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Health Services Cost Review Commission

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To: Hospital CFOs

From: Amanda Vaughan, Associate Director *AV*

Date: April 10, 2019

Re: Hospital Financial Reporting Submission Instructions

This memorandum serves to inform hospitals of submission instructions for the monthly volume and revenue statistics and financial statement summary reports (monthly hospital financial reporting).

Background

Maryland hospitals subject to HSCRC's rate setting authority submit a monthly report of volume and revenue statistics based on admission date/date of service for any cost center for which a rate has been issued, as well as monthly financial statement summaries, reporting certain unaudited regulated and unregulated financial information.

These monthly financial reports enable staff to monitor hospital rate compliance, compliance with the GBR, and the financial condition of each Maryland hospital on a monthly basis.

The HSCRC encourages hospitals to update their financial statements and/or volume and revenue statistics as more information becomes available, e.g., changes in allocation or classification of revenue and/or expenses; changes in residency, payer, and inpatient/outpatient status. Additionally, hospitals are given a period of time at the end of their fiscal year to make changes while preparing the annual cost report and report of annual audited financial statements.

Submission Timing

The monthly hospital financial reports are due within 30 days after the end of each calendar month. As per Commission regulation, failure to submit monthly financial reports within thirty (30) days after the close of each month, substantially incomplete or inaccurate reports are considered not timely filed, may generate fines of up to \$1000 per day, until the report is

received.

Data submission guidance for the three types of hospital services reported in the revenue and volume statistics:

1. Daily hospital services (e.g., Medical Surgical Acute (MSG), Pediatrics Acute (PED), Psychiatric Acute (PSY), Newborn Nursery (NUR), etc.) for each applicable cost center:
 - a. **VOL_IN**: Enter the total number of inpatient days for the month;
 - b. **REV_IN**: Enter the gross inpatient revenue for the month;
 - c. **ADM**: Enter the number of admissions (incl. births) and transfers in, or the number of discharges (incl. deaths) and transfers out. Each hospital may report either, but once the option is chosen, it must be reported in a consistent manner;
 - d. **BEDS**: Enter the average number of licensed beds or nursery bassinets for the month;
 - e. **DOC**: Enter the total number of patients/beds in excess by major service type (do not report nursery, neonatal, chronic, or rehabilitation services) where the hospital was over its total licensed capacity for the month.
2. Ambulatory hospital services (e.g., Emergency (EMG), Clinic (CL), Psych/Day/Night (PDC), Same Day Surgery (SDS)) for each applicable cost center:
 - a. **VOL_IN**: Enter the total number of inpatient units (e.g., RVU, Visits, patents, hours) for the month;
 - b. **VOL_OUT**: Enter the total number of outpatient units (e.g., RVU, Visits, patients, hours) for the month;
 - c. **REV_IN**: Enter the gross inpatient revenue for the month;
 - d. **REV_OUT**: Enter the gross outpatient revenue for the month;
3. Ambulatory Visits (defined as an outpatient visit by a patient who is not lodged in the hospital while receiving medical, dental or other regulated services). Each appearance of an outpatient in each unit constitutes one visit regardless of the number of diagnostic and/or therapeutic treatments that the patient receives. Total outpatient visits should include all clinic visits (CL), referred visits (REF), observations (OBV), outpatient surgeries (SDS), and emergency room (EMG) visits. The number of visits reported for individuals referred to the hospital should equal one visit for each separate ancillary department providing services. Visits for which no charges are billed should be excluded.
 - a. **OVS_IN**: Enter the total number of inpatient ambulatory service visits (or visits that resulted in an admission) for the month;
 - b. **OVS_OUT**: Enter the total number of outpatient ambulatory service visits for the month.
4. Ancillary Services (e.g., Laboratory Services (LAB), Radiologic Services (RAD,

- RAT, CAT, etc.), Therapy (PTH, OTH, etc.)) for each applicable cost center:
- a. **VOL_IN**: Enter the total number of inpatient ancillary service units for the month (unit of measure will depend upon the cost center);
 - b. **VOL_OUT**: Enter the total number of outpatient ancillary service units for the month (unit of measure will depend upon the cost center);
 - c. **REV_IN**: Enter the gross inpatient revenue for the month;
 - d. **REV_OUT**: Enter the gross outpatient revenue for the month.
5. Admission Services: for the applicable cost center:
- a. **VOL_IN**: Enter the number of inpatient admissions (excluding births) for the month;
 - b. **REV_IN**: Enter the gross inpatient revenue for the month.

For a full list of cost services, unit definitions, and units of measure, please reference the Accounting and Budget Manual, Section 200 - Chart of Accounts, available on the HSCRC website, https://hscrc.maryland.gov/Pages/hdr_compliance.aspx .

Instructions for completing the financial statement summary (FSA, FSB), may be found in the above referenced Accounting and Budget Manual. Please refer to Section 500 – Reporting Instructions, Schedules FSA and FSB – Financial Statement Summary, on page 123.

Instructions for submitting the monthly hospital financial reporting, please refer to the Maryland Hospital Data Repository Data Collection System User Guide (attached as Appendix E).

Residency Assignment

Data is required to be broken out and reported by the residency of the patient (in-state and out-of-state). HSCRC Staff has compiled a comprehensive list of Maryland zip codes which is posted on the HSCRC website, https://hscrc.maryland.gov/Pages/pdr_clarifications.aspx under Policy Clarifications and Regulation Updates as well as attached to this memo as Appendix D.

International patients should be identified as non-Maryland residents. Frequently, these patients will have a local billing address even though they are not residents of Maryland. Please use the designation from your international offices to properly classify these patients as non-Maryland residents to the extent possible. Undocumented immigrants are not international patients; they are considered Maryland residents. Please classify these individuals based on their reported zip code as with other residents.

In addition, HSCRC defines the follow patients as “In-State” residents:

- Patients with Unknown zip codes (zip codes reported as “99999” in the hospital discharge abstract);
- Patients who are homeless (zip codes reported as “88888” in the hospital discharge abstract);
- Patients with missing zip codes.

HSCRC defines the following patients as “Out-of-State” residents:

- Patients with a valid out-of-state zip code;
- Patients reported as international (zip code reported as “77777” or county code reported as “89” in the hospital discharge abstract).

Reporting Primary Payer as Medicare FFS or Medicare HMO (Medicare Managed Care)

Data must also be split between Medicare Fee-For-Service (FFS) and Medicare HMO (Non-FFS). When Medicare is the primary payer, hospitals should identify and report the anticipated source of payment on the financial data as it is reported on the hospital discharge abstract data. For more information on the codes that are used in the hospital discharge abstract to report the expected payer, we direct you to the following data item in the Inpatient and Outpatient Data Submission Requirements (DSR) on the HSCRC website,

https://hscrc.maryland.gov/Pages/hsp_info1.aspx under Clinical Data Submission Requirements & Production Schedule. Be sure to select the year for which you are entering data.

- For Inpatient, Data Item 26 (Expected Primary Payer), codes “01” (Medicare FFS) and “15” (Medicare HMO). For a list of Medicare HMOs, see Data Item 27 (Expected Primary Health Plan Payer), codes 55-64.
- For Outpatient Data, Data Item 25 (Expected Primary Payer), codes “01” (Medicare FFS) and “15” (Medicare HMO). For a list of Medicare HMOs, see Data Item 26 (Expected Primary Health Plan Payer), codes 55-64.

Additional Reference Materials

There are number of standard operating procedures (SOPs) and other reference information that hospitals may use to submit accurate and timely financial data. These additional references are included as separate, stand-alone appendices. Appendices include:

- Appendix A: Hospital rate center definitions
- Appendix B: Financial reporting data dictionary – provides the full variable name for the variable shorthand used in the submission template
- Appendix C: Financial Reporting submission template
- Appendix D: List of Maryland Zip Codes
- Appendix E: Maryland Hospital Data Repository Data Collection System User Guide – explains how to access and use the web-based tool to submit monthly data
- Appendix F: HSCRC Volume and Revenue SFTP Data Submission Guide – explains how to transmit data systematically through an automated, web-enabled protocol

If you have any questions regarding the information in the memo or regarding the filing of monthly volume and revenue statistics, please contact Amanda Vaughan at 410-764-2597, or by email at Amanda.Vaughan@maryland.gov.

