

STATE OF MARYLAND
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November 8, 2011

TO: Maryland Hospital Chief Financial Officers

CC: Case Mix Liaisons Contacts

FROM: Claudine Williams, Associate Director, Policy Analysis

SUBJECT: Revised Rate Center Reconciliation Schedule (templates)

Commission staff has attached to this memorandum and posted to our website (http://www.hsrcr.state.md.us/hsp_Info2.cfm) new versions Schedule RFA (Reconciliation of Inpatient and Outpatient Data Sets' Revenue to Financial Data) and Schedule RFB (Reconciliation of Inpatient and Outpatient Data Sets' Unit of Service to Financial Data). The changes Commission staff made to these schedule templates were based off feedback from hospital staff.

Revisions to the schedules include:

On the Schedule RFA – Reconciliation of Inpatient and Outpatient Data Sets' Revenue to Financial Data (an Excel template)

- On the YTD tab, hospitals will now have to enter the “In House” columns (Columns 6-9). Feedback from hospitals indicated that these columns would not be additive across quarters. The instructions for this schedule (RFA Schedule Instructions) have been updated to reflect this change.

On the Schedule RFB – Reconciliation of Inpatient and Outpatient Data Sets' Unit of Service to Financial Data (an Excel template)

- On the Q1_Units-Q4_Units tabs, the Drugs (CDS) and Supplies (MSS) rows have been unlocked to allow hospitals to paste data into the schedules. However, the units for these rate centers should be entered as “0”.

Reconciliation Schedule Submission Format

Beginning immediately, Commission staff will **ONLY ACCEPT RECONCILIATION SCHEDULES SUBMITTED IN THIS UPDATED FORMAT.** We will return to hospital staff any completed schedules not filed on the updated format.

Fines for Schedules Not Filed Timely

Commission staff will review completed reconciliation schedules submitted by hospital staff for proper completion and return the schedules if we find them inaccurate or incomplete. Schedules returned as substantially inaccurate or incomplete will be considered not timely filed.

Hospitals not filing timely schedules (e.g., not filed by the deadline, inaccurate or incomplete schedules) are subject to **finest of \$250 per day** for each of the reconciliation schedules, in accordance with COMAR 10.37.01.03, commencing with the first day following the data submission due date until Commission staff receive corrected data. Again, fines may be imposed for any of the following reasons:

- Late submission of reconciliation schedules
- Reconciliation schedules inaccurate or incomplete
- Any rate center variances outside of the +/-2% corridor (without sufficient justification)

Deadline Reminders

- FY12 Q1 preliminary data are due to St. Paul by **Tuesday, November 22, 2011.**
- FY12 Q1 preliminary reports are due to the Commission by **Thursday, December 1, 2011.**

Email completed schedule templates to Oscar Ibarra, Chief of Information Management and Program Administration at oibarra@hsrc.state.md.us.

If you have any questions concerning the above, please contact Oscar Ibarra, Chief of Information Management and Program Administration at 410-764-2566.