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HEALTH SERVICES COST REVIEW COMMISSION

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MEMORANDUM

To: All Hospital CFO's

From: Dennis Phelps, Associate Director
Audit and Compliance

Re: Monthly Reports

Date: November 14, 2012

This is to inform hospitals that a change is being made to the way in which monthly reports, reports due 30 days after the end of the month, specifically the unaudited financial statements, price variance letter, supplemental births schedule (SB) and CSS schedule (MSS/CDS) are to be filed with the Health Services Cost Review Commission (the 'HSCRC'). Currently hospitals submit them in a number of ways, including: email, fax, regular mail, or special delivery. Starting with submission due December 30, 2012, all of these documents should be submitted via email to amanda.greene@maryland.gov. The supplemental SB and the CSS schedules must be filed via the enclosed workbook. Not all hospitals will file the SB, however, all hospitals should be submitting a CSS schedule.

If you have any questions regarding this memo, or any other item related to the filing of monthly reports, please contact Amanda Greene on 410-764-2597 or by email above.

cc: Amanda Greene
Christopher O'Brien