



ORGAN PROCUREMENT ORGANIZATION/ HISTOCOMPATIBILITY LABORATORY IDENTIFICATION DATA	Provider CCN: _____	PERIOD: FROM _____ TO _____	WORKSHEET S-1
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**PART I-OPO STATISTICS**

		1	2	3	
		Local	Imported	Total (Columns 1 & 2)	
1	Total number of kidneys retrieved (viable and nonviable)				1
2	Total number of kidneys included in line 1 that were nonviable.				2
3	Net number of kidneys for which payment should have been received (line 1 minus line 2).				3
		USA	Foreign Country	Total	
4	Total number of kidneys included in line 3, column 3 that were exported out of local retrieval areas				4
		Military	VA	Total	
5	Total number of kidneys sent to military or VA hospitals that were included in line 3, column 3.	Number			5
6	Amount received for kidneys listed in line 5.	Amount Received			6
			Number of Kidneys	Amount Received	
7	Was payment received for kidneys furnished to foreign countries and included on line 4, column 2. Enter "Y" for yes or "N" for no. If yes, enter the total number of kidneys and amount received in columns 2 and 3, respectively.				7

		Total	Nonviable	Amount Received	
Total number of organs/tissue other than kidneys retrieved and administratively processed. In the amount received column enter the total amount of payment received for each type of organ.					
8	Cornea				8
8.01	Liver				8.01
8.02	Pancreas				8.02
8.03	Pancreas Islet				8.03
8.04	Heart				8.04
8.05	Heart Valves				8.05
8.06	Heart/Lung				8.06
8.07	Bone				8.07
8.08	Skin				8.08
8.09	Lung				8.09
8.10	Other				8.10
9	Total				9

**PART II-LAB STATISTICS**

1	Total number of tests performed- all laboratory.				1
2	Total number of tests performed-tissue typing laboratory.				2
3	Total number of pre-transplant tests performed for kidney transplantation that are included in line 2.				3
Tissue typing pre-transplant tests performed for kidney transplant:					
		Test Name			Number of Tests
4					4
4.01					4.01
4.02					4.02
4.03					4.03
4.04					4.04
4.05					4.05
4.06					4.06
4.07					4.07
4.08					4.08
4.09					4.09
4.10					4.10
5	Total Tests				5

**PART III-Full Time Equivalent Employees (FTEs)**

Number of full-time equivalent employees							
		Administrative		OPO		Histo-Lab	
		1	2	3	4	5	6
1	Medical Director			Medical Director		Lab Director	
1.01	Exec. Director			Procurement Coordinator		Technicians	
1.02	Clerical			Preservation Technicians		Tissue Typing Tech.	
1.03	Other			Other		Other	
2	Total FTEs						2

FORM CMS 216-94 (06-2015) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB 15-2 SECTIONS 3303, 3303.1, 3303.2 and 3303.3)

