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Revenue & Regulation
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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

MEMORANDUM

To: Chief Financial Officers

From: Dennis N. Phelps, Associate Director – Audit & Compliance

Date: January 24, 2019

Re: Submission of Revisions to the HSCRC Annual Report of Revenue, Expenses, and Volumes

The purpose of this memorandum is to remind you of how revisions to the HSCRC Revenue, Expenses, and Volumes (Annual Report) are to be submitted.

Revisions to the Annual Report must be submitted in both hard copy (2 copies) and in electronic Excel versions. Each page with a revision must be marked "Revised" with the date of the revision and all changes on each page must be highlighted.

Currently hard copies of revised pages must be delivered to the HSCRC offices. However, hospitals will now have the option of submitting the hard copies via email. If you choose to submit the hard copies via email, the copies must be in PDF format and must be sent to hscrc.acr-revisions@maryland.gov. The electronic Excel submission will continue to be sent to hscrc.annual@maryland.gov.

If you have any questions, you may contact Andrea Strong at 410-764-2571.