

RHC MEDICARE COST REPORT CHECKLIST 12/31/2022

WELCOME

Thank you for engaging Healthcare Business Specialists to prepare your Medicare Cost Report. Mark R. Lynn, CPA (Inactive) CRHCP, CCRS, Dani Gilbert, CPA, CRHCP, Page Chambers, CIA, CRHCP, and Trent Jackson, CCRS will be the primary contacts with Healthcare Business Specialists, so feel free to contact us at any time. Here is our Contact Information and if you need to fax us, that number is (800) 268-5055. You will be provided a client portal to securely upload computer files as well through a system called Canopy.

Contact	Telephone	Email
Healthcare Business Specialists	833.787.2542	ruralhealthclinic@outlook.com
Mark R. Lynn, CRHCP, CCRS	423.243.6185	marklynnrhc@gmail.com
Dani Gilbert, CPA, CRHCP	833.787.2542 E.1	Dani.gilbert@outlook.com
Page Chambers, CIA, CRHCP	833.787.2542 E.3	page.chambers@outlook.com
Trent Jackson, CCRS	833.787.2542 E.4	thomastrenton.jackson@outlook.com

Additionally, we have several resources that will be helpful as you learn more about the RHC program or have questions. We have included a table of those resources for your convenience.

Type	Purpose	Link
FaceBook	This Group has 4,000 members	RHC Information Group on Facebook
Group	where you can ask questions	
Website	Rural Health Clinic.com Website	http://www.ruralhealthclinic.com/
Youtube	A place to find recordings of HBS	Youtube Channel with Webinar Recordings
Channel	webinars	

Healthcare Business Specialists

Specializing in RHC reimbursement

144 Hancock Oaks Trace NE Cleveland, Tennessee 37323

Email: dani.gilbert@outlook.com
Website: www.ruralhealthclinic.com
Telephone: (877) 787-2542



2023 RHC Medicare Cost Report Workpaper Checklist Revised on January 11, 2023

ITEM NUMBER	DESCRIPTION OF WHAT IS NEEDED	√ IF INCLUDED
1	We need at least one of the following items to determine the total expenses paid by clinic during the cost reporting period. The reports should be for the entire accounting period (which is typically 12 months). a. Trial Balance b. Financial Statement from Accountant or QuickBooks c. Federal Tax Return for the Practice	
2	We need at least one of the following to determine the total patient visits or encounters. a. CPT Frequency Report (by Provider) b. Written, Manual Visit Count using the Updated Included Cheat Sheet	
3	 W-2's with the employee's position listed on the W-2 or what the employee did during their employment. Please write the number of hours the employee worked during the year on the W-2, as well, and if the employee split time in laboratory or X-Ray. If the cost report period is something other than 1/1/XX to 12/31/XX, please provide a payroll journal report with gross pay for the cost report period. Please provide a description of what each employee does (i.e., MD, PA, NP, nursing staff, janitorial, administrative staff, etc). Please provide the total number of hours work by each employee during the cost report period. 	
4	We need all of the following information to claim Influenza and Pneumococcal reimbursement on the cost report. a. Medicare Logs with Patient Name, MBI Number, and Date of Service b. A Count, Listing, or Log for Non-Medicare Patients c. Invoices Supporting the Vaccine Purchases During the Year	
5	PS&R Report. RHCs are required to obtain their own PS&R from the EIDM portal from the IACS system. Please start this process immediately if you do have a log-in as it may take six to eight weeks. We need the summary 710 and 71S reports for the period of the cost report. (We have included a seven-page PDF with instructions.) Add Dani Gilbert, Page Chambers, or Trent Jackson as your Authorized Cost Report Preparer for EIDM if you want HBS to file the cost report electronically.	

