

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 as overpayments (42 USC 1395g).

FORM APPROVED  
OMB NO. 0938-0022

|  |                       |                                     |             |
|--|-----------------------|-------------------------------------|-------------|
| HOME HEALTH AGENCY COST REPORT<br>CERTIFICATION AND SETTLEMENT SUMMARY | PROVIDER CCN:<br><br> | PERIOD:<br>From: _____<br>To: _____ | WORKSHEET S |
|--|-----------------------|-------------------------------------|-------------|

Intermediary Use Only:

|  |                      |                                  |                                    |
|--|----------------------|----------------------------------|------------------------------------|
| <input type="checkbox"/> Audited       | Date Received _____  | <input type="checkbox"/> Initial | <input type="checkbox"/> Re-opened |
| <input type="checkbox"/> Desk Reviewed | Contractor No. _____ | <input type="checkbox"/> Final   |                                    |

PART I - CERTIFICATION

|                      |   |             |
|----------------------|---|-------------|
| Check applicable box | <input type="checkbox"/> Electronically filed cost report | Date: _____ |
|                      | <input type="checkbox"/> Manually submitted cost report   | Time: _____ |

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. FURTHERMORE, IF SERVICES IDENTIFIED IN THIS REPORT WERE PROVIDED OR PROCURED THROUGH THE PAYMENT DIRECTLY OR INDIRECTLY OF A KICKBACK OR WERE OTHERWISE ILLEGAL, CRIMINAL, CIVIL AND ADMINISTRATIVE ACTION, FINES AND/OR IMPRISONMENT MAY RESULT.

CERTIFICATION BY OFFICER OR DIRECTOR OF THE AGENCY

I HEREBY CERTIFY that I have read the above certification statement and that I have examined the accompanying electronically filed or manually submitted Home Health Agency Cost Report and the Balance Sheet and Statement of Revenue and Expenses prepared by \_\_\_\_\_ (Provider name(s) and number(s)) for the cost report beginning \_\_\_\_\_ and ending \_\_\_\_\_, and that 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 and regulations.

(Signed) \_\_\_\_\_  
Officer or Director  
  
\_\_\_\_\_  
Title  
  
\_\_\_\_\_  
Date

PART II - SETTLEMENT SUMMARY

|     |   | TITLE XVIII |        |     |
|-----|---|-------------|--------|-----|
|     |   | PART A      | PART B |     |
|     |   | 1           | 2      |     |
| 1   | HOME HEALTH AGENCY                      |             |        | 1   |
| 2   | HOME HEALTH-BASED CORF                  |             |        | 2   |
| 3   | HOME HEALTH-BASED CMHC                  |             |        | 3   |
| 3.5 | HOME HEALTH-BASED RHC/FQHC<br>(specify) |             |        | 3.5 |
| 4   | TOTAL                                   |             |        | 4   |

"According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-0022. The time required to complete this information collection is estimated to average 226 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850."

|  |               |                                     |               |
|--|---------------|-------------------------------------|---------------|
| HOME HEALTH AGENCY COMPLEX IDENTIFICATION DATA | PROVIDER CCN: | PERIOD:<br>From: _____<br>To: _____ | WORKSHEET S-2 |
|--|---------------|-------------------------------------|---------------|

Home Health Agency Complex Address:

|      |         |           |           |
|------|---------|-----------|-----------|
| 1    | Street: | P.O. Box: | 1         |
| 1.01 | City:   | State:    | Zip Code: |
|      |         |           | 1.01      |

Home Health Agency Component Identification

|      | <i>Contractor</i> No. | Component Name | Provider No. | Date Certified |      |
|------|-----------------------|----------------|--------------|----------------|------|
|      | Component             |                |              |                |      |
|      | 0                     | 1              | 2            | 3              |      |
| 2    | Home Health Agency    |                |              |                | 2    |
| 3    | HHA-based CORF        |                |              |                | 3    |
| 3.50 | HHA-based Hospice     |                |              |                | 3.50 |
| 4    | HHA-based CMHC        |                |              |                | 4    |
| 5    | HHA-based RHC         |                |              |                | 5    |
| 6    | HHA-based FQHC        |                |              |                | 6    |

|   |                                    |             |           |   |
|---|------------------------------------|-------------|-----------|---|
| 7 | Cost Reporting Period (mm/dd/yyyy) | From: _____ | To: _____ | 7 |
|---|------------------------------------|-------------|-----------|---|

|   |                                    |  |   |
|---|------------------------------------|--|---|
| 8 | Type of control (see instructions) |  | 8 |
|---|------------------------------------|--|---|

|   |   |  |   |
|---|---|--|---|
| 9 | If this a low or no Medicare utilization cost report, enter "L" for Low or "N" for No Medicare Utilization. |  | 9 |
|---|---|--|---|

Depreciation: Enter the amount of depreciation reported in this HHA for the methods indicated.

|    |                            |  |    |
|----|----------------------------|--|----|
| 10 | Straight Line              |  | 10 |
| 11 | Declining Balance          |  | 11 |
| 12 | Sum of the Years' Digits   |  | 12 |
| 13 | Sum of lines 10, 11 and 12 |  | 13 |

|       |   |  |       |
|-------|---|--|-------|
| 14    | Were there any disposals of capital assets during this cost reporting period?   |  | 14    |
| 15    | Was accelerated depreciation claimed on any assets in the current or any prior cost reporting period?   |  | 15    |
| 16    | Was accelerated depreciation claimed on assets acquired on or after August 1, 1970 (See PRM 15-1, Chapter 1)?                                       |  | 16    |
| 17    | If depreciation is funded, enter the balance at end of period.  |  | 17    |
| 18    | Did the provider cease to participate in the Medicare program at the end of the period to which this cost report applies (See PRM 15-1, Chapter 1)? |  | 18    |
| 19    | Was there substantial decrease in health insurance proportion of allowable costs from prior cost reporting periods (See PRM 15-1, Chapter 1)?       |  | 19    |
| 20    | Does the provider qualify as a small HHA (defined in 42 CFR 413.24(d))?   |  | 20    |
| 21    | Does the <i>HHA</i> qualify as a nominal charge provider (defined in 42 CFR 409.3)?   |  | 21    |
| 22    | Does the <i>HHA</i> contract with outside suppliers for physical therapy services?  |  | 22    |
| 22.01 | Does the <i>HHA</i> contract with outside suppliers for occupational therapy services?  |  | 22.01 |
| 22.02 | Does the <i>HHA</i> contract with outside suppliers for speech therapy services?  |  | 22.02 |

If this facility contains a non-public provider that qualifies for an exemption from the application of the lower of costs or charges, enter "Y" for each component and type of service that qualifies for the exemption.

|    |   | Part A | Part B |    |
|----|---|--------|--------|----|
|    |   | 1      | 2      |    |
| 23 | <i>HHA</i>  |        |        | 23 |
| 24 | CORF  |        |        | 24 |
| 25 | CMHC  |        |        | 25 |
| 26 | If the <i>HHA</i> componentized (or fragmented) its administrative and general service costs, indicate whether option one or option two is being utilized. (See Section 3214) (Enter "1" for option one and "2" for option two) |        |        | 26 |

|       |   |                   |                  |       |
|-------|---|-------------------|------------------|-------|
| 27    | List amounts of malpractice premiums and paid losses:   |                   | 27               |       |
| 27.01 | Premiums  |                   | 27.01            |       |
| 27.02 | Paid Losses   |                   | 27.02            |       |
| 27.03 | Self Insurance  |                   | 27.03            |       |
| 28    | Are malpractice premiums and/or paid losses reported in other than the Administrative and General cost center? If yes, submit a supporting schedule listing cost centers and amounts contained therein. |                   | 28               |       |
| 29    | If you are part of a chain organization, enter "Y" for yes and enter the name and address of the home office, otherwise, enter "N" for no.  |                   | 29               |       |
| 29.01 | Home Office Name:   | Home Office No. : | Contractor No. : | 29.01 |
| 29.02 | Street:   | P.O. Box:         | Contractor Name: | 29.02 |
| 29.03 | City:   | State:            | Zip Code:        | 29.03 |

|  |                        |                                     |                                |
|--|------------------------|-------------------------------------|--------------------------------|
| HOME HEALTH AGENCY<br>STATISTICAL DATA | PROVIDER NO.:<br>_____ | PERIOD:<br>From: _____<br>To: _____ | WORKSHEET S-3<br>PARTS I - III |
|--|------------------------|-------------------------------------|--------------------------------|

PART I - STATISTICAL DATA COUNTY \_\_\_\_\_

| DESCRIPTION   | Title XVIII |          | Other  |          | Total  |          |       |
|---|-------------|----------|--------|----------|--------|----------|-------|
|   | Visits      | Patients | Visits | Patients | Visits | Patients |       |
|   | 1           | 2        | 3      | 4        | 5      | 6        |       |
| 1 Skilled Nursing   |             |          |        |          |        |          | 1     |
| 2 Physical Therapy  |             |          |        |          |        |          | 2     |
| 3 Occupational Therapy                                    |             |          |        |          |        |          | 3     |
| 4 Speech Pathology  |             |          |        |          |        |          | 4     |
| 5 Medical Social Service                                  |             |          |        |          |        |          | 5     |
| 6 Home Health Aide  |             |          |        |          |        |          | 6     |
| 7 All Other Services                                      |             |          |        |          |        |          | 7     |
| 8 Total Visits  |             |          |        |          |        |          | 8     |
| 9 Home Health Aide Hours                                  |             |          |        |          |        |          | 9     |
| 10 Unduplicated Census Count - Full Cost Reporting Period |             |          |        |          |        |          | 10    |
| 10.01 Unduplicated Census Count - Pre 10/1/2000           |             |          |        |          |        |          | 10.01 |
| 10.02 Unduplicated Census Count - Post 9/30/2000          |             |          |        |          |        |          | 10.02 |

PART II - EMPLOYMENT DATA (FULL TIME EQUIVALENT)

|   | Number of hours in your normal work week _____ | Staff | Contract | Total |    |
|---|--|-------|----------|-------|----|
|   |  | 1     | 2        | 3     |    |
| 11 Administrator and Assistant Administrator(s) |  |       |          |       | 11 |
| 12 Director and Assistant Director(s)           |  |       |          |       | 12 |
| 13 Other Administrative Personnel               |  |       |          |       | 13 |
| 14 Direct Nursing Service                       |  |       |          |       | 14 |
| 15 Nursing Supervisor                           |  |       |          |       | 15 |
| 16 Physical Therapy Service                     |  |       |          |       | 16 |
| 17 Physical Therapy Supervisor                  |  |       |          |       | 17 |
| 18 Occupational Therapy Service                 |  |       |          |       | 18 |
| 19 Occupational Therapy Supervisor              |  |       |          |       | 19 |
| 20 Speech Pathology Service                     |  |       |          |       | 20 |
| 21 Speech Pathology Supervisor                  |  |       |          |       | 21 |
| 22 Medical Social Service                       |  |       |          |       | 22 |
| 23 Medical Social Supervisor                    |  |       |          |       | 23 |
| 24 Home Health Aide                             |  |       |          |       | 24 |
| 25 Home Health Aide Supervisor                  |  |       |          |       | 25 |
| 26  |  |       |          |       | 26 |
| 27  |  |       |          |       | 27 |

PART III - METROPOLITAN STATISTICAL AREA (MSA) AND CORE BASED STATISTICAL AREA (CBSA) CODES

|    |  | 1         | 1.01       |       |
|----|--|-----------|------------|-------|
| 28 | Enter the total number of MSAs in column 1 and/or CBSAs in column 2 where Medicare covered services were provided during the cost reporting period.          |           |            | 28    |
| 29 | List all MSA and CBSA codes in which Medicare covered home health services were provided during the cost reporting period (line 29 contains the first code): | MSA Codes | CBSA Codes | 29    |
|    |  |           |            | 29.01 |
|    |  |           |            | 29.02 |
|    |  |           |            | 29.03 |
|    |  |           |            | 29.04 |
|    |  |           |            | 29.05 |
|    |  |           |            | 29.06 |
|    |  |           |            | 29.07 |
|    |  |           |            | 29.08 |
|    |  |           |            | 29.09 |

FORM CMS-1728-94 (5-2007) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB. 15-2, SEC. 3205)

HOME HEALTH AGENCY  
STATISTICAL DATA

PROVIDER NO.:

