

This report is required by law (42 USC 1395g; 42 CFR 413.20(b)). Failure to report can result in all interim payments made since the beginning of the cost reporting period being deemed overpayments (42 USC 1395g).

FORM APPROVED
OMB NO. 0938-0050
EXPIRES 05-31-2019

HOSPITAL AND HOSPITAL HEALTH CARE
COMPLEX COST REPORT CERTIFICATION
AND SETTLEMENT SUMMARY

PROVIDER CCN: _____

PERIOD

FROM _____

TO _____

WORKSHEET S
PARTS I, II & III

PART I - COST REPORT STATUS

Provider use only

1. ☐ Electronically filed cost report

Date: _____

Time: _____

2. ☐ Manually submitted cost report

3. ☐ If this is an amended report, the number of times the provider submitted a cost report

4. ☐ Measure Utilization, 2014-2015 Full Year for local

Contractor
use only

5. ☐ Cost Report Status

(1) As Submitted

(2) Settled without audit

(3) Settled with audit

(4) Reopened

(5) Amended

6. Date Received: _____

7. Contractor No.: _____

8. ☐ Initial Report for this Provider CCN

9. ☐ Initial report for this Provider CCN

10. NPR Date: _____

11. Contractor's Vendor Code: _____

12. ☐ If line 5, column 1 is 4, enter number of

times reopened = 17.

PART II - CERTIFICATION

MISREPRESENTATION OR FALSIFICATION OF ANY INFORMATION CONTAINED IN THIS COST REPORT MAY BE PUNISHABLE BY CRIMINAL, CIVIL AND ADMINISTRATIVE ACTION, FINE AND/OR IMPRISONMENT UNDER FEDERAL LAW. IF THE SERVICES IDENTIFIED IN THIS REPORT WERE PROVIDED OR PROCURED THROUGH THE PAYMENT DIRECTLY OR INDIRECTLY OF A KICKBACK OR WARE UNDER FEDERAL LAW, CRIMINAL, CIVIL AND ADMINISTRATIVE ACTION, FINES AND/OR IMPRISONMENT MAY RESULT.

CERTIFICATION BY CHIEF FINANCIAL OFFICER OR ADMINISTRATOR OF PROVIDER(S)

I HEREBY CERTIFY that I have read the above certification statement and that I have examined the accompanying electronically filed or manually submitted cost report and submitted cost report and the Balance Sheet and Statement of Revenue and Expenses prepared by _____ {Provider Name(s) and Number(s)} for the cost reporting period beginning _____ and ending _____ and to the best of my knowledge and belief, this report and statement are true, correct, complete and prepared from the books and records of the provider in accordance with applicable instructions, except as noted. I further certify that I am familiar with the laws and regulations regarding the provision of health care services, and that the services identified in this cost report were provided in compliance with such laws

Virginia RHC Summit
June 4-5th, 2025

☐ I have read and agree with the above certification statement. I certify that I intend my electronic signature on this certification statement to be the legally binding equivalent of my original signature.

(Signed) _____

Chief Financial Officer or Administrator of Provider(s)

inQuiseek
Consulting

Session Objectives

- What is the Cost Report?
- Understanding Cost-Based Reimbursement
- Understanding How the AIR is calculated
- RHC Services versus non-RHC Services
- Common Cost Report Errors that you can help avoid
- Cost Report Recordkeeping
- What should the manager or director's involvement be in cost-report?

What is a Cost Report?

The cost report contains provider information such as facility characteristics, utilization data, cost and charges by cost center (in total and for Medicare), Medicare settlement data, and financial statement data. CMS maintains the cost report data in the Healthcare Provider Cost Reporting Information System (HCRIS).

For an RHC, the cost report is where the next calendar year's AIR is calculated, where any settlement from the last year is determined and where reimbursement for services outside the rate is established.

What are some of the key components of the cost report?

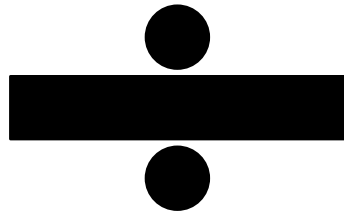
- Total Qualified Encounters (all payers)
- Total Allowable Costs
- Visits by Provider Type
- Allocation of Provider Time (RHC versus non-RHC)
- Carve outs for non-RHC services
- Medicare Immunization Expenses & Utilization
- Medicare Bad Debt

Cost-based Reimbursement Methodology

- **For traditional Medicare and Medicaid, RHCs are paid based on a cost-based methodology.**
- **We are not paid per CPT code except for a few FFS services.**
- **RHCs are paid per encounter for RHC services.**
- **For traditional Medicare, the All-Inclusive rate (AIR) is calculated on the cost report annually.**

Medicare AIR Calculation

Allowable Costs (Direct Expenses)



of Qualified Encounters
(all payers)

AIR

All Inclusive
Rate

01-22

FORM CMS-2552-10

4090(Cont.)

