

Section 400

Reporting Requirements

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PREFACE

This section seeks to provide criteria for the timing and formatting of reports due to the HSCRC.

Commission regulation 10.37.01.03 has been amended to authorize the Commission to prescribe the format for the submission of required reports. Effective immediately, reports MUST be filed in the format prescribed below or hospitals will be subject to fines as provided for by COMAR 10.37.01.03 N. Format references can be found at the end of this document.

ANNUAL REPORTS

A. Reports due 120 days after the end of the hospital's fiscal year.

(By regulation (COMAR 10.37.01.03(A)(2) reports listed in Sections A & B of Annual Reports and Sections A, B, & C of Alternative Method of Rate Determination Reports are due 90 days after the end of hospitals' fiscal year. The Commission granted a blanket 30-day extension.)

- i. Annual Report of Revenue, Expenses, and Volumes (also referred to as the Annual Cost Report) - Format #1
- ii. Audited Financial Statements - Format #5
- iii. Trustee Disclosure Information – Format #10
 1. List of Trustees with business addresses. Designate individual trustees who have engaged in business in the amount of \$10,000 or more with the hospital.
 2. Individual disclosure form of each trustee doing business in the amount of \$10,000 or more of business with the hospital.
 3. If no trustees have engaged in business in the amount of \$10,000 or more with the hospital, a letter submitted to the assigned email address should so indicate.
- iv. Credit and Collection Policy – Format #5
- v. Financial Assistance Policy – Format #5
- vi. Annual Debt Collection/Financial Assistance Report – Format #6
- vii. Hospital Outpatient Services Survey – Format #1 & Format #2

B. Report due 140 days after end of fiscal year.

- i. Special Audit Report - Should include audit procedures for alternative method of rate determination if hospital related entity's fiscal year is the same as hospital - Format #1 & Format #5

C. Report due 6 months and 15 days after end of fiscal year

- i. Federal IRS Form 990 – Format # 5

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D. Report due January 31st each year, unless otherwise posted on HSCRC's website.

- i. Community Benefit Report – Format #2 or Format #8

E. Report due January 15th or 30 days after the due date of Hospital's Medicare Cost Report

- i. Schedule IRS – Intern, Residents Survey – Format #2

ALTERNATIVE METHOD OF RATE DETERMINATION REPORTS

A. Reports due 90 days after the end of the related entity's fiscal year:

- i. Audited Financial Statements of Hospital Related Entities; contracting entities related to the hospital participating in HSCRC approved Alternative Methods of Rate Determination arrangements - Format #5

B. Reports due 110 days after the end of the related entity's fiscal year:

- i. Special Audit Report - if fiscal year of related entity is different from the hospital (see I B above) - Format #5

C. Reports due 90 days after the end of the related entity's fiscal year:

- i. Annual AR1, AR2, AR3 Reports - Format #5

D. Reports due 30 days after the end of the quarter:

- i. Quarterly AR1, AR2, AR3 Reports - Global Pricing/Capitation - Format #5

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CASE MIX DATA

A. Reports are due according to the Production Schedule posted on the HSCRC website:

- i. Inpatient Discharge Abstracts - Format #7
- ii. Outpatient Abstracts – Format #7
- iii. Psychiatric Discharge Abstracts - Format #7

QUARTERLY REPORTS

A. Reports due 30 days after the end of the calendar quarter:

- i. Outpatient Plastic / Cosmetic Surgery Operating Room Give-Up Policy Report – Format #9
- ii. Denials Report – Format #9

B. Reports due 45 days after the end of the calendar quarter:

- i. General Inpatient Hospice Care Project Report – Format #9

C. Reports due 60 days after the end of the calendar quarter:

- i. Uncompensated Care Write-Offs Report – Format #9

D. Reports due 67 days after the end of the calendar quarter:

- i. Reconciliation Reports – Format #9

MONTHLY REPORTS

A. Reports due 30 days after the end of the month: **

- i. Hospital volumes and revenues (also known as experience data) – Formats #3 and #4
- ii. Unaudited financial statements (also known as FSA and FSB) and supplemental hospital financial information – Formats #3 and #4
- iii. Hospital GBR Projections

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EXTENSIONS

Hospitals may file written requests for reasonable extensions of time to file any or all the requested reports. Requests shall be supported by justification for approval of the extension request. Requests for extensions shall be made at a reasonable time before the due date of the required report. Such requests should be directed to the Executive Director.

ACCEPTABLE FORMATS

- 1) a) Download approved **Annual Report of Revenue, Expenses, and Volumes** model from www.hscrc.maryland.gov/pages/hsp_info2.aspx
b) e-mail completed Excel spreadsheet to hscrc.annual@maryland.gov
- 2) Download approved spreadsheet and access any other data submission tool from www.hscrc.maryland.gov:
Intern, Residents Survey (Repository Data Submission)
Wage and Salary
Hospital Community Benefit Report
– Financial Data
Hospital Outpatient Services Survey
Email completed Excel spreadsheet and any related documents to:

<https://rds.thestpaulgroup.com>
hscrc.wagesalary@maryland.gov
hcbhelp@hilltop.umbc.edu

hscrc.opsurvey@maryland.gov
- 3) Web-based reporting at <https://rates.hscrc.maryland.gov/project1>
- 4) PDF of the hospital internal unaudited financial statements, price variance letter. Excel file of supplemental births schedule e-mail:

hscrc.monthly@maryland.gov
- 5) PDF File Only
Audited Financial Statements
Special Audit Report
Credit and Collection Policy
Financial Assistance Policy
IRS Form 990 & Approved Applications
Emailed to:

hscrc.audited@maryland.gov
hscrc.specialaudits@maryland.gov
hscrc.creditcollection@maryland.gov
hscrc.financialassistance@maryland.gov

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For Extension on Time to File
Alternative Method of Rate Determination (ARM)

hscrc.form990@maryland.gov
hscrc.audit-compliance@maryland.gov

6)	Excel File & PDF	Emailed to:
	Annual Debt Collection/Financial Assistance Report (DCFA) & Documentation	hscrc.dcf@maryland.gov
7)	Submit data via secure and encrypted sFTP site	
8)	Internet Based Reporting	https://hscrc.maryland.gov/Pages/init_cb.aspx
9)	Assigned Template	Repository Data Submissions (RDS)
	General Inpatient Hospice Care Project Report Outpatient Plastic / Cosmetic Surgery Operating Room Give-Up Policy Report Uncompensated Care Write-Offs Report Denials Report Reconciliation Reports	hscrc.hospice@maryland.gov hscrc.Opcosmetics@maryland.gov hscrc.ucc@marland.gov hscrc.denial-reports@maryland.gov hscrc.reconciliation@maryland.gov
10)	Web-based Reporting at https://hscrc.maryland.gov/Pages/Trustee-Disclosure-Information.aspx Trustee Disclosure Letters and Extension Requests	Emailed to: hscrc.trustees@maryland.gov