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ITEM		$\sqrt{ ext{IF}}$
NUMBER	DESCRIPTION OF WHAT IS NEEDED	INCLUDED
6	Medicare Bad Debt Listing. If you have any Medicare bad debts, please prepare a separate Bad Debt listing for Medicare bad debt and Medicare/Medicaid crossover bad debt, using the Excel template we provide. If you do not have a copy of the Excel template for this, please email us and request one. If you are not claiming bad debts, please indicate that as well.	
7	Related Party Transactions. List any related party transactions (RPT), including any rental payments by the clinic to the physician/owner or the owner's relatives. Please copy 1099s for our file if your think you may have a RPT.	
8	S-3 Clinic Information Please see the workpaper which includes identifying information about the clinic and includes the clinic's hours of operation. Please also indicate any non-RHC hours that the clinic may have.	
9	Laboratory. Please complete the Laboratory Time Log if you do not have dedicated employee to lab or expenses directly expensed to lab in the trial balance.	
10	FTE Calculation. Please complete the Provider FTE Calculation Workpaper attached to this document.	
11	Depreciation. Please include a depreciation schedule so we can convert depreciation to straight-line depreciation.	
12	Please enclose any Medicare correspondence including letters requesting a cost report, Notices of Program Reimbursement for prior years, or any adjustment reports from the Medicare Administrative Contractor (MAC). This will ensure your cost report is filed to the correct MAC.	
13	Please provide visit counts in the following formats: a. Total Medical visits, total mental health visits, and visits by interns and residents b. Visits by payor mix for inclusion on Worksheet S-3 i. Title V- CHIP ii. Title XVIII – Medicare iii. Title XIX – Medicaid iv. Other – Commercial, self-pay, etc. Please see the Workpaper S-3 Total Visits by Payor Mix and complete.	

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ITEM		√IF
NUMBER	DESCRIPTION OF WHAT IS NEEDED	INCLUDED
14	Please complete Worksheet S-1 regarding your Malpractice costs: a. Malpractice premiums, b. paid losses, and c. self-insurance costs Is the malpractice insurance a claims-made or occurrence policy?	
15.	IMPORTANT: Please send any letter from the MAC with any type of settlement to for from the MAC. If we do not report these settlements on the cost report the clinic may have to pay back funds to Medicare when the report is final settled.	
16	Please provide the information for the person who will sign the Cost Report First Name Last Name Title Email	
17	Is the Clinic part of an entity that owns or leases multiple RHCs? If so, provide the following information: Name of Entity Street P.O. Box City State Zip Code	

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Worksheet S RHC Identification Data

Please complete the following information and note any changes from the previous year. You are required to report any address change on the 855A form. If the Office Manager has changed during the year, please indicate that as well.

Name of Clinic Per CMS	
CCN/PTAN Provider Number	
Fiscal Year End	
Address	
Address	
State	
Zip Code	
County	
Type of Ownership	
Office Manager	
Office Manager Email	



Worksheet S Hours of Operation

Please provide the hours of operation as a rural health clinic and if you have non-RHC please provide that as well. If during the year you changed your hours or operation, please copy this sheet and use a different worksheet for each time you changed your hours of operation. We would expect this to occur several times due to the Public Health Emergency and the increased use of Telehealth which is a Non-RHC service.

Time Period	Beginning	Ending
Date for these hours of operation		
		_
Hour of Operation as RHC	Open	Close
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Hour of Operation as Non-RHC	Open	Close
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		



Worksheet C-1 Analysis of Payments to RHCs for Services Rendered

RHC Name	
CCN/PTAN Provider Number	
Fiscal Year End	

Interim Lump Sum Payments to RHCs

In recent years, the MACs are issuing interim lump sum payments (and occasionally a withhold of payment) to RHCs which are a part of the annual Medicare Cost Report Settlement. These payments or withholds must be recorded on Worksheet C-1 or it may result in a payback to Medicare on settlement of the cost report. If you received an interim payment or withhold please report this information to us below and provide the letter emailed to you documenting the payment or withhold.

Please provide the date and amount of Interim Payments or Withholds

Date of Interim Payments	Amount

Note: Failure to report these payments or withholds will affect the settlement of your cost report and may result in a payback to Medicare when the cost report is final settled. Please make an effort to identify any such payments to avoid the potential payback to Medicare.