CALCULATION OF REIMBURSEMENT

SETTLEMENT FOR HOSPITAL-BASED RHC/FQHC SERVICES

PROVIDER CCN:

PERIOD:

WORKSHEET M-3

COMPONENT CCN:

FROM _____

TO _____

Check

☐ Hospital-based RHC☐ Title V☐ Title XIX

applicable boxes:

☐ Hospital-based FQHC☐ Title XVIII

DETERMINATION OF RATE FOR HOSPITAL-BASED RHC/FQHC SERVICES

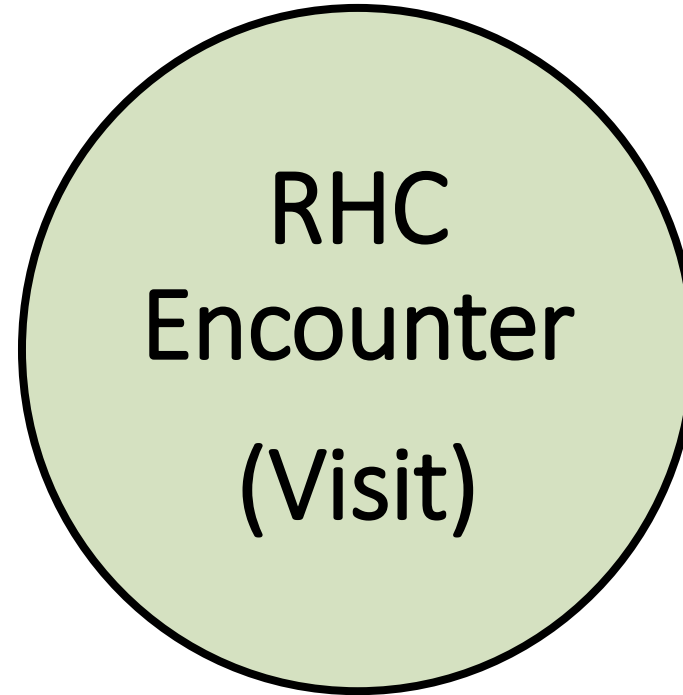
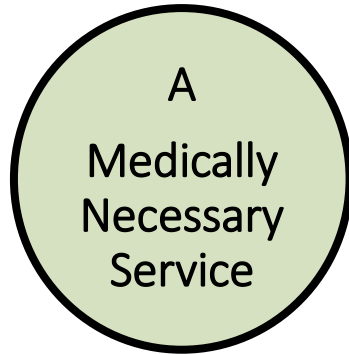
| | | | |
|---|---|--|---|
| 1 | Total allowable cost of hospital-based RHC/FQHC services (from Wkst. M-2, line 20) | | 1 |
| 2 | Cost of injections/infusions and their administration (from Worksheet M-4, line 15) | | 2 |
| 3 | Total allowable cost excluding injections/infusions (line 1 minus line 2) | | 3 |
| 4 | Total visits (from Wkst. M-2, col. 5, line 8) | | 4 |
| 5 | Physicians visits under agreement (from Wkst. M-2, col. 5, line 9) | | 5 |
| 6 | Total adjusted visits (line 4 plus line 5) | | 6 |
| 7 | Adjusted cost per visit (line 3 divided by line 6) | | 7 |

| | | Calculation of Limit ⁽¹⁾ | | | |
|---|--|-------------------------------------|---------------------------|---------------------------|---|
| | | Payment Limit Period 1 | Payment Limit Period 2 | Payment Limit Period 3 | |
| | | 1 | 2 | 3 | |
| 8 | Per visit payment limit (from CMS Pub. 100-04, chapter 9, §20.6, or your contractor) | | | | 8 |
| 9 | Rate for Program covered visits (see instructions) | | | | 9 |

All-Inclusive Rate is Calculated on Worksheet M-3

What is an encounter?

**Medicare
LCD/NCD
Covered
Services**



Mental Health encounters
may be furnished via
telehealth beginning 2022
are considered face to
face.

Reimbursement for
an encounter is
based off the All-
Inclusive Rate which
is calculated each
year on the cost
report.

CMS reimburses
80% of the AIR after
the deductible is met
and there is an
additional patient
responsibility
amount/coinsurance
which is 20% of the
total charges.

Qualified RHC Encounter

- Face to face between a patient and a provider
- Physician, NP, PA, CNM as medical providers. Not all advanced practice nurses.
- Psychiatrist, Clinical Psychologist, LCSW, and mental health professional (Master's level, licensed with required clinical hours).
- Medically necessary per Medicare coverage determinations
- Requires the skill level of a provider
- Can be a mental health distant site telehealth encounter
- Some Medicaid programs allow encounter which are outside of what Medicare allows. These must be adjusted off the Medicare cost report.

What about nurse visits?

BP Check

Injection/Immunization Only

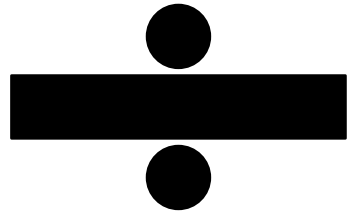
Bandage Change

Suture Removal

The direct expenses for performing RHC services which do not meet the encounter definition are included in the allowable costs on the cost report. Since there is no offsetting encounter, the AIR has the potential of being higher.

Medicare AIR Calculation

Allowable Costs (Direct Expenses)



of Qualified Encounters
(all payers)



Includes nursing
time, supplies and
drugs.

AIR
All
Inclusive
Rate

Nurse Visits and
Medical Telehealth
Visits are NOT in the
denominator,

If the services does not or would not pay the all-inclusive RHC encounter rate, it is not counted as a visit.



=



Nurse Only Visits
No provider seen
Medical Telehealth Visits
Lab or Technical Component Only Visits
Non-RHC Services

Non-RHC Services

Before you begin a new service or consider a new service, please consult your RHC tribe.