PERIOD:  
From: \_\_\_\_\_  
To: \_\_\_\_\_WORKSHEET S-3  
PART IV

## PART IV - PPS ACTIVITY DATA - Applicable for Services Rendered on or After October 1, 2000

| DESCRIPTION  | Full Episodes<br>without Outliers | Full Episodes<br>with Outliers | LUPA Episodes | PEP Only<br>Episodes | SCIC within a<br>PEP | SCIC Only<br>Episodes | Totals |    |
|--|-----------------------------------|--------------------------------|---------------|----------------------|----------------------|-----------------------|--------|----|
|  | 1                                 | 2                              | 3             | 4                    | 5                    | 6                     | 7      |    |
| 30 Skilled Nursing Visits                            |                                   |                                |               |                      |                      |                       |        | 30 |
| 31 Skilled Nursing Visit Charges                     |                                   |                                |               |                      |                      |                       |        | 31 |
| 32 Physical Therapy Visits                           |                                   |                                |               |                      |                      |                       |        | 32 |
| 33 Physical Therapy Visit Charges                    |                                   |                                |               |                      |                      |                       |        | 33 |
| 34 Occupational Therapy Visits                       |                                   |                                |               |                      |                      |                       |        | 34 |
| 35 Occupational Therapy Visit Charges                |                                   |                                |               |                      |                      |                       |        | 35 |
| 36 Speech Pathology Visits                           |                                   |                                |               |                      |                      |                       |        | 36 |
| 37 Speech Pathology Visit Charges                    |                                   |                                |               |                      |                      |                       |        | 37 |
| 38 Medical Social Service Visits                     |                                   |                                |               |                      |                      |                       |        | 38 |
| 39 Medical Social Service Visit Charges              |                                   |                                |               |                      |                      |                       |        | 39 |
| 40 Home Health Aide Visits                           |                                   |                                |               |                      |                      |                       |        | 40 |
| 41 Home Health Aide Visit Charges                    |                                   |                                |               |                      |                      |                       |        | 41 |
| 42 Total Visits (Sum of lines 30,32,34,36,38,40)     |                                   |                                |               |                      |                      |                       |        | 42 |
| 43 Other Charges                                     |                                   |                                |               |                      |                      |                       |        | 43 |
| 44 Total Charges (Sum of lines 31,33,35,37,39,41,43) |                                   |                                |               |                      |                      |                       |        | 44 |
| 45 Total Number of Episodes                          |                                   |                                |               |                      |                      |                       |        | 45 |
| 46 Total Number of Outlier Episodes                  |                                   |                                |               |                      |                      |                       |        | 46 |
| 47 Total Non-Routine Medical Supply Charges          |                                   |                                |               |                      |                      |                       |        | 47 |

|  |   |                                     |               |
|--|---|-------------------------------------|---------------|
| HHA-BASED RURAL HEALTH CLINIC/<br>FEDERALLY QUALIFIED HEALTH CENTER<br>PROVIDER STATISTICAL DATA | PROVIDER CCN:<br>_____<br>COMPONENT CCN:<br>_____ | PERIOD:<br>FROM: _____<br>TO: _____ | WORKSHEET S-4 |
|--|---|-------------------------------------|---------------|

|                      |   |
|----------------------|---|
| Check Applicable Box | <input type="checkbox"/> RHC<br><input type="checkbox"/> FQHC |
|----------------------|---|

Clinic Address and Identification:

|      |   |      |
|------|---|------|
| 1    | Street:   | 1    |
| 1.01 | City: _____ State: _____ Zip Code: _____ County: _____              | 1.01 |
| 2    | Designation (for FQHCs only) - Enter "R" for rural or "U" for urban | 2    |

Source of Federal Funds:

|   |  | Grant Award | Date |   |
|---|--|-------------|------|---|
|   |  | 1           | 2    |   |
| 3 | Community Health Center (Section 330(d), PHS Act)          |             |      | 3 |
| 4 | Migrant Health Center (Section 329(d), PHS Act)            |             |      | 4 |
| 5 | Health Services for the Homeless (Section 340(d), PHS Act) |             |      | 5 |
| 6 | Appalachian Regional Commission                            |             |      | 6 |
| 7 | Look-Alikes  |             |      | 7 |
| 8 | Other (specify)  |             |      | 8 |

Physician Information:

|   | Physician Name   | Billing Number |   |
|---|--|----------------|---|
| 9 | Physician(s) furnishing services at the clinic or under agreement (see instructions) |                | 9 |

|    | Physician Name   | Hours of Supervision |    |
|----|--|----------------------|----|
| 10 | Supervisory physician(s) and hours of supervision during period (see instructions) |                      | 10 |

|    |  |  |    |
|----|--|--|----|
| 11 | Does the facility operate as other than an RHC or FQHC? If yes, indicate number of other operations in column 2 and list the other type(s) of operation(s) and hours on subscripts of line 12. |  | 11 |
|----|--|--|----|

Enter the clinic hours on line 12 and list the other type(s) of operation(s) and hours on subscripts of line 12. (1)

|       |          | Sunday |    | Monday |    | Tuesday |    | Wednesday |    | Thursday |    | Friday |    | Saturday |    |       |
|-------|----------|--------|----|--------|----|---------|----|-----------|----|----------|----|--------|----|----------|----|-------|
|       |          | from   | to | from   | to | from    | to | from      | to | from     | to | from   | to |          |    |       |
| 0     |          | 1      | 2  | 3      | 4  | 5       | 6  | 7         | 8  | 9        | 10 | 11     | 12 | 13       | 14 |       |
| 12    | Clinic   |        |    |        |    |         |    |           |    |          |    |        |    |          |    | 12    |
| 12.01 | Specify: |        |    |        |    |         |    |           |    |          |    |        |    |          |    | 12.01 |
| 12.02 | Specify: |        |    |        |    |         |    |           |    |          |    |        |    |          |    | 12.02 |
| 12.03 | Specify: |        |    |        |    |         |    |           |    |          |    |        |    |          |    | 12.03 |

(1) List hours of operation based on a 24 hour clock. For example, 8:30am is 0830, 5:30pm is 1730 and 12 midnight is 2400.

| 13    | Has the facility been approved for an exception to the productivity standard?  |  | 13    |       |       |   |   |   |    |
|-------|--|--|-------|-------|-------|---|---|---|----|
| 14    | Is this a consolidated cost report as defined in CMS Pub. 27, section 508(D)? If yes, enter in column 2 the number of providers included in this report. List all provider names and numbers below.  |  | 14    |       |       |   |   |   |    |
| 15    | Provider name: _____ Provider number: _____  |  | 15    |       |       |   |   |   |    |
| 15.01 | Provider name: _____ Provider number: _____  |  | 15.01 |       |       |   |   |   |    |
| 15.02 | Provider name: _____ Provider number: _____  |  | 15.02 |       |       |   |   |   |    |
| 15.03 | Provider name: _____ Provider number: _____  |  | 15.03 |       |       |   |   |   |    |
| 16    | Are you claiming <i>allowable GME</i> costs as a result of "substantial payment" for interns and residents? If yes, enter the number of Medicare visits in column 2 <i>and total visits in column 3</i> performed by interns and residents and complete Worksheet RF-1, lines 20 and 27 as applicable. | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <th style="width:10%;">Y/N</th> <th style="width:10%;">XVIII</th> <th style="width:10%;">TOTAL</th> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> </tr> </table> | Y/N   | XVIII | TOTAL | 1 | 2 | 3 | 16 |
| Y/N   | XVIII  | TOTAL  |       |       |       |   |   |   |    |
| 1     | 2  | 3  |       |       |       |   |   |   |    |

|                             |                                   |                                     |               |
|-----------------------------|-----------------------------------|-------------------------------------|---------------|
| HOSPICE IDENTIFICATION DATA | PROVIDER CCN:<br><br>HOSPICE CCN: | PERIOD:<br>FROM: _____<br>TO: _____ | WORKSHEET S-5 |
|-----------------------------|-----------------------------------|-------------------------------------|---------------|

**PART I**

|   | Enrollment Days        | Title XVIII       |  | Other Unduplicated Days | Total Unduplicated Days (sum of cols. 1 & 3) |   |
|---|------------------------|-------------------|--|-------------------------|--|---|
|   |                        | Unduplicated Days | Unduplicated Skilled Nursing Facility Days |                         |  |   |
|   |                        | 1                 | 2  |                         |  |   |
| 1 | Continuous Home Care   |                   |  |                         |  | 1 |
| 2 | Routine Home Care      |                   |  |                         |  | 2 |
| 3 | Inpatient Respite Care |                   |  |                         |  | 3 |
| 4 | General Inpatient Care |                   |  |                         |  | 4 |
| 5 | Total Hospice Days     |                   |  |                         |  | 5 |

**PART II**

|   | Census Data   | Title XVIII | Title XVIII Skilled Nursing Facility | Other | Total (sum of cols. 1 & 3) |   |
|---|---|-------------|--------------------------------------|-------|----------------------------|---|
|   |   | 1           | 2                                    | 3     | 4                          |   |
| 6 | Number of Patients Receiving Hospice Care                               |             |                                      |       |                            | 6 |
| 7 | Total Number of Unduplicated Continuous Care Hours Billable to Medicare |             |                                      |       |                            | 7 |
| 8 | <b>Average Length of Stay (line 5 divided by line 6)</b>                |             |                                      |       |                            | 8 |
| 9 | Unduplicated Census Count   |             |                                      |       |                            | 9 |

NOTE: Parts I & II, column 1 also includes the days reported in column 2.

|                                 |  |                                     |                               |
|---------------------------------|--|-------------------------------------|-------------------------------|
| HHA-BASED CORF STATISTICAL DATA | PROVIDER NO.: _____<br>CORF NO.: _____ | PERIOD:<br>From: _____<br>To: _____ | SUPPLEMENTAL<br>WORKSHEET S-6 |
|---------------------------------|--|-------------------------------------|-------------------------------|

| CORF TREATMENTS                       | Title XVIII |          | Other      |          | Total      |          |   |
|---------------------------------------|-------------|----------|------------|----------|------------|----------|---|
|                                       | Treatments  | Patients | Treatments | Patients | Treatments | Patients |   |
|                                       | 1           | 2        | 3          | 4        | 5          | 6        |   |
| 1 Skilled Nursing Care                |             |          |            |          |            |          | 1 |
| 2 Physical Therapy                    |             |          |            |          |            |          | 2 |
| 3 Occupational Therapy                |             |          |            |          |            |          | 3 |
| 4 Speech Pathology                    |             |          |            |          |            |          | 4 |
| 5 Medical Social Services             |             |          |            |          |            |          | 5 |
| 6 Respiratory Therapy                 |             |          |            |          |            |          | 6 |
| 7 Psychological Services              |             |          |            |          |            |          | 7 |
| 8 All Other Service                   |             |          |            |          |            |          | 8 |
| 9 Total Treatments (Sum of lines 1-8) |             |          |            |          |            |          | 9 |

| CORF - NUMBER OF EMPLOYEES ( FULL TIME EQUIVALENT )        |       |          |       |
|--|-------|----------|-------|
|  | Staff | Contract | Total |
| Enter the number of hours<br>in your normal workweek _____ | 1     | 2        | 3     |
| 10 Administrators and Assistant Administrators             |       |          | 10    |
| 11 Directors and Assistant Directors                       |       |          | 11    |
| 12 Other Administrative Personnel                          |       |          | 12    |
| 13 Direct Nursing Service                                  |       |          | 13    |
| 14 Nursing Supervisor                                      |       |          | 14    |
| 15 Physical Therapy Service                                |       |          | 15    |
| 16 Physical Therapy Supervisor                             |       |          | 16    |
| 17 Occupational Therapy Service                            |       |          | 17    |
| 18 Occupational Therapy Supervisor                         |       |          | 18    |
| 19 Speech Pathology Service                                |       |          | 19    |
| 20 Speech Pathology Supervisor                             |       |          | 20    |
| 21 Medical Social Service                                  |       |          | 21    |
| 22 Medical Social Supervisor                               |       |          | 22    |
| 23 Respiratory Therapy Service                             |       |          | 23    |
| 24 Respiratory Therapy Supervisor                          |       |          | 24    |
| 25 Psychological Service                                   |       |          | 25    |
| 26 Psychological Service Supervisor                        |       |          | 26    |
| 27   |       |          | 27    |
| 28   |       |          | 28    |