RECLASSIFICATION AND ADJUSTMENT OF TRIAL BALANCE OF EXPENSES			Provider CCN: _____		REPORTING PERIOD FROM: _____ TO: _____		WORKSHEET A			
COST CENTERS (OMIT CENTS)			SALARIES	OTHER	TOTAL (Cols. 1 & 2)	RECLASS. TO EXPENSES (FROM WKST.A-4)	RECLASSIFIED TRIAL BALANCE (COL.3 +/- COL.4)	ADJUSTMENTS TO COST (FROM WKST. A-5)	NET COST FOR COST ALLOCATION (COL.5+/-COL.6)	
			1	2	3	4	5	6	7	
GENERAL SERVICE COST CENTERS										
1	0100	Capital Costs--Buildings and Fixtures								1
2	0200	Capital Costs--Movable Equipment								2
3	0300	Employee Benefits								3
4	0400	Administrative and General-Cols. 1-3-From W/S-A-1								4
5	0500	Operation and Maintenance of Plant								5
6	0600	Housekeeping								6
7	0700	Medical Supplies								7
8	0800	Other Overhead (Specify)								8
ORGAN ACQUISITION OVERHEAD										
9	0900	Procurement Coordinators								9
10	1000	Professional Education								10
11	1100	Public Education								11
12	1200	Other Acquisition (Specify)								12
REIMBURSABLE COST CENTERS										
13	1300	Kidney Acquisition(From W/S A-2 Cols. 1-3,line 23)								13
14	1400	Tissue Typing Laboratory (Cols. 1-3,From W/S-A-3, Line 11)								14
NON-REIMBURSABLE COST CENTERS										
15	1500	Liver Acquisitions (W/S-A-2, Col. 1-3, Line 23)								15
16	1600	Heart Acquisitions (W/S-A-2, Col.1-3, Line 23)								16
17	1700	Pancreas Acquisitions (W/S-A-2, Col.1-3, Line 23)								17
18	1800	Lung Acquisitions (W/S-A-2, Col. 1-3, line 23)								18
19	1900	Other Acquisitions (W/S-A-2, Col. 1-3, line 23)								19
20	2000	Other Acquisitions (W/S-A-2, Col. 1-3)								20
21	2100	Research								21
22	2200	Blood Bank								22
23	2300	Laboratory-Non-Tissue Typing								23
24	2400	Dialysis Units								24
25	2500	Other Non-Reimbursable (Specify)								25
26		Total Expenses (sum of lines 1-25), Transfer Column 7 to W/S-B line 1, or W/S-C, as per instructions								26

FORM CMS-216-94 (06-2015) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB. 15-2, SECTION 3304)

ADMINISTRATIVE AND GENERAL EXPENSES		<i>Provider CCN:</i>		REPORTING PERIOD: FROM _____ TO _____	WORKSHEET A-1
	COST CENTER	SALARIES	OTHER	TOTAL	
		1	2	3	
1	Medical Director				1
2	Executive Director				2
3	Home Office/Central Administration				3
4	Data Processing				4
5	Accounting-Legal-Audit				5
6	Rent and Lease Expense				6
7	Office Supplies				7
8	Telephone				8
9	Travel-Meetings and Seminars				9
10	Insurance				10
11	Employee Professional Education				11
12	Public Relations				12
13	Interest Expense				13
14	Taxes				14
15	Office Salaries				15
16	Other Administrative and General:				16
17					17
18					18
19					19
20	Total Administrative and General sum of lines 1-19 Transfer line 20 columns 1-3 to Worksheet A, line 4, columns 1-3				20

FORM CMS 216-94 (06-2015) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB 15-2, SECTION 3305)

ORGAN ACQUISITION COST	<i>Provider CCN:</i> _____  _____	REPORTING PERIOD: FROM _____ TO _____	WORKSHEET A-2
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Check One:

Kidney  Liver  Heart  Pancreas  Lung  Other \_\_\_\_\_

	COST CENTER	SALARIES	OTHER	TOTAL	
		1	2	3	
	Organ Acquisition Costs Amounts Paid To Excision Hospitals				
1	Operating Room				1
2	Anesthesiology				2
3	Respiratory Therapy				3
4	Intensive Care Unit				4
5	Medical Supplies				5
6	Pharmacy				6
7	Electroencephalography				7
8	Hospital Laboratory				8
9	Other Excision Hospital Cost ( <i>specify</i> )				9
10	Subtotal-Excision Hospital Cost (sum of lines 1-9)				10
	Other Acquisitions Costs				
11	Computer Registry				11
12	Donor Evaluation				12
13	Surgeon Fee				13
14	Organ Preservation				14
15	Donor Tissue Typing				15
16	Recipient Crossmatch				16
17	Imported Organ Cost				17
18	Transportation of Organs				18
19	Tissue Typing Lab-Under Agreement				19
20	Anesthesiologist Professional Fees				20
21	Other Acquisition Costs ( <i>specify</i> )				21
22	Subtotal-Other Acquisition Cost (sum of lines 11-21)				22
23	Total-Organ Acquisition Cost (sum of lines 10 and 22) Transfer line 23 columns 1 <i>and</i> 2 to W/S A. ( <i>see instructions</i> )				23

FORM CMS 216-94 (06-2015) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB 15-2, SECTION 3306)

