_____ Hospital / Medical Center
Submission Checklist
Annual Reporting – FY 2023

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*	☐
Affidavit - Notarized Annual Reporting Filing	N/A	PDF*	☐
Audited Financial Statements (AFS) - appropriately named, i.e. "XYZ Hospital_2023" or "XYZ Parent _2023. <u>A PDF is required for the hospital, parent & every affiliate</u>.	September 30th	PDF	☐
AFS Supplemental Data – hospital only amounts (*if consolidated AFS are submitted*) with a breakdown of gross / net revenue, contractual allow., charity care and bad debts.	September 30th	PDF	☐
Medicare Cost Reports – As Filed report(s) appropriately named, i.e. "2023_XXXXX_initial" <u>with a signature page</u>.	September 30th	PDF	☐
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	☐ ☐
Legal Chart of Corporate Structure for the most recent fiscal year ending September 30, 2023.	September 30th	PDF	☐
Officers and Directors - as of <u>February 28, 2024</u> - *OHS requests that the hospital put all affiliates in ONE PDF file.*	*February 28th*	PDF	☐
Uncompensated Care Policies and Procedures – *OHS requests that the hospital include all attachments in ONE file.*	September 30th	PDF	☐
Variance Explanations – Thorough explanation of *input* amounts with a variance of 25% or larger on Reports 16 & 23.	September 30th	PDF	☐
Reports 24A – Trauma Activation Policies and Procedures (in one file).	September 30th	PDF	☐
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	☐
HRS files have been electronically submitted and no hard copies of the HRS reports are being submitted.	N/A	HRS files submitted	☐

*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.