PDC	Psych. Day & Night Care Serv.
SDS	Same Day Surgery
TRU	Shock Trauma Resuscitation

visits
patients
RVUs

Ancillary Services

ADM	Admission Services
AMR	Ambulance Service Rebundled
ANS	Anesthesiology
ATH	Activity Therapy
AUD	Audiology
CAT	CAT Scanner
CDS	Drugs
CDS-340B	Drugs-340B
CL-340B	Clinic - 340B
CL-H49	Upper Chesapeake (210049) 340B Clinic charged at UM (Effective May 1, 2018)
CL-H63	St. Joseph (210063) 340B Clinic charged at UM (Effective May 1, 2018)
DEL	Labor & Delivery Services
EEG	Electroencephalography
EKG	Electrocardiography
ETH	Electroconvulsive Therapy
FTH	Family Therapies
GTH	Group Therapies
HYP	Hyperbaric Chamber
IRC	Interventional Radiology/Cardi
ITH	Individual Therapy
LAB	Laboratory Services
LAB-340B	Laboratory - 340B
Lab-H49	Upper Chesapeake (210049) 340B Lab charged at UM (Effective May 1, 2018)
Lab-H63	St. Joseph (210063) 340B LAB charged at UM (Effective May 1, 2018)
LEU	Leukopheresis

Measurement

patient
HSCRC RVUs
minutes
hours
Maryland RVUs
HSCRC RVUs
EIPA
EIPA
RVUs
RVUs
RVUs
Maryland RVUs
1974 Calif. RVU
1974 Calif. RVU
treatments
hours
hours
hours of treatment
minutes
hours
Maryland RVUs
RVUs
RVUs
RVUs
JHH RVU

LIT	Lithotripsy	procedures
MRI	Magnetic Resonance Imaging	RVUs
MSS	Medical Surgical Supplies	EIPA
NUC	Nuclear Medicine	1977 HSCRC RVU
OA	Organ Acquisition	treatments
OCL	Oncology Clinic	visits
OID-340	340B Outpatient Cancer and Infusion Drugs (Effective July 1, 2018)	EIPA
OPT	Other Therapy	hours
OR	Operating Room	minutes
OR-340B	Operating Room Clinic - 340B	ORC Minutes
ORC	Operating Room Clinic	minutes
OTH	Occupational Therapy	Maryland RVUs
PSE	EDUCATION	hours
PST	Psych Testing	hours
PTH	Physical Therapy	1974 Calif. RVU
PUL	Pulmonary Function Testing	Maryland RVUs
RAD	Radiology - Diagnostic	1977 HSCRC RVU
RAT	Radiology - Therapeutic	1977 HSCRC RVU
RAT-340B	Radiology Therapeutic-340B	RVUs
RDL	Renal Dialysis	treatments
REC	Recreational Therapy	treatments
RES	Respiratory Therapy	Maryland RVUs
STH	Speech Language Pathology	Maryland RVUs
TMT	Transurethral MicW Thermometr	Maryland RVUs
TNA	Transurethral Needle Ablation	Maryland RVUs

Appendix B

hosp_num	Hospital Number
report_date	Report Date (mmddyyyy)
Code	CENTER
vol_in	INPATIENT VOLUMES
vol_out	OUTPATIENT VOLUMES
rev_in	INPATIENT REVENUES
rev_out	OUTPATIENT REVENUE
total_in_state_vol_in	TOTAL IN-STATE I/P VOLUME
total_out_state_vol_in	TOTAL OUT-STATE I/P VOLUME
total_in_state_vol_out	TOTAL IN-STATE O/P VOLUME
total_out_state_vol_out	TOTAL OUT-STATE O/P VOLUME
total_in_state_rev_in	TOTAL IN-STATE I/P REVENUE
total_out_state_rev_in	TOTAL OUT-STATE I/P REVENUE
total_in_state_rev_out	TOTAL IN-STATE O/P REVENUE
total_out_state_rev_out	TOTAL OUT-STATE O/P REVENUE
med_in_vol_in	TOTAL MEDICARE IN-STATE I/P VOLUME
med_out_vol_in	TOTAL MEDICARE OUT-STATE I/P VOLUME
med_in_vol_out	TOTAL MEDICARE IN-STATE O/P VOLUME
med_out_vol_out	TOTAL MEDICARE OUT-STATE O/P VOLUME
med_in_rev_in	TOTAL MEDICARE IN-STATE I/P REVENUE
med_out_rev_in	TOTAL MEDICARE OUT-STATE I/P REVENUE
med_in_rev_out	TOTAL MEDICARE IN-STATE O/P REVENUE
med_out_rev_out	TOTAL MEDICARE OUT-STATE O/P REVENUE
med_in_vol_ffs_in	MEDICARE IN-STATE I/P VOLUME (FFS)
med_in_vol_nonffs_in	MEDICARE IN-STATE I/P VOLUME (NON-FFS)
med_in_vol_ffs_out	MEDICARE IN-STATE O/P VOLUME (FFS)
med_in_vol_nonffs_out	MEDICARE IN-STATE O/P VOLUME (NON-FFS)
med_out_vol_ffs_in	MEDICARE OUT-STATE I/P VOLUME (FFS)
med_out_vol_nonffs_in	MEDICARE OUT-STATE I/P VOLUME (NON-FFS)
med_out_vol_ffs_out	MEDICARE OUT-STATE O/P VOLUME (FFS)
med_out_vol_nonffs_out	MEDICARE OUT-STATE O/P VOLUME (NON-FFS)
Med_in_rev_ffs_in	MEDICARE IN-STATE I/P REVENUE (FFS)
med_in_rev_nonffs_in	MEDICARE IN-STATE I/P REVENUE (NON-FFS)
med_in_rev_ffs_out	MEDICARE IN-STATE O/P REVENUE (FFS)
Med_in_rev_nonffs_out	MEDICARE IN-STATE O/P REVENUE (NON-FFS)
med_out_rev_ffs_in	MEDICARE OUT-STATE I/P REVENUE (FFS)
med_out_rev_nonffs_in	MEDICARE OUT-STATE I/P REVENUE (NON-FFS)
med_out_rev_ffs_out	MEDICARE OUT-STATE O/P REVENUE (FFS)
med_out_rev_nonffs_out	MEDICARE OUT-STATE O/P REVENUE (NON-FFS)
ADM	Center Admissions
BED	Center Beds
DOC	Days Over Capacity
OVS_IN	Inpatient Visits
OVS_OUT	Outpatient Visits

MARYLAND HOSPITAL FINANCIAL DATA REPOSITORY
DATA COLLECTION SYSTEM PROCEDURES

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MARYLAND HOSPITAL FINANCIAL DATA REPOSITORY DATA COLLECTION SYSTEM

I. Overview

The Maryland Hospital Financial Data Collection System is a web-based program that allows Maryland hospitals the ability to enter, online, their monthly volume and revenue statistics for submission to the HSCRC. The submission due dates are 30 days after the report period ends.

System Security is managed by the HSCRC. The HSCRC is responsible for assigning user names, passwords and privilege criteria. It is imperative that the user IDs and passwords not be shared. This will enable the HSCRC to protect the integrity of the system and each hospital's data. The security measures ensure that only users authorized by the HSCRC can view an individual hospital's data.

II. Access the Program

Go to your web browser and type the following Internet address:

<https://rates.hscrc.maryland.gov/>

The first screen you will see is the *LOGIN* screen (Illustration I).

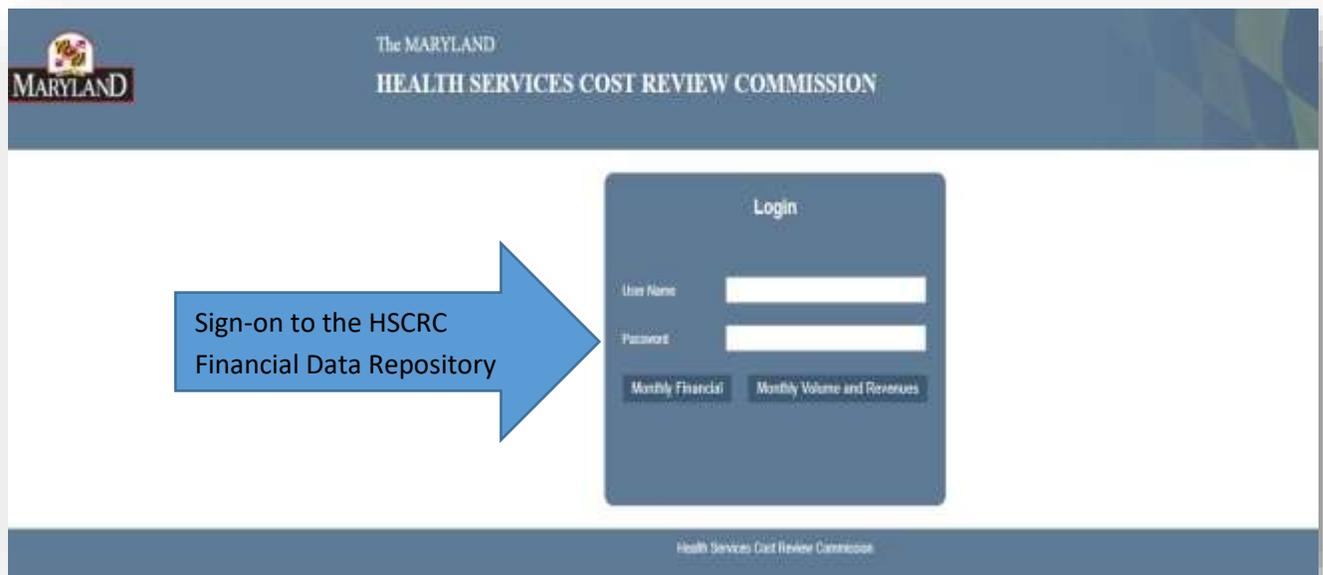


Illustration I

Sign-on to the Maryland Hospital Financial Data Repository

1. Place your cursor in the *User Name* box on the *Login* screen.
2. Type user ID into this box and using the tab key move to the *Password* box.
3. Type your password.
4. Either tab to the *Monthly Financial or Monthly Volume and Revenues* button and hit the Enter key or click on the button to advance to the Main Menu of the selected program

When logging into the system for the first time, you will be presented with the following screen (Illustration II). Please verify your contact information and update any relevant fields. Click on Save if you have made changes. Click on Cancel if the contact information is correct.

