

To: Maryland Hospital's Chief Financial Officers

From: William Hoff, Chief, Audit & Integrity

Date: January 7, 2025

Re: HSCRC FY 2024 Annual Report Filing – December Hospitals

This serves as a reminder regarding the upcoming deadline for the Health Services Cost Review Commission (HSCRC) Annual Report of Revenue and Volumes (Annual Report).

The Annual Report is due to the **Commission 120 days** following the close of each hospital's fiscal year. For hospitals with a December 31st fiscal year-end, the deadline for submission **is April 30, 2025**. The Annual Report should be submitted electronically to: hscrc.annual@maryland.gov.

There is no 7-day grace period. Hospitals facing extenuating circumstances that prevent timely filing should submit a written request for an extension to Jon Kromm, Executive Director of the HSCRC, prior to the deadline, and clearly outline the reasons for the extension request.

Electronic Format: 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 email stating what has been changed and why.

For FY 2024 Filing: There will be no changes to the Annual Report model or filing instructions. Hospitals may choose to utilize the HSCRC model or an alternative model that provides the required outputs. The HSCRC is currently in the second year of a three-year project to revise the Annual Report.

Credit and Collections Policy: In addition to the Annual Report, hospitals must submit a copy of their Credit and Collection Policy to the Commission (hscrc.creditcollection@maryland.gov) [by the filing deadline](#).

If you have any questions, please contact Karen Teague at karen.teague@maryland.gov.

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