate your eligibility. If your county is not included in this listing, and your zip code was not on the list for automated payment, you are not eligible for the PSA bonus payment.