

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 & <i>each and every</i> 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 – <u>OHCA requests that the hospital include all attachments in ONE PDF file.</u>	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.*

Mail To: Kimberly R. Martone
Director of Operations
Department of Public Health
Division of Office of Health Care Access
410 Capitol Avenue, MS#13HCA
P.O. Box 340308
Hartford, CT 06134-0308