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Health Services Cost Review Commission 4160 Patterson Avenue, Baltimore, Maryland 21215 Phone: 410-764-2605 · Fax: 410-358-6217 Toll Free: 1-888-287-3229 hscrc.maryland.gov Katie Wunderlich Executive Director

Allan Pack, Director Population Based Methodologies

Chris Peterson, Director Payment Reform and Provider Alignment

Gerard J. Schmith, Director Revenue & Regulation Compliance

William Henderson, Director Medical Economics and Data Analytics

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.
- 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, <u>https://hscrc.maryland.gov/Pages/hdr_compliance.aspx</u>.

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 outof-state). HSCRC Staff has compiled a comprehensive list of Maryland zip codes which is posted on the HSCRC website, <u>https://hscrc.maryland.gov/Pages/pdr_clarifications.aspx</u> 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,

<u>https://hscrc.maryland.gov/Pages/hsp_info1.aspx</u> 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 <u>Amanda.Vaughan@maryland.gov</u>.

Daily Hospital Service

ADD	Adolescent Neuropsychiatry - Dual Diagnosed
BUR	Burn Care
CCU	Coronary Care
CRH	Chronic Care
DEF	Definitive Observation
MIS	Medical Surgical ICU
MSG	Medical Surgical Acute
NEO	Neonatal ICU
NUR	Newborn Nursery
OBS	Obstetrics Acute
ONC	Oncology
PAD	Adult Psych
PCD	Child Psych
PED	Pediatrics Acute
PIC	Pediatric ICU
PRE	Premature Nursery
PSD	Pediatric Step Down
PSG	Psych Geriatric
PSP	Pediatric Specialty
PSY	Psychiatric Acute
RDS	Respiratory Dependent
RHB	Rehabilitation
TRM	Shock Trauma

Ambulatory Services

CL	Clinic Services
EMG	Emergency Services
FSE	Free Standing Emergency Serv.
OBV	Observation

Measurement

patient days patient days

Measurement

RVUs RVUs visits hours

PDC	Psych. Day & Night Care Serv.
SDS	Same Day Surgery

SDSSame Day SurgeryTRUShock Trauma Resuscitation

Ancillary Services

ADM	Admission Services	patient
AMR	Ambulance Service Rebundled	HSCRC RVUs
ANS	Anesthesiology	minutes
ATH	Activity Therapy	hours
AUD	Audiology	Maryland RVUs
CAT	CAT Scanner	HSCRC RVUs
CDS	Drugs	EIPA
CDS-340B	Drugs-340B	EIPA
CL-340B	Clinic - 340B	RVUs
CL-H49	Upper Chesapeake (210049) 340B Clinic charged at UM (Effective May 1, 2018)	RVUs
CL-H63	St. Joseph (210063) 340B Clinic charged at UM (Effective May 1, 2018)	RVUs
DEL	Labor & Delivery Services	Maryland RVUs
EEG	Electroencephalography	1974 Calif. RVU
EKG	Electrocardiography	1974 Calif. RVU
ETH	Electroconvulsive Therapy	treatments
FTH	Family Therapies	hours
GTH	Group Therapies	hours
НҮР	Hyperbaric Chamber	hours of treatment
IRC	Interventional Radiology/Cardi	minutes
ITH	Individual Therapy	hours
LAB	Laboratory Services	Maryland RVUs
LAB-340B	Laboratory - 340B	RVUs
Lab-H49	Upper Chesapeake (210049) 340B Lab charged at UM (Effective May 1, 2018)	RVUs
Lab-H63	St. Joseph (210063) 340B LAB charged at UM (Effective May 1, 2018)	RVUs
LEU	Leukopheresis	JHH RVU

visits patients RVUs

Measurement

LIT	Lithotripsy
MRI	Magnetic Resonance Imaging
MSS	Medical Surgical Supplies
NUC	Nuclear Medicine
OA	Organ Acquisition
OCL	Oncoloty Clinic
OID-340	340B Outpatient Cancer and Infusion Drugs (Effective July 1, 2018)
OPT	Other Therapy
OR	Operating Room
OR-340B	Operating Room Clinic - 340B
ORC	Operating Room Clinic
OTH	Occupational Therapy
PSE	EDUCATION
PST	Psych Testing
PTH	Physical Therapy
PUL	Pulmonary Function Testing
RAD	Radiology - Diagnostic
RAT	Radiology - Therapeutic
RAT-340B	Radiology Therapeutic-340B
RDL	Renal Dialysis
REC	Recreational Therapy
RES	Respiratory Therapy
STH	Speech Language Pathology
TMT	Transurethual MicW Thermometr
TNA	Transurethual Needle Abulation

