**To: Maryland Hospital’s Chief Financial Officers**

**From: Dennis Phelps, Deputy Director, Audit & Integrity**

**Date: September 19, 2023**

**Re: FY 2023 Supplemental Debit Collection and Financial Assistance Filing Guidance**

In response to inquiries from hospitals and other interested parties, the HSCRC is providing the following additional guidance for completing the 2023 Debit Collection and Financial Assistance (DCFA) Filing. This memorandum supersedes the previously issued instructions contained in the FY23 Special Audit Procedures distributed to hospitals on July 26, 2023.

**Tab 4 – Debt Collection**

*Line 18, Column 1*

Enter the total number of unique patients (per MRN) with respect to whom the hospital has not reported or classified a bad debt.

*Additional Guidance:*

* This is the total number of patients **less** the amount determined for Line 17, Column 1.
* This number should include all patients, not just those added in FY 202*3.*

*Line 19, Column 1:*

Enter the total amount ($) of charges for hospital services for insured patients not collected by the hospital.

*Additional Guidance:*

* This **should not** include contractual write-offs and denials.
* This total should include all patients, not just those added in FY 2023.

*Line 20, Column 1:*

Enter the total out-of-pocket amount ($) of charges for hospital services for insured patients not collected by the hospital.

*Additional Guidance:*

* This total should include all patients, not just those added in FY 2023.

*Line 22, Column 1:*

Enter the total out-of-pocket amount ($) of charges for hospital services for uninsured patients not collected by the hospital.

*Additional Guidance:*

* This question is **required** to be reported. The total should equal Line 21, Column 1.

**Tab 6 – Debt Collection (Zip Code)**

*Line 26, Column 4*

Enter the total number of unique patients (per MRN) with respect to whom the hospital has not reported or classified a bad debt for each PSA zip code listed in Column 1.

*Additional Guidance:*

* For Specialty Hospitals, the definition for Primary Service Area (PSA) is the zip codes that account for **60 percent of your Inpatient stays** when sorted in descending order by volume.
* This is the total number of patients **less** Line 26, Column 3.

If you have any questions, please contact Wayne Nelms at wayne.nelms2@maryland.gov.