

**To: Maryland Hospital's Chief Financial Officers**

**From: Dennis Phelps, Deputy Director, Audit & Integrity**

**Date: December 20, 2023**

**Re: HSCRC FY 2023 Annual Report Filing**

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The due date for the HSCRC Annual Report of Revenue and Volume (Annual Report) is once again approaching. Please note the following important elements of the Annual Report:

1. The Annual Report is due to the Commission 120 days after the end of each hospital's fiscal year. **The due date for this year's submission for hospitals with December 31st year-ends is April 29, 2024**, since the 120th day falls on a Saturday. Annual Report are submitted to: [hscrc.annual@maryland.gov](mailto:hscrc.annual@maryland.gov). **There is no 7-day grace period.** Any hospital that cannot meet its deadline must submit a written request for an extension to Jon Kromm, Executive Director of the HSCRC, prior to the deadline, outlining the reasons for the extension request.
2. An electronic version of the Annual Report must be submitted to the Commission. The spreadsheet model can be located on the HSCRC website, under [Financial Data Submission Tools](#). Any revisions to the Annual Report must be submitted using an entirely new spreadsheet model and with a letter or e-mail stating what has been changed and why.
3. For FY 2023, there will be no changes to the Annual Report model or filing instructions. As with FYs 2021 and 2022, hospitals may either submit the aforementioned model or utilize a different model if it contains the outputs that exist in the HSCRC model. As discussed publicly, the HSCRC is initiating a project to revise the Annual Report over the next three years. More information will be communicated to the industry later this year.
4. In addition, hospitals must submit a copy of their Credit and Collection Policy to the Commission ([hscrc.creditcollection@maryland.gov](mailto:hscrc.creditcollection@maryland.gov)) with the Annual Report by the due date above.

If you have any questions, please contact Karen Teague at [karen.teague@maryland.gov](mailto:karen.teague@maryland.gov).

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