procedures RVUs EIPA 1977 HSCRC RVU treatments visits EIPA hours minutes **ORC** Minutes minutes Maryland RVUs hours hours 1974 Calif. RVU Maryland RVUs 1977 HSCRC RVU 1977 HSCRC RVU RVUs treatments treatments Maryland RVUs Maryland RVUs Maryland RVUs Maryland RVUs

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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.

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	Phùrse		McGay			Fas	4106652321		
	Email		imccoy@ailsronconsulting	3.com		User Privilege	Unie		
	Emai		mccoyignaleronconsulting	a.com		Pax User Privilege	4105652321 Unit	*	

Illustration II

III. Main Menu – Monthly Volume and Revenues Report



Monthly Volume and Revenues

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View Submitted Data	View subsetted date the type=ultitation activitate. Daty Hospital, Ambulatory and Anchiary Services. * View processity submitted date
Excel Import	Import data into the three utilization schedules. Dely Amprilal. Ambulancy and Anothery Services. Only one month's data can be uphoaded revised using one Brook Ne
Revine Imported Data	* Revise Imported data in the three utilization schedules. Delty Hogstal, Antibality and Ancibary Services. Gray one month's data can be apprecised only gave Excel file.
Select Menu Item	* Ithatatus Data Iterenary Aute Compliance
View Total Monthly Reseaue Report	* Total MCettey Novemus 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.

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				Please ensure that the dates	are in MM/DD/YYYY format in your excel file.	
				Select	Excel File To Import :	
				Choose File No II	le chosen	
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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)

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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.



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 VIII

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Illustration IX

D. Review Reports CSA/CSB

This function allows the user to review your hospital's CSA/CSB statistical data summary rate compliance reports (see Illustration X). The reports have a column titled HSCRC Approved Rates. The rates are based the hospital's most recent approved rates and do not take into consideration any corridor expansions that the hospital has requested. Edits to the reports are not allowed on this screen. If your hospital has submitted revisions for approval, the pending revisions are displayed on this report.

- Organization name is loaded automatically based on the selected.
- Select Report month and year from the drop down.
- After selecting the report period click the *Retrieve* button which loads report based on selection criteria and Last effective rate date is also populated in the screen.
- Click on the *Printable screen* link to print the report. Be sure to set the page layout to Landscape mode when printing.

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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.

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F. Request New User

This function allows the user to create a new user under their organization. Once the HSCRC 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 HSCRC administrator.

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

MARYLAND	The MARYLAN HEALTH S	D ERVICES COST	۶ - REVIEW COM	IMISSION	Witzen: Patra
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Emai	S	ave Se	Construction	or Cancel	

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)

- (S)	The MARYLAND
MARYLAND	HEALTH SERVICES COST REVIEW COMMISSION
	Monthly Volume and Revenues
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Error GENTINI Data	Manage 004/19% Case
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Illustration XIII

IV. Main Menu – Monthly Financial Report

MARYLAND Name Select Hospital Name BROOK LANE	The MARYLAND HEALTH SERVICES COST REVIEW COM! Hospital Monthly Financials
View Submitted Data	View submitted data in the two utilization schedules: Revenue and Expense Summary, Balance Sneet 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/revised using one Excel file.
Revise Imported Data	* Revise Imported data in the two utilization schedules'. Revenue and Expense Summary, Balance Scheet Data. Only one month's data can be uploaded keysed using one Excel file.
Logout	* Return Back to Legin window
	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

MARYLAND	The MARYLAND HEALTH SERVICES COST REVIEW COMMISSION	Wet inter Sorte Tues
	Hospital Monthly Financials	
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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.

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		Print Dannes Chill Fr			

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)





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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 ٠ supported are .xls and xlsx.
- Click the *Browse* button to browse for the excel file that contains your data. ٠
- Click on Upload to upload the excel file and preview the data. ٠

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 ٠ 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.

