



## Notes for Batch Submissions 2024

- **The 2024 PCF surcharges are not yet loaded into the PCF portal so please do not attempt to upload batches for coverage on or after January 1, 2024, until you receive an email from Integrion.**
- Please use the correct facility rating spreadsheet and sample batch CSV file for 2024. These documents are located on the Carriers page of the NM PCF Website:  
<https://pcf.osi.state.nm.us/index.php/carriers/>
- When submitting hospitals or facilities, submit one facility rating spreadsheet for each hospital or health system. Multiple independent hospitals under the same ownership umbrella (Christus, Community Health) must each be submitted separately or the files will be rejected.
- You may only submit coverage through January 1, 2025, regardless of when the batch is submitted throughout the year.
- Note the new entity class of 55 for independent outpatient healthcare facilities. There is also a new provider classification for employees of independent outpatient healthcare facilities.
- All providers must be classified as “I” For independent, “A” for agent or hospital-employed, and “O” for employees of independent outpatient healthcare facilities. These values are submitted in column “AC “ (provider type) of the CSV file.
- Helpful Hint: please upload all Physician Assistants with PA-1, PA-2 or PA-3 in both the ISO code and rate class fields.

As always, if you have questions or problems with our uploads, please reach out to [PCF@integriongroup.com](mailto:PCF@integriongroup.com), or call Jennifer Fetherolf at 505-291-4971.