TISSUE TYPING LABORATORY COSTS		<i>Provider CCN:</i> _____	REPORTING PERIOD: FROM _____ TO _____	WORKSHEET A-3	
	COST CENTER	SALARIES 1	OTHER 2	TOTAL 3	
1	Laboratory Director				1
2	Tissue Typing Technologist				2
3	Sera Procurement				3
4	Equipment Maintenance				4
5	Other Tissue Typing Cost (Specify)				5
6					6
7					7
8					8
9					9
10					10
11	Total -Tissue Typing Cost (sum of lines 1-10) Transfer line 11 columns 1-3 to Worksheet A, Line 14, columns 1-3				11

FORM CMS 216-94 (06-2015) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB 15-2, SECTION 3307)

RECLASSIFICATIONS	<i>Provider CCN:</i> _____	REPORTING PERIOD: FROM: _____ TO: _____	WORKSHEET A-4
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EXPLANATION OF RECLASSIFICATION ENTRY	CODE (1)	INCREASE			DECREASE			
		COST CENTER	LINE NO.	AMOUNT (2)	COST CENTER	LINE NO.	AMOUNT (2)	
		2	3	4	5	6	7	
1								1
2								2
3								3
4								4
5								5
6								6
7								7
8								8
9								9
10								10
11								11
12								12
13								13
14								14
15								15
16								16
17								17
18								18
19								19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27								27
28								28
29								29
30								30
31								31
32								32
33								33
34								34
35								35
36	TOTAL RECLASSIFICATIONS (Sum of Column 4 must equal sum of Column 7)							36

(1) A letter (A, B, etc.) must be entered on each line to identify each reclassification entry.

(2) Transfer to Worksheet A, Column 4, line as appropriate.

FORM CMS-216-94 (06-2015) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB. 15-2, SECTION 3308)

ADJUSTMENTS TO EXPENSES		<i>Provider CCN:</i> _____		REPORTING PERIOD: FROM: _____ TO: _____	WORKSHEET A-5
Description (1)	Basis for Adjust-ment (2)	Amount	Expense Classification on Worksheet A from which amount is to be deducted or to which the amount is to be added		
	1		2	Cost Center 3	Ln No. 4
1	Purchase Discounts				1
2	Rebates and Refunds				2
3	Home Office Costs				3
4	Adjustments resulting from transactions with related organizations (Chapter 10)	From Supp. W/S A-5-1			4
5	Income received from the procurement of organs other than kidneys. (3)				5
6	Vending Machines				6
7	Rental or Lease Income				7
8	Organs Sold for Research				8
9	Public Relations-Not related to Organ Procurement				9
10	Income received from Professional Education				10
11	Sale of Supplies				11
12	Interest Income applied to interest exp.				12
13	Capital Costs -Buildings & Fixtures				13
14	Capital Costs -Movable Equipment				14
15					15
16					16
17	Total -Transfer to W/S. A, Column 6, Line as Appropriate				17

(1) Description-all line references in this column pertain to CMS Pub. *15-1*

(2) Basis for adjustment (SEE INSTRUCTIONS)

- A. Costs-if cost, including applicable overhead, can be determined
- B. Amount Received-if cost cannot be determined

(3) Only the income from organs such as Cornea, Skin, Heart Valves, Bone, and Pancreas Islet may be offset.

All *solid* organs such as Kidneys, Hearts, Livers, Lung, and Pancreas must go through cost finding on W/S B

FORM CMS-216-94 (06-2015) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB 15-2, SECTION 3309)



CAPITAL EXPENDITURES AND DEPRECIATION RECONCILIATION	<i>Provider CCN:</i> _____	REPORTING PERIOD FROM: _____ TO: _____	WORKSHEET A-6
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Part I - Analysis of Changes in Capital Asset Balances During Cost Reporting Period		Beginning Balance	Acquisitions			Disposals	Ending Balance
			Purchase	Donations	Total		
		1	2	3	4	5	6
1	Land						1
2	Land Improvements						2
3	Building and Fixtures						3
4	Fixed Equipment						4
5	Movable Equipment						5
6	Auto, Truck, Van						6
7	Other (Specify)						7
8	Total						8