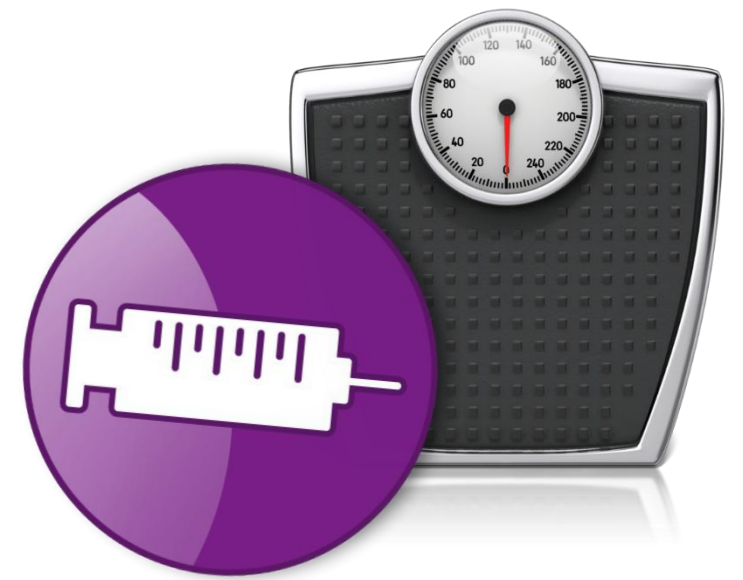
**60.1 - Description of Non RHC/FQHC Services
(Rev. 13133; Issued: 03-20-25; Effective: 01-01-25;
Implementation: 04-21-25)**

Certain services are not considered RHC or FQHC services either because they 1) are not included in the RHC or FQHC benefit, or 2) are not a Medicare benefit.

<https://www.cms.gov/regulations-and-guidance/guidance/manuals/downloads/bp102c13.pdf>

A 3D illustration of a therapist in a blue uniform performing a massage on a client lying on a massage table. The therapist is standing and using both hands to massage the client's back. The client is lying face down, and the table is covered with a white sheet. The background is white.

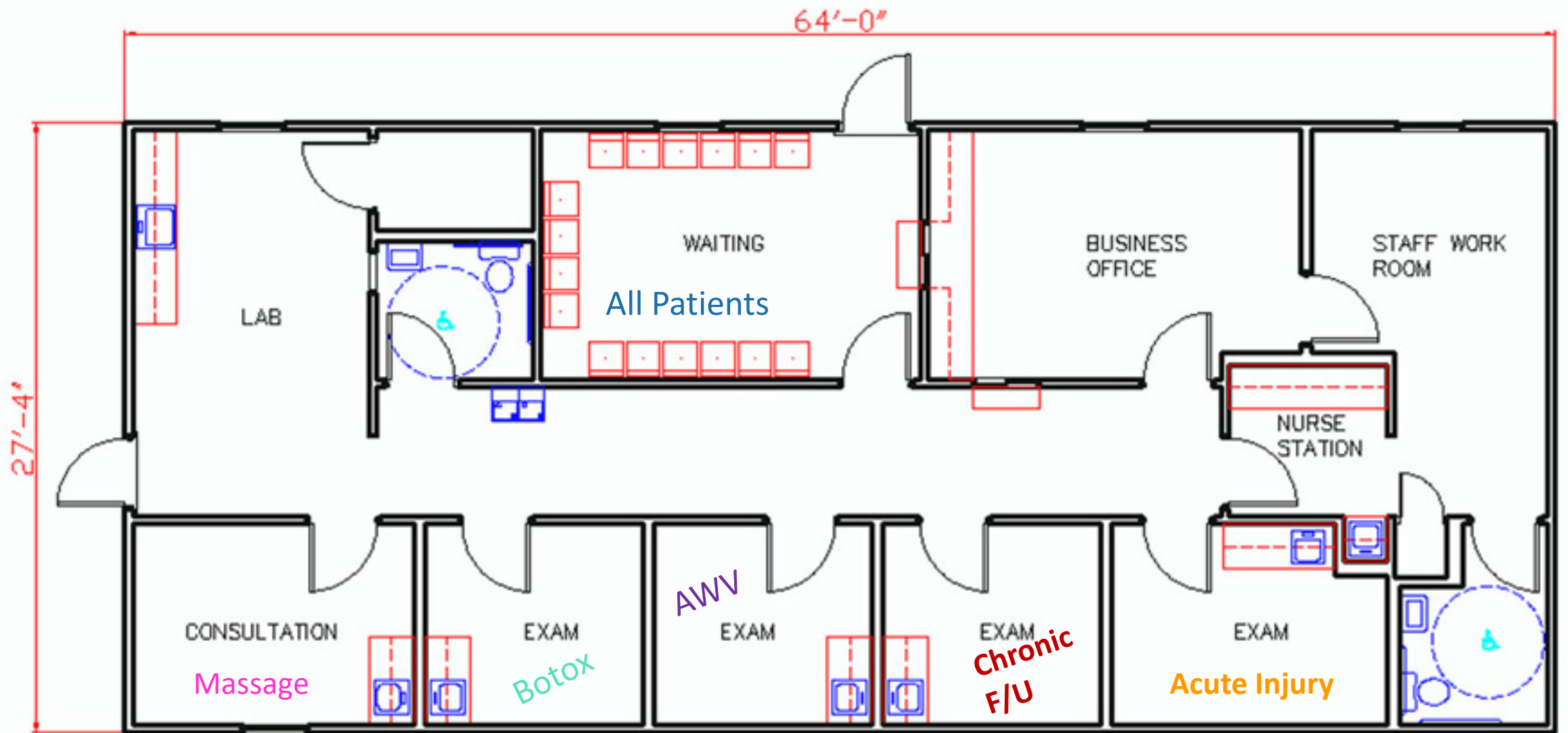
Diet Food



BOTOX & FILLERS







If you are doing all of these things at the same time, using the same rooms, using the same staff, using the same supplies and mixing it all up.....

