

To: Chief Financial Officers

From: Karen Teague, Associate Director, Medical Economics & Data Analytics

Date: September 2, 2025

Re: FY25 Clinician Cost Schedule (Schedule CCS)

Joshua Sharfstein, MD
Chairman

James N. Elliott, MD
Vice-Chairman

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Staff, with feedback and participation from industry stakeholders, has finalized the FY25 Clinician Cost Schedule (Schedule CCS). As [previously communicated](#), hospitals must submit Schedule CCS as part of their FY25 Annual Filing. However, in response to industry feedback, Staff has agreed to extend the due date of Schedule CCS by 45 days. Please see below for important information related to completing and submitting the survey.

1. Hospitals with a state fiscal year (June 30) end will have until **December 12, 2025** to complete the schedule. Hospitals with a calendar year end will have until **June 15, 2026** to complete the schedule. Schedules should be completed using the Excel workbook and submitted to hsrc.annual@maryland.gov upon completion. Any hospital that cannot meet its deadline must submit a written request for an extension, prior to the deadline, outlining the reasons for the extension request.
2. Schedule Information
 - a. Instructions on how to complete the Schedule are included on the first worksheet entitled "Instructions"
 - b. Areas highlighted in **GREEN** contain instructional or supportive information.
 - c. Areas highlighted in **YELLOW** are data entry fields.
 - d. The Excel workbook is protected and will only allow changes to **YELLOW** highlighted areas or on the last worksheet titled "MGMA Specialty List". The MGMA Specialty list will allow users to search and sort the MGMA list, if needed.
 - e. Data has been split to capture regulated vs unregulated and physician vs APP costs separately.

Staff will be holding a webinar to walkthrough FY25 Schedule CCS on Tuesday, September 16, 2025 from 11am to 12pm. Please register [here](#).

Finally, Staff would like to thank hospital staff and other stakeholders for their participation and feedback over the last two years. While we have made every effort to anticipate any questions or concerns related to the Schedule, Staff understands that there may be questions or guidance that has not been addressed in the Schedule. Please email hsrc.annual@maryland.gov with any questions. Each question will be reviewed with the project team. Please allow time for this feedback process to occur.