

Hospital / Medical Center
Submission Checklist
Annual Reporting – FY 2021

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

	Reporting Date	PDF (Filed through HRS portal)	
Cover Letter & Submission Checklist	N/A	PDF*	<input type="checkbox"/>
Affidavit - Notarized Annual Reporting Filing	N/A	PDF*	<input type="checkbox"/>
Audited Financial Statements (AFS) - appropriately named, i.e. "XYZ Hospital_2021" or "XYZ Parent_2021. <u>A PDF is required for the hospital, parent & every affiliate.</u>	September 30th	PDF	<input type="checkbox"/>
AFS Supplemental Data – hospital only amounts (<i>if consolidated AFS are submitted</i>) with a breakdown of gross / net revenue, contractual allow., charity care and bad debts.	September 30th	PDF	<input type="checkbox"/>
Medicare Cost Reports – As Filed report(s) appropriately named, i.e. "2021_XXXXX_initial" <u>with a signature page.</u>	September 30th	PDF	<input type="checkbox"/>
Medicare Cost Reports – Any Amended reports from past years appropriately named, i.e. "2020_XXXXX_revised <u>with a signature page.</u>	September 30th	PDF N/A	<input type="checkbox"/> <input type="checkbox"/>
Legal Chart of Corporate Structure for the most recent fiscal year ending September 30, 2021.	September 30th	PDF	<input type="checkbox"/>
Officers and Directors - as of <u>February 28, 2022</u> - <u>OHS requests that the hospital put all affiliates in ONE PDF file.</u>	February 28th	PDF	<input type="checkbox"/>
Uncompensated Care Policies and Procedures – <u>OHS requests that the hospital include all attachments in ONE file.</u>	September 30th	PDF	<input type="checkbox"/>
Variance Explanations – Thorough explanation of <i>input</i> amounts with a variance of 25% or larger on Reports 16 & 23.	September 30th	PDF	<input type="checkbox"/>
Reports 24A & 24B - Trauma Activation Policies and Procedures (in one file) and Charge Data (if required).	September 30th	24A – PDF 24B - Excel	<input type="checkbox"/> <input type="checkbox"/>
Reports 6, 6a, 7, 8, 19A, 19B – Descriptions are clear and concise and no abbreviations or acronyms were used.	N/A	Descriptions are clear & concise	<input type="checkbox"/>
HRS files have been electronically submitted and no hard copies of the HRS reports are being submitted.	N/A	HRS files submitted	<input type="checkbox"/>

**Hospitals may submit the cover letter, submission checklist and affidavit 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.*