- 1. Log into HCS https://commerce.health.state.ny.us/public/hcs\_login.html
- 2. As directed in screen shot below, select "Documents by Group"

Find Commerce	Mome 🗸 🔒	L My Content
Welcome Julia G Richards	Important Health Events	Documents by Group
Search Q	ZIKA VIRUS RESPONSE	My Applications
My Applications	Important Health Notificati	All Applications Mobile Apps D

3. As directed in screen shot below, select "Hospitals". If you're look for DALs relating to D&TCs, select "Health Care" and following the steps below.

Health Commerce System Do				
	My Groups	<b>±</b> View All Docu		
1	Getting Start	ed		
1	Health Care			
1	Hospitals			
1	Long Term C	are		
1	NYSDOH			

4. As directed in screen shot below, select "Dear Administrator Letters"



5. As directed in screen shot below, select relevant year

Groups > Hospitals > Dear Administra... \* Add to Fav.

	Hospitals Document Groups		Hospitals Document G
	2004		2012
	2005		2013
	2008		2014
	2009		2015
	2010		2016
	2011		ð

6. As directed in screen shot below, select letter of your choice.

2016 Documents		
Туре	Label	
<b>1</b>	DHDTC DAL 16-02 Mammography Extended Hours	
	DHDTC DAL 16-05	
<b>1</b>	DHDTC DAL 16-09	
	DHDTC DAL 16-06 CARE Act	
<b>*</b>	DAL 15-10 TCU	
The second se	Surprise Bill Law	
<b>100</b>	Pneumococcal DAL 16-01	

**1.** Select "Hospitals" from the Health Topics link as show in the screenshots link below.



2. Below, select Screen shots #2-"Hospitals", Screen shot #3-"Hospital Administrator" and Screen shot #4-"Dear Chief Executive Officer Letters".



http://www.health.ny.gov/professionals/hospital\_administrator/