Part II - Analysis of Changes In Accumulated Depreciation Description		Beginning Balance	Additions	Deletions	Ending Balance
		1	2	3	4
1	Land				1
2	Land Improvements				2
3	Buildings and Fixtures				3
4	Building Improvements				4
5	Fixed Equipment				5
6	Movable Equipment				6
7	Auto, Truck, Van				7
8	Other (Specify)				8
9	Total				9

Part III - Depreciation Reported In Cost Statement						
1	Straight Line					1
2	Declining Balance					2
3	Sum of Years Digits					3
4	Depreciation reported on W/S -A column 7. (Total- Sum of 1, 2 and 3)					4
			1	2		
5	Is depreciation funded? Enter "Y" for yes or "N" for no in column 1. If yes, enter in column 2 the balance in fund at the end of the period.					5
6	Was there a gain or loss on the sale of assets during the cost reporting period? (See CMS Pub-15-1, Section 132)					6

FORM CMS-216-94 (06-2015) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB 15-2 SECTION 3310)

COST ALLOCATION-GENERAL SERVICE COSTS

Provider CCN: \_\_\_\_\_

REPORTING PERIOD

WORKSHEET B

FROM \_\_\_\_\_  
TO \_\_\_\_\_

COST CENTER		NET COST FOR ALLOCATION (FROM WKST. A, COL.7)	CAPITAL-BUILDING, OPERATION OF PLANT AND HOUSE KEEPING	CAPITAL COSTS MOVABLE EQUIPMENT	EMPLOYEE BENEFITS	MEDICAL SUPPLIES	OTHER		ORGAN ACQUISITION COSTS	SUBTOTAL (COLS.1-8)	ADMIN. & GENERAL	TOTAL EXPENSES
		1	2	3	4	5	6	7	8	9	10	11
1	COSTS TO BE ALLOCATED		( )	( )	( )	( )	( )				( )	
2	Organ Acquisitions								( )	-0-		
	REIMBURSABLE COST CENTERS											
3	Kidney Acquisitions (1)											
4	Tissue Typing Laboratory(2)											
	NONREIMBURSABLE COST CENTERS											
5	Liver Acquisitions											
6	Heart Acquisitions											
7	Pancreas Acquisitions											
8	Lung Acquisitions											
9	Other Acquisitions											
10	Research											
11	Blood Bank											
12	Laboratory-Non-Tissue Typing											
13	Dialysis Units											
14												
15												
16	Totals Expenses		-0-	-0-	-0-	-0-	-0-		-0-		-0-	

(1) Transfer amount on line 3, column 11 to Worksheet C, line 4, Part I

(2) Transfer amount on line 4, column 11 to Worksheet C, line 4, Part II

COST ALLOCATION-STATISTICAL BASIS		<i>Provider CCN:</i> _____				REPORTING PERIOD: FROM _____ TO _____			WORKSHEET B-1		
COST CENTERS		CAPITAL BUILDING OPERATION OF PLANT AND HOUSE-KEEPING (SQ. FEET)	CAPITAL COSTS MOVABLE EQUIPMENT (DOLLAR VALUE)	EMPLOYEE BENEFITS (ADJUSTED SALARIES)	MEDICAL SUPPLIES (COSTED REQUISITIONS)	OTHER		ORGAN ACQUISITION COSTS (NUMBER OF ORGANS)		<i>RECONCILIATION</i>	ADMINISTRATION & GENERAL (ACCUMULATED COSTS)
		2	3	4	5	6	7	8	9	10A	10
1	COSTS TO BE ALLOCATED										1
2	Organ Acquisition Costs										2
	REIMBURSABLE COST CENTERS										
3	Kidney Acquisitions										3
4	Tissue Typing Laboratory										4
	NONREIMBURSABLE COST CENTERS										
5	Liver Acquisitions										5
6	Heart Acquisitions										6
7	Pancreas Acquisitions										7
8	Lung Acquisitions										8
9	Other Organ Acquisitions										9
10	Research										10
11	Blood Bank										11
12	Laboratory-Non-Tissue Typing										12
13	Dialysis Units										13
14											14
15											15
16	Total (lines 2-15)										16
17	COSTS TO BE ALLOCATED PER W/S B										17
18	UNIT COST MULTIPLIER (line 17/line 16)										18