Worksheet S-1, Part 1 Commerical Malpractice Costs

RHC Name	
CCN/PTAN Provider Number	
Fiscal Year End	

Please Circle your response

Does this RHC carry commercial	Yes / No
malpractice Insurance?	
Is it a Claims-Made or Occurrence	Claim-Made / Occurrence
Policy?	

Please Provide an amount below and copy of any supporting Invoice

Description	Amount
Malpractice Premiums	
Paid Losses	
Self-Insurance Costs	



Worksheet S-3 – Total Visits by Payor Mix RHC Total Visits

Please provide the RHC Total Visits as follows. Please note that Medicare does not cover physicals like EPSDT and in most cases those are not included in these totals.

#	Description	CHIP	Medicare	Medicaid	Other	Total
1	Medical Visits					
3	Mental Health Visits					
5	Number of Visits					
	Performed by Interns					
	and Residents					
7	Total Visits					

If you have more than one RHC (CCN) for a Consolidated Cost Report, please complete a separate table for each CCN.

#	Description	CHIP	Medicare	Medicaid	Other	Total
1	Medical Visits					
3	Mental Health Visits					
5	Number of Visits					
	Performed by Interns					
	and Residents					
7	Total Visits					

Total from all CCNs

#	Description	CHIP	Medicare	Medicaid	Other	Total
1	Medical Visits					
3	Mental Health Visits					
5	Number of Visits					
	Performed by Interns					
	and Residents					
7	Total Visits					



Reclassification of Laboratory Salaries and Expenses Workpaper A-1, Code B Laboratory Time Log and Payroll Reclassification

If you have a low volume laboratory, use this form to record the time on average to run each lab test. Please indicate the hourly rate of the person performing these tests in the Average Hourly Rate Row below.

below.			
Description of			
Lab Test			
CPT Code			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
Total Minutes			
Average Per Test			
Annual Test			
Frequency			
Annual Test Hours			
Average Hourly Rate			
Lab Salary Reclass			

Reclassification of Lab Salaries and supplies

Cost Center	Plus	Cost Center	Minus
81.03		10	
81.03		25	

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Website: www.ruralhealthclinic.com

Telephone: (423) 650-7250

RHC Cost Report <u>Total Visit Count</u> Cheat Sheet with CPT Codes¹ For 12/31/2022 Cost Reports

Table 1: Use this table for all Visits that occurred person to person (not Telehealth)

	HCPCS/		Physician	PA	NP	
Service	CPT Codes	Cost Report Treatment	Visits	Visits	Visits	Totals
Office Visits - E and M	99201 to 99205	Include visit in RHC Visit count.				
Codes (New and Established)	99212-99215	Cost is an allowable expense.				
		Do not count 99211 visits.				
		Do not count visits with 25 modifiers				
		Do not count Telehealth Claims				
Office Visit - E & M -	99211	Do not count these visits as RHC.				
Nurse only visit		Service is allowable cost. Incident to.				
Procedures	10060-29130	Include visit in cost report unless				
	54150-69200	billed incident to an E and M.				
Hospital visits	99217 to 99292	Count these visits. Do not include				
		them with the RHC visit count.				
		Exclude the cost via an adjustment or				
		reclassifying the cost to the non-				
		allowable section of the cost report.				
		(Lines 51-60)				
Nursing Home Visits (Level	99304-99316	Include visits in RHC visit counts.				
1 or Level 2) SNF or NF	99334-99335	Cost is an allowable expense				
Home Visits	99347-99349	Include visits in RHC visit counts				
Physicals, EPSDT New	99381-99387	Count these visits. <u>Do not include in</u>				
Physicals, EPDST,	99391-99397	the RHC visit count. Exclude the cost				
Established		via a reclassification to the non-				
		allowable section of the cost report				
Welcome to Medicare (IPPE)	G0402	Include visit in RHC Visit count.				
		Cost is an allowable expense.				
Annual Wellness Exam	G0438 &	Include visit in RHC Visit count.				
(AWE)	G0439	Cost is an allowable expense. (unless				
		billed incident to- then do not count)				

¹ This table is prepared using the most common scenarios in RHCs and using Medicare guidance as of January 11, 2023. Some clinics may elect to treat visits and billing differently depending on cost reporting and billing issues. These tables are designed to represent the most common scenarios and is not inclusive of all possible CPT codes.

