

STATE OF MARYLAND
DEPARTMENT OF HEALTH AND MENTAL HYGIENE

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HEALTH SERVICES COST REVIEW COMMISSION
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Urgent MEMORANDUM

To: Chief Financial Officers - All Hospitals

From: Robert Murray, Executive Director *RM*

Date: June 30, 2011

Re: Elimination of the Seven Day Grace Period

Please note that beginning with the reports due September 30, 2011, a seven day "grace period" will no longer be granted for any HSCRC mandated report.

All mandated reports must be received in the Commission's offices on or before the due date and in the format as prescribed in Section 400 of the Accounting and Budget Manual for Fiscal and Operating Management. Hospitals will be considered in reporting compliance for reports that are required to be submitted in both electronic format and in hardcopy, if either the electronic or hardcopy is received by the due date specified in regulation.

Hospitals may file written requests for reasonable extensions of time to file any or all of the requested reports; however, extensions beyond the due dates of the reports previously granted blanket 30 day extensions (Annual Report, Audited Financial Statements, Trustee Disclosure information, and Special Audit Reports) will be extremely difficult to obtain. Requests for extensions shall be supported by adequate justification. Requests for extensions shall be made at a reasonable time before the due date of the required report and should be directed to the Executive Director.

In accordance with COMAR 10.37.01.03(N), reports received after the due date specified in

regulation may be subject to fines of up to \$250 per day for each day from the due date to the date received. Any report submitted which is substantially incomplete or inaccurate may not be considered timely filed.

If you have questions concerning the above, you may contact Dennis N. Phelps at 410-764-2565.