How will be able to separate RHC from Non-RHC visits and costs appropriately and accurately?

That is the problem!



You must exclude or carve out any expenses or direct costs you had that were used to perform services that were non-RHC services. This includes:

**Drugs
Supplies
Equipment
Nursing Time
Staff Salaries
Administrative Costs**

If you leave these expense in your allowable costs, then you have overstated what it cost you to perform RHC services. You inflate your cost report expense and potentially inflate your AIR.

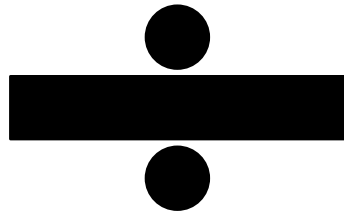
What could be included in non-allowable costs?

Direct costs are expenses—the things that your clinic pays for while doing business: supplies, salaries, drugs, office supplies, insurance, and other operating expenses with some limitations.

These expenses, as they relate to anything that is not an RHC-service or a service does not pay the AIR (medical telehealth, care management, virtual communication services), are NOT included in the costs used to calculate the AIR.

Medicare AIR Calculation

Total Costs **LESS** non-allowable costs



Total Visits **LESS** Visits which are not qualified encounters



AIR
All
Inclusive
Rate

Expenses Related to non-RHC services are excluded in the rate calculation.

Visits for non-RHC services are excluded in the visit count/productivity standard.

OTHER ISSUES WITH NON-RHC SERVICES

- Remember that you are a CMS facility type with a specific clinical footprint and physical address.
- **LOOP IN YOUR COST REPORT PREPARER OR CONSULTANT BEFORE YOU BEGIN ANY NEW SERVICE LINE. JUST ASK!**
- **You may need additional bookkeeping or record-keeping processes to separate RHC from non-RHC services.**
- If you run RHC and non-RHC services concurrently, you may need a separate door or distinct treatment areas. All situations are different.
- Monitor your productivity standards and allowable costs.
- Having non-RHC hours is probably the cleanest way to do some of these things.
- Do your providers have adequate training for new services? Do you have adequate malpractice?
- Be careful about marketing and advertising. You cannot have a clinic within a clinic. You are one RHC. You can have hours or appointment types for different services. Social media and web advertising can raise questions.

Non-RHC Services and Cost Reporting

- The visits for non-RHC services are not included on the cost report in either the productivity standard or the rate calculation.
- Any cost (direct operating expenses, bills you pay, etc.) related to a non-RHC service is not included in allowable costs used in the rate calculation. These are carved out.
- Even the direct expenses of the services which you split-bill are removed from allowable costs.
- Anything that you aren't paid your AIR for are also removed—Medicare medical telehealth (G2025), CCM (G0511), Virtual Communication (G0071).
- Reducing allowable costs could negatively impact your rate.
- Reducing encounters could also negatively impact your rate.

RHC Hours versus Non-RHC Hours

- You may designate non-RHC hours.
- These are hours that the clinic is not operating as an RHC.
- This must be disclosed to the patients.
- No RHC services are done at all during non-RHC hours. All providers must operate the same RHC versus non-RHC hours.
- Services are billed as fee-for-service during non-RHC hours.
- ALL COSTS ARE NON-ALLOWABLE
- AVOID LOOKING LIKE SWISS CHEESE
- PATIENTS WILL HAVE A DIFFERENT COST SHARE

Record-Keeping for Cost Reporting

| |
|--|
| <p align="center">Healthcare Business Specialists Electronic Request List Items Needed for Cost Report Preparation</p> |
| <p>The Below listing details all items we need to begin the cost report preparation process. The more complete the data that is submitted up front, the quicker and easier we will be able to process that data and produce a draft of the report.</p> |
| <ol style="list-style-type: none"> 1 We need at least one of the following items to determine total expenses paid by the clinic during the cost reporting period. These reports should be for the entire accounting period which matches the cost reporting period (typically 12 months) <ol style="list-style-type: none"> a Trial Balance b Financial Statement from Accountant or QuickBooks c Federal Tax Return for the Practice (only if the clinic's cost reporting period matches the calendar year) 2 Please provide a CPT report matching the cost reporting period broken down by provider so that we can accurately count all relevant encounters for the period. 3 We will need either a payroll summary for the appropriate period or a complete set of W-2s. In both cases, please indicate the job title for each employee as well as the hours each employee worked through the year. If the total of salaries and wages does not match the total shown on the provided expense listing, please provide a brief explanation of the variance. 4 Please provide us with a PS&R report for the period or the appropriate access to pull the report ourselves. If you are unsure whether we have that access, please check in with us to verify as this is also critical to ensuring we are able to file the report. 5 Please complete the clinic information tab. 6 Please complete the Provider FTE Tab 7 Please complete the Malpractice information tab 8 How many hours were worked by all nursing staff and Medical Assistants during the period? |

Your cost report preparer should give you a list of items they need and the format in which the data needs to be given. It is important to know in advance what recordkeeping is needed. It is difficult to reconstruct or recreate some data if it has not been collected all year. You need a relationship with your cost report preparer.