Table 1: (Continued) Use this table for all Visits that occurred person to person (not Telehealth)

	HCPCS/		Physician	PA	NP	
Service	CPT Codes	Cost Report Treatment	Visits	Visits	Visits	Totals
Tobacco Counseling	G0436 &	Count as a visit if charged as a visit				
	G0437	to Medicare. (unless billed incident				
		to- then do not count)				
Weight Loss Counseling	G0447	Count as a visit if charged as a visit				
		to Medicare. (unless billed incident				
		to- then do not count)				
Alcohol Abuse Screening	G0442 &	Count as a visit if charged as a visit				
	G0443	to Medicare. (unless billed incident				
		to- then do not count)				
Depression Screening	G0444	Count as a visit if charged as a visit				
		to Medicare. (unless billed incident				
		to- then do not count)				
STD Prevention	G0445	Count as a visit if charged as a visit				
		to Medicare. (unless billed incident				
		to- then do not count)				
IBT (Cardiovascular)	G0446	Count as a visit if charged as a visit				
		to Medicare. (unless billed incident				
		to- then do not count)				
Transition Care Mgmt.	99495-99496	Include visit in RHC Visit count.				
Advance Care Planning	99497-99498	Count as a visit if charged as a visit				
9		to Medicare. (unless billed incident				
		to- then do not count)				
Chronic Care Management	G0511 &	Do not count these visits. Cost is				
G0511 pays \$77.94 in 2023	G0512	non-allowable.				
Visits occurring during non-		Count the total the number of				
RHC hours		visits. Do not include in RHC				
		count. Reclassify this cost as non-				
		allowable expense.				

On the two pages we have included Table 2 which is to be used for the Telehealth visits occurring in 2022. During the public health emergency RHCs can be a distant site for telehealth services and provide telephone only consults. Those services are billed to Medicare with a G2025 CPT code even though the RHC may use an E and M code such as a 99213 for example. Please make sure not to double count these codes as this will double count the number of telehealth visits and increase the amount of expense disallowed on the cost report.

Telehealth Total Visits (All payors – Medicare/Caid/Commercial/Self Pay)

Table 2: Use this table for all Visits that occurred via Telehealth by either video or telephone

	HCPCS/	~ ~ ~	Physician	PA	NP	
Service	CPT Codes	Cost Report Treatment	Visits	Visits	Visits	Totals
Medicare RHC Telehealth	G2025 - RHC	Do not include in visit count for				
Visit reimbursed at \$98.27	May have	RHC All-Inclusive Rate and exclude				
for 2023	Modifier 95	cost from All-Inclusive Rate				
		calculation. Do not double count. (IE. Count a 99213 below and include				
		in this row as well.				
Medicare Mental Health	Use CPT Code	Include in the RHC Visit Count and				
visits via Telehealth (new	(ie 90834)	include the cost of this service in the				
treatment in 2022)	Modifier 95 or	allowable RHC cost.				
	FQ, CG					
Virtual Communications -	G0071 -RHC.	Do NOT count these visits. Service is				
Pays \$23.72 in 2023	99241-99243	not an allowable cost.				
Digital assessment services	G0071 - RHC	Do NOT count these visits. Service is				
Pays \$23.72 in 2023	G2012 &	not an allowable cost.				
	G2010					
Telephone only E & M	99441-99443	Do NOT count these visits. Service is				
Services		not an allowable cost.				
Office Visits - E and M	99201 to 99205	Do <u>NOT</u> include visit in RHC Visit				
Codes (New and Established)	99212-99215	count.				
		Cost is <u>NOT</u> an allowable expense.				
		Do not count 99211 visits.				
Office Visit - E & M -	99211	Do NOT count these visits. Service is				
Nurse only visit	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	not an allowable cost.				
Nursing Home Visits (Level	99304-99316	Do NOT count these visits. Service is				
1 or Level 2) SNF or NF	99334-99335	not an allowable cost.				
Welcome to Medicare (IPPE)	G0402	Do NOT count these visits. Service is				
		not an allowable cost.				
Annual Wellness Exam	G0438 &	Do NOT count these visits. Service is				
(AWE)	G0439	not an allowable cost.				

