

STATE OF MARYLAND
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HEALTH SERVICES COST REVIEW COMMISSION

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To: Chief Financial Officers – All Acute and Chronic Hospitals
From: Dennis Phelps, Associate Director, Audit and Compliance *DNP/aog*
Date: September 22, 2011
Re: Schedule DCFA – Debt Collection/Financial Assistance Report

The purpose of this memorandum is to remind you that the Debt Collection/Financial Assistance Report (DCFA) is due 60 days after the end of the fiscal year. The due dates for the fiscal 2011 DCFA reports are:

For hospitals with fiscal years that end on 06/30/11: August 30, 2011
For hospitals with fiscal years that end on 08/3/11: October 31, 2011
For hospitals with fiscal years that end on 12/31/11: February 29, 2012

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

Requests for extensions shall be supported by adequate justification and shall be made at a reasonable time before the due date of the required report and should be directed to the Executive Director.

Since this is the first year for the DCFA report, the Commission staff has decided to grant a 30 day extension to those hospitals whose reports were due on August 30, 2011. Please take all necessary steps to ensure that the report is filed by the new deadline of September 29, 2011. Hospitals filing reports after the deadline will be subject to fines.

Please contact Amanda Greene on 410-764-2597 if you have any questions regarding the DCFA Schedule.