

Health Care Workforce Financial Assistance Program

Progress Report

Must be submitted using this form

Due dates for your progress report are listed in **your contract**. Please be aware of these dates and submit your report on time. If the date is on a Saturday, Sunday or Holiday, the progress report will be due the following business day. Progress reports may be denied if this form is not used.

The OPCRH reserves the right to request additional information and/or corrections to the Progress Reports. The Progress Reports **must be submitted electronically**. Email copies will be accepted as meeting the deadline if they are received by OPCRH by **5:00 p.m. on the due date**. The email address is: opcrh@utah.gov.

Please scan and email all sections into one .pdf file, and submit as one attachment.

PENALTIES

A penalty may be assessed for late or incomplete Progress Reports.

Section I Individuals Served

Please provide the approximate total number of individuals you have provided services to for the most recent progress report period as well as the approximate total number of uninsured and underserved individuals.

Period (MM/YYYY)	Total Number of all Patients

Uninsured Patients	
Underserved Patients	

Section II Scope of Services

In one page or less, please describe the services you provided during this period. Include types of diagnosis, reasons for visits, etc. Please include expended services such as: labor & delivery, working in the E.R., number of admits for reporting period. Community contributions can be included also, such as home visits, etc.

Section III Loan Payment Information

Please provide loan payment history information for the most recent reporting period. This should be added as an attachment and taken directly from the lender, i.e. payment confirmations and/or receipts. Information is solely used to verify the physician continues to pay current loans as identified in their application. You have **until your next progress report is due** to apply grant funds directly to your student loan(s). Your payment history must reflect all funds from the HCWAP grant have been applied.