Cost Report Recordkeeping: Visits

- Total number of unique visits by financial class: This can be a difficult number to find depending on if your EHR can pull this. Sometimes an ad hoc report must be created and then reconciled to some other source document.
- Sometimes managers are keeping a monthly reconciliation of visits by provider or payer, but no one asks them for their data. Instead, someone from administration or corporate runs system reports, often with the wrong parameters. The result can be an inaccurate number of unique qualified visits.
- Total number of non-RHC visits/services. Track medical telehealth, care management, virtual communication services, lab or imaging services. The number of services should not be in the visit count on the cost report. The associated direct expenses should be removed from allowable costs.
- Allocation of expenses and provider time for non-RHC services. ER Visits, deliveries, surgeries, inpatient acute rounding, administrative time and PTO hours.
- Total number of mental health distant site telehealth encounters is included in the visit count since it reimburses at the RHC AIR.

Cost Report Recordkeeping: Provider Time

- Time Allocation or Time Studies for Provider Time spent out of the clinic for surgery, inpatient acute rounding, ER call, administrative time.
- Provider roster and time worked per provider



Provider Time Allocation

| PROVIDER TIME ALLOCATION SHEET | | | | | | Provider Name: | | |
|--------------------------------|---------------|-------------------------|-------------------|--------------------|-------------|-------------------------|-------------------|------------------------------|
| For the Two Weeks Ending: | | | | | | Facility/Clinic: | | |
| Week/Weekday | Total Hours | Clinic Patient Care Hrs | Clinic Admn Hours | Hospital Inpatient | ER/ED Hours | Other Hospital Dept Hrs | Hospital Admn Hrs | Comments |
| Week 1 | | | | | | | | |
| Monday | 8 | 6.5 | | 1.5 | | | | |
| Tuesday | 6 | 3 | 2 | 1 | | | | Work on Annual Eval |
| Wednesday | 8 | 5 | 1 | 1 | 0.5 | | 0.5 | Trauma in ER; Chart Catch up |
| Thursday | 9 | 7 | | 1 | | | 1 | |
| Friday | 4 | 4 | | | | | | |
| Saturday | 0 | | | | | | | |
| Sunday | 0 | | | | | | | |
| Total Hours | 35 | 25.5 | 3 | 4.5 | 0.5 | 0 | 1.5 | |
| % of Time | 100.0% | 72.9% | 8.6% | 12.9% | 1.4% | 0.0% | 4.3% | |
| Week 2 | | | | | | | | |
| Monday | 10 | 7 | 1 | 1 | 0.5 | | 0.5 | Review NP Charts |
| Tuesday | 0 | | | | | | | Off/CME |

Productivity Standard Ends

- For RHCs with fiscal year ends 12/31, the current cost report is the last one to report visits for the purpose of meeting the productivity standard.
- For RHC with fiscal year ends into 2025, the next cost report will be the last one to report visits for the purpose of meeting the productivity standard.
- **HOWEVER**, as far as we know visits will still be reported as a utilization standard.

Provider Statistical & Reimbursement Report

Provider Statistical and Reimbursement (PS&R) System

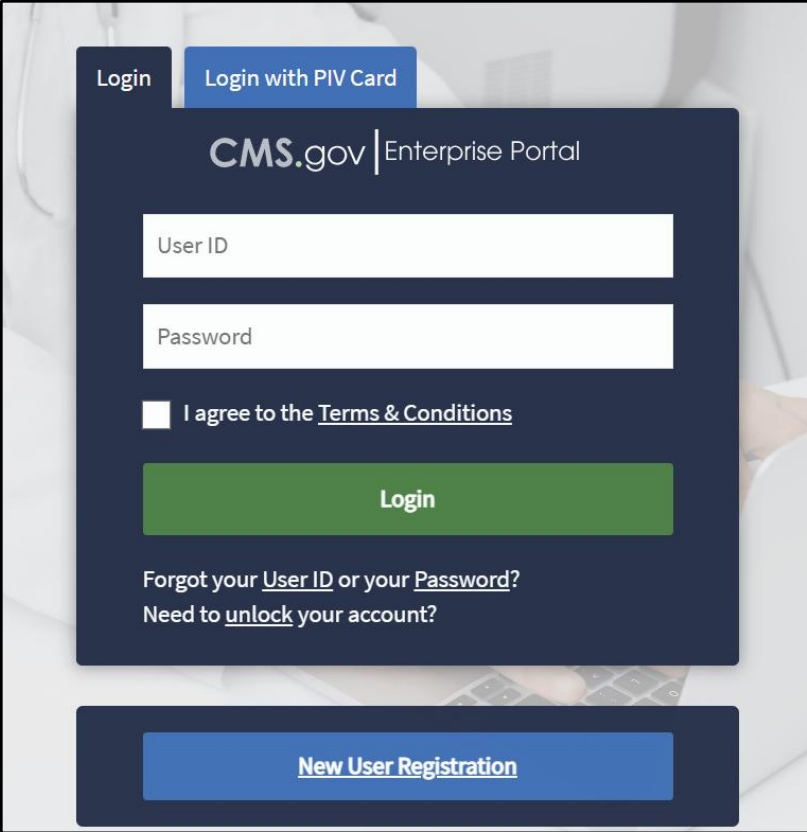
The Provider and Statistical Reimbursement (PS&R) System is a key tool for institutional healthcare providers, Medicare Administrative Contractors (MACs) and CMS. The system accumulates statistical and reimbursement data applicable to the processed and finalized Medicare Part A claims. This data is summarized in various reports, which are used by providers to prepare Medicare cost reports, and by MACs during the audit and settlement process.