| RECLASSIFICATION AND ADJUSTMENT OF TRIAL BALANCE OF EXPENSES |      |                                   |                          |                                      |   |   | PROVIDER NO.:  | PERIOD:     |                                       | WORKSHEET A  |                  |   |
|--|------|-----------------------------------|--------------------------|--------------------------------------|---|---|----------------|-------------|---------------------------------------|--|------------------|---|
|  |      |                                   |                          |                                      |   |   | _____          | From: _____ | To: _____                             |  |                  |   |
|  |      |                                   | SALARIES<br>(Fr Wks A-1) | EMPLOYEE<br>BENEFITS<br>(Fr Wks A-2) | TRANSPOR-<br>TATION (See<br>Instructions) | CONTRACTED<br>PURCHASED<br>SERVICES<br>(Fr Wks A-3) | OTHER<br>COSTS | TOTAL       | RECLASSI-<br>FICATION<br>(Fr Wks A-4) | RECLASSI-<br>FIED TRIAL<br>BALANCE<br>(Cols 6 + 7) | ADJUST-<br>MENTS | EXPENSES<br>FOR COST<br>ALLOCATION<br>(Col 8 + 9) |
|  |      |                                   | 1                        | 2                                    | 3   | 4   | 5              | 6           | 7                                     | 8  | 9                | 10  |
| GENERAL SERVICE COST CENTER                                  |      |                                   |                          |                                      |   |   |                |             |                                       |  |                  |   |
| 1  | 0100 | Capital Related - Bldg. & Fix.    |                          |                                      |   |   |                |             |                                       |  |                  | 1   |
| 2  | 0200 | Capital Related - Movable Equip   |                          |                                      |   |   |                |             |                                       |  |                  | 2   |
| 3  | 0300 | Plant Operation & Maintenance     |                          |                                      |   |   |                |             |                                       |  |                  | 3   |
| 4  | 0400 | Transportation (See Instructions) |                          |                                      |   |   |                |             |                                       |  |                  | 4   |
| 5  | 0500 | Administrative and General        |                          |                                      |   |   |                |             |                                       |  |                  | 5   |
| HHA REIMBURSABLE SERVICES                                    |      |                                   |                          |                                      |   |   |                |             |                                       |  |                  |   |
| 6  | 0600 | Skilled Nursing Care              |                          |                                      |   |   |                |             |                                       |  |                  | 6   |
| 7  | 0700 | Physical Therapy                  |                          |                                      |   |   |                |             |                                       |  |                  | 7   |
| 8  | 0800 | Occupational Therapy              |                          |                                      |   |   |                |             |                                       |  |                  | 8   |
| 9  | 0900 | Speech Pathology                  |                          |                                      |   |   |                |             |                                       |  |                  | 9   |
| 10   | 1000 | Medical Social Services           |                          |                                      |   |   |                |             |                                       |  |                  | 10  |
| 11   | 1100 | Home Health Aide                  |                          |                                      |   |   |                |             |                                       |  |                  | 11  |
| 12   | 1200 | Supplies (See Instructions)       |                          |                                      |   |   |                |             |                                       |  |                  | 12  |
| 13   | 1300 | Drugs                             |                          |                                      |   |   |                |             |                                       |  |                  | 13  |
| 13.20  | 1320 | Cost of Administering Vaccines    |                          |                                      |   |   |                |             |                                       |  |                  | 13.20   |
| 14   | 1400 | DME                               |                          |                                      |   |   |                |             |                                       |  |                  | 14  |
| HHA NONREIMBURSABLE SERVICES                                 |      |                                   |                          |                                      |   |   |                |             |                                       |  |                  |   |
| 15   | 1500 | Home Dialysis Aide Services       |                          |                                      |   |   |                |             |                                       |  |                  | 15  |
| 16   | 1600 | Respiratory Therapy               |                          |                                      |   |   |                |             |                                       |  |                  | 16  |
| 17   | 1700 | Private Duty Nursing              |                          |                                      |   |   |                |             |                                       |  |                  | 17  |
| 18   | 1800 | Clinic                            |                          |                                      |   |   |                |             |                                       |  |                  | 18  |
| 19   | 1900 | Health Promotion Activities       |                          |                                      |   |   |                |             |                                       |  |                  | 19  |
| 20   | 2000 | Day Care Program                  |                          |                                      |   |   |                |             |                                       |  |                  | 20  |
| 21   | 2100 | Home Delivered Meals Program      |                          |                                      |   |   |                |             |                                       |  |                  | 21  |
| 22   | 2200 | Homemaker                         |                          |                                      |   |   |                |             |                                       |  |                  | 22  |
| 23   |      | Other                             |                          |                                      |   |   |                |             |                                       |  |                  | 23  |
| SPECIAL PURPOSE COST CENTERS                                 |      |                                   |                          |                                      |   |   |                |             |                                       |  |                  |   |
| 24   | 2400 | CORF                              |                          |                                      |   |   |                |             |                                       |  |                  | 24  |
| 25   | 2500 | Hospice                           |                          |                                      |   |   |                |             |                                       |  |                  | 25  |
| 26   | 2600 | CMHC                              |                          |                                      |   |   |                |             |                                       |  |                  | 26  |
| 27   | 2700 | RHC                               |                          |                                      |   |   |                |             |                                       |  |                  | 27  |
| 28   | 2800 | FQHC                              |                          |                                      |   |   |                |             |                                       |  |                  | 28  |
| 29   |      | Total                             |                          |                                      |   |   |                |             |                                       |  |                  | 29  |

FORM CMS-1728-94 (5-2007) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB. 15-2, SEC. 3206)



COMPENSATION ANALYSIS  
SALARIES AND WAGES

PROVIDER NO.:

PERIOD:

From: \_\_\_\_\_

To: \_\_\_\_\_

WORKSHEET A-1

|                              |                                      | ADMINIS-<br>TRATORS | DIRECTORS | CONSULTANTS | SUPERVISORS | NURSES | THERAPISTS | AIDES | ALL<br>OTHER | TOTAL<br>(1) |
|------------------------------|--------------------------------------|---------------------|-----------|-------------|-------------|--------|------------|-------|--------------|--------------|
|                              |                                      | 1                   | 2         | 3           | 4           | 5      | 6          | 7     | 8            | 9            |
| GENERAL SERVICE COST CENTER  |                                      |                     |           |             |             |        |            |       |              |              |
| 1                            | Capital Related - Bldg. and Fixtures |                     |           |             |             |        |            |       |              | 1            |
| 2                            | Capital Related - Movable Equipment  |                     |           |             |             |        |            |       |              | 2            |
| 3                            | Plant Operation & Maintenance        |                     |           |             |             |        |            |       |              | 3            |
| 4                            | Transportation (See Instructions)    |                     |           |             |             |        |            |       |              | 4            |
| 5                            | Administrative and General           |                     |           |             |             |        |            |       |              | 5            |
| HHA REIMBURSABLE SERVICES    |                                      |                     |           |             |             |        |            |       |              |              |
| 6                            | Skilled Nursing Care                 |                     |           |             |             |        |            |       |              | 6            |
| 7                            | Physical Therapy                     |                     |           |             |             |        |            |       |              | 7            |
| 8                            | Occupational Therapy                 |                     |           |             |             |        |            |       |              | 8            |
| 9                            | Speech Pathology                     |                     |           |             |             |        |            |       |              | 9            |
| 10                           | Medical Social Services              |                     |           |             |             |        |            |       |              | 10           |
| 11                           | Home Health Aide                     |                     |           |             |             |        |            |       |              | 11           |
| 12                           | Supplies                             |                     |           |             |             |        |            |       |              | 12           |
| 13                           | Drugs                                |                     |           |             |             |        |            |       |              | 13           |
| 14                           | DME                                  |                     |           |             |             |        |            |       |              | 14           |
| HHA NONREIMBURSABLE SERVICES |                                      |                     |           |             |             |        |            |       |              |              |
| 15                           | Home Dialysis Aide Services          |                     |           |             |             |        |            |       |              | 15           |
| 16                           | Respiratory Therapy                  |                     |           |             |             |        |            |       |              | 16           |
| 17                           | Private Duty Nursing                 |                     |           |             |             |        |            |       |              | 17           |
| 18                           | Clinic                               |                     |           |             |             |        |            |       |              | 18           |
| 19                           | Health Promotion Activities          |                     |           |             |             |        |            |       |              | 19           |
| 20                           | Day Care Program                     |                     |           |             |             |        |            |       |              | 20           |
| 21                           | Home Delivered Meals Program         |                     |           |             |             |        |            |       |              | 21           |
| 22                           | Homemaker Service                    |                     |           |             |             |        |            |       |              | 22           |
| 23                           | Other                                |                     |           |             |             |        |            |       |              | 23           |
| SPECIAL PURPOSE COST CENTERS |                                      |                     |           |             |             |        |            |       |              |              |
| 24                           | CORF                                 |                     |           |             |             |        |            |       |              | 24           |
| 25                           | Hospice                              |                     |           |             |             |        |            |       |              | 25           |
| 26                           | CMHC                                 |                     |           |             |             |        |            |       |              | 26           |
| 27                           | RHC                                  |                     |           |             |             |        |            |       |              | 27           |
| 28                           | FQHC                                 |                     |           |             |             |        |            |       |              | 28           |
| 29                           | Total                                |                     |           |             |             |        |            |       |              | 29           |

(1) Transfer the amounts in column 9 to Wkst. A, column 1

COMPENSATION ANALYSIS  
EMPLOYEE BENEFITS (PAYROLL RELATED)

PROVIDER NO.:  
\_\_\_\_\_

PERIOD:  
From: \_\_\_\_\_  
To: \_\_\_\_\_

WORKSHEET A-2

|                              |                                      | ADMINIS-<br>TRATORS | DIRECTORS | CONSULTANTS | SUPERVISORS | NURSES | THERAPISTS | AIDES | ALL<br>OTHER | TOTAL<br>(1) |    |
|------------------------------|--------------------------------------|---------------------|-----------|-------------|-------------|--------|------------|-------|--------------|--------------|----|
|                              |                                      | 1                   | 2         | 3           | 4           | 5      | 6          | 7     | 8            | 9            |    |
| GENERAL SERVICE COST CENTER  |                                      |                     |           |             |             |        |            |       |              |              |    |
| 1                            | Capital Related - Bldg. and Fixtures |                     |           |             |             |        |            |       |              |              | 1  |
| 2                            | Capital Related - Movable Equipment  |                     |           |             |             |        |            |       |              |              | 2  |
| 3                            | Plant Operation & Maintenance        |                     |           |             |             |        |            |       |              |              | 3  |
| 4                            | Transportation (See Instructions)    |                     |           |             |             |        |            |       |              |              | 4  |
| 5                            | Administrative and General           |                     |           |             |             |        |            |       |              |              | 5  |
| HHA REIMBURSABLE SERVICES    |                                      |                     |           |             |             |        |            |       |              |              |    |
| 6                            | Skilled Nursing Care                 |                     |           |             |             |        |            |       |              |              | 6  |
| 7                            | Physical Therapy                     |                     |           |             |             |        |            |       |              |              | 7  |
| 8                            | Occupational Therapy                 |                     |           |             |             |        |            |       |              |              | 8  |
| 9                            | Speech Pathology                     |                     |           |             |             |        |            |       |              |              | 9  |
| 10                           | Medical Social Services              |                     |           |             |             |        |            |       |              |              | 10 |
| 11                           | Home Health Aide                     |                     |           |             |             |        |            |       |              |              | 11 |
| 12                           | Supplies                             |                     |           |             |             |        |            |       |              |              | 12 |
| 13                           | Drugs                                |                     |           |             |             |        |            |       |              |              | 13 |
| 14                           | DME                                  |                     |           |             |             |        |            |       |              |              | 14 |
| HHA NONREIMBURSABLE SRVS     |                                      |                     |           |             |             |        |            |       |              |              |    |
| 15                           | Home Dialysis Aide Services          |                     |           |             |             |        |            |       |              |              | 15 |
| 16                           | Respiratory Therapy                  |                     |           |             |             |        |            |       |              |              | 16 |
| 17                           | Private Duty Nursing                 |                     |           |             |             |        |            |       |              |              | 17 |
| 18                           | Clinic                               |                     |           |             |             |        |            |       |              |              | 18 |
| 19                           | Health Promotion Activities          |                     |           |             |             |        |            |       |              |              | 19 |
| 20                           | Day Care Program                     |                     |           |             |             |        |            |       |              |              | 20 |
| 21                           | Home Delivered Meals Program         |                     |           |             |             |        |            |       |              |              | 21 |
| 22                           | Homemaker Services                   |                     |           |             |             |        |            |       |              |              | 22 |
| 23                           | Other                                |                     |           |             |             |        |            |       |              |              | 23 |
| SPECIAL PURPOSE COST CENTERS |                                      |                     |           |             |             |        |            |       |              |              |    |
| 24                           | CORF                                 |                     |           |             |             |        |            |       |              |              | 24 |
| 25                           | Hospice                              |                     |           |             |             |        |            |       |              |              | 25 |
| 26                           | CMHC                                 |                     |           |             |             |        |            |       |              |              | 26 |
| 27                           | RHC                                  |                     |           |             |             |        |            |       |              |              | 27 |
| 28                           | FQHC                                 |                     |           |             |             |        |            |       |              |              | 28 |
| 29                           | Total                                |                     |           |             |             |        |            |       |              |              | 29 |

