HEALTH SERVICES COST REVIEW COMMISSION
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MEMORANDUM

TO: All Hospital CFO's
FROM: Donna Kinzer, Acting Executive Director
RE: Changes to Hospital Data Repository
DATE: March 10, 2014

This is to notify all Maryland Hospitals that **the monthly financial data** currently submitted to the HSCRC **website,** the Maryland Hospital Data Repository, has been updated. The update allows for the collection of the expanded monthly volume and revenue statistics in categories by residency and payer on a monthly basis. The data will be uploaded through an EXCEL template, to be downloaded from the website. The HSCRC held four webinars to demonstrate the use of the new module, which will be used for the collection of the February 2014 data, due on March 31, 2014. The following items will assist hospital staff with the upload process:

Specifications **required** for the EXCEL submission:
- ➢ Column headings must match the variable names provided in the download
- ➢ The file must not contain formulas or links to other workbooks or sheets
- ➢ The data must be contained in the first sheet of a workbook
- ➢ The report date must be the first day of the month and formatted as mm/dd/yyyy (02/01/2014) for February
- ➢ The report may only contain one month of data
- ➢ The center codes must match the centers approved on the hospital's rate order
- ➢ Only one row for each center may be uploaded in a file

The following formatting is **encouraged** for ease of use:
- ➢ Numbers may contain digits with decimals. If numbers contain more than two digit decimals, the program will round them to two digit decimals. The more rounding that must occur through the system, the more chance for errors in the error check
- ➢ Cells may contain negative numbers, but they must add correctly to the total columns to pass the error check

If any issues occur during the upload process, hospitals may contact the programmer, Senthil Ramiah, directly by email to hscrc@aileronconsulting.com or by contacting Amanda Vaughan at Amanda.vaughan@maryland.gov or 410-764-2597.