The CMS has redesigned the PS&R system and the new system (PS&R Redesign) is a web-based, centralized system, housed at CMS. The previous PS&R (Legacy PS&R) is housed at each MAC. The PS&R Redesign shall be utilized to file and settle all cost reports with fiscal years ending January 31, 2009 and later. All cost reports with fiscal years ending prior to January 31, 2009 will continue to be filed and settled using data from the Legacy PS&R. The PS&R Redesign will only contain the data needed to file January 31, 2009 cost reports, and later. All data needed prior to that period must continue to be requested from the MAC.

Prior to accessing the PS&R system, users will first need to register for a user ID and password in CMS' Enterprise Identity Management system (EIDM). EIDM is the CMS identification and authentication system used to access CMS web-based applications. EIDM allows users to obtain one ID and password needed to access multiple web-based systems, one of which is the PS&R system. Links to the EIDM user guides and other helpful EIDM information are located on this page.

<https://www.cms.gov/data-research/statistics-trends-and-reports/provider-statistical-reimbursement-report>

<https://portal.cms.gov/portal/>

A screenshot of the CMS.gov Enterprise Portal login interface. The page has a dark blue background with white text. At the top, there are two buttons: "Login" and "Login with PIV Card". Below these is the "CMS.gov | Enterprise Portal" header. The main form area contains a "User ID" input field, a "Password" input field, and a checkbox labeled "I agree to the [Terms & Conditions](#)". A large green "Login" button is positioned below the checkbox. Underneath the login button, there are links for "Forgot your [User ID](#) or your [Password](#)?" and "Need to [unlock](#) your account?". At the bottom of the page, there is a blue button labeled "New User Registration".

Login Login with PIV Card

CMS.gov | Enterprise Portal

User ID

Password

☐ I agree to the [Terms & Conditions](#)

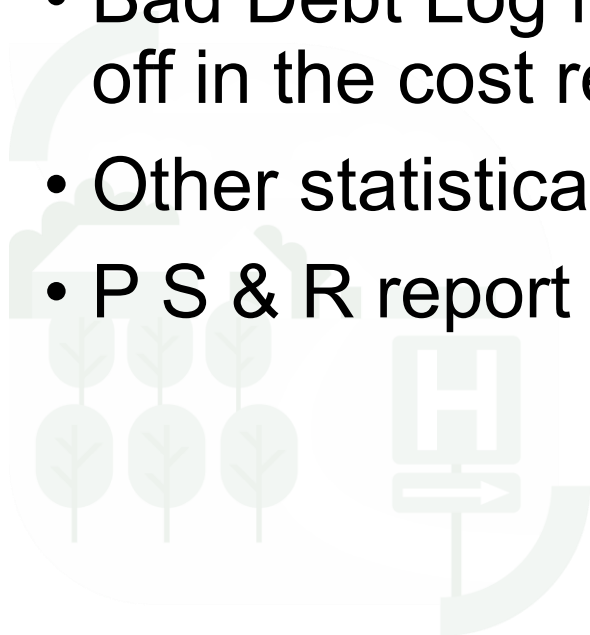
Login

Forgot your [User ID](#) or your [Password](#)?
Need to [unlock](#) your account?

New User Registration

Financial Data

Cost Report Recordkeeping: Financial Data

- Trial Balance for the RHC/RHC Cost Centers
 - RHC and non-RHC direct expenses
 - Bad Debt Log for Medicare deductibles and coinsurance written off in the cost report period.
 - Other statistical data
 - P S & R report
- 

| No. | Account Name | Trial Balance | | Adjustments | | Adjusted trial balance | |
|-----|------------------------------------|---------------|---------------|-------------|-------------|------------------------|---------------|
| | | Dr | Cr | Dr | Cr | Dr | Cr |
| 100 | Cash | 10000 | | | 420 | 9580 | |
| 112 | Prepaid Insurance | 2500 | | | 210 | 2290 | |
| 113 | Supplies | 3000 | | | 1320 | 1680 | |
| 120 | Land | 50000 | | | | 50000 | |
| 122 | Building | 100000 | | | | 100000 | |
| 123 | Accumulated Depreciation-Building | | | | 420 | | 420 |
| 130 | Furniture | 24000 | | | | 24000 | |
| 131 | Accumulated Depreciation-Furniture | | | | 350 | | 350 |
| 200 | Accounts Payable | | 7000 | | | | 7000 |
| 212 | Rent Rev. Recd in advance | | 6000 | 2100 | | | 3900 |
| 220 | Mortgage payable | | 60000 | | 600 | | 60600 |
| 300 | Share capital | | 90000 | | | | 90000 |
| 400 | Rent revenue | | 33100 | | 2100 | | 35200 |
| 505 | Advertising Expense | 800 | | | | 800 | |
| 506 | Depreciation Expense | | | 770 | | | 770 |
| 510 | Electricity Expense | 1500 | | | | 1500 | |
| 512 | Insurance Expense | | | 210 | | | 210 |
| 515 | Interest Expense | | | 600 | | | 600 |
| 525 | Salaries Expense | 4300 | | 420 | | 4720 | |
| 530 | Supplies Expense | | | 1320 | | | 1320 |
| | TOTAL | 196100 | 196100 | 5420 | 5420 | 194570 | 200370 |