The screenshot shows the 'USER INFORMATION' form. The fields are as follows:

Organization Name	LIBMC	Hospital Number	2
User Name	ummc123	Password	
Title	Analyst	Name	Joseph
Phone	McCoy	Fax	4106652321
Email	jmcocoy@allironconsulting.com	User Privilege	User

Buttons: Save, Cancel

Illustration II

III. Main Menu – Monthly Volume and Revenues Report

The screenshot shows the 'Monthly Volume and Revenues' main menu. The menu items are:

- Select Hospital Name (dropdown menu)
- View Submitted Data: View submitted data in the three utilization schedules: Daily Hospital, Ambulatory and Ancillary Services. View previously submitted data.
- Excel Import: Import data into the three utilization schedules: Daily Hospital, Ambulatory and Ancillary Services. Only one month's data can be uploaded/revise using one Excel file.
- Revise Imported Data: Revise imported data in the three utilization schedules: Daily Hospital, Ambulatory and Ancillary Services. Only one month's data can be uploaded/revise using one Excel file.
- Statistical Data Summary Rate Compliance
- View Total Monthly Revenue Report: Total Monthly Revenue Report

Illustration III

1. Select the Hospital

The drop down box under *Select Hospital Name*, in the top section of this screen, should default to your hospital name, based on your user ID and password

2. Select the Appropriate Program Function

Using the links on the left border of the **MAIN MENU** screen: (Illustration III), you may

- View Submitted Data
- Import data via Excel
- Revise Imported Data
- View the CSA/CSB reports
- View Total Monthly Revenue Report
- Request New User
- Enter GBR/TPR Data
- Manage User Profile
- Logout

3. Menu Layout

Using the links on the drop down menu of the **MENU BAR**, you may access the same functions that are available on the home page.



Illustration IV

A. View Submitted Data

To access this function click on the link title. On this screen select the report period and utilization schedule and click the *Retrieve* to view your hospital's data which has previously been submitted to the HSCRC. (Illustration V)

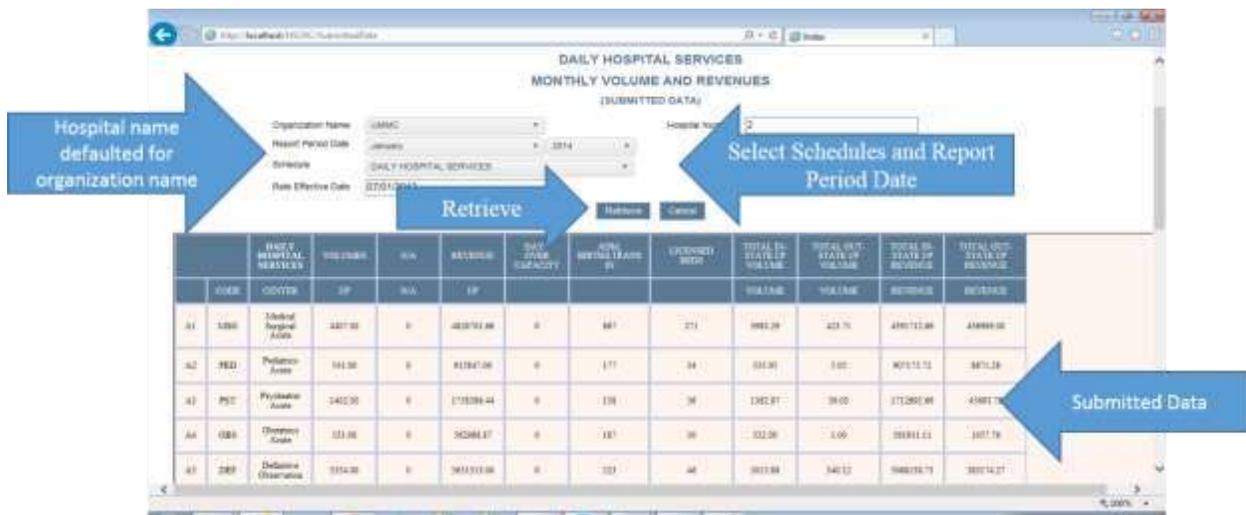


Illustration V

The hospital name and hospital number are automatically populated based on your user id.

- Select the report period and Utilization schedule from the drop downs.
- Click the *Retrieve* button.
- Click the *Cancel* button to return to the Home Page.

B. Excel Import

- To access this function click on the link title *Excel Import* that is under the *Data* section on the menu. This screen will let you browse the excel template file to upload the monthly data.
- Click the *Excel Template* link to download the sample Excel template file. Excel file types that are supported are .xls and .xlsx.
- Click the *Browse* button to browse for the excel file that contains your data.
- Click on *Upload* to upload the excel file and preview the data.



Illustration VI

- After you click *Upload* you can review the data to see if there are any errors. The error code definitions will appear at the bottom of the screen only if you have errors in the excel worksheet (see Illustration VII).

- The following are the error codes and definitions:

Error and Warning Flags

- The program will not submit worksheets with errors
- Input errors are highlighted in Red, and the fields will have error codes displayed next to them.

Error and Warning Codes:

- EV - Volume must have corresponding revenue and vice versa;
- ET - Sum of cost centers does not equal the total. Recheck the information for inaccurate numbers
- Invalid Date - The Date does not match dates specified for other Center Codes.
- Invalid Code - The Center Code is invalid for your Hospital.
- Duplicate Code - There are multiple lines with the same Center Code.

Status	Report Date	CODE	VOL_IN	VOL_OUT	REV_IN	REV_OUT	TOTAL_IN_STATE_VOL_IN	TOTAL_OUT_STATE_VOL_IN	TOTAL_IN_STATE_VOL_OUT	TOTAL_OUT_STATE_VOL_OUT
	8/31/2014	AMR	338	0	18215	0	388	38	0	0
	2014	AMR	306	0	2325.8	0	388	0	0	0
	2014	ADM	148	0	19889	0	104	4E	0	0
	2014	MBS	130096.6	94437.5	174316.08	138546.18	94628.5	38408.1	68504	24833.4
	2014	CCS	51822	50880.2	148808.53	144488.07	37736.9	13885.1	37910.1	13886.1
	2014	IRC	38	0	2860	0	38	0	0	0
		IRC	0	286	0	8277.5	0	0	286	0
		OSU	304	128	7752	51173	177	27	1587	288

The uploaded file contains errors. Please correct the errors and upload the file again.

Submit to HSCRC

Reupload Excel file

Error and Warning Flag:
 - The program will not submit worksheets with errors
 - Input errors are highlighted in Red, and the fields will have error codes displayed next to them.

Error and Warning Codes:
 EV - Volume must have corresponding revenue and vice versa;
 ET - Sum of cost centers does not equal the total. Recheck the information for inaccurate numbers;
 Invalid Date - The Date does not match dates specified for other Center Codes;
 Invalid Code - The Center Code is invalid for your Hospital;
 Duplicate Code - There are multiple lines with the same Center Code.

Illustration VII

- If your submission contains errors, you will not be able to submit the data.
- Click the *Reupload Excel File* link to re-upload a file if there are any errors.
- Click the *Submit to HSCRC* button to transmit your final results

C. Revise Imported Data

Revise Imported Data allows a hospital user to upload a revised excel document for the hospital's submitted data (see illustration VIII). The *Revise Imported Data* screen has the same appearance and functionality as the *Excel Upload* screen. Note that you can only revise a previously submitted data. You can submit revisions for multiple months on the same excel document.

Illustration X

E. View Total Monthly Revenue Report

This function allows the user to view the total monthly charges for the various categories that are used in the Reconciliation process on a monthly basis.

Illustration XI

F. Request New User

This function allows the user to create a new user under their organization. Once the HSCR administrator approves the request, the user id will become active.

After entering all the inputs for creating the new user click the Save button and the record will be saved for approval by the HSCR administrator.

