



To: Chief Financial Officer of Maryland Hospitals

From: William H. Hoff,  
Deputy Director, Audit & Integrity

Date: April 22, 2025

Re: Phase 1 Revisions to the Accounting and Budget Manual

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This memorandum serves to inform you of the completion of Phase 1 updates to the Accounting and Budget Manual, a key component of the Annual Filing Modernization (AFM) initiative previously communicated on July 15, 2024. These initial revisions are now accessible for your review on the Health Services Cost Review Commission (HSCRC) website.

Phase 1 of this comprehensive update encompasses the following key modifications:

- Extensive review of over 1,000 pages by HSCRC staff in collaboration with i3 Healthcare Consulting.
- The inclusion of a Preface and Appendix for each section providing clarity regarding the purpose and scope of the content therein.
- The addition and revision of Tables of Contents within each section to enhance navigation.
- The removal of outdated or no longer collected information.
- The elimination of account numbers from cost centers.
- Implementation of formatting enhancements for improved readability.

Please be advised that the AFM initiative remains ongoing. HSCRC staff and i3 Healthcare Consulting will continue to collaborate with Maryland hospitals on further enhancements to the Accounting and Budget Manual in subsequent phases.

Should you have any inquiries or require further clarification regarding these Phase 1 updates, please do not hesitate to contact me directly via email at [william.hoff@maryland.gov](mailto:william.hoff@maryland.gov).