
PROGRAM MEMORANDUM INTERMEDIARIES

Department of Health
and Human Services

Health Care Financing
Administration

Transmittal No. A-00-29

Date MAY 2000

CHANGE REQUEST 1153

SUBJECT: Electronic Filing of Provider Cost Reports; Home Health Agencies (HHAs) and Skilled Nursing Facilities (SNFs)

In accordance with 42 CFR §413.20(b), providers are required to file their cost reports on an annual basis with reporting periods based on the provider's accounting year.

Section 132 of the Provider Reimbursement Manual, Part II, is in the process of being revised. The revision concerning the electronic submission of a SNF cost report and a HHA cost report will be as follows:

“Effective for cost reporting periods ending on or after March 31, 2000 for SNFs and HHAs, the electronic cost report will be the official copy. The submission of the hard copy cost report will no longer be required, except for providers that use the Health Care Financing Administration supplied free software. Those providers must continue to submit the completed hard copy cost report to their fiscal intermediary due to the inability to create a print image file. The free software diskette will, however, be considered the official copy.”

Section 131 is being corrected due to an error that occurred in a previous transmittal. The filing of the hard copy cost report was inadvertently added back to the hospital filing requirements. The filing of the hard copy cost report was eliminated with the establishment of the electronic cost report as the official copy of the hospital cost report, for cost reporting periods ending on or after March 31, 1993.

Remind your providers that since SNFs and HHAs will be filing electronically, the electronic cost reports will be rejected for level one edit errors.

You must forward this Program Memorandum (PM) to all your providers.

The *effective date* for this PM is March 31, 2000.

The *implementation date* for this PM is May 30, 2000.

These instructions should be implemented within your current operating budget.

This PM may be discarded after September 30, 2000.

If you have any questions, contact Tom Talbott (410) 786-4592 .