

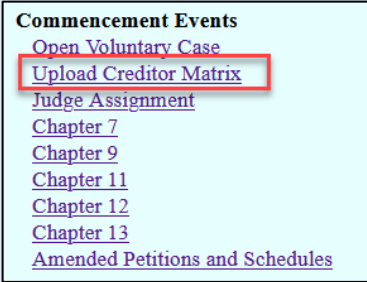
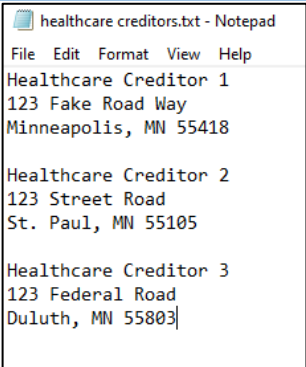
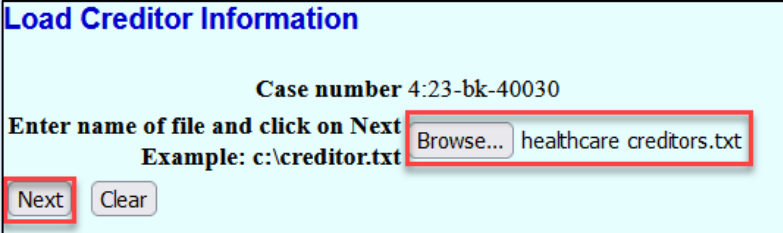
# SUPPLEMENTAL LIST FOR HEALTH CARE BUSINESSES

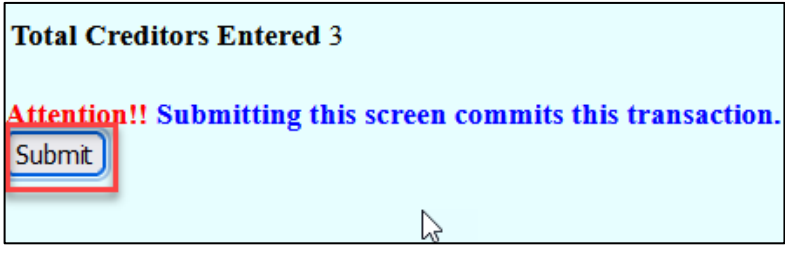
Supplemental Lists for Health Care Businesses must first be submitted as a text file through Upload Creditor Matrix. Once completed, a pdf file must be docketed to the case including the creditors names.

## Contents

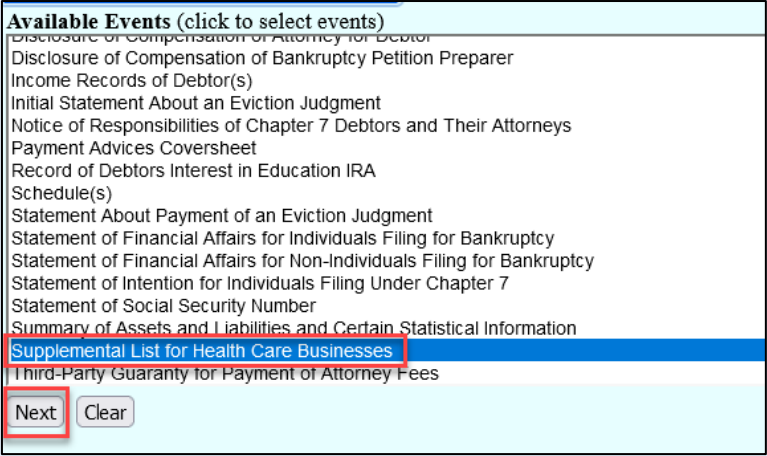
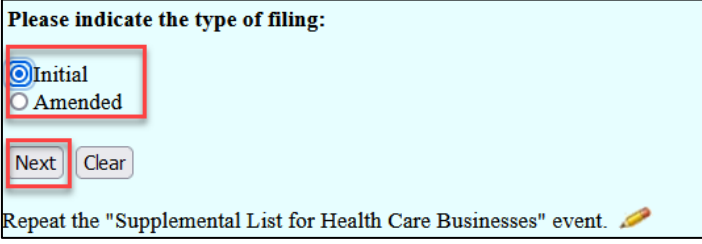

Upload Creditor Matrix.....	1
Supplemental List for Health Care Business .....	2



## Upload Creditor Matrix

<p>1. Under Commencement Events, select Upload Creditor Matrix.</p>	 <p><b>Commencement Events</b>  <a href="#">Open Voluntary Case</a>  <span style="border: 1px solid red; padding: 2px;">Upload Creditor Matrix</span>  <a href="#">Judge Assignment</a>  <a href="#">Chapter 7</a>  <a href="#">Chapter 9</a>  <a href="#">Chapter 11</a>  <a href="#">Chapter 12</a>  <a href="#">Chapter 13</a>  <a href="#">Amended Petitions and Schedules</a></p>
<p>2. Creditor Matrix must be saved as a text file with each creditor separated from the next.</p>	 <p>healthcare creditors.txt - Notepad  File Edit Format View Help  Healthcare Creditor 1  123 Fake Road Way  Minneapolis, MN 55418    Healthcare Creditor 2  123 Street Road  St. Paul, MN 55105    Healthcare Creditor 3  123 Federal Road  Duluth, MN 55803</p>
<p>3. Upload text file.  Click Next.</p>	 <p><b>Load Creditor Information</b>    Case number 4:23-bk-40030  Enter name of file and click on Next  Example: c:\creditor.txt <span style="border: 1px solid red; padding: 2px;">Browse...</span> healthcare creditors.txt  <span style="border: 1px solid red; padding: 2px;">Next</span> <span style="border: 1px solid gray; padding: 2px;">Clear</span></p>

<p>4. Verify total number of creditors included in the text file.</p> <p>Click Submit.</p>	
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Supplemental List for Health Care Business  
 Docket list once creditor matrix has been updated.

<p>1. Supplemental List for Health Care Business can be found under commencement events or post-petition events.</p> <p>Select “Supplemental List for Health Care Businesses”.</p> <p>Click Next.</p>	
<p>2. Make appropriate selection.</p> <p>Click Next.</p>	
<p>3. Click Next.</p>	

<p>4. Add number of regulators.</p> <p>Click Next.</p>	<p><b>Supplemental List for Health Care Businesses - KellieG MNBS ( crt ) - Inside</b></p> <p>Enter the number of health care regulators added <input type="text"/></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> <p>Repeat the "Supplemental List for Health Care Businesses" event. </p>
<p>5. Attach file.</p> <p>Click Next.</p>	<p><b>Filename</b></p> <p><input type="button" value="Browse..."/> file.pdf</p> <p><b>Attachments to Document:</b> <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>6. Verify docket text.</p> <p>Click Next to docket.</p>	<p><b>Supplemental List for Health Care Businesses - KellieG MNBS ( crt ) - Inside</b></p> <p>Supplemental List for Health Care Businesses filed by Case Sample. Number of regulators added to case: 12.   (KRG)</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> <p>Repeat the "Supplemental List for Health Care Businesses" event. </p>