

\_\_\_\_\_ Hospital / Medical Center  
**Submission Checklist**  
**Annual Reporting – FY 2021**

<b>Please complete the boxes outlined in bold with a √ and submit with your filing.</b>			
	<b>Reporting Date</b>	<b>PDF</b> (Filed through HRS portal)	
<b>Cover Letter &amp; Submission Checklist</b>	N/A	PDF*	<input type="checkbox"/>
<b>Affidavit</b> - Notarized Annual Reporting Filing	N/A	PDF*	<input type="checkbox"/>
<b>Audited Financial Statements (AFS)</b> - appropriately named, i.e. “XYZ Hospital_2021” or “XYZ Parent_2021. <u>A PDF is required for the hospital, parent &amp; every affiliate.</u>	September 30th	PDF	<input type="checkbox"/>
<b>AFS Supplemental Data</b> – 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"/>
<b>Medicare Cost Reports</b> – As Filed report(s) appropriately named, i.e. “2021_XXXXX_initial” <u>with a signature page.</u>	September 30th	PDF	<input type="checkbox"/>
<b>Medicare Cost Reports</b> – 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"/>
<b>Legal Chart</b> of Corporate Structure for the most recent fiscal year ending September 30, 2021.	September 30th	PDF	<input type="checkbox"/>
<b>Officers and Directors</b> - as of <u>February 28, 2022</u> - <u>OHS requests that the hospital put all affiliates in ONE PDF file.</u>	<i>February 28th</i>	PDF	<input type="checkbox"/>
<b>Uncompensated Care Policies and Procedures</b> – <u>OHS requests that the hospital include all attachments in ONE file.</u>	September 30th	PDF	<input type="checkbox"/>
<b>Variance Explanations</b> – Thorough explanation of <i>input</i> amounts with a variance of 25% or larger on Reports 16 & 23.	September 30th	PDF	<input type="checkbox"/>
<b>Reports 24A &amp; 24B</b> - 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"/>
<b>Reports 6, 6a, 7, 8, 19A, 19B</b> – Descriptions are clear and concise and no abbreviations or acronyms were used.	N/A	Descriptions are clear & concise	<input type="checkbox"/>
<b>HRS files</b> 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.*