Table 2: (Continued) Use this table for all Visits that occurred via Telehealth by either video or telephone

	HCPCS/		Physician	PA	NP	
Service	CPT Codes	Cost Report Treatment	Visits	Visits	Visits	Totals
Tobacco Counseling	G0436 &	Do NOT count these visits. Service				
	G0437	is not an allowable cost.				
Weight Loss Counseling	G0447	Do NOT count these visits. Service				
		is not an allowable cost.				
Alcohol Abuse Screening	G0442 &	Do NOT count these visits. Service				
	G0443	is not an allowable cost.				
Depression Screening	G0444	Do NOT count these visits. Service				
		is not an allowable cost.				
STD Prevention	G0445	Do NOT count these visits. Service				
		is not an allowable cost.				
IBT (Cardiovascular)	G0446	Do NOT count these visits. Service				
		is not an allowable cost.				

Counting Visits

The process of counting visits is one of the most important steps in preparing the cost report. Overcount the total visits and your cost per visit will be lower than it should, and undercounting visits will overstate your cost per visit. Since this is such an important aspect of preparing the cost report, we generally prefer you send us a HCPCS/CPT report by provider and **NOT** broken down by insurance company (because many beneficiaries have secondary insurance, this type of report tends to overstate visits) and let us do the counting for you. If you do complete this form, we request that you send the source documents to us, so we can verify the information that is submitted to Medicare. Please submit this information through your client portal to protect the security of the information.



Table 3: Ancillary Services

The cost of services not covered under the RHC benefit (i.e. technical components, laboratory tests excluding venipuncture, and services performed in the hospital) are billed to Part B and paid fee for service for Independent RHCs. If the costs of these services are not directly identified in the trial balance of expenses an estimate of the cost may be made based upon the number procedures performed during the fiscal year. Please provide us with the number of procedures performed if these costs are not already identifiable in the trial balance of expenses.

Ancillary Services	HCPCS/ CPT Codes	Cost Report Treatment	Totals
Laboratory Tests	80048-87880	Count the total number of procedures and	
	99000	calculate the number of hours providing these	
	G0103	services. Reclassify this cost as non-allowable	
		expense.	
Venipuncture (Lab Draws)	36415	Lab Draws are RHC services effective	
		1/1/2014 and are an allowable expense on the	
		RHC cost report. Do not bill to Part B. They	
		are an incident to service.	
Radiology Tests	70000s	Count the total number of procedures and	
		calculate the number of hours providing these	
		services. Reclassify this cost as non-allowable	
		expense.	
Technical components		Count the total number of procedures and	
billed to Part B and paid		calculate the number of hours providing these	
fee for services		services. Reclassify this cost as non-allowable	
		expense	

Billing and Coding Crosswalk Cheat Sheet

Service	Example Coding CPT	Example Billing HCPCS	Payment	Cost Report Visit?	Allowable Medicare Cost?	Notes
Medicaid Visit (in some states)	99213 (QVL)	T1015	AIR	Yes	Yes	Only count 1 visit on your RHC Cost Report
Telehealth Visit	99213	G2025	\$98.27	No	No	Medicaid may pay AIR
Mental Telehealth Visit (starting in 2022)	90834	90834 CG 95	AIR	Yes	Yes	Keep records on the costs of two different types of telehealth visits
Virtual Communication Services (G0071)	99421	G0071	\$23.72	No	No	Exclude cost on cost report.
Chronic Care Management	99484	G0511	\$77.94	No	No	Exclude cost on cost report.

Note: The CPT Code column is not an all-inclusive list of CPT codes.