Bad Debt Allowance

- Traditional Medicare Unpaid Deductibles and Coinsurance
- After a reasonable collection effort
- Dual eligible patients are deemed indigent after the Medicaid claim is file
- Not given to a collection agency
- Taken in the year they are written off
- Must Have a Bad Debt Log
- Reimburses .65 on the unpaid \$

Someone should ask for this

Bad Debt Logs

Data Fields (with label locations)

| Column Label | Expected Location | Required? | Data Validation Rules |
|--|-------------------|--|---|
| Beneficiary Name | A13 | Yes | Free text |
| MBI or HICN | B13 | Yes | Free text |
| Dates of Service - From | C13 | Yes | Date |
| Dates of Service - To | D13 | Yes | Date, must be on or after Dates of Service - From |
| Medicaid No. | E13 | No | Free text |
| Deemed Indigent | F13 | No | Equal to "Y" or "N" |
| Remittance Advice Date - Medicare | G13 | When Allowable Bad Debts is positive. | Date |
| Date First Bill Sent to Bene | H13 | When Allowable Bad Debts is positive and Deemed Indigent is blank or 'N'. | Date or "QMB" |
| Collect. Effct. Cease Date | I13 | When Allowable Bad Debts is positive. | Date |
| Medicare Deductible and Coinsurance Amounts - Deductible | J13 | At least one of Deductible or Coinsurance must be populated when the provider is not an FQHC/RHC and when Allowable Bad Debts is positive. | Dollar amount |
| Medicare Deductible and Coinsurance Amounts - Coins. | K13 | At least one of Deductible or Coinsurance must be populated when the provider is not an | Dollar amount |
| | | FQHC/RHC and when Allowable Bad Debts is positive. | |
| Allowable Bad Debts | L13 | Yes | Dollar amount; sum total needs to match amount in cost report |

| | A | B | C | D | E | F | G | H | I | J | K | L |
|----|----------------------------|---------------------------|-------------------------|-----------------------|--------------|-----------------|-----------------------------------|------------------------------|--------------------------|--|--|---------------------|
| 1 | Supporting Exhibit | Medicare Bad Debt Listing | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | Provider Name | | | | | | | | | | | |
| 4 | Provider Number (CCN) | | | | | | | | | | | |
| 5 | FYE | | | | | | | | | | | |
| 6 | Bad Debts For (Choose One) | | | | | | | | | | | |
| 7 | Prepared By | | | | | | | | | | | |
| 8 | Date Prepared | | | | | | | | | | | |
| 9 | Subprovider | | | | | | | | | | | |
| 10 | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | |
| 12 | Totals | | | | | | | | | \$0 | \$0 | \$0 |
| 13 | Beneficiary Name | MBI or HICN | Dates of Service - From | Dates of Service - To | Medicaid No. | Deemed Indigent | Remittance Advice Date - Medicare | Date First Bill Sent to Bene | Collect. Eff. Cease Date | Medicare Deductible and Coinsurance Amounts - Deductible | Medicare Deductible and Coinsurance Amounts - Coins. | Allowable Bad Debts |
| 14 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 15 | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | |



Downloads

[RHC, CMHC, FQHC, ESRD, SNF Exhibit 1 Medicare Bad Debt Specification \(PDF\)](#)

[MedicareBD RHC, CMHC, FQHC, ESRD, SNF Exhibit 1 Template \(XLSX\)](#)

<https://www.cms.gov/medicare/audits-compliance/part-a-cost-report/electronic-cost-report-exhibit-templates>

COMPUTATION OF HOSPITAL-BASED RHC/FQHC VACCINE COST

PROVIDER CCN:

PERIOD:

WORKSHEET M-4

COMPONENT CCN:

FROM _____
TO _____

Check applicable boxes: ☐ Hospital-based RHC ☐ Title V ☐ Title XIX
☐ Hospital-based FQHC ☐ Title XVIII

| | | PNEUMOCOCCAL VACCINES | INFLUENZA VACCINES | COVID-19 VACCINES | MONOCLONAL ANTIBODY PRODUCTS | |
|-------|--|--------------------------|-----------------------|----------------------|------------------------------------|-------|
| | | 1 | 2 | 2.01 | 2.02 | |
| 1 | Health care staff cost (from Worksheet M-1, column 7, line 10) | | | | | 1 |
| 2 | Ratio of injection/infusion staff time to total health care staff time | | | | | 2 |
| 3 | Injection/infusion health care staff cost (line 1 x line 2) | | | | | 3 |
| 4 | Injections/infusions and related medical supplies costs (from your records) | | | | | 4 |
| 5 | Direct cost of injections/infusions (line 3 plus line 4) | | | | | 5 |
| 6 | Total direct cost of the hospital-based RHC/FQHC (from Worksheet M-1, column 7, line 22) | | | | | 6 |
| 7 | Total overhead (from Worksheet M-2, line 19) | | | | | 7 |
| 8 | Ratio of injection/infusion direct cost to total direct cost (line 5 divided by line 6) | | | | | 8 |
| 9 | Overhead cost - injection/infusion (line 7 x line 8) | | | | | 9 |
| 10 | Total injection/infusion costs and their administration costs (sum of lines 5 and 9) | | | | | 10 |
| 11 | Total number of injections/infusions (from your records) | | | | | 11 |
| 12 | Cost per injection/infusion (line 10/line 11) | | | | | 12 |
| 13 | Number of injection/infusion administered to Program beneficiaries | | | | | 13 |
| 13.01 | Number of COVID-19 vaccine injections/infusions administered to MA enrollees | | | | | 13.01 |
| 14 | Program cost of injections/infusions and their administration costs (line 12 times the sum of lines 13 and 13.01, as applicable) | | | | | 14 |
| 15 | Total cost of injections/infusions and their administration costs (sum of columns 1, 2, 2.01, and 2.02, line 10) (transfer this amount to Worksheet M-3, line 2) | | | | | 15 |
| 16 | Total Program cost of injections/infusions and their | | | | | 16 |

