_____ Hospital / Medical Center
Submission Checklist
Annual Reporting – FY 2025

Complete the shaded boxes with a √ and submit to OHS.	**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_2025" or "XYZ Parent _2025. A PDF is required for the hospital, parent & every affiliate.	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 debt.	September 30th	PDF	
Medicare Cost Reports – As Filed report(s) appropriately named, i.e. "2025_XXXXX_initial" with a signature page.	September 30th	PDF	
Medicare Cost Reports – Any Amended reports from past years appropriately named, i.e. "2022_XXXXX_revised with a signature page.	September 30th	PDF N/A	
Legal Chart of Corporate Structure for the most recent fiscal year ending September 30, 2025.	September 30th	PDF	
Officers and Directors - as of February 28, 2026 - *OHS requests that the hospital put all affiliates in ONE 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 *inputs* with a variance of 25% or larger on Reports 16, 23, 24B.	September 30th	PDF	
Reports 24A – Trauma Activation Policies and Procedures *OHS requests that the hospital put all affiliates 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	Clear & concise descriptions	
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.*