Summary Table for Counting Visits

Description	UB-04	1500*	Incident to	CR Visit	CR Allowable Cost	AIR
Office Visits – See QVL for CPT Codes	X			X	X	Х
Lab Services		X				
Technical Components		X				
Hospital Services		Х				
Telehealth (Not Mental Health)	×					
Telehealth – Mental Health	×			X	X	Х
Chronic Care Management (G0511)	X					
Lab Draw (36415)	X		Х		Х	
Allergy Shots, Injections, Home Care Plan oversight, Diabetic & Nutritional counseling	Х		X		X	
Medicare Preventive Services # (See Table)	X			х	Х	Х

^{*} Provider-based RHCs will bill using the UB-04 and the hospital's outpatient NPI.

Preventive Services that qualify for the AIR are listed here: https://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/FQHCPPS/Downloads/RHC-Preventive-Services.pdf

Name of Clinic				
Worksheet B: FTE Calculation				
Fiscal Year End				

On this page we need information about the amount of time spent by providers and nursing staff providing patient care. Please fill out the <u>name of each provider</u> in your clinic, as well as the number of <u>hours per week</u> they spend providing patient care, the number of <u>hours they spend per week on other tasks</u> such as administrative work, and the number of <u>months worked through the fiscal year</u>.

In the section labeled "FTEs for Nursing Staff" please give the number of Nurses and Medical Assistants which work in your clinic, as well as the total number of hours that those employees worked during the year.

				F- f Di-l				
Provider Type	Name	Hours per week performing patient care	Hours per week performing admin tasks	Es for Providers Hours Per week in Non-RHC activities	Total hours worked per week	Number of months worked during fiscal year	Total Hours Worked Per Year	FTE
								0.00
χ5								0.00
physicians								0.00
4,,								0.00
								0.00
								0.00
median Assistante								0.00
assiste								0.00
didan'								0.00
NA.								0.00
								0.00
,6								0.00
dioner								0.00
eprac								0.00
Muse Practioners								0.00
								0.00
								0.00
alth								0.00
xal He								0.00
Mertal Health								0.00
		FTEs for Nursing Staff			-			
	Number of Nurses and Medical Assistants	Total Hours Worked by Nurses and Medical	Nursing Staff FTE					

Name of Clinic:			T					
Worksheet B: Provider Time Study								
FYE:								
Purpose: To determine what act conduct this study at least one wee to fit your nee	k per quarter	and preferal		er month per p	provider. This	page may be o	opied and re	produced as necessary
Provider Name:			7					
Week Ending								
Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Weekly Hours
Time In:								
Time Out:								
Total Hours Worked								
RHC Patient Care								
Clinic - RHC treating patients								
Nursing Home								
Other								
Total Clinical								
Administrative								
Medical Director		.1		-				
Administrative								
CME								
Sick								
Vacation								
Total Admin								
Non- RHC Time	_						-	
Hospital								
Private Practice								
Telehealth								
Chronic Care Management								
Other:								
Total Non-RHC								
Sum of RHC, Admin, and Non-RHC								
The Sum of RHC, Administration an	d Non-RHC ti	me should eq	ual the Total H	ours worked. I	Please sum ea	ch of the light	ly shaded are	eas.



Medicare Influenza Log

RHC Name	
CCN/PTAN Provider Number	
Fiscal Year End	

#	Patient Name	MBI Number	Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Page Number Page Total Total Medicare Flu Shots



Medicare Pnemococcal Log

RHC Name	
CCN/PTAN Provider Number	
Fiscal Year End	

#	Patient Name	MBI Number	Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Page Number Page Total Total Medicare Pnu Shots



Medicare COVID-19 Log

RHC Name	
CCN/PTAN Provider Number	
Fiscal Year End	

#	Patient Name	MBI Number	Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Page Number Page Total	Total Medicare Covid Shots	
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Exhibit 2 Listing of Medicare Bad Debts and Appropriate Supporting Data

Provider	Prepared By	
Prov. Number	Date Prepared	-
FYE	Inpatient	Outpatient
	SNF	RHC

(1) Patient Name	(2) HIC NO.	(3) Dates of Service From To		(3) (4 Dates of Service From To Yes M		ip (ck if apply) Date First Bill Sent caid # To Beneficiary	(6) Date Collection Efforts Ceased	(7) Medicare Remittance Advice Date	(8) Deduct	(9) Co-Ins	(10) Total
											-
											-
											-
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