

To: Chief Financial Officers

From: Karen Teague, Associate Director, Medical Economics & Data Analytics

Date: May 23, 2024

Re: Clinician Services Supplemental Schedule v1

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As previously communicated, the HSCRC began work on the Annual Filing Modernization Project (the Project) in fall 2023. The Project has been divided into three main sub-topics. Staff has been working with external consultants on refining goals and gathering internal input for each sub-topic's workstream. The earliest workstream in the Project is the study and modernization of reporting for clinician services within Maryland hospitals. More refined reporting on clinician services is essential if the HSCRC is to appropriately recognize the impact of clinician costs throughout its methodologies, this effort is essential to progressing down that path.

As part of this project, Staff, with feedback and participation from industry stakeholders, has finalized the first version of the Clinician Services Supplemental Schedule ("Schedule"). As a reminder, before the Schedule is fully incorporated into the Annual Filing, hospitals will be completing two test versions of the schedule over the next year.

The first version of the Schedule has been posted to our [website](#) in addition to being sent to hospital staff. Please see below for important information related to completing and submitting the survey.

1. Hospitals will have 90 days to complete this Schedule. Schedules will be due on **August 21, 2024**. Completed Schedules should be submitted to [hscrc.annual@maryland.gov](mailto:hscrc.annual@maryland.gov). Any hospital that cannot meet its deadline must submit a written request for an extension, prior to the deadline, outlining the reasons for the extension request.
2. An instructional webinar will be held virtually on May 29, 2024 (please see the [website](#) for more information) to review the following:
  - a. How to complete the Schedule
  - b. Data and format needed for submission
  - c. Key definitions

- d. MGMA specialty list
3. Schedule Information
- a. Instructions on how to complete the Schedule are included on the first worksheet entitled “Instructions”
  - b. Areas highlighted in GREEN contain instructional or supportive information.
  - c. Areas highlighted in YELLOW are data entry fields.
  - d. The Excel workbook is protected and will only allow changes to YELLOW highlighted areas or on the last worksheet titled “MGMA Specialty List”. The MGMA Specialty list will allow users to search and sort the MGMA list, if needed.

Finally, Staff would like to thank hospital staff and other stakeholders for their participation and feedback during the workgroup process. While we have made every effort to anticipate any questions or concerns related to the Schedule, Staff understands that there may be questions or guidance that has not been addressed in the Schedule. Please email Karen Teague ([karen.teague@maryland.gov](mailto:karen.teague@maryland.gov)) with any questions. Karen will review each question and seek feedback from the project team where necessary. Please allow time for this feedback process to occur.