Click the *Cancel* button which redirects to home page.



Illustration XII

G. Logoff

You can either logoff by clicking on the *Logoff* link on the top right hand side or by clicking on the *Logoff* button on the *Main* page (Illustration XIII)



Illustration XIII

IV. Main Menu – Monthly Financial Report

The screenshot shows the 'Hospital Monthly Financials' interface. At the top, there is a header with the Maryland logo, the text 'The MARYLAND HEALTH SERVICES COST REVIEW COMMISSION', and a user greeting 'Welcome: Senthil Ramiah' with 'Logout' and 'Return To Admin' links. A blue arrow points to the 'Hospital Name' dropdown menu, which is currently set to 'BROOK LANE'. Below the dropdown is a table of menu options:

Function	Description
View Submitted Data	★ View submitted data in the two utilization schedules: Revenue and Expense Summary, Balance Sheet Data. ★ View previously submitted data
Excel Import	★ Import data into the two utilization schedules: Revenue and Expense Summary, Balance Sheet Data. Only one month's data can be uploaded/revise using one Excel file.
Revise Imported Data	★ Revise imported data in the two utilization schedules: Revenue and Expense Summary, Balance Sheet Data. Only one month's data can be uploaded/revise using one Excel file.
Logout	★ Return Back to Login window

At the bottom of the page, there is a footer that reads 'Health Services Cost Review Commission'.

Illustration XIV

1. Select the Hospital

The drop down box under *Select Hospital Name*, in the top section of this screen, should default to your hospital name, based on your user ID and password

2. Select the Appropriate Program Function

Using the links on the left border of the **MAIN MENU** screen: (Illustration XIV), you may

- View Submitted Data
- Excel Import
- Revise Imported Data
- Logoff



Illustration XIV

Menu Layout (Illustration XV)

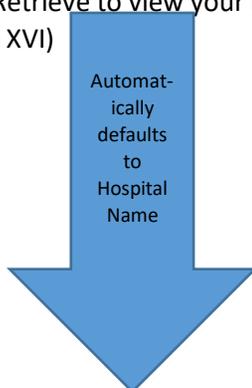
Using the links on the drop down menu of the **MENU** BAR, you may access the same functions that are available on the home page.



Illustration XV

A. View Submitted Data

To access this function click on the link title. On this screen select the report period and utilization schedule and click the Retrieve to view your hospital's data which has previously been submitted to the HSCRC. (Illustration XVI)



REVENUE AND EXPENSE SUMMARY

MONTHLY FINANCIALS

(SUBMITTED DATA)

Organization Name: BROOK LAKE Hospital Number: 4003

Report Period Date: January 2014

Schedule: REVENUE AND EXPENSE SUMMARY

Retrieve Cancel

Code	Revenue and Expense Summary	Hospital	Unhospital	Total	YTD Hospital	YTD Unhospital	YTD Total
A	Inpatient Revenues	1204953.00	41610.00	1246563.00	1204953.00	41610.00	1246563.00
B	Outpatient Revenues	19840.00	550333.00	639173.00	19840.00	550333.00	639173.00
C	Gross Patient Revenues (A+B)	1204993.00	606043.00	1811036.00	1204993.00	606043.00	1811036.00
D	Inpatient Charity Care	27828.00	0.00	27828.00	27828.00	0.00	27828.00
DI	Inpatient Bad Debts	16674.00	576.00	17250.00	16674.00	576.00	17250.00
E	Outpatient Charity Care	320.00	3472.00	3792.00	320.00	3472.00	3792.00
EI	Outpatient Bad Debts	1185.00	7740.00	8925.00	1185.00	7740.00	8925.00
F	Inpatient HSCRC Approved Discounts & Differentials	2801.00	0.00	2801.00	2801.00	0.00	2801.00
FI	Inpatient Credits	19951.00	0.00	19951.00	19951.00	0.00	19951.00
F2	Inpatient Admin., Courtesy Policy & Other Disc. & Ad.	132853.00	4317.00	137170.00	132853.00	4317.00	137170.00
F3	Outpatient HSCRC Approved Discounts & Differentials	1289.00	0.00	1289.00	1289.00	0.00	1289.00
F4	Outpatient Credits	2824.00	4725.00	7549.00	2824.00	4725.00	7549.00
F5	Outpatient Admin., Courtesy Policy & Other Disc. & Ad.	11367.00	158192.00	169559.00	11367.00	158192.00	169559.00



Illustration XVI

- The hospital name and hospital number are automatically populated based on your user id.
- Select the report period and utilization schedule (*Revenue and Expense Summary* or *Balance Sheet Data*) from the drop downs.
- Click the *Retrieve* button.
- Click the *Cancel* button to return to the Home Page.

B. Excel Import

- To access this function click on the link title *Excel Import* that is under the *Data* section on the menu. This screen will let you browse the excel template file to upload the monthly data.
- Click the *Excel Template* link to download the sample Excel template file. Excel file types that are supported are .xls and .xlsx.
- Click the *Browse* button to browse for the excel file that contains your data.
- Click on *Upload* to upload the excel file and preview the data.

Excel Template Notes

Hospitals must use the Excel template available on the website to submit data. The following guidelines must be followed when submitting data.

- Please ensure that both FSA and FSB data is submitted at the same time. There are two tabs in this worksheet.

- Please ensure that Volume and Revenue data is submitted before attempting to upload FSA & FSB data.
- Decimal values will be truncated. They will not be rounded.

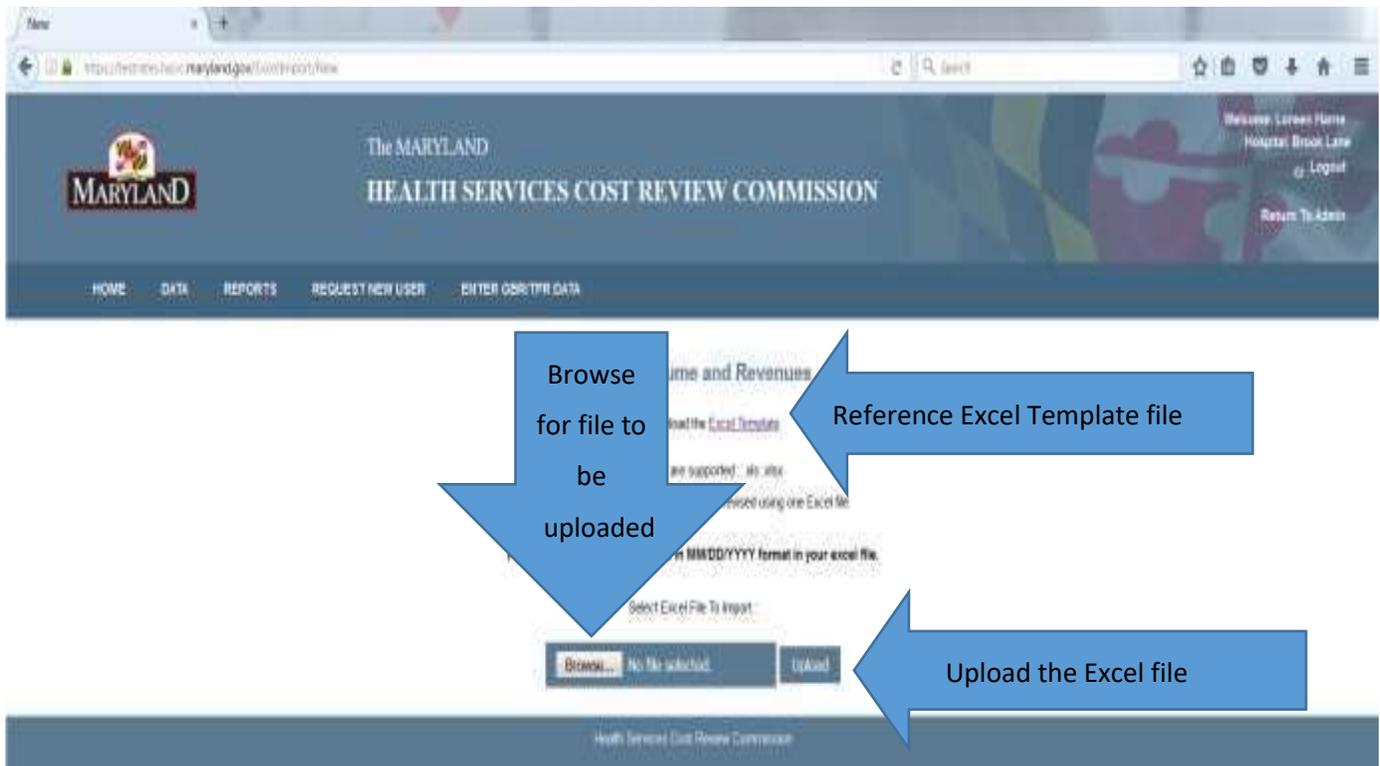


Illustration XVII

- After you click *Upload* you can review the data to see if there are any errors. The error code definitions will appear at the bottom of the screen only if you have errors in the excel worksheet (see Illustration XVIII).
- If your submission contains errors, you will not be able to submit the data.
- Click the *Reupload Excel File* link to re-upload a file if there are any errors.
- Click the *Submit to HSCRC* button to transmit your final results
- The following are the error codes and definitions:
 - Error and Warning Flags
 - The program will not submit worksheets with errors
 - Input errors are highlighted in Red, and the fields will have error codes displayed next to them.
 - Error and Warning Codes:
 - EN - Cell value is not allowed to be blank. Type in the missing data.
 - ET - Sum of cell values does not equal the specific total. Recheck the information for inaccurate numbers.
 - Invalid Date - The Date does not match dates specified for other Codes.
 - Invalid Code - The Code is invalid for your Hospital.
 - Duplicate Code - There are multiple lines with the same Code.

