

Hospital / Medical Center
Submission Checklist
Annual Reporting

Please complete the boxes outlined in bold with a ✓ and submit with your filing.

	Hard Copy (Original <u>and</u> One Copy – separately bound)	PDF (Filed through secure internet connection)
Cover Letter & Submission Checklist	Hard Copy <input type="checkbox"/>	PDF* <input type="checkbox"/>
Affidavit - Notarized Annual Reporting Filing	Hard Copy <input type="checkbox"/>	PDF* <input type="checkbox"/>
Affidavit (2) - Notarized No Audited Financial Statement Affidavits for the Hospital and Parent Corporation	Hard Copy <input type="checkbox"/>	PDF* <input type="checkbox"/>
Audited Financial Statements - appropriately named, i.e. “XYZ Hospital_2012” or “XYZ Parent _2012. <i>Each hard copy</i> should be separately bound or clipped together. A PDF is required for the hospital, parent & every affiliate.	Hard Copy – Hospital & Parent Corporation only <input type="checkbox"/>	PDF for hospital, parent & each and every affiliate <input type="checkbox"/>
Medicare Cost Reports – As Filed and Amended reports appropriately named, i.e. “2012_XXXXX_initial”	N/A <input type="checkbox"/>	PDF <input type="checkbox"/>
Legal Chart of Corporate Structure (most recent)	Hard Copy <input type="checkbox"/>	PDF <input type="checkbox"/>
Officers and Directors - as of February 28, 2013	N/A <input type="checkbox"/>	PDF <input type="checkbox"/>
Uncompensated Care Policies and Procedures – <i>OHCA</i> <i>requests that the hospital include all attachments in ONE PDF file.</i>	N/A <input type="checkbox"/>	PDF - one file with all attachments <input type="checkbox"/>
Variance Explanations - Thorough explanation of <i>input</i> amounts with a variance of 25% or larger on Report 23.	N/A <input type="checkbox"/>	PDF <input type="checkbox"/>
HRS files have been electronically submitted and no hard copies of the HRS reports are being submitted.	N/A <input type="checkbox"/>	HRS files submitted <input type="checkbox"/>

**Hospitals may submit the cover letter, submission checklist and affidavits in one PDF file. All other items should be submitted in separate PDF files. When naming PDF files, please use a filename that easily identifies the hospital and item being submitted.*

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