# Filing Changes and Reminders for the HRS filings – FY 2025

## Filing Changes

1. Portal Uploads - OHS has modified the process to upload documents during the filing process. Users will be required to choose one of the options below when updating a file to the portal.

    a. Affidavits/Checklists/Cover letters
    b. Audited Financial Statements
    c. Days Cash on Hand
    d. Inventory Tables 3, 24, 25
    e. IRS 990's
    f. Medicare Cost Reports
    g. Officers and Directors
    h. Organizational Charts
    i. Questions & Responses
    j. Trauma Policies & Procedures
    k. Uncompensated Care Policies
    l. Variance Explanations

2. Report 175 - OHS removed the Hospital User Fee amount and netted the amount with Other Operating Expenses so that Total Operating Expenses didn't change. The Hospital User Fee is now reported on Report 555.

## Filing Reminders

### General

1. Facilities Maintenance Screen – The portal has been modified to prevent entities from being entered in a prior fiscal year. Hospitals should make any changes to affiliate reporting *before* updating data on Report 20.

2. Variances Explanations– Hospitals should include all variance explanations in one Excel file.

## Annual Reporting

1. Report 20 – Click the "No change from prior year box" on the Report 20 input form if there are no changes to the data to get a green check mark for an affiliate.

2. Medicare Cost Reports (MCR) – Hospitals will continue to be required to submit the signature page with encrypted data in the same file as the report.

3. Affiliate order – In the HRS portal, affiliates are now shown in alphabetical order on the input screen and in the Excel files for reports 5, 6, 6a, 7, 8, and 21. They are also alphabetical on the Facilities tab.

   Report 20 will continue to show affiliates the same as prior years beginning with parent corporations, followed by hospitals and then other affiliates alphabetically.

## Twelve Month Filing

1. Report 125 – Hospitals only need to enter amounts for Payments of Long-Term Debt and Other Financing Activity. Hospitals should reference the HRS instructions for further details.

2. Reports 150/350 – The hospital's Net Patient Revenue amount should agree to the OHS amount labelled *Net Patient Revenue less provision for bad debts*, similar to prior years. This is a calculated amount on the OHS forms so hospitals will have to complete all inputs (A1 to A5) from internal financials even though many of the categories aren't shown in the Audited Financial Statements.

3. Report 175 – Hospitals should provide a list of the **top 10** categories (including amounts) that comprise the *Other Operating Expense* amount reported on Line 40, in the Other Operating Expense section. A template is being provided for hospitals to use.

4. OHS removed the hospital user fee from Report 175 and adjusted the Other Operating Expense amount for FY 2023 and FY 2024. The hospital user fee has since been removed from Report 175.