FORM CMS-216-94 (06-2015) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB. 15-2, SECTION 3311)

COMPUTATION OF MEDICARE COST	<i>Provider CCN:</i> _____	REPORTING PERIOD FROM _____ TO _____	WORKSHEET C
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Part I - KIDNEY ACQUISITION			
1	Total Number of Viable Kidneys Procured (W/S S-1, Part 1, line 3, col. 3)		1
2	Total Number of Medicare Kidneys (see instructions)		2
3	Ratio of Medicare Kidneys to Total Kidneys (line 2 / line 1)		3
4	Total Cost Applicable to Kidney Acquisition ( <i>see instructions</i> )		4
5	Total Medicare Kidney Acquisition Costs (line 3 x line 4) (1)		5

(1) Transfer amount on line 5 to Worksheet D, Column 1, Line 1

Part II - TISSUE TYPING LABORATORY			
1	<i>Gross Charges</i> - Tissue Typing Laboratory-All Tests		1
2	<i>Gross Charges</i> - Tissue Typing Laboratory-Kidney Transplant Related Tests Only (2)		2
3	Ratio of Kidney Transplant <i>Charges</i> to Total <i>Charges</i> (line 2 / line 1)		3
4	Total Cost Applicable to Tissue Typing Lab. ( <i>see instructions</i> )		4
5	Reimbursable Kidney Transplant Related Costs (line 3 x line 4) (3)		5

(2) If the cost report is a partial year under the program, show only the kidney related revenue earned since the participation date.

*(3) Transfer amount on line 5 to Worksheet D, Column 2, Line 1.*

CALCULATION OF REIMBURSEMENT SETTLEMENT		<i>Provider CCN:</i> _____	REPORTING PERIOD FROM _____ TO _____	WORKSHEET D
			1 Kidney Acquisition	2 Tissue Typing Lab
1	Medicare Reimbursable Cost-Kidney Acquisition- W/S-C, <i>Part I</i> , line 5 Tissue Typing-Laboratory W/S-C, <i>Part II</i> , line 5			1
2	Total Revenue Received for Lab Services Furnished to Foreign Countries, Military and VA Hospitals			2
3	Total <i>Reimbursable</i> Cost to OPO/ <i>HL</i> (line 1 - line 2)			3
4	Total Payments Received and Receivable from OPOs and Transplant Hospitals for Kidneys Furnished or Laboratory Services Provided for Kidney Transplantation (From Your Records)			4
5	Subtotal (line 3 - line 4)			5
6	Sequestration Adjustment (see instructions)			6
7	Interim Payments			7
8	Net Balance Due <i>to/from the</i> OPO/LAB (Medicare Program) (line 5 - (line 6 + line 7))			8



STATEMENT OF OPERATING EXPENSES AND REVENUES	<i>Provider CCN:</i> _____	REPORTING PERIOD FROM _____ TO _____	WORKSHEET E-1	
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PART I REVENUES		OPO	BLOOD BANK/LAB	TOTAL	
1	Whole Blood and Components				1
2	Processing Fees				2
3	Other Blood Products and Services				3
4	Tissue Typing Services				4
5	Other Laboratory Services				5
6	Other Patient Service Fees:				6
7					7
8					8
9					9
10	Kidney Procurement Revenue				10
11	Other Organ Procurement Revenue				11
12	Total Revenue for Services Provided				12

PART II

EXPENSES

1	Operating Expenses (W/S A, column 3, line 26)				1
2	Add (Specify)				2
3					3
4					4
5					5
6	Total Additions				6
7	Deduct (Specify)				7
8		( )			8
9		( )			9
10		( )			10
11	Total Deductions			( )	11
12	Total Operating Expenses (sum of lines 1 and 6 minus 11)				12
	Transfer to Worksheet E-2 Line 4				

