

Healthcare Business Specialists
 Suite 214, 502 Shadow Parkway, Chattanooga, TN 37421
2011 RHC Cost Report Workpaper Checklist (Please submit with workpapers)

ITEM NUMBER	DESCRIPTION OF WHAT IS NEEDED	√ IF INCLUDED
1	We need <u>at least one of the following</u> items to determine the total expenses paid by clinic during the year. The reports should be for the entire accounting period which is typically 12 months.	
a.	Accounting trial balance of expenses for the cost report period.	
b.	Financial statements from the accountants or QuickBooks expense statements for the cost report period.	
c.	Federal Tax returns for the corporation, partnership, or 1040.	
2	We need <u>at least one of the following</u> to determine the total patient visits or encounters and need one of the following.	
a.	CPT Frequency report by Provider from your computer system.	
b.	Written or manual visit count with physician, physician assistant, and nurse practitioner visits provided.	
3	W-2's with the employee's position listed on the W-2 or what the employee did during their employment. (Note: This is not applicable if your financials list salaries by physicians, Physician Assistant, Nurse Practitioner, Nurses, Office, radiology, and laboratory salaries.	
4	We <u>need all of the following</u> information to claim Influenza and Pneumococcal reimbursement on the cost report.	
a.	Medicare logs with patient name & HIC number and date of service for pneumococcal and influenza patients.	
b.	A count, listing, or log on non-Medicare patients in order for us to determine total flu shots provided.	
c.	Invoices supporting influenza and pneumococcal purchases during the year. This will help us to determine the cost of the supply cost.	
5	Medicare P S & R report which you will obtain from the IACS computer system from Medicare and should be obtained about four months after year-end. Call or Email us if you have problems. NA for pediatrics.	
6	Medicare Bad Debt Listing. Complete all columns of Exhibit 5 and include a copy of the Medicaid remittance for Medicare/Caid Crossovers. Include an Excel Spreadsheet if you have one.	
7	List any related party transactions (RPT) which include any rental payments by the corporation to the physician/owner or the owner's relatives. Copy 1099s for our file if you think you may have a RPT.	

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www.ruralhealthclinic.com
Telephone: (423) 243-6185 Fax: (800) 268-5055