(1) Transfer the amounts in column 9 to Wkst. A, column 2

COMPENSATION ANALYSIS  
 CONTRACTED SERVICES/PURCHASED SERVICES

PROVIDER NO.:  
 \_\_\_\_\_

PERIOD:  
 From: \_\_\_\_\_  
 To: \_\_\_\_\_

WORKSHEET A-3

|                              |                                      | ADMINIS-<br>TRATORS<br>1 | DIRECTORS<br>2 | CONSULTANTS<br>3 | SUPERVISORS<br>4 | NURSES<br>5 | THERAPISTS<br>6 | AIDES<br>7 | ALL<br>OTHER<br>8 | TOTAL<br>(1)<br>9 |    |
|------------------------------|--------------------------------------|--------------------------|----------------|------------------|------------------|-------------|-----------------|------------|-------------------|-------------------|----|
| GENERAL SERVICE COST CENTER  |                                      |                          |                |                  |                  |             |                 |            |                   |                   |    |
| 1                            | Capital Related - Bldg. and Fixtures |                          |                |                  |                  |             |                 |            |                   |                   | 1  |
| 2                            | Capital Related - Movable Equipment  |                          |                |                  |                  |             |                 |            |                   |                   | 2  |
| 3                            | Plant Operation & Maintenance        |                          |                |                  |                  |             |                 |            |                   |                   | 3  |
| 4                            | Transportation (See Instructions)    |                          |                |                  |                  |             |                 |            |                   |                   | 4  |
| 5                            | Administrative and General           |                          |                |                  |                  |             |                 |            |                   |                   | 5  |
| HHA REIMBURSABLE SERVICES    |                                      |                          |                |                  |                  |             |                 |            |                   |                   |    |
| 6                            | Skilled Nursing Care                 |                          |                |                  |                  |             |                 |            |                   |                   | 6  |
| 7                            | Physical Therapy                     |                          |                |                  |                  |             |                 |            |                   |                   | 7  |
| 8                            | Occupational Therapy                 |                          |                |                  |                  |             |                 |            |                   |                   | 8  |
| 9                            | Speech Pathology                     |                          |                |                  |                  |             |                 |            |                   |                   | 9  |
| 10                           | Medical Social Services              |                          |                |                  |                  |             |                 |            |                   |                   | 10 |
| 11                           | Home Health Aide                     |                          |                |                  |                  |             |                 |            |                   |                   | 11 |
| 12                           | Supplies                             |                          |                |                  |                  |             |                 |            |                   |                   | 12 |
| 13                           | Drugs                                |                          |                |                  |                  |             |                 |            |                   |                   | 13 |
| 14                           | DME                                  |                          |                |                  |                  |             |                 |            |                   |                   | 14 |
| HHA NONREIMBURSABLE SERVICES |                                      |                          |                |                  |                  |             |                 |            |                   |                   |    |
| 15                           | Home Dialysis Aide Services          |                          |                |                  |                  |             |                 |            |                   |                   | 15 |
| 16                           | Respiratory Therapy                  |                          |                |                  |                  |             |                 |            |                   |                   | 16 |
| 17                           | Private Duty Nursing                 |                          |                |                  |                  |             |                 |            |                   |                   | 17 |
| 18                           | Clinic                               |                          |                |                  |                  |             |                 |            |                   |                   | 18 |
| 19                           | Health Promotion Activities          |                          |                |                  |                  |             |                 |            |                   |                   | 19 |
| 20                           | Day Care Program                     |                          |                |                  |                  |             |                 |            |                   |                   | 20 |
| 21                           | Home Delivered Meals Program         |                          |                |                  |                  |             |                 |            |                   |                   | 21 |
| 22                           | Homemaker Services                   |                          |                |                  |                  |             |                 |            |                   |                   | 22 |
| 23                           | Other                                |                          |                |                  |                  |             |                 |            |                   |                   | 23 |
| SPECIAL PURPOSE COST CENTERS |                                      |                          |                |                  |                  |             |                 |            |                   |                   |    |
| 24                           | CORF                                 |                          |                |                  |                  |             |                 |            |                   |                   | 24 |
| 25                           | Hospice                              |                          |                |                  |                  |             |                 |            |                   |                   | 25 |
| 26                           | CMHC                                 |                          |                |                  |                  |             |                 |            |                   |                   | 26 |
| 27                           | RHC                                  |                          |                |                  |                  |             |                 |            |                   |                   | 27 |
| 28                           | FQHC                                 |                          |                |                  |                  |             |                 |            |                   |                   | 28 |
| 29                           | Total                                |                          |                |                  |                  |             |                 |            |                   |                   | 29 |

(1) Transfer the amounts in column 9 to Wkst. A, column 4

|                   |                       |                                     |               |
|-------------------|-----------------------|-------------------------------------|---------------|
| RECLASSIFICATIONS | PROVIDER NO.<br>_____ | PERIOD:<br>From: _____<br>To: _____ | WORKSHEET A-4 |
|-------------------|-----------------------|-------------------------------------|---------------|

| EXPLANATION OF RECLASSIFICATION ENTRY | CODE<br>(1)<br>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                                    | TOTAL RECLASSIFICATIONS (Sum of col. 4 must equal sum of col. 7) |             |          |           |             |          |           | 30 |

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

(2) Transfer to Worksheet A, column 7, line as appropriate.

FORM CMS-1728-94-A-4 (12-1994) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB. 15-2, SEC. 3210)

| ADJUSTMENTS TO EXPENSES |   | PROVIDER NO.:       | PERIOD:   | WORKSHEET A-5 |      |
|-------------------------|---|---------------------|---|---------------|------|
|                         |   | _____               | From: _____   |               |      |
|                         |   |                     | To: _____   |               |      |
| Description (1)         | (2)<br>BASIS/CODE   | Amount              | Expense Classification on Worksheet A<br>To/From Which The Amount is to be Adjusted |               |      |
|                         |   |                     | Cost Center   | Line No.      |      |
|                         |   |                     | 1   | 2             | 3    |
| 1                       | Excess funds generated from operations, other than net income                           | B                   |   |               | 1    |
| 2                       | Trade, quantity, time and other discounts on purchases (Chap. 8)                        | B                   |   |               | 2    |
| 3                       | Rebates and refunds of expenses (Chap. 8)   | B                   |   |               | 3    |
| 4                       | Home office costs (Chap. 21)  | A                   |   |               | 4    |
| 5                       | Adjustments resulting from transaction with related organization (Chap. 10)             | From Wks A-6        |   |               | 5    |
| 6                       | Sale of medical records and abstracts   | B                   |   |               | 6    |
| 7                       | Income from imposition of interest, finance or penalty charges (Chap. 21)               | B                   |   |               | 7    |
| 8                       | Sale of medical and surgical supplies to other than patients                            | A                   |   |               | 8    |
| 9                       | Sale of Drugs to other than patients  | A                   |   |               | 9    |
| 10                      | Physical therapy adjustment (Chap. 14)  | From Supp Wks A-8-3 | Physical Therapy  | 7             | 10   |
| 10.1                    | Occupational therapy adjustment (Chap. 14)  | From Supp Wks A-8-3 | Occupational Therapy  | 8             | 10.1 |
| 10.2                    | Speech pathology adjustment (Chap. 14)  | From Supp Wks A-8-3 | Speech Pathology  | 9             | 10.2 |
| 11                      | Interest expense on Medicare overpayments and borrowings to repay Medicare overpayments | A                   |   |               | 11   |
| 12                      | Lobbying Activities   | A                   |   |               | 12   |
| 13                      |   |                     |   |               | 13   |
| 14                      |   |                     |   |               | 14   |
| 15                      |   |                     |   |               | 15   |
| 16                      |   |                     |   |               | 16   |
| 17                      |   |                     |   |               | 17   |
| 18                      |   |                     |   |               | 18   |
| 19                      |   |                     |   |               | 19   |
| 20                      |   |                     |   |               | 20   |
| 21                      | TOTAL (Sum of lines 1-20)   |                     |   |               | 21   |

(1) Description - All line references in this column pertain to the Provider Reimbursement Manual, Part I.

(2) Basis for adjustment (See Instructions)

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

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 as overpayments (42 USC 1395g).

|   |               |                                     |               |
|---|---------------|-------------------------------------|---------------|
| STATEMENT OF COSTS OF SERVICES FROM RELATED ORGANIZATIONS | PROVIDER NO.: | PERIOD:<br>From: _____<br>To: _____ | WORKSHEET A-6 |
|---|---------------|-------------------------------------|---------------|

A. Are there any costs included on Worksheet A which resulted from transactions with related organizations as defined in CMS Pub. 15-I, chapter 10?

Yes  No (If "Yes," complete Parts B and C)

B. Costs incurred and adjustment required as result of transactions with related organizations

| LOCATION AND AMOUNT INCLUDED ON WKST A, COL. 8 |  |               |        | AMOUNT ALLOWABLE IN COST | NET ADJUSTMENT (col 4 -5) |
|--|--|---------------|--------|--------------------------|---------------------------|
| LINE NO.                                       | COST CENTER  | EXPENSE ITEMS | AMOUNT |                          |                           |
| 1  | 2  | 3             | 4      | 5                        | 6                         |
| 1  |  |               |        |                          |                           |
| 2  |  |               |        |                          |                           |
| 3  |  |               |        |                          |                           |
| 4  | TOTALS (Sum of lines 1-3)(Transfer col. 6, lines 1-3 to Wkst A, Col. 9, lines as appropriate)(Transfer col. 6, line 4 to Wkst A-5, col. 2, line 5) |               |        |                          |                           |

C. Interrelationship of provider to related organization(s):

The Secretary, by virtue of 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.

The information will be used by the CMS and its intermediaries in determining that the costs applicable to services, facilities and supplies furnished by organizations related to the provider by common ownership or control, represent reasonable costs as determined under section 1861 of the Social Security Act.

If the provider does not provide all or any part of the requested information, the cost report will be considered incomplete and not acceptable for purposes of claiming reimbursement under title XVIII.

| SYMBOL (1) | Name | Address | Percent Owned by Provider | Percent Ownership of Provider | Type of Business |
|------------|------|---------|---------------------------|-------------------------------|------------------|
|            |      |         | 4                         | 5                             |                  |
| 1          | 2    | 3       | 4                         | 5                             | 6                |
| 1          |      |         |                           |                               |                  |
| 2          |      |         |                           |                               |                  |
| 3          |      |         |                           |                               |                  |
| 4          |      |         |                           |                               |                  |
| 5          |      |         |                           |                               |                  |

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

- A. Individual has financial interest (stockholder, partner, etc.) in both related organization and in provider.
- B. Corporation, partnership or other organization has financial interest in provider.
- C. Provider has financial interest in corporation, partnership or other organization.
- D. Director, officer, administrator or key person of provider or relative of such person has financial interest in related organization.
- E. Individual is director, officer, administrator or key person of provider and related organization.
- F. Director, officer, administrator or key person of related organization or relative of such person has financial interest in provider.
- G. Other (financial or nonfinancial) specify.