The screenshot displays a web browser window with the URL `localhost/HSCRC/FinExcelImport/FinUploadFile?Mode=New`. The main content area is titled "Revenue and Expenses Summary" and contains two tables. The first table, "REVENUE AND EXPENSES SUMMARY", has columns for STATUS, REPORT DATE, CODE, and several financial metrics (REGULATED, UNREGULATED, TOTAL, YTD-REGULATED, YTD-UNREGULATED, YTD). The second table, "BALANCE SHEET DATA", has columns for STATUS, REPORT DATE, CODE, and VALUE. Below the tables, there are two buttons: "Submit to HSCRC" and "Reupload Excel file".

STATUS	REPORT DATE	CODE	REVENUE AND EXPENSES SUMMARY	REGULATED	UNREGULATED	TOTAL	YTD-REGULATED	YTD-UNREGULATED	YTD	REVISION DESCRIPTION
	09/01/2019	A	Inpatient Revenues	2	2	4	4	4	8	
	09/01/2019	B	Outpatient Revenues	2	2	4	4	4	8	
	09/01/2019	C	Skilled Patient Revenues (A&B)			0	0	0	0	
	09/01/2019	D	Inpatient Charity Care	4	4	8	8	8	16	
	09/01/2019	D1	Inpatient Bad Debt	5	5	10	10	10	20	
	09/01/2019	B	Outpatient Charity Care	8	8	16	16	16	32	
	09/01/2019	B1	Outpatient Bad Debt	7	7	14	14	14	28	
	09/01/2019	B	Inpatient HSCRC Approved Discounts & Other Items	8	8	16	16	0	0	
	09/01/2019	B1	Inpatient Denials	8	8	16	16	16	32	

STATUS	REPORT DATE	CODE	BALANCE SHEET DATA	VALUE	REVISION DESCRIPTION
	09/01/2019	00	Other Long Term Assets	8	
	09/01/2019	01	Total Long Term Assets (LJAKS)		
	09/01/2019	00	Total Assets (D&ALL)	8	
	09/01/2019	00	Total Current Liabilities	8	
	09/01/2019	00	Long Term Debt	10	
	09/01/2019	00	Other Long Term Liabilities	11	
	09/01/2019	00	Total Long Term Liabilities (D&LH)	21	
	09/01/2019	00	Total Liabilities (D&LH&D)	29	
	09/01/2019	00	Equi Balance	0	

Buttons: [Submit to HSCRC](#), [Reupload Excel file](#)

Illustration XVIII

C. Revise Imported Data

Revise Imported Data allows a hospital user to upload a revised excel document for the hospital's submitted data (see illustration XIX). The *Revise Imported Data* screen has the same appearance and functionality as the *Excel Upload* screen. Note that you can only revise a previously submitted data. Only one month's data can be revised using one Excel file.



Illustration XIX

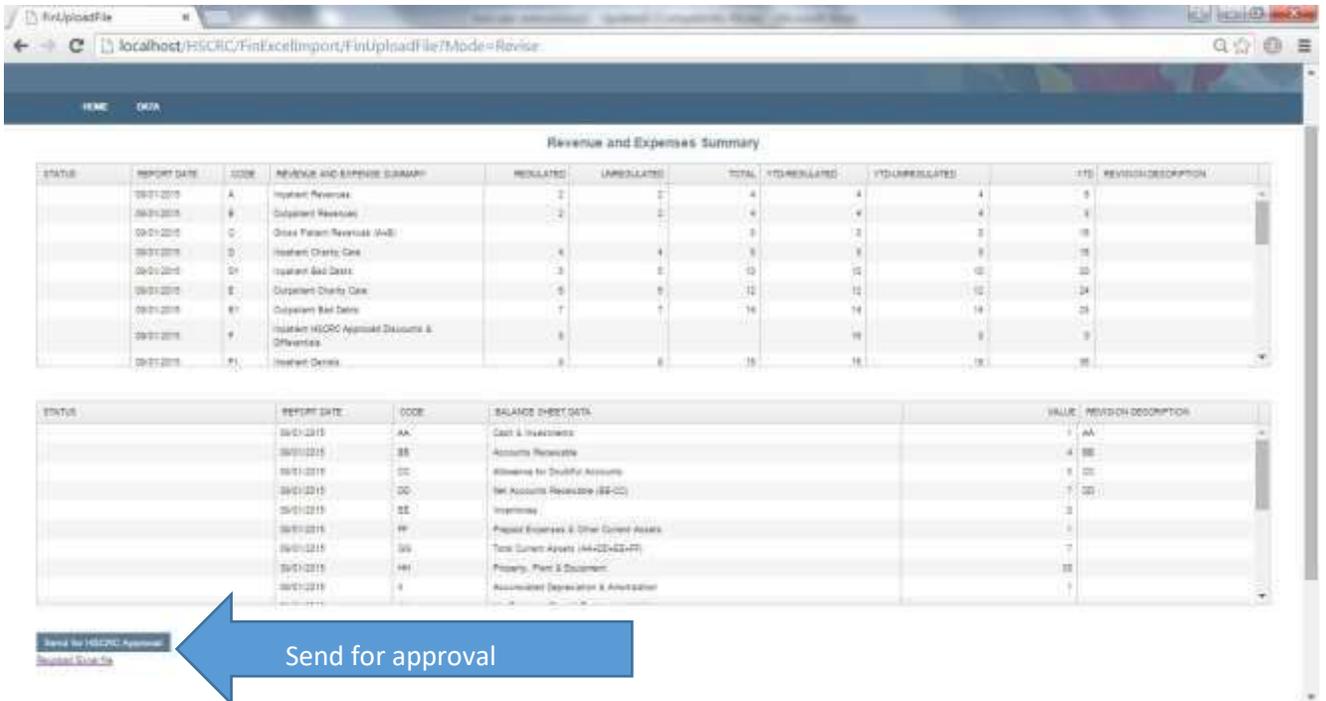


Illustration XX

D. Logoff

You can either logoff by clicking on the *Logoff* link on the top right hand side or by clicking on the *Logoff* button on the *Main* page (Illustration XXI)

The screenshot shows the Maryland Health Services Cost Review Commission website. The header includes the Maryland state logo and the text "The MARYLAND HEALTH SERVICES COST REVIEW COMMISSION". A dropdown menu for "Select Hospital Name" is currently set to "Brook Lane". The main content area is titled "Hospital Monthly Financials" and contains four primary sections:

- View Submitted Data:** Includes links for "View submitted data to the two utilization categories: Revenue and Expense Summary, Balance Sheet Data" and "View previously submitted data".
- Cost Report:** Includes a link for "Review data for the two utilization categories: Revenue and Expense Summary, Balance Sheet Data - Only one month's data can be uploaded/imported using the Cost Report".
- Review Imported Data:** Includes a link for "Review imported data to the two utilization categories: Revenue and Expense Summary, Balance Sheet Data. Only one month's data can be uploaded/imported using the Cost Report".
- Logout:** Includes a link for "Return back to login window".

Two blue arrows labeled "Logout link" are overlaid on the image: one pointing to the "Logout" button in the bottom section, and another pointing to the "Logout" link in the top right corner of the page.

Illustration XXI



HSCRC Volume and Revenue SFTP Data Submission Guide



Introduction

HSCRC is enhancing the capabilities available for submitting monthly Rates and Volume data. Currently, Hospital users must login to the Rates website (<https://rates.hsrc.maryland.gov>) to upload data using a pre-defined Excel file. The current process requires an individual to manually upload files to the site. The current process also only supports files in Excel format. It does not allow for files to be uploaded systematically by the Hospital.

HSCRC is introducing new capabilities to allow Hospitals to submit data via an additional mechanism called Secure File Transfer Protocol (SFTP). Secure File Transfer Protocol is an industry standard protocol specially designed to establish a connection to a specific server so that users are able to securely transfer files either manually or systematically. In addition, authorized hospital users will be able to manually upload files to the SFTP server.

