



MEMORANDUM

TO: Chief Financial Officers

FROM: Dennis N. Phelps, Deputy Director- Audit & Compliance

Date: October 29, 2021

RE: Procedures and Template for the Filing and Docketing of Full Rate Review Requests

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The purpose of this memorandum is to notify hospitals of a revision to the procedures and the template for the filing and docketing of full rate review requests (attached) originally promulgated in 2003. The procedures and template were intended to provide guidance and an overview of the process for filing a full rate review request. They are not intended to supersede or override Md. Code Ann., Health-General Article Title 19, Subtitle 2, or the Commission’s regulations COMAR 10.37.10.

The sole revision to the procedures and template is to mandate that in addition to the submission of an original and three copies of the application, the hospital shall submit the entire application electronically in PDF format.

If you have questions, please contact Dennis N. Phelps, Deputy Director, Audit & Compliance at dennis.phelps@maryland.gov.