| ANALYSIS OF CHANGES IN CAPITAL ASSET BALANCE |                        | PROVIDER NO.:         | PERIOD:      |           |       | WORKSHEET A-7                   |                   |   |
|--|------------------------|-----------------------|--------------|-----------|-------|---------------------------------|-------------------|---|
|  |                        |                       | From: _____  |           |       |                                 |                   |   |
|  |                        |                       | To: _____    |           |       |                                 |                   |   |
|  | Description            | Beginning<br>Balances | Acquisitions |           |       | Disposals<br>and<br>Retirements | Ending<br>Balance |   |
|  |                        |                       | Purchases    | Donations | Total |                                 |                   |   |
|  |                        | 1                     | 2            | 3         | 4     | 5                               | 6                 |   |
| 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  | TOTAL                  |                       |              |           |       |                                 |                   | 7 |

|  |  |                                     |                                  |                          |   |                          |                      |                          |                  |                          |  |  |  |  |  |
|--|--|-------------------------------------|----------------------------------|--------------------------|---|--------------------------|----------------------|--------------------------|------------------|--------------------------|--|--|--|--|--|
| REASONABLE COST DETERMINATION FOR THERAPY SERVICES FURNISHED BY OUTSIDE SUPPLIERS  | PROVIDER NO.: _____                                    | PERIOD:<br>From: _____<br>To: _____ | WORKSHEET A-8-3<br>PARTS I - III |                          |   |                          |                      |                          |                  |                          |  |  |  |  |  |
| Check applicable box: <table style="display: inline-table; vertical-align: middle;"> <tr> <td><input type="checkbox"/></td> <td>Physical Therapy services rendered before 4/10/98</td> <td><input type="checkbox"/></td> <td>Occupational Therapy</td> <td><input type="checkbox"/></td> <td>Speech Pathology</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Physical Therapy services rendered on or after 4/10/98</td> <td colspan="4"></td> </tr> </table> |  |                                     |                                  | <input type="checkbox"/> | Physical Therapy services rendered before 4/10/98 | <input type="checkbox"/> | Occupational Therapy | <input type="checkbox"/> | Speech Pathology | <input type="checkbox"/> | Physical Therapy services rendered on or after 4/10/98 |  |  |  |  |
| <input type="checkbox"/>   | Physical Therapy services rendered before 4/10/98      | <input type="checkbox"/>            | Occupational Therapy             | <input type="checkbox"/> | Speech Pathology                                  |                          |                      |                          |                  |                          |  |  |  |  |  |
| <input type="checkbox"/>   | Physical Therapy services rendered on or after 4/10/98 |                                     |                                  |                          |   |                          |                      |                          |                  |                          |  |  |  |  |  |

**PART I - GENERAL INFORMATION**

|  |                  |                 |                 |            |    |
|--|------------------|-----------------|-----------------|------------|----|
| 1 Total number of weeks worked (During which outside suppliers (excluding aides) worked)   |                  |                 |                 |            | 1  |
| 2 Line 1 multiplied by 15 hours per week   |                  |                 |                 |            | 2  |
| 3 Number of unduplicated HHA visits - supervisors or therapists (See Instructions)   |                  |                 |                 |            | 3  |
| 4 Number of unduplicated HHA visits - therapy assistants (Include only visits made by therapy assistants and on which supervisor and/or therapist was not present during the visit) (See Instructions) |                  |                 |                 |            | 4  |
| 5 Standard travel expense rate   |                  |                 |                 |            | 5  |
| 6 Optional travel expense rate per mile  |                  |                 |                 |            | 6  |
|  | Supervisors<br>1 | Therapists<br>2 | Assistants<br>3 | Aides<br>4 |    |
| 7 Total hours worked   |                  |                 |                 |            | 7  |
| 8 AHSEA (See Instructions)   |                  |                 |                 |            | 8  |
| 9 Standard Travel Allowance (Cols 1 and 2, one-half of col 2, line 8; col 3, one-half of col 3, line 8)  |                  |                 |                 |            | 9  |
| 10 Number of travel hours (HHA only)   |                  |                 |                 |            | 10 |
| 11 Number of miles driven (HHA only)   |                  |                 |                 |            | 11 |

**PART II - SALARY EQUIVALENCY COMPUTATIONS**

|   |  |  |  |  |    |
|---|--|--|--|--|----|
| 12 Supervisors (Col 1, line 7 times col 1, line 8)  |  |  |  |  | 12 |
| 13 Therapists (Col 2, line 7 times col 2, line 8)   |  |  |  |  | 13 |
| 14 Assistants (Col 3, line 7 times col 3, line 8)   |  |  |  |  | 14 |
| 15 Subtotal Allowance Amount (Sum of lines 12-14)   |  |  |  |  | 15 |
| 16 Aides (Col 4, line 7 times col 4, line 8)  |  |  |  |  | 16 |
| 17 Total Allowance Amount (Sum of lines 15 and 16)  |  |  |  |  | 17 |
| If the sum of cols 1-3, line 7, is greater than line 2, make no entries on lines 18 and 19 and enter on line 20 the amount from line 17. Otherwise, complete lines 18-20. |  |  |  |  |    |
| 18 Weighted average rate excluding aides (Line 15 divided by the sum of cols 1-3, line 7)   |  |  |  |  | 18 |
| 19 Weighted allowance excluding aides (Line 2 times line 18)  |  |  |  |  | 19 |
| 20 Total Salary Equivalency (Line 17 or sum of lines 16 plus 19)  |  |  |  |  | 20 |

**PART III - TRAVEL ALLOWANCE AND TRAVEL EXPENSE COMPUTATION - HHA SERVICES**

**Standard Travel Allowance and Standard Travel Expense**

|  |  |  |  |  |    |
|--|--|--|--|--|----|
| 21 Therapists (Line 3 times col 2, line 9)                     |  |  |  |  | 21 |
| 22 Assistants (Line 4 times col 3, line 9)                     |  |  |  |  | 22 |
| 23 Subtotal (Sum of lines 21 and 22)                           |  |  |  |  | 23 |
| 24 Standard Travel Expense (Line 5 times sum of lines 3 and 4) |  |  |  |  | 24 |

**Optional Travel Allowance and Optional Travel Expense**

|  |  |  |  |  |    |
|--|--|--|--|--|----|
| 25 Therapists (Sum of cols 1 and 2, line 10 times col 2, line 8)   |  |  |  |  | 25 |
| 26 Assistants (Col 3, line 10 times col 3, line 8)                 |  |  |  |  | 26 |
| 27 Subtotal (Sum of lines 25 and 26)                               |  |  |  |  | 27 |
| 28 Optional Travel Expense (Line 6 times sum of cols 1-3, line 11) |  |  |  |  | 28 |

**Total Travel Allowance and Travel Expenses - HHA Services; Complete one of the following three lines 29, 30 or 31, as appropriate**

|   |  |  |  |  |    |
|---|--|--|--|--|----|
| 29 Standard Travel Allowance and Standard Travel Expenses (Sum of lines 23 and 24 - See Instructions) |  |  |  |  | 29 |
| 30 Optional Travel Allowance and Standard Travel Expenses (Sum of lines 27 and 24 - See Instructions) |  |  |  |  | 30 |
| 31 Optional Travel Allowance and Optional Travel Expenses (Sum of lines 27 and 28 - See Instructions) |  |  |  |  | 31 |



05-07

## FORM CMS-1728-94

3290 (Cont.)

REASONABLE COST DETERMINATION FOR THERAPY  
SERVICES FURNISHED BY OUTSIDE SUPPLIERS

PROVIDER NO.:

PERIOD:

From: \_\_\_\_\_

WORKSHEET A-8-3  
PART IV & V

Check applicable box:

 Physical Therapy services rendered before 4/10/98  Occupational Therapy  Speech Pathology  
 Physical Therapy services rendered on or after 4/10/98

| PART IV - OVERTIME COMPUTATION   |            |            |       |       |    |
|--|------------|------------|-------|-------|----|
| Description  | Therapists | Assistants | Aides | TOTAL |    |
|  | 1          | 2          | 3     | 4     |    |
| 32 Overtime hours worked during cost reporting period (If col 4, line 32, is zero or equal to or greater than 2,080, do not complete lines 33-40 and enter zero in each column of line 41) |            |            |       |       | 32 |
| 33 Overtime rate (Multiply the amounts in cols 2-4, line 8 (AHSEA) times 1.5)  |            |            |       |       | 33 |
| 34 Total overtime (Including base and overtime allowance) (Multiply line 32 times line 33)   |            |            |       |       | 34 |
| CALCULATION OF LIMIT   |            |            |       |       |    |
| 35 Percentage of overtime hours by category (Divide the hours in each column on line 32 by the total overtime worked - col. 4, line 32)  |            |            |       |       | 35 |
| 36 Allocation of provider's standard workyear for one full-time employee times the percentage on line 35 (See Instructions)  |            |            |       |       | 36 |
| DETERMINATION OF OVERTIME ALLOWANCE  |            |            |       |       |    |
| 37 Adjusted hourly salary equivalency amount (AHSEA) (From Part I, cols 2-4, line 8)   |            |            |       |       | 37 |
| 38 Overtime cost limitation (Line 36 times line 37)  |            |            |       |       | 38 |
| 39 Maximum overtime cost (Enter the lesser of line 34 or line 38)  |            |            |       |       | 39 |
| 40 Portion of overtime already included in hourly computation at the AHSEA (Multiply line 32 times line 37)  |            |            |       |       | 40 |
| 41 Overtime allowance (Line 39 minus line 40 - if negative enter zero) (Col 4, sum of cols 1-3)  |            |            |       |       | 41 |
| PART V - COMPUTATION OF THERAPY LIMITATION AND EXCESS COST ADJUSTMENT  |            |            |       |       |    |
| 42 Salary equivalency amount (from Part II, line 20)   |            |            |       |       | 42 |
| 43 Travel allowance and expense - HHA services (from Part III, lines 29, 30 or 31)   |            |            |       |       | 43 |
| 44 Overtime allowance (from Part IV, col. 4, line 41)  |            |            |       |       | 44 |
| 45 Equipment cost (See Instructions)   |            |            |       |       | 45 |
| 46 Supplies (See Instructions)   |            |            |       |       | 46 |
| 47 Total allowance (Sum of lines 42-46)  |            |            |       |       | 47 |
| 48 Total cost of outside supplier services (from provider records)   |            |            |       |       | 48 |
| 49 Excess over limitation (line 48 minus line 47 - transfer amount to A-5, line 10, 10.1, or 10.2 as applicable - if negative, enter zero -- See Instructions)                             |            |            |       |       | 49 |

| COST ALLOCATION - GENERAL SERVICE COST |  | PROVIDER NO.:         |                   | PERIOD:<br>From: _____<br>To: _____ |                 | WORKSHEET B          |                          |       |
|--|--|-----------------------|-------------------|-------------------------------------|-----------------|----------------------|--------------------------|-------|
|  | NET EXPENSES FOR COST ALLOCATION (FR.WKST A, COL 10) | CAPITAL RELATED COSTS |                   | PLANT OPERATION & MAINTENANCE       | TRANS-PORTATION | SUBTOTAL (cols. 0-4) | ADMINISTRATIVE & GENERAL | TOTAL |
|  |  | BLDGS & FIXTURES      | MOVABLE EQUIPMENT |                                     |                 |                      |                          |       |
|  | 0  | 1                     | 2                 | 3                                   | 4               | 4A                   | 5                        | 6     |
| <b>GENERAL SERVICE COST CENTERS</b>    |  |                       |                   |                                     |                 |                      |                          |       |
| 1                                      | Capital Related - Bldg. and Fixtures                 |                       |                   |                                     |                 |                      |                          | 1     |
| 2                                      | Capital Related - Movable Equipment                  |                       |                   |                                     |                 |                      |                          | 2     |
| 3                                      | Plant Operation & Maintenance                        |                       |                   |                                     |                 |                      |                          | 3     |
| 4                                      | Transportation (See Instructions)                    |                       |                   |                                     |                 |                      |                          | 4     |
| 5                                      | Administrative and General                           |                       |                   |                                     |                 |                      |                          | 5     |
| <b>HHA REIMBURSABLE SERVICES</b>       |  |                       |                   |                                     |                 |                      |                          |       |
| 6                                      | Skilled Nursing Care                                 |                       |                   |                                     |                 |                      |                          | 6     |
| 7                                      | Physical Therapy                                     |                       |                   |                                     |                 |                      |                          | 7     |
| 8                                      | Occupational Therapy                                 |                       |                   |                                     |                 |                      |                          | 8     |
| 9                                      | Speech Pathology                                     |                       |                   |                                     |                 |                      |                          | 9     |
| 10                                     | Medical Social Services                              |                       |                   |                                     |                 |                      |                          | 10    |
| 11                                     | Home Health Aide                                     |                       |                   |                                     |                 |                      |                          | 11    |
| 12                                     | Supplies (See Instructions)                          |                       |                   |                                     |                 |                      |                          | 12    |
| 13                                     | Drugs  |                       |                   |                                     |                 |                      |                          | 13    |
| 13.20                                  | Cost of Administering Vaccines                       |                       |                   |                                     |                 |                      |                          | 13.20 |
| 14                                     | DME  |                       |                   |                                     |                 |                      |                          | 14    |
| <b>HHA NONREIMBURSABLE SERVICES</b>    |  |                       |                   |                                     |                 |                      |                          |       |
| 15                                     | Home Dialysis Aide Services                          |                       |                   |                                     |                 |                      |                          | 15    |
| 16                                     | Respiratory Therapy                                  |                       |                   |                                     |                 |                      |                          | 16    |
| 17                                     | Private Duty Nursing                                 |                       |                   |                                     |                 |                      |                          | 17    |
| 18                                     | Clinic   |                       |                   |                                     |                 |                      |                          | 18    |
| 19                                     | Health Promotion Activities                          |                       |                   |                                     |                 |                      |                          | 19    |
| 20                                     | Day Care Program                                     |                       |                   |                                     |                 |                      |                          | 20    |
| 21                                     | Home Delivered Meals Program                         |                       |                   |                                     |                 |                      |                          | 21    |
| 22                                     | Homemaker Services                                   |                       |                   |                                     |                 |                      |                          | 22    |
| 23                                     | Other  |                       |                   |                                     |                 |                      |                          | 23    |
| <b>SPECIAL PURPOSE COST CENTER</b>     |  |                       |                   |                                     |                 |                      |                          |       |
| 24                                     | CORF   |                       |                   |                                     |                 |                      |                          | 24    |
| 25                                     | Hospice  |                       |                   |                                     |                 |                      |                          | 25    |
| 26                                     | CMHC   |                       |                   |                                     |                 |                      |                          | 26    |
| 27                                     | RHC  |                       |                   |                                     |                 |                      |                          | 27    |
| 28                                     | FQHC   |                       |                   |                                     |                 |                      |                          | 28    |
| 29                                     | Total  |                       |                   |                                     |                 |                      |                          | 29    |