The following flow diagrams provide a high-level overview of the SFTP process. These diagrams should help you determine the option that best fits your organization's needs.

Volume and Revenue Data Upload Options

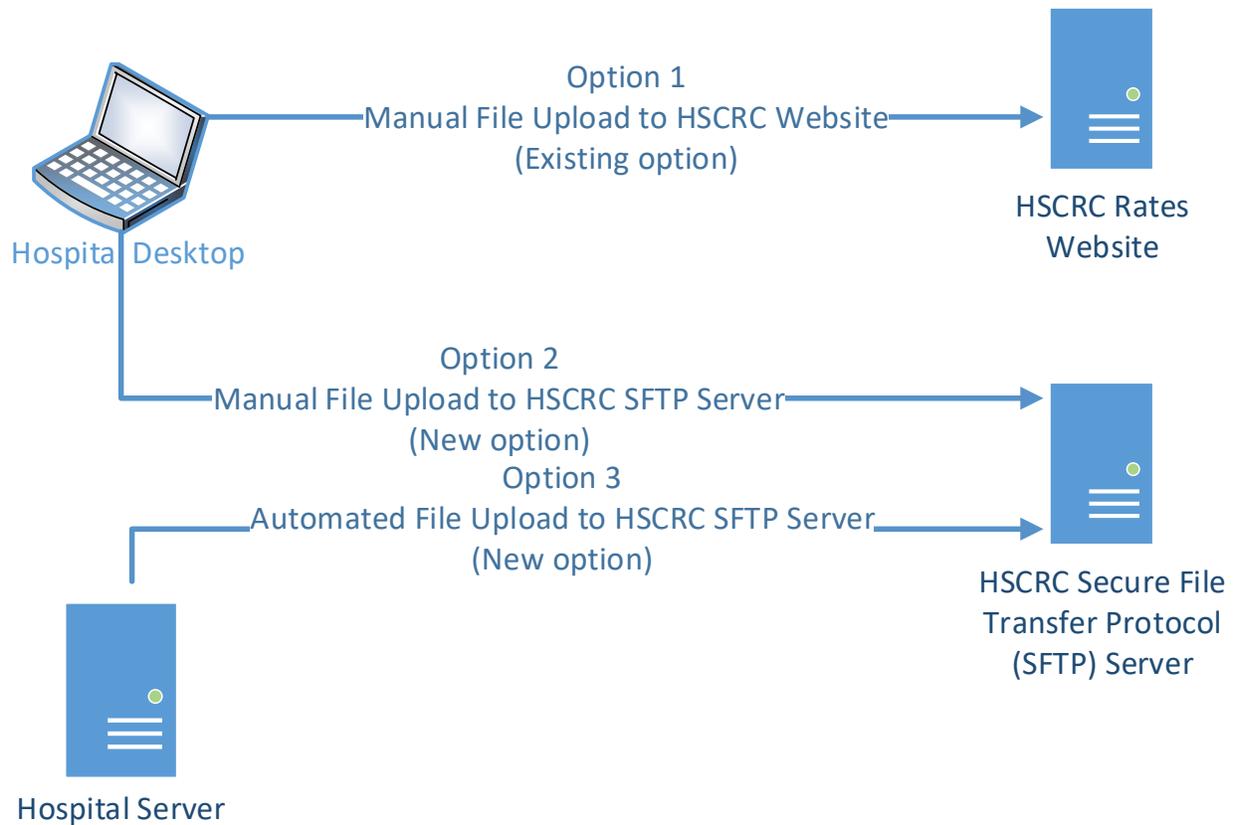


Figure 1 SFTP data upload process

Hospitals will still have the option to submit data using the current website in addition to option to utilize the new SFTP process. Hospitals will no longer be restricted to sending data in Excel format. Hospitals will be able to submit data using a pipe-delimited text file format as well.

The following section provides more detail regarding the available options for transmitting data from Hospital systems to HSCRC.

Option 1 – Upload files manually to HSCRC website

Hospital users can continue to upload Volume and Revenue data using the current approach of logging on to the HSCRC Website (<https://rates.hscrc.maryland.gov>). Revisions to previously submitted data may also be sent via the website. The website has been enhanced to display detailed error messages while submitting data.

Option 2 – Upload files manually to HSCRC SFTP server

Hospital users will be able to upload files manually to HSCRC's SFTP server. When a file is uploaded to the HSCRC SFTP server, it will be processed automatically and an email will be sent to the Hospital user indicating whether the file was successfully processed or if it needs to be uploaded again.

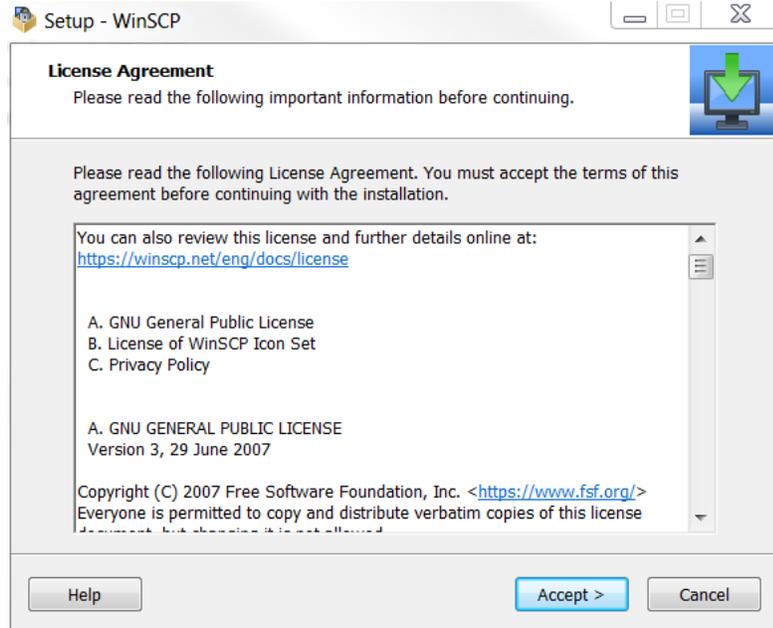
Hospitals wishing to utilize the SFTP option will need to request a Username and password with HSCRC. See Appendix A for requisition form.

Steps to upload a file manually to the SFTP server are as follows:

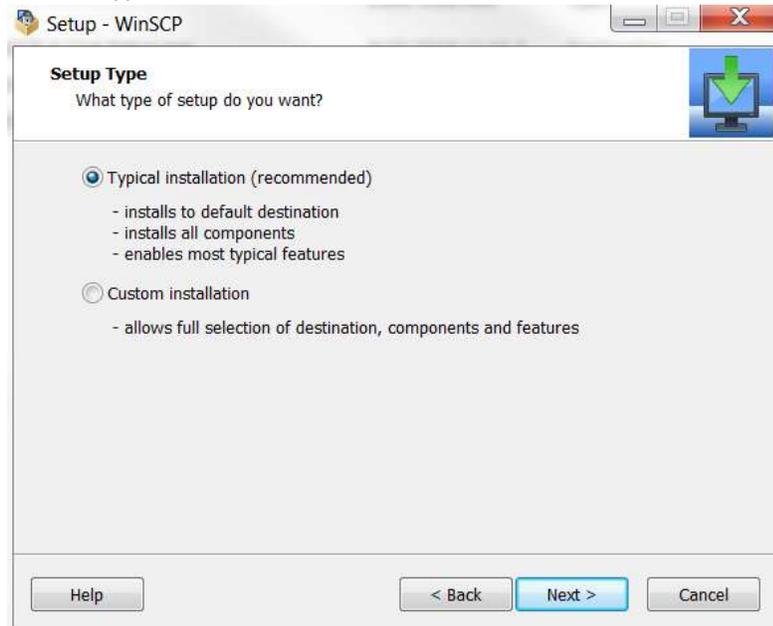
1. In order to upload files to HSCRC's SFTP server, a software known as the SFTP client software needs to be present or installed on your laptop/desktop. There are many commercial and free/open-source SFTP client software tools. They include, but are not limited to:
 - a. WinSCP - <https://winscp.net/eng/index.php>
 - i. Or from Microsoft at <https://www.microsoft.com/en-us/p/winscp-sftp-ftp-webdav-scp-and-s3-client/9p0pq8b65n8x?cid=downloads&rtc=1&activetab=pivot:regionofsystemrequirementstab>
 - b. FileZilla - <https://filezilla-project.org/>
 - c. Bitvise - <https://www.bitvise.com/ssh-client>
 - d. WS_FTP - <https://www.ipswitch.com/ftp-client>

You need only one of the above products or an equivalent one.