VACCINE COSTS REPORTED ON WORKSHEET M-4

Cost Report Recordkeeping: Vaccines

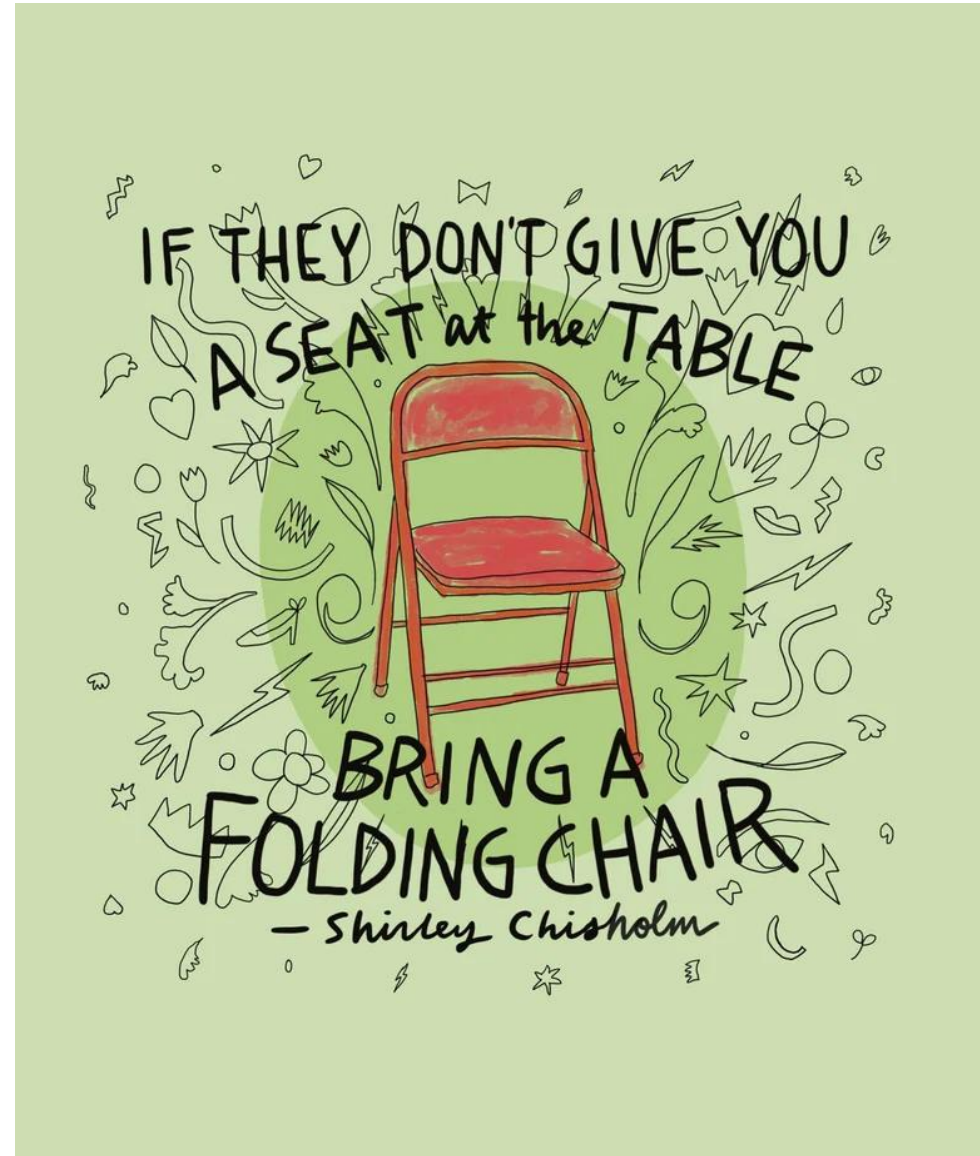
- Flu Vaccine Log
 - Pneumococcal Vaccine Log
 - COVID-19 Vaccine Log
 - Hep B
 - Invoices for private stock vaccine
 - Total number of private vaccines (above) given
 - Total number of Medicare vaccines given (tied to logs)
- Only Traditional Medicare
Captured on Cost Report

Changes in Vaccines beginning July 1, 2025

- They may be reported on the UB-04 claim for a partial FFS payment.
- Still reconciled on the cost report.
- Still need logs
- Still need total number of vaccine from private stock
- Still need total number of RW&B Medicare immunizations
- Do not report MA immunizations on cost report
- CMS has issued a Change Request to the MACs, but we have no details on how to put on the claim.

- ☐ Number of Qualified Unique RHC Encounters
- ☐ Remove nurse visits and non-RHC services
- ☐ Remove medical telehealth and care management
- ☐ Remove Medicaid visits which do not align with Medicare
- ☐ Medicare Preventive Services
- ☐ Number of Visits by Provider Type
- ☐ P S & R report
- ☐ Allocation of Provider Time/non-RHC hours
- ☐ Bad Debt Log
- ☐ Medicare Vaccine Log, Invoices, Total #

**Who will know where to
get data and validate the
numbers better than you?**



Questions & Comments

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