| COST ALLOCATION - STATISTICAL BASIS |                                      | PROVIDER NO.:                    |   | PERIOD:<br>From: _____<br>To: _____ |                | WORKSHEET B-1                               |       |
|-------------------------------------|--------------------------------------|----------------------------------|---|-------------------------------------|----------------|---|-------|
| COST CENTER                         | CAPITAL RELATED COSTS                |                                  | PLANT OPERATION MAINTENANCE (SQUARE FEET) | TRANSPORTATION (MILEAGE)            | RECONCILIATION | ADMINISTRATIVE & GENERAL (ACCUMULATED COST) | TOTAL |
|                                     | BLDGS & FIXTURES (SQUARE FEET)       | MOVABLE EQUIPMENT (DOLLAR VALUE) |   |                                     |                |   |       |
|                                     | 1                                    | 2                                |   |                                     |                |   |       |
| GENERAL SERVICE COST CENTER         |                                      |                                  |   |                                     |                |   |       |
| 1                                   | Capital Related - Bldg. and Fixtures |                                  |   |                                     |                |   | 1     |
| 2                                   | Capital Related - Movable Equipment  |                                  |   |                                     |                |   | 2     |
| 3                                   | Plant Operation & Maintenance        |                                  |   |                                     |                |   | 3     |
| 4                                   | Transportation (See Instructions)    |                                  |   |                                     |                |   | 4     |
| 5                                   | Administrative and General           |                                  |   |                                     |                |   | 5     |
| HHA REIMBURSABLE SERVICES           |                                      |                                  |   |                                     |                |   |       |
| 6                                   | Skilled Nursing Care                 |                                  |   |                                     |                |   | 6     |
| 7                                   | Physical Therapy                     |                                  |   |                                     |                |   | 7     |
| 8                                   | Occupational Therapy                 |                                  |   |                                     |                |   | 8     |
| 9                                   | Speech Pathology                     |                                  |   |                                     |                |   | 9     |
| 10                                  | Medical Social Services              |                                  |   |                                     |                |   | 10    |
| 11                                  | Home Health Aide                     |                                  |   |                                     |                |   | 11    |
| 12                                  | Supplies (See Instructions)          |                                  |   |                                     |                |   | 12    |
| 13                                  | Drugs                                |                                  |   |                                     |                |   | 13    |
| 13.20                               | Cost of Administering Vaccines       |                                  |   |                                     |                |   | 13.20 |
| 14                                  | DME                                  |                                  |   |                                     |                |   | 14    |
| HHA NONREIMBURSABLE SERVICES        |                                      |                                  |   |                                     |                |   |       |
| 15                                  | Home Dialysis Aide Services          |                                  |   |                                     |                |   | 15    |
| 16                                  | Respiratory Therapy                  |                                  |   |                                     |                |   | 16    |
| 17                                  | Private Duty Nursing                 |                                  |   |                                     |                |   | 17    |
| 18                                  | Clinic                               |                                  |   |                                     |                |   | 18    |
| 19                                  | Health Promotion Activities          |                                  |   |                                     |                |   | 19    |
| 20                                  | Day Care Program                     |                                  |   |                                     |                |   | 20    |
| 21                                  | Home Delivered Meals Program         |                                  |   |                                     |                |   | 21    |
| 22                                  | Homemaker Services                   |                                  |   |                                     |                |   | 22    |
| 23                                  | Other                                |                                  |   |                                     |                |   | 23    |
| SPECIAL PURPOSE COST CENTER         |                                      |                                  |   |                                     |                |   |       |
| 24                                  | CORF                                 |                                  |   |                                     |                |   | 24    |
| 25                                  | Hospice                              |                                  |   |                                     |                |   | 25    |
| 26                                  | CMHC                                 |                                  |   |                                     |                |   | 26    |
| 27                                  | RHC                                  |                                  |   |                                     |                |   | 27    |
| 28                                  | FQHC                                 |                                  |   |                                     |                |   | 28    |
| 29                                  | Total                                |                                  |   |                                     |                |   | 29    |
| 30                                  | Cost To Be Allocated (Per Wkst B)    |                                  |   |                                     |                |   | 30    |
| 31                                  | Unit Cost Multiplier                 |                                  |   |                                     |                |   | 31    |

FORM CMS-1728-94-B-1 (5-2007) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB. 15-2, SEC 3214)

APPORTIONMENT OF PATIENT SERVICE COSTS

PROVIDER CCN: \_\_\_\_\_

PERIOD:  
From: \_\_\_\_\_  
To: \_\_\_\_\_

WORKSHEET C  
PARTS I & II

PART I - AGGREGATE AGENCY COST PER VISIT COMPUTATION

| Cost Per Visit Computation |                           | From Wkst<br>B, Col. 6,<br>Line: | Total |        | Average<br>Cost<br>Per Visit<br>(Cols 2 + 3) (1) |
|----------------------------|---------------------------|----------------------------------|-------|--------|--|
|                            |                           |                                  | Cost  | Visits |  |
|                            |                           |                                  | 2     | 3      |  |
| Patient Services           |                           | 1                                |       |        | 4  |
| 1                          | Skilled Nursing           | 6                                |       |        | 1  |
| 2                          | Physical Therapy          | 7                                |       |        | 2  |
| 3                          | Occupational Therapy      | 8                                |       |        | 3  |
| 4                          | Speech Pathology          | 9                                |       |        | 4  |
| 5                          | Medical Social Services   | 10                               |       |        | 5  |
| 6                          | Home Health Aide Services | 11                               |       |        | 6  |
| 7                          | Total (Sum of lines 1-6)  |                                  |       |        | 7  |

PART II - COMPUTATION OF THE AGGREGATE MEDICARE COST AND THE AGGREGATE OF THE MEDICARE LIMITATION (2)

| MSA/CBSA CODE: _____                            |                           | From Wkst. C,<br>Part I, Col. 4,<br>Line: | Medicare Program Visits |  |  | Cost of Medicare Services |  |  | Total<br>(Sum of<br>Cols 8 & 9) |
|---|---------------------------|---|-------------------------|--|--|---------------------------|--|--|---------------------------------|
|   |                           |   | Part B                  |  | Part B                                     |                           |  |  |                                 |
|   |                           |   | Part A                  | Not Subject<br>to Deductibles<br>& Coinsurance | Subject<br>to Deductibles<br>& Coinsurance | Part A                    | Not Subject<br>to Deductibles<br>& Coinsurance | Subject<br>to Deductibles<br>& Coinsurance |                                 |
|   |                           |   |                         | 5  | 6  |                           | 7  | 8  |                                 |
| Total Medicare Patient Service Cost Computation |                           | 4   |                         |  |  |                           |  |  | 11                              |
| 1   | Skilled Nursing           | 1   |                         |  |  |                           |  |  | 1                               |
| 2   | Physical Therapy          | 2   |                         |  |  |                           |  |  | 2                               |
| 3   | Occupational Therapy      | 3   |                         |  |  |                           |  |  | 3                               |
| 4   | Speech Pathology          | 4   |                         |  |  |                           |  |  | 4                               |
| 5   | Medical Social Services   | 5   |                         |  |  |                           |  |  | 5                               |
| 6   | Home Health Aide Services | 6   |                         |  |  |                           |  |  | 6                               |
| 7   | Total (Sum of lines 1-6)  |   |                         |  |  |                           |  |  | 7                               |

| Total Medicare Patient Service Cost Limitation Computation |  | Program<br>Cost<br>Limits | Medicare Program Visits |  |  | Cost of Medicare Services |  |  | Total<br>(Sum of<br>Cols 8 & 9) |
|--|--|---------------------------|-------------------------|--|--|---------------------------|--|--|---------------------------------|
|  |  |                           | Part B                  |  | Part B                                     |                           |  |  |                                 |
|  |  |                           | Part A                  | Not Subject<br>to Deductibles<br>& Coinsurance | Subject<br>to Deductibles<br>& Coinsurance | Part A                    | Not Subject<br>to Deductibles<br>& Coinsurance | Subject<br>to Deductibles<br>& Coinsurance |                                 |
|  |  |                           |                         | 5  | 6  |                           | 7  | 8  |                                 |
| 8  | Skilled Nursing  |                           |                         |  |  |                           |  |  | 8                               |
| 9  | Physical Therapy   |                           |                         |  |  |                           |  |  | 9                               |
| 10   | Occupational Therapy   |                           |                         |  |  |                           |  |  | 10                              |
| 11   | Speech Pathology   |                           |                         |  |  |                           |  |  | 11                              |
| 12   | Medical Social Services  |                           |                         |  |  |                           |  |  | 12                              |
| 13   | Home Health Aide Services  |                           |                         |  |  |                           |  |  | 13                              |
| 14   | Total (Sum of lines 8-13 plus the subscripts of lines 1-6, respectively) |                           |                         |  |  |                           |  |  | 14                              |

(1) Compute the average cost per visit one time for each discipline (column 4, lines 1 through 6) for the entire home health agency.  
 (2) Complete Worksheet C, Part II once for each MSA where Medicare covered services were furnished during the cost reporting period.

|  |                        |                                     |                                  |
|--|------------------------|-------------------------------------|----------------------------------|
| APPORTIONMENT OF PATIENT SERVICE COSTS | PROVIDER CCN:<br>_____ | PERIOD:<br>From: _____<br>To: _____ | WORKSHEET C<br>PARTS III, IV & V |
|--|------------------------|-------------------------------------|----------------------------------|

**PART III - SUPPLIES AND DRUGS COST COMPUTATION**

| Other Patient Services      | From Wkst B, Col. 6, Line: | Total Cost | Total Charges from HHA Record | Ratio (Col 2 ÷ 3) | Medicare Covered Charges |  |                                      | Cost of Services |  |                                      |
|-----------------------------|----------------------------|------------|-------------------------------|-------------------|--------------------------|--|--------------------------------------|------------------|--|--------------------------------------|
|                             |                            |            |                               |                   | Part A                   | Part B                                   |                                      | Part A           | Part B                                   |                                      |
|                             |                            |            |                               |                   |                          | Not Subject to Deductibles & Coinsurance | Subject to Deductibles & Coinsurance |                  | Not Subject to Deductibles & Coinsurance | Subject to Deductibles & Coinsurance |
| 1                           | 2                          | 3          | 4                             | 5                 | 6                        | 7  | 8                                    | 9                | 10                                       |                                      |
| 15 Cost of Medical Supplies | 12                         |            |                               |                   |                          |  |                                      |                  |  | 15                                   |
| 16 Cost of Drugs            | 13                         |            |                               |                   |                          |  |                                      |                  |  | 16                                   |
| 16.20 Cost of Drugs         | 13.20                      |            |                               |                   |                          |  |                                      |                  |  | 16.20                                |