STATEMENT OF REVENUES AND EXPENSES		<i>Provider CCN:</i> _____	REPORTING PERIOD FROM _____ TO _____	WORKSHEET E-2
1	Total Revenues for Services Provided (W/S E-1, Part I, Line 12)			1
2	Less: Allowances for Discounts on Services		( )	2
3	Net Revenue for Services Provided			3
4	Less: Total Operating Expenses (W/S E-1, Part II Line 12)		( )	4
5	Net Income From Services			5
6	Other Income:			6
7	Contributions			7
8	Income From Investments			8
9	Purchase Discounts			9
10	Rebates and Refunds of Expenses			10
11	Parking Lot Receipts			11
12	Vending Machine Receipts			12
13	Rental or Lease Income			13
14	Income From Sales of Supplies			14
15	Federal Research Grants (Specify)			15
16	Federal Research Grants (Specify)			16
17	Federal Research Grants (Specify)			17
18	Other Research Grants (Specify)			18
19	Other Research Grants (Specify)			19
20	Other (Specify)			20
21	Other (Specify)			21
22	Other (Specify)			22
23	Other (Specify)			23
24	Total Other Income (sum of lines 6-23)			24
25	Total (line 5 plus line 24)			25
26	Other Expenses(Specify)			26
27	Other Expenses(Specify)			27
28	Total Other Expenses (sum of lines 26 & 27)		( )	28
29	Net Income (or Loss) for the Period ( <i>line 25 minus line 28</i> )			29

Form CMS 216-94 (06-2015) ( INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB 15-2 Section 3316)



STATEMENT OF COSTS OF SERVICES FROM RELATED ORGANIZATIONS <i>AND HOME OFFICE COSTS</i>	<i>Provider CCN:</i> _____	REPORTING PERIOD: FROM _____ TO _____	SUPPLEMENTAL WORKSHEET A-5-1
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A. Are there any costs included on Worksheet A which resulted from transactions with related organizations as defined in the Provider Reimbursement Manual, Part I, Chapter 10?  
 Yes       No      (If "Yes", complete Parts II and III)

B. Costs incurred and adjustments required as *a* result of transactions with related organizations *or claimed home office costs*

LOCATION AND AMOUNT INCLUDED ON WORKSHEET A, COLUMN 6				AMOUNT OF ALLOWABLE COST	NET ADJUSTMENT (COL.4 MINUS COL. 5)
LINE NO.	COST CENTER	EXPENSES ITEMS	AMOUNT		
1	2	3	4	5	6
1					1
2					2
3					3
4					4
5	TOTALS (sum of lines 1-4) Transfer col.6, line 1-4 to Wkst. A,col.6 as appropriate) (Transfer col.6, line 5 to Wkst. A-5, col.2, line 4, Adjustment to Expenses)				5

C. Interrelationship of facility to related organization (s) *and/or home office*

The Secretary, by virtue of the authority granted under section 1814(b)(1) of the Social Security Act, requires the provider to furnish the information requested on Part C of this worksheet.

This information will be used by the Centers for Medicare and Medicaid Services and its *contractors* in determining that the costs applicable to services, facilities, and supplies furnished by organizations related to the facility by common ownership or control, represent reasonable costs as determined under section 1861(v) (1) (a) of the Social Security Act. If the provider does not provide all or any part of the requested information, the cost report is considered incomplete and not acceptable for purposes of claiming reimbursement under title XVIII.

SYMBOL (1)	Name	Percentage of Ownership	RELATED ORGANIZATION(S) <i>AND/ OR HOME OFFICE</i>		
			Name	Percentage of Ownership	Type of Business
1	2	3	4	5	6
1					1
2					2
3					3
4					4

(1) Use the following symbols to indicate interrelationship to related organizations:

- A. Individual has financial interest (stockholder, partner, etc.) in both related organization and in the facility;
- B. Corporation, partnership, or other organization has financial interest in the facility;
- C. Facility has financial interest in corporation, partnership, or other organization(s);
- D. Director, officer, administrator, or key person of the facility or relative of such person has financial interest in related organization;
- E. Individual is director, officer, administrator, or key person of the facility and related organization;
- F. Director, officer, administrator, or key person of related organization or relative of such person has financial interest in the facility;
- G. Other (financial or non-financial) specify \_\_\_\_\_