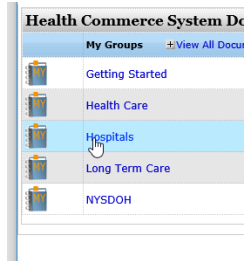


Instructions on how to Locate DALs on Health Commerce System (HCS)

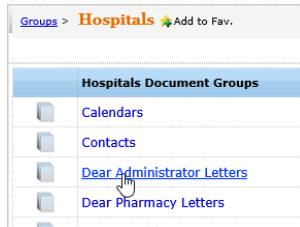
1. Log into HCS - https://commerce.health.state.ny.us/public/hcs_login.html
2. As directed in screen shot below, select “Documents by Group”



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.



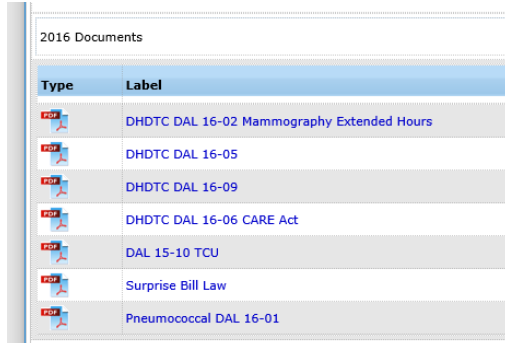
4. As directed in screen shot below, select “Dear Administrator Letters”



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

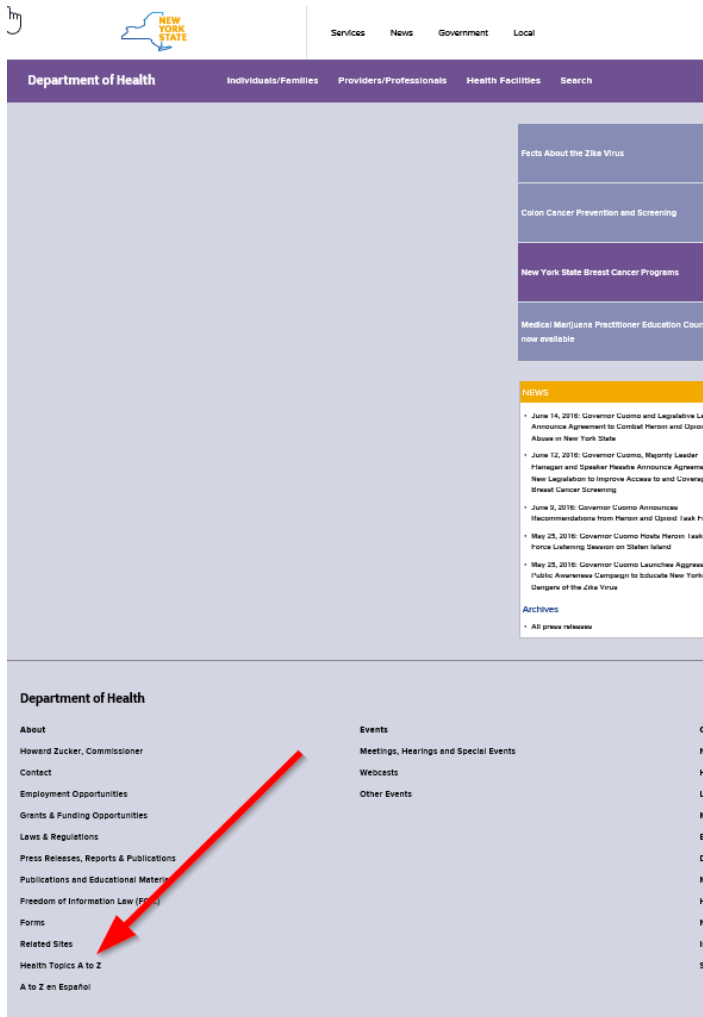


6. As directed in screen shot below, select letter of your choice.



Instructions on how to Locate DALs on DOH Public Website <http://www.health.ny.gov/>

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”.

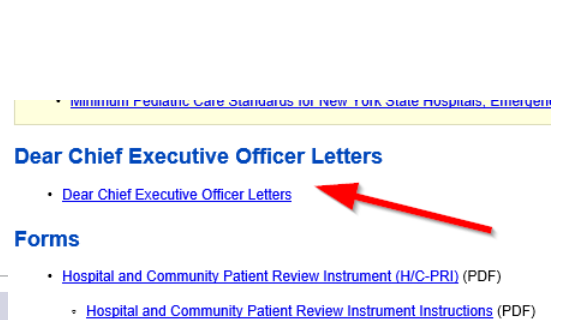
#2



#3



#4



http://www.health.ny.gov/professionals/hospital_administrator/