2. The following sections illustrate how files can be uploaded using WinSCP. The process is essentially the same with the other client software options listed above. **(Note that you only need to install it once. The steps outlined below may be performed by your IT staff).**
 - a. After you have downloaded WinSCP, double-click on it to install the software
 - b. Click Accept on the License Agreement screen



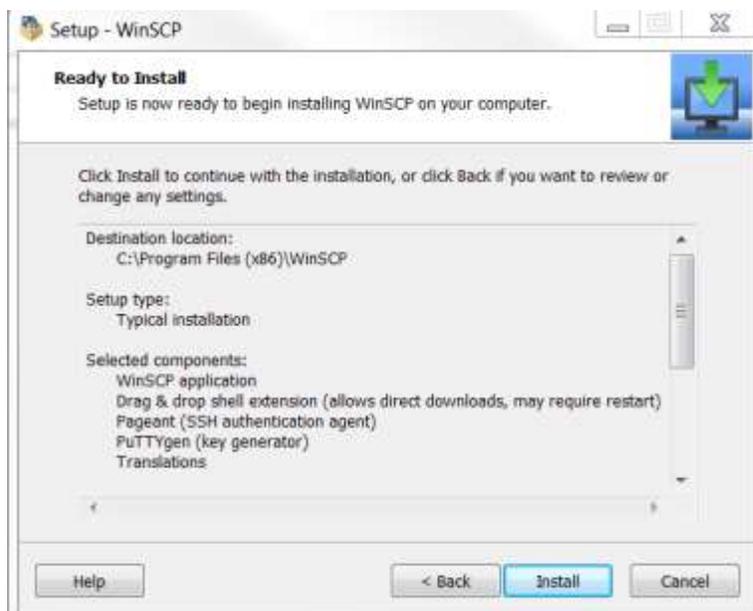
c. Select "Typical installation" on the next screen



d. Select "Commander" on the next screen and click "Next"

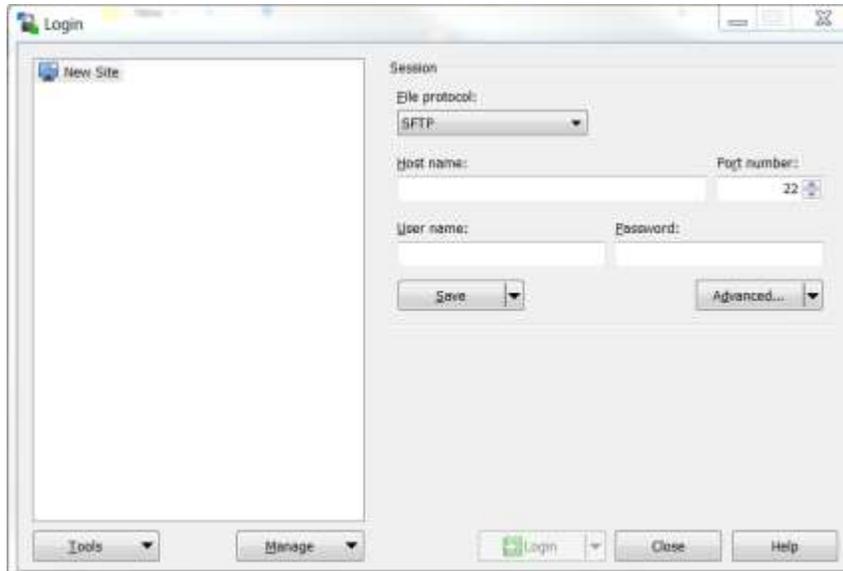


e. Click "Install" on the next screen

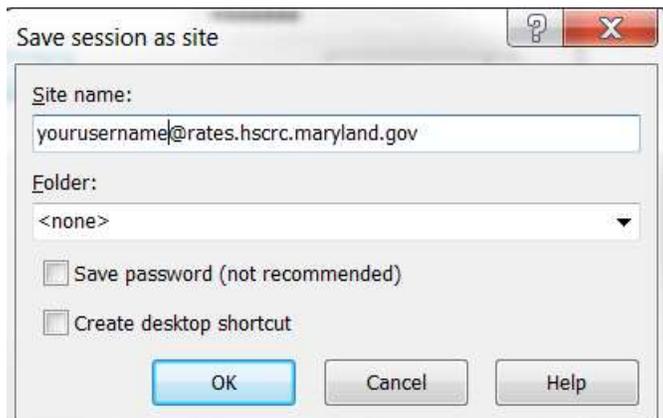


f. The WinSCP software will then be installed.

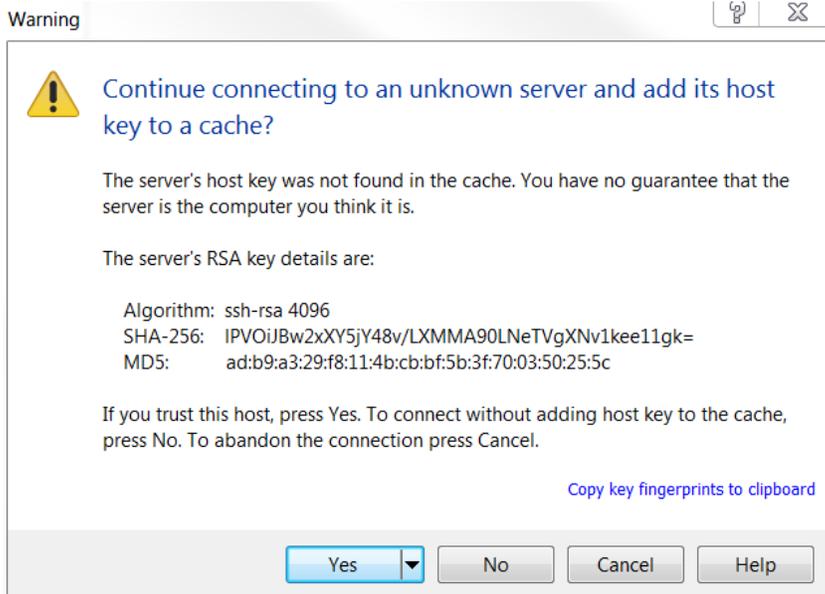
- Once WinSCP has been installed, open WinSCP. You will see the following screen:



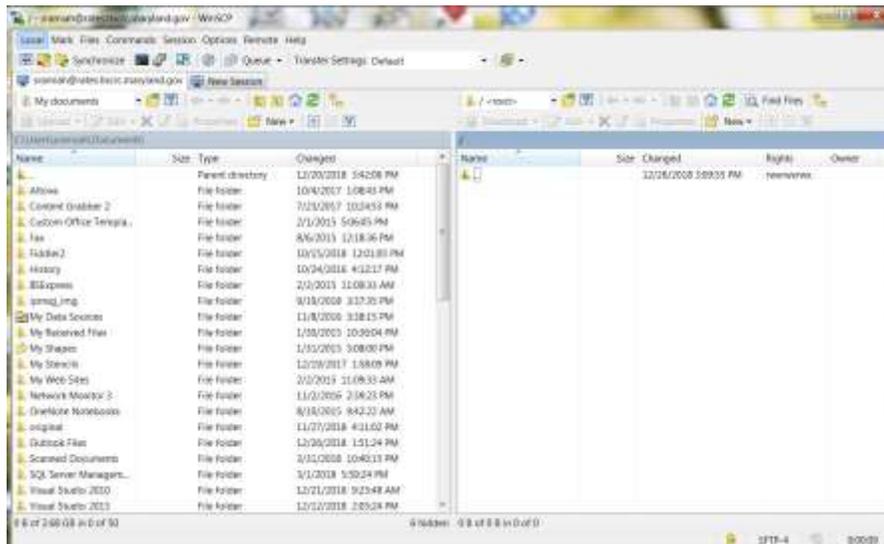
- You would need to obtain an username and password from HSCRC. A username/password requisition form is attached at the end of this document in Appendix A. Enter the following for each of the fields
 - Host name: rates.hscrc.maryland.gov
 - Port number: 22
 - User name: The username assigned to you.
 - Password: The password assigned to your username.
- Click on "Save"
- The following screen will appear:



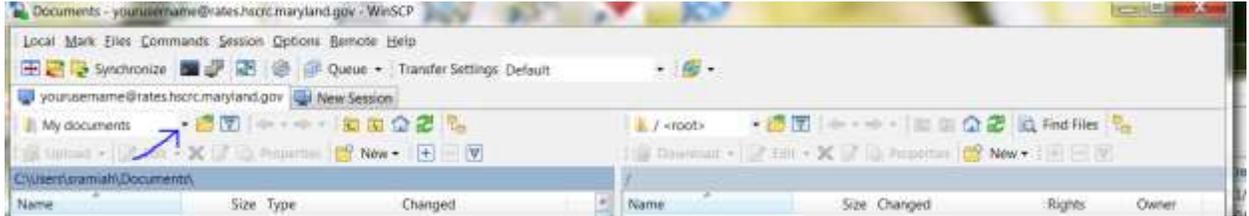
- Click on the Login button once you have entered the above information
- If you are prompted with the message below, click on Yes.