**PART IV - COMPARISON OF THE LESSER OF THE AGGREGATE MEDICARE COST, THE AGGREGATE OF THE MEDICARE COST PER VISIT LIMITATION AND THE AGGREGATE PER BENEFICIARY COST LIMITATION**

|   | Medicare Program Unduplicated Census Count For Each MSA/CBSA Pre 10/1/2000 (4) | Per Beneficiary Annual Limitation Per MSA/Non-MSA CBSA/Non-CBSA (From Your Contractor) | Cost of Medicare Services |  |                                      | Total (Sum of Cols 3 & 4) |
|---|--|--|---------------------------|--|--------------------------------------|---------------------------|
|   |  |  | Part A                    | Part B                                   |                                      |                           |
|   |  |  |                           | Not Subject to Deductibles & Coinsurance | Subject to Deductibles & Coinsurance |                           |
| 1   | 2  | 3  | 4                         | 5  | 6                                    |                           |
| 17 Total Cost of Medicare Services (Sum of the amounts from each Wkst. C, Pt. II, cols. 8, 9 & 11, respectively, lines 1-6 (exclusive of subscripts)) |  |  |                           |  |                                      | 17                        |
| 18 Cost of Medical Supplies (from Part III, columns 8 and 9, line 15 (exclusive of line 15.01))   |  |  |                           |  |                                      | 18                        |
| 19 Total (Sum of lines 17 and 18)   |  |  |                           |  |                                      | 19                        |
| 20 Total Cost Per Visit Limitation for Medicare Services (Sum of the amounts from each Wkst. C, Pt. II, cols. 8, 9 & 11, respectively, line 14)       |  |  |                           |  |                                      | 20                        |
| 21 Cost of Medical Supplies (from Part III, columns 8 and 9, line 15 (exclusive of line 15.01))   |  |  |                           |  |                                      | 21                        |
| 22 Total (Sum of lines 20 and 21)   |  |  |                           |  |                                      | 22                        |

|   | MSA/CBSA Code (3) | 1 | 2 | 3 | 4 | 5 | (Col 1 x 2) |
|---|-------------------|---|---|---|---|---|-------------|
|   | 0                 |   |   |   |   |   |             |
| 23 Per Beneficiary Cost Limitation for MSA/CBSA:                                      |                   |   |   |   |   |   | 23          |
| 23.01 Per Beneficiary Cost Limitation for MSA/CBSA:                                   |                   |   |   |   |   |   | 23.01       |
| 23.02 Per Beneficiary Cost Limitation for MSA/CBSA:                                   |                   |   |   |   |   |   | 23.02       |
| 23.03 Per Beneficiary Cost Limitation for MSA/CBSA:                                   |                   |   |   |   |   |   | 23.03       |
| 23.04 Per Beneficiary Cost Limitation for MSA/CBSA:                                   |                   |   |   |   |   |   | 23.04       |
| 23.05 Per Beneficiary Cost Limitation for MSA/CBSA:                                   |                   |   |   |   |   |   | 23.05       |
| 23.06 Per Beneficiary Cost Limitation for MSA/CBSA:                                   |                   |   |   |   |   |   | 23.06       |
| 23.07 Per Beneficiary Cost Limitation for MSA/CBSA:                                   |                   |   |   |   |   |   | 23.07       |
| 23.08 Per Beneficiary Cost Limitation for MSA/CBSA:                                   |                   |   |   |   |   |   | 23.08       |
| 23.09 Per Beneficiary Cost Limitation for MSA/CBSA:                                   |                   |   |   |   |   |   | 23.09       |
| 24 Aggregate Per Beneficiary Cost Limitation (Sum of lines 23 and subscripts thereof) |                   |   |   |   |   |   | 24          |

**PART V - OUTPATIENT THERAPY REDUCTION COMPUTATION**

| Patient Services              | From Wkst. C, Part I, Col. 4, Line: | Average Cost Per Visit | Part B Subject to Deductibles and Coinsurance      |   |  |   |  |   |  |                                     |
|-------------------------------|-------------------------------------|------------------------|--|---|--|---|--|---|--|-------------------------------------|
|                               |                                     |                        | Medicare Program Visits for Services Before 1/1/98 | Medicare Program Costs for Services Before 1/1/98 | Medicare Program Visits for Services 1/1/98-12/31/98 | Medicare Program Visits for Services 1/1/99-9/30/00 | Medicare Program Visits for Services on or after 10/1/00 | Medicare Program Costs for Services 1/1/98-12/31/98 | Application of the Reasonable Cost Reduction | Reasonable Costs Net of Adjustments |
|                               |                                     |                        | 3  | 4   | 5  | 5.01  | 5.02   | 6   | 7  | 8                                   |
| 1                             | 2                                   | 3                      | 4  | 5   | 5.01   | 5.02  | 6  | 7   | 8  |                                     |
| 25 Physical Therapy           | 2                                   |                        |  |   |  |   |  |   |  | 25                                  |
| 26 Occupational Therapy       | 3                                   |                        |  |   |  |   |  |   |  | 26                                  |
| 27 Speech Pathology           | 4                                   |                        |  |   |  |   |  |   |  | 27                                  |
| 28 Total (Sum of lines 25-27) |                                     |                        |  |   |  |   |  |   |  | 28                                  |

(3) The MSA/CBSA codes flow from Worksheet S-3, Part III, line 29 and subscripts as indicated.

(4) The sum of column 1, line 24 must equal Worksheet S-3, Part I, column 2, line 10.01.

FORM CMS-1728-94-C (5-2013) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB. 15-2, SEC. 3215 - 3215.5)

|  |  |               |                                     |             |
|--|--|---------------|-------------------------------------|-------------|
| CALCULATION OF REIMBURSEMENT SETTLEMENT - PART A AND PART B SERVICES |  | PROVIDER CCN: | PERIOD:<br>From: _____<br>To: _____ | WORKSHEET D |
|--|--|---------------|-------------------------------------|-------------|

PART I - COMPUTATION OF THE LESSER OF REASONABLE COST OR CUSTOMARY CHARGES

| Description  | PART A<br>1 | PART B                                   |                                      |      |
|--|-------------|--|--------------------------------------|------|
|  |             | Not Subject to Deductibles & Coinsurance | Subject to Deductibles & Coinsurance |      |
|  |             | 2  | 3                                    |      |
| Reasonable Cost of Title XVIII - Part A & Part B Services  |             |  |                                      |      |
| 1 Reasonable Cost of Services (See Instructions)   |             |  |                                      | 1    |
| 2 Cost of Services, RHC & FQHC   |             |  |                                      | 2    |
| 3 Sum of Lines 1 and 2   |             |  |                                      | 3    |
| 4 Total charges for title XVIII - Part A and Part B Services - Pre 10/1/2000   |             |  |                                      | 4    |
| 4.01 Total charges for title XVIII - Part A and Part B Services - Post 9/30/2000   |             |  |                                      | 4.01 |
| Customary Charges  |             |  |                                      |      |
| 5 Amount actually collected from patients liable for payment for services on a charge basis (From your records)  |             |  |                                      | 5    |
| 6 Amount that would have been realized from patients liable for payment for services on a charge basis had such payment been made in accordance with 42 CFR 413.13(b)              |             |  |                                      | 6    |
| 7 Ratio of line 5 to 6 (Not to exceed 1.000000)  |             |  |                                      | 7    |
| 8 Total customary charges - title XVIII (Multiply line 7 by line 4 for column 1) (Multiply line 7 by the sum of lines 4 & 4.01 for columns 2 & 3, respectively) (See Instructions) |             |  |                                      | 8    |
| 9 Excess of total customary charges over total reasonable cost (Complete only if line 8 exceeds line 3)  |             |  |                                      | 9    |
| 10 Excess of reasonable cost over customary charges (Complete only if line 3 exceeds line 8)   |             |  |                                      | 10   |
| 11 Primary Payer Amounts   |             |  |                                      | 11   |

PART II - COMPUTATION OF REIMBURSEMENT SETTLEMENT

| Description   | PART A Services | PART B Services |       |
|---|-----------------|-----------------|-------|
|   | 1               | 2               |       |
| 12 Total reasonable cost (See Instructions)   |                 |                 | 12    |
| 12.01 Total PPS Payment - Full Episodes without Outliers  |                 |                 | 12.01 |
| 12.02 Total PPS Payment - Full Episodes with Outliers   |                 |                 | 12.02 |
| 12.03 Total PPS Payment - LUPA Episodes   |                 |                 | 12.03 |
| 12.04 Total PPS Payment - PEP Only Episodes   |                 |                 | 12.04 |
| 12.05 Total PPS Payment - SCIC within a PEP Episodes  |                 |                 | 12.05 |
| 12.06 Total PPS Payment - SCIC Only Episodes  |                 |                 | 12.06 |
| 12.07 Total PPS Outlier Payment - Full Episodes with Outliers   |                 |                 | 12.07 |
| 12.08 Total PPS Outlier Payment - PEP Only Episodes   |                 |                 | 12.08 |
| 12.09 Total PPS Outlier Payment - SCIC within a PEP Episodes  |                 |                 | 12.09 |
| 12.10 Total PPS Outlier Payment - SCIC Only Episodes  |                 |                 | 12.10 |
| 12.11 Total Other Payments  |                 |                 | 12.11 |
| 12.12 DME Payment   |                 |                 | 12.12 |
| 12.13 Oxygen Payment  |                 |                 | 12.13 |
| 12.14 Prosthetics and Orthotics Payment   |                 |                 | 12.14 |
| 13 Part B deductibles billed to Medicare patients (exclude coinsurance)   |                 |                 | 13    |
| 14 Subtotal (Sum of lines 12-12.14 minus line 13)   |                 |                 | 14    |
| 15 Excess reasonable cost (from line 10)  |                 |                 | 15    |
| 16 Subtotal (Line 14 minus line 15)   |                 |                 | 16    |
| 17 Coinsurance billed to Medicare patients (From your records)  |                 |                 | 17    |
| 18 Net cost (Line 16 minus line 17)   |                 |                 | 18    |
| 19 Reimbursable bad debts (From your records)   |                 |                 | 19    |
| 20 Pneumococcal Vaccine   |                 |                 | 20    |
| 21 Total Costs - Current cost reporting period (See Instructions)   |                 |                 | 21    |
| 22 Amounts applicable to prior cost reporting periods resulting from disposition of depreciable assets              |                 |                 | 22    |
| 23 Recovery of excess depreciation resulting from agencies' termination or decrease in Medicare utilization         |                 |                 | 23    |
| 24 Unrefunded charges to beneficiaries for excess costs erroneously collected based on correction of cost limit     |                 |                 | 24    |
| 25 Total cost before sequestration and other adjustments- (line 21 plus/minus line 22 minus sum of lines 23 and 24) |                 |                 | 25    |
| 25.50 Other Adjustments (see instructions) (specify)  |                 |                 | 25.50 |
| 26 Sequestration Adjustment (See Instructions)  |                 |                 | 26    |
| 27 Amount reimbursable after sequestration and other adjustments (Line 25 plus line 25.5 minus line 26)             |                 |                 | 27    |
| 28 Total interim payments (From Worksheet D-1, line 4)  |                 |                 | 28    |
| 28.5 Tentative settlement (For intermediary use only)   |                 |                 | 28.5  |
| 29 Balance due HHA/Medicare program (Line 27 minus line 28) (Indicate overpayments in brackets)                     |                 |                 | 29    |
| 30 Protested amounts (nonallowable cost report items) in accordance with CMS Pub. 15-2, section 115.2               |                 |                 | 30    |
| 31 Balance due HHA/Medicare program (Line 29 minus line 30) (Indicate overpayments in brackets)                     |                 |                 | 31    |

FORM CMS-1728-94-D (5-2013) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB. 15-2, SEC. 3216 - 3216.2)

ANALYSIS OF PAYMENTS TO HHAs  
FOR SERVICES RENDERED TO  
PROGRAM BENEFICIARIES

PROVIDER NO.:

PERIOD:

