



To: Maryland Hospital’s Chief Financial Officers

From: Dennis Phelps, Deputy Director, Audit & Compliance

Date: July 27, 2022

Re: HSCRC Annual Report Filing

Adam Kane, Esq
Chairman

Joseph Antos, PhD
Vice-Chairman

Victoria W. Bayless

Stacia Cohen, RN, MBA

James N. Elliott, MD

Maulik Joshi, DrPH

Sam Malhotra



Katie Wunderlich
Executive Director

William Henderson
Director
Medical Economics & Data Analytics

Allan Pack
Director
Population-Based Methodologies

Gerard J. Schmith
Director
Revenue & Regulation Compliance

The due date for the HSCRC Annual Report of Revenue and Volume (Annual Report) is once again approaching. Please note the following important elements of the Annual Report:

A. Due Date

The HSCRC Annual Report is required to be submitted to the Commission with 120 days after the end of each hospital’s fiscal year. The due date for this year’s submission for hospitals with June 30th year ends is October 28, 2022. There is no 7-day grace period. Any hospital that cannot meet its deadline must submit a written request for an extension to Katie Wunderlich, Executive Director of the HSCRC, prior to the deadline, outlining the reasons for the extension request.

- An electronic version of the Annual Report must be submitted to the Commission. The spreadsheet model is located on the HSCRC website under Financial Data Submission Tools at https://hscrc.maryland.gov/Pages/hsp_info2.aspx. The submission must include all output tabs, formatted as they are in the HSCRC model.
- Any revisions to the Annual Report must be submitted using an entirely new spreadsheet model and with a letter or e-mail stating what has been changed and why.
- In addition, ensure that a copy of the hospital’s Credit and Collection policy has also been submitted to the Commission with the Annual Report by the due date.

The hospital's Credit and Collection policy should be submitted to hscrc.creditcollection@maryland.gov, and the Annual Report should be submitted to hscrc.annual@maryland.gov. The submission must include all output sheets as they are formatted in the cost report model. If you have any questions, please contact Wayne Nelms at wayne.nelms2@maryland.gov.