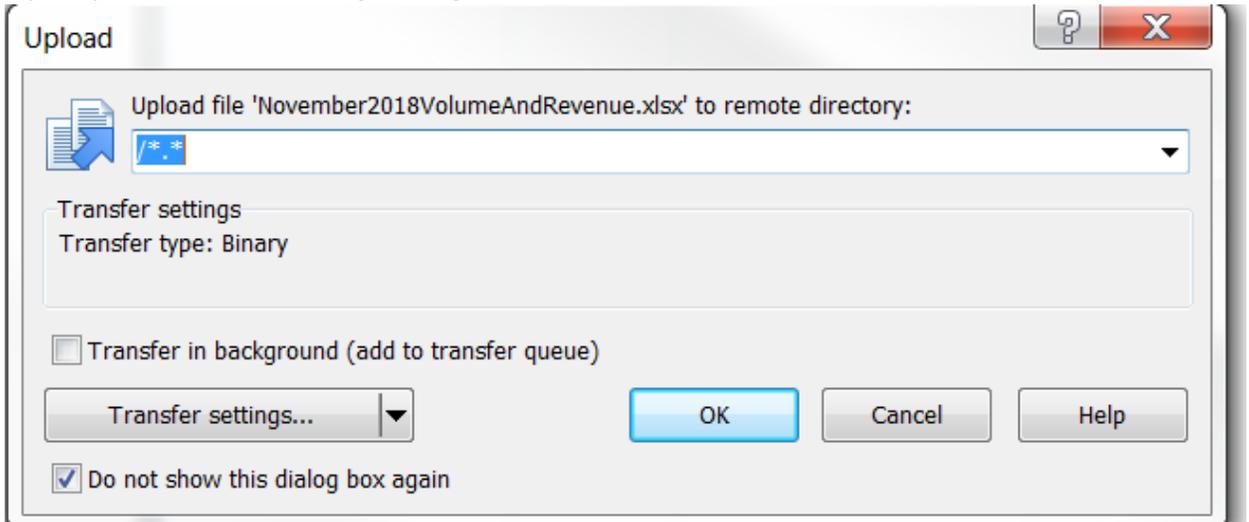
9. A window similar to the one below will appear:



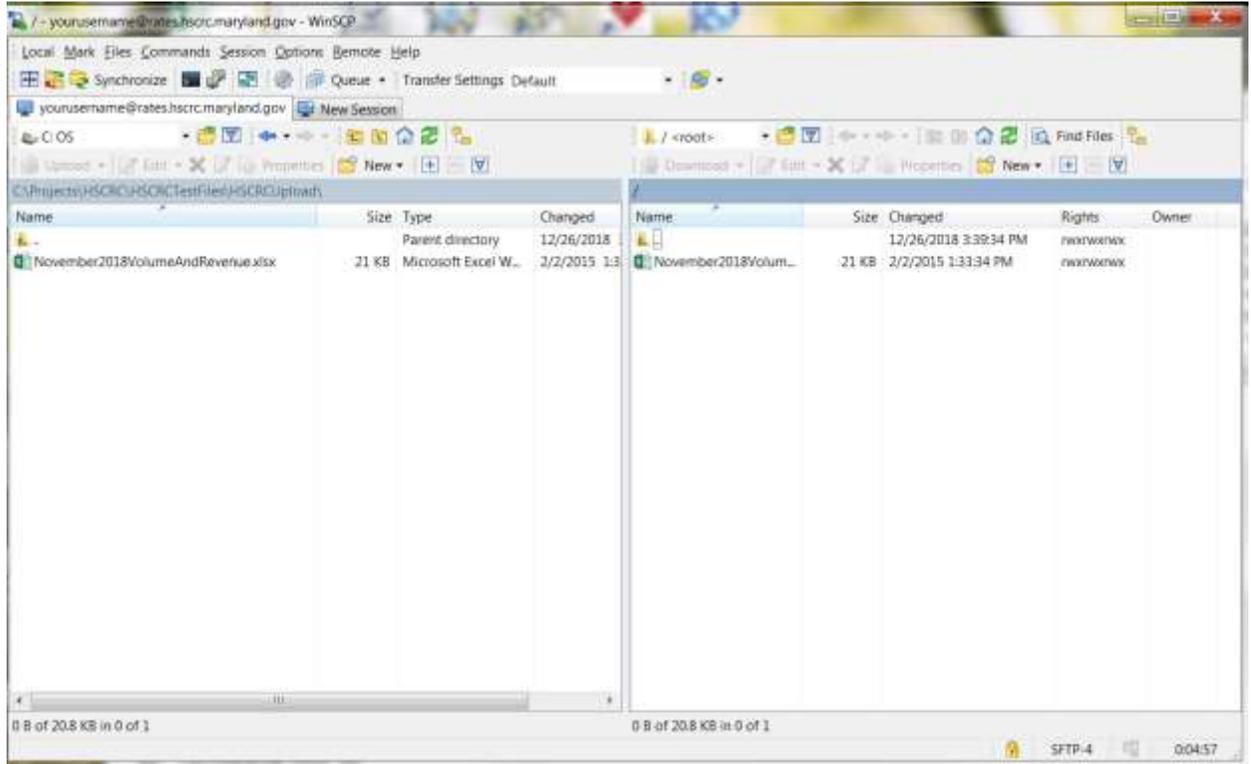
10. You can either drag and drop files to the right-hand side panel or navigate to your folder on the left hand side to select the file you would like to upload to HSCRC. To navigate to a folder, click on the folder icon shown below.



11. Browse to the location where you have the files to upload.
12. Then drag from the left had side panel to the right hand side panel.
13. If prompted with the following message, click Ok



14. Your screen should look like this:



Option 3 – Upload files systematically to HSCRC SFTP server

Hospitals may also submit files directly from their computer systems without any human intervention. Hospital IT departments may use tools or programs that upload files to the SFTP server. Hospital IT departments may use any number of programming platforms to perform this task. They include, but not limited to, .NET/C#, Java, shell scripts, task scheduling tools and many others. Hospitals may request a username and password specifically assigned to this purpose. The data flow for this option is described in "Figure 2 SFTP data upload process" on Page 2.

File formats

Hospitals currently submit data in an Excel format. The template for Excel files is attached below.



VolumeRevenueExcel
Format.xls

Hospitals may continue to use this format. In addition to this format, Hospitals may also submit data in a pipe-delimited text file format. A sample pipe-delimited text file is attached below.



Secure File Transfer Protocol (SFTP) FAQ

Secure File Transfer Protocol (SFTP) is a very common technology protocol used to transfer files from one system to another. Files can either be transferred manually or systematically using programming code (without manual intervention).

FAQs

1. Can I continue to upload files via the Rates website

Yes, you may continue to use the Rates website to upload data.

2. What is SFTP?

SFTP stands for Secure File Transfer Protocol. It is a commonly used industry standard protocol to transmit files securely from one computer to another.

3. What login credentials must I use to login to the SFTP site?

HSCRC's SFTP site will implement a username/password based authentication to login to the SFTP site. HSCRC can also enforce a Source IP restriction if requested by the Hospital.

4. Can I upload files from my laptop or desktop using SFTP?

Yes, there are a variety of commercial and freely available software tools that will allow you to upload files from your laptop or desktop.

5. Can my IT department send files directly from our servers to HSCRC?

Yes, your IT department can either upload the files manually or via automated programs to HSCRC's SFTP site

6. Our IT department wants to know where to send the files to.

You can send the files to rates.hsrc.maryland.gov. The port is standard SFTP port 22.

7. What happens after the file is submitted via SFTP?

HSCRC will process the file and send you an email with the results of the processing. If there are no errors, then your file will be automatically submitted to HSCRC. If there are errors, you will need to correct the errors and submit the file again. The email will contain the details of the errors identified. You can resubmit the file again either via the SFTP process or using the website.

8. Does HSCRC support public/private key authentication?

HSCRC can support public/private key authentication, if requested by the hospital.



9. Who do we contact for assistance?

You can email hscrc@aileronconsulting.com or call 888-600-0211 Option 1.



APPENDIX A

SFTP Registration

In order to post files to the SFTP site either manually or through an automated process, a logon user name and password will need to be issued. All Hospital Users that will be submitting information via SFTP must have their own Logon and Password.

Please complete the below information for each Hospital User and email it to hsrc@aileronconsulting.com. Your credentials will be returned to you via secure email.

User Information

Hospital User Information	
First Name:	
Last Name:	
Name of Hospital:	
E-Mail Address:	
Contact Address:	
Contact Phone Number:	
User Logon (To be completed by HSCRC)	
User Password (To be completed by HSCRC)	

If you need assistance with this form or have questions, please contact us at hsrc@aileronconsulting.com or call 888-600-0211 Option 1.