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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

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	OK/A											
					Reve	rue and Expenses	s Summary					
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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)

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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.hscrc.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 <u>https://winscp.net/eng/index.php</u>
 - 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:regionofsystemre-quirementstab
 - b. FileZilla <u>https://filezilla-project.org/</u>
 - c. Bitvise <u>https://www.bitvise.com/ssh-client</u>
 - d. WS_FTP <u>https://www.ipswitch.com/ftp-client</u>

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





icense Agreement Please read the following importan	t information befo	ore continuing.		
Please read the following License A agreement before continuing with	Agreement. You m the installation.	oust accept the ter	rms of this	
You can also review this license ar https://winscp.net/eng/docs/licens	nd further details (se	online at:	*]
A. GNU General Public License B. License of WinSCP Icon Set C. Privacy Policy				
A. GNU GENERAL PUBLIC LICENSI Version 3, 29 June 2007	E			
Copyright (C) 2007 Free Software Everyone is permitted to copy and	Foundation, Inc. distribute verbati	< <u>https://www.fsf</u> m copies of this li	cense +	
Help		Accept >	> Can	cel

c. Select "Typical installation" on the next screen

Secup Type		
What type of setup do you want?	2	
Typical installation (recommo	ended)	
- installs to default destinati	ion	
 installs all components enables most typical feature 	res	
Custom installation		
 allows full selection of des 	stination, components and feature	IS

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





Initial User Settings Please, select your p	referred user interface options.
User interface style	
Commander	 two panels (left for local directory, right for remote directory) keyboard shortcuts like in Norton Commander (and other similar programs as Total Commander, Midnight Commander) drag & drop to/from both panels
Explorer	 only remote directory keyboard shortcuts like in Windows Explorer drag & drop

e. Click "Install" on the next screen



f. The WinSCP software will then be installed.





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

New Site	Session Bile protoco	¢		
	SFTP Host name:	•		Port number:
	User name:		Easeword:	22 👲
	Save	•		Advanced
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- 4. 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
 - a. Host name: rates.hscrc.maryland.gov
 - b. Port number: 22
 - c. User name: The username assigned to you.
 - d. Password: The password assigned to your username.
- 5. Click on "Save"
- 6. The following screen will appear:

Save session as site	2 ×
<u>Site name:</u>	
yourusername@rates.hscrc.maryland.gov	
<u>F</u> older:	
<none></none>	*
Save password (not recommended)	
OK Cancel	Help

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





Warning	X 9
1	Continue connecting to an unknown server and add its host key to a cache?
	The server's host key was not found in the cache. You have no guarantee that the server is the computer you think it is.
	The server's RSA key details are:
	Algorithm: ssh-rsa 4096 SHA-256: IPVOiJBw2xXY5jY48v/LXMMA90LNeTVgXNv1kee11gk= MD5: ad:b9:a3:29:f8:11:4b:cb:bf:5b:3f:70:03:50:25:5c
	If you trust this host, press Yes. To connect without adding host key to the cache, press No. To abandon the connection press Cancel.
	Copy key fingerprints to clipboard
	Yes Vo Cancel Help

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

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My Web Sites	Frie Funder:	2/0/2019 11/08/38 AM					
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Divensione Notebooks	File funder	8/18/2015 842-23 AM					
original	Fire funder	11/21/2018 4/31/02 PM					
Dublick Film	File folder	12/26/2018 131:24 PM					
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100 To 000 AN IN THE R.			16644	ALC: NOT BEEN AND AND A DOCUMENT			

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.





Local Mark Elles	Commands Session Options Ber	note Help	-				-
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- 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

Upload		? X
	load file 'November2018VolumeAndRevenue.xlsx' to remote directory:	-
Transfer Transfer	settings type: Binary	
Transl	fer in background (add to transfer queue) Isfer settings Cancel t show this dialog box again	Help

14. Your screen should look like this:





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							SFTP-4	0.04:57

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.



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.hscrc.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 <u>hscrc@aileronconsulting.com</u> 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 <u>hscrc@aileronconsulting.com</u>. 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 (<i>To be</i>	
completed by HSCRC)	
User Password (To be	
completed by HSCRC)	

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