WORKSHEET D-1

From: \_\_\_\_\_

To: \_\_\_\_\_

| Description                     | PART A   |  | PART B  |                     |      |      |      |
|---------------------------------|--|--|---|---------------------|------|------|------|
|                                 | mm/dd/yyyy   | Amount   | mm/dd/yyyy  | Amount              |      |      |      |
|                                 | 1  | 2  | 3   | 4                   |      |      |      |
| 1                               | Total interim payments paid to provider  |  |   |                     | 1    |      |      |
| 2                               | Interim pymts payable on individual bills either submitted or to be submitted to the intermediary, for services rendered in the cost reporting period. If none, write "NONE" or enter a zero.                        |  |   |                     | 2    |      |      |
| 3                               | List separately each retroactive lump sum adjustment amount based on subsequent revision of the interim rate for the cost reporting period. Also show date of each payment. If none write "NONE" or enter a zero.(1) | Program to Provider  | .01   |                     |      | 3.01 |      |
|                                 |  |  | .02   |                     |      | 3.02 |      |
|                                 |  |  | .03   |                     |      | 3.03 |      |
|                                 |  |  | .04   |                     |      | 3.04 |      |
|                                 |  |  | .05   |                     |      | 3.05 |      |
|                                 | Provider to Program  | .50  |   |                     | 3.50 |      |      |
|                                 |  | .51  |   |                     | 3.51 |      |      |
|                                 |  | .52  |   |                     | 3.52 |      |      |
|                                 |  | .53  |   |                     | 3.53 |      |      |
|                                 | SUBTOTAL (Sum of lines 3.01-3.49, minus sum of lines 3.50-3.98)  |  | .99   |                     |      | 3.99 |      |
| 4                               | TOTAL INTERIM PAYMENTS (Sum of lines 1, 2 and 3.99)(Transfer to Wkst D, Part II, column as appropriate, line 28)   |  |   |                     | 4    |      |      |
| TO BE COMPLETED BY INTERMEDIARY |  |  |   |                     |      |      |      |
| 5                               | List separately each tentative settlement payment after desk review. Also show date of each payment. If none, write "NONE" or enter a zero. (1)<br>"NONE" or enter a zero. (1)                                       | Program to Provider  | .01   |                     |      | 5.01 |      |
|                                 |  |  | .02   |                     |      | 5.02 |      |
|                                 |  |  | .03   |                     |      | 5.03 |      |
|                                 |  | Provider to Program  | .50   |                     |      | 5.50 |      |
|                                 |  |  | .51   |                     |      | 5.51 |      |
|                                 |  | SUBTOTAL (Sum of lines 5.01-5.49 minus sum of lines 5.50-5.98) |   | .99                 |      |      | 5.99 |
|                                 |  | 6  | Determine net settlement amount (balance due) based on the cost report (See Instructions) | Program to Provider | .01  |      |      |
| Provider to Program             | .02  |  |   |                     |      |      | 6.02 |
| 7                               | TOTAL MEDICARE PROGRAM LIABILITY (See Instructions)  |  |   |                     | 7    |      |      |
| Name of Intermediary            |  |  | Intermediary Number   |                     |      |      |      |
| Signature of Authorized Person  |  |  | Date: Month, Day, Year  |                     |      |      |      |

(1) On lines 3, 5 and 6, where an amount is due "Provider to Program," show the amount and date on which the provider agrees to the amount of repayment, even though total repayment is not accomplished until a later date.

FORM CMS-1728-94-D-1 (11-1998) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB. 15-2, SEC. 3217)

| BALANCE SHEET<br>(To be completed by all providers maintaining fund type accounting records. Nonproprietary providers not maintaining fund type accounting records, should complete the "General Fund" column only.) |   | PROVIDER NO.:     |                            | PERIOD:<br>From: _____<br>To: _____ |                 | WORKSHEET F |
|--|---|-------------------|----------------------------|-------------------------------------|-----------------|-------------|
| ASSETS<br>(Omit Cents)   |   | GENERAL FUND<br>1 | SPECIFIC PURPOSE FUND<br>2 | ENDOWMENT FUND<br>3                 | PLANT FUND<br>4 |             |
| <b>CURRENT ASSETS</b>  |   |                   |                            |                                     |                 |             |
| 1  | Cash on hand and in banks   |                   |                            |                                     |                 | 1           |
| 2  | Temporary investments   |                   |                            |                                     |                 | 2           |
| 3  | Notes receivable  |                   |                            |                                     |                 | 3           |
| 4  | Accounts Receivable   |                   |                            |                                     |                 | 4           |
| 5  | Other Receivables   |                   |                            |                                     |                 | 5           |
| 6  | Less: Allowance for uncollectible notes and accounts receivable               | ( )               |                            |                                     |                 | 6           |
| 7  | Inventory   |                   |                            |                                     |                 | 7           |
| 8  | Prepaid Expenses  |                   |                            |                                     |                 | 8           |
| 9  | Other current assets  |                   |                            |                                     |                 | 9           |
| 10   | Due from other funds  |                   |                            |                                     |                 | 10          |
| 11   | TOTAL CURRENT ASSETS (Sum of lines 1-10)                                      |                   |                            |                                     |                 | 11          |
| <b>FIXED ASSETS</b>  |   |                   |                            |                                     |                 |             |
| 12   | Land  |                   |                            |                                     |                 | 12          |
| 13   | Land Improvements   |                   |                            |                                     |                 | 13          |
| 14   | Less: Accumulated Depreciation  | ( )               |                            |                                     |                 | 14          |
| 15   | Buildings   |                   |                            |                                     |                 | 15          |
| 16   | Less: Accumulated Depreciation  | ( )               |                            |                                     |                 | 16          |
| 17   | Leasehold improvements  |                   |                            |                                     |                 | 17          |
| 18   | Less: Accumulated Depreciation  | ( )               |                            |                                     |                 | 18          |
| 19   | Fixed equipment   |                   |                            |                                     |                 | 19          |
| 20   | Less: Accumulated Depreciation  | ( )               |                            |                                     |                 | 20          |
| 21   | Automobiles and trucks  |                   |                            |                                     |                 | 21          |
| 22   | Less: Accumulated Depreciation  | ( )               |                            |                                     |                 | 22          |
| 23   | Major movable equipment   |                   |                            |                                     |                 | 23          |
| 24   | Less: Accumulated Depreciation  | ( )               |                            |                                     |                 | 24          |
| 25   | Minor equipment nondepreciable  |                   |                            |                                     |                 | 25          |
| 26   | Other fixed assets  |                   |                            |                                     |                 | 26          |
| 27   | TOTAL FIXED ASSETS (Sum of lines 12-26)                                       |                   |                            |                                     |                 | 27          |
| <b>OTHER ASSETS</b>  |   |                   |                            |                                     |                 |             |
| 28   | Investments   |                   |                            |                                     |                 | 28          |
| 29   | Deposits on leases  |                   |                            |                                     |                 | 29          |
| 30   | Due from owners/officers  |                   |                            |                                     |                 | 30          |
| 31   |   |                   |                            |                                     |                 | 31          |
| 32   | TOTAL OTHER ASSETS (Sum of lines 28-31)                                       |                   |                            |                                     |                 | 32          |
| 33   | TOTAL ASSETS (Sum of lines 11, 27 and 32)                                     |                   |                            |                                     |                 | 33          |
| <b>LIABILITIES AND FUND BALANCE<br/>(Omit Cents)</b>   |   |                   |                            |                                     |                 |             |
| <b>CURRENT LIABILITIES</b>   |   |                   |                            |                                     |                 |             |
| 34   | Accounts payable  |                   |                            |                                     |                 | 34          |
| 35   | Salaries, wages & fees payable  |                   |                            |                                     |                 | 35          |
| 36   | Payroll taxes payable   |                   |                            |                                     |                 | 36          |
| 37   | Notes & loans payable (short term)  |                   |                            |                                     |                 | 37          |
| 38   | Deferred income   |                   |                            |                                     |                 | 38          |
| 39   | Accelerated payments  |                   |                            |                                     |                 | 39          |
| 40   | Due to other funds  |                   |                            |                                     |                 | 40          |
| 41   | Other (Specify)   |                   |                            |                                     |                 | 41          |
| 42   | TOTAL CURRENT LIABILITIES (Sum of lines 34-41)                                |                   |                            |                                     |                 | 42          |
| <b>LONG TERM LIABILITIES</b>   |   |                   |                            |                                     |                 |             |
| 43   | Mortgage payable  |                   |                            |                                     |                 | 43          |
| 44   | Notes payable   |                   |                            |                                     |                 | 44          |
| 45   | Unsecured Loans   |                   |                            |                                     |                 | 45          |
| 46   | Loans from owners - prior to 7/1/66   |                   |                            |                                     |                 | 46          |
| 47   | Loans from owners - on or after 7/1/66  |                   |                            |                                     |                 | 47          |
| 48   | Other (Specify)   |                   |                            |                                     |                 | 48          |
| 49   | TOTAL LONG TERM LIABILITIES (Sum of lines 43-48)                              |                   |                            |                                     |                 | 49          |
| 50   | TOTAL LIABILITIES (Sum of lines 42 and 49)                                    |                   |                            |                                     |                 | 50          |
| <b>CAPITAL ACCOUNTS</b>  |   |                   |                            |                                     |                 |             |
| 51   | General fund balance  |                   |                            |                                     |                 | 51          |
| 52   | Specific purpose fund balance   |                   |                            |                                     |                 | 52          |
| 53   | Donor created--Endowment fund balance--restricted                             |                   |                            |                                     |                 | 53          |
| 54   | Donor created--Endowment fund balance--unrestricted                           |                   |                            |                                     |                 | 54          |
| 55   | Governing body created--Endowment fund balance                                |                   |                            |                                     |                 | 55          |
| 56   | Plant fund balance--Invested in plant   |                   |                            |                                     |                 | 56          |
| 57   | Plant fund balance-- Reserve for plant improvement, replacement and expansion |                   |                            |                                     |                 | 57          |
| 58   | TOTAL FUND BALANCES (Sum of lines 51 thru 57)                                 |                   |                            |                                     |                 | 58          |
| 59   | TOTAL LIABILITIES AND FUND BALANCE (Sum of lines 50 and 58)                   |                   |                            |                                     |                 | 59          |

( ) = contra amount



| STATEMENT OF REVENUE AND EXPENSES |   | PROVIDER NO.: | PERIOD<br>From: _____<br>To: _____ | WORKSHEET F-1 |
|-----------------------------------|---|---------------|------------------------------------|---------------|
| 1                                 | Total patient revenues                                      |               |                                    | 1             |
| 2                                 | Less: Allowances and discounts on patients' accounts        |               |                                    | 2             |
| 3                                 | Net patient revenues (Line 1 minus line 2)                  |               |                                    | 3             |
| 4                                 | Operating expenses (From Worksheet A, column 6, line 29)    |               |                                    | 4             |
| 5                                 | Additions to operating expenses (Specify)                   |               |                                    | 5             |
| 6                                 |   |               |                                    | 6             |
| 7                                 |   |               |                                    | 7             |
| 8                                 |   |               |                                    | 8             |
| 9                                 |   |               |                                    | 9             |
| 10                                |   |               |                                    | 10            |
| 11                                | Subtractions from operating expenses (Specify)              |               |                                    | 11            |
| 12                                |   |               |                                    | 12            |
| 13                                |   |               |                                    | 13            |
| 14                                |   |               |                                    | 14            |
| 15                                |   |               |                                    | 15            |
| 16                                |   |               |                                    | 16            |
| 17                                | Less total operating expenses (net of lines 4 thru 16)      |               |                                    | 17            |
| 18                                | Net income from service to patients (Line 3 minus line 17)  |               |                                    | 18            |
| Other income:                     |   |               |                                    |               |
| 19                                | Contributions, donations, bequests, etc.                    |               |                                    | 19            |
| 20                                | Income from investments                                     |               |                                    | 20            |
| 21                                | Purchase discounts  |               |                                    | 21            |
| 22                                | Rebates and refunds of expenses                             |               |                                    | 22            |
| 23                                | Sale of Medical and Nursing Supplies to other than patients |               |                                    | 23            |
| 24                                | Sale of durable medical equipment to other than patients    |               |                                    | 24            |
| 25                                | Sale of drugs to other than patients                        |               |                                    | 25            |
| 26                                | Sale of medical records and abstracts                       |               |                                    | 26            |
| 27                                | Other revenues (Specify)                                    |               |                                    | 27            |
| 28                                |   |               |                                    | 28            |
| 29                                |   |               |                                    | 29            |
| 30                                |   |               |                                    | 30            |
| 31                                |   |               |                                    | 31            |
| 32                                | Total Other Income (Sum of lines 19 thru 31)                |               |                                    | 32            |
| 33                                | Net Income or Loss for the period (Line 18 plus line 32)    |               |                                    | 33            |

FORM CMS-1728-94 (12-1994) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB. 15-2, SEC. 3218)

| STATEMENT OF CHANGES IN FUND BALANCES |  |   |                       | PROVIDER NO.: | PERIOD:<br>From: _____<br>To: _____ |   | WORKSHEET F-2 |   |    |
|---------------------------------------|--|---|-----------------------|---------------|-------------------------------------|---|---------------|---|----|
|                                       | GENERAL FUND   |   | SPECIFIC PURPOSE FUND |               | ENDOWMENT FUND                      |   | PLANT FUND    |   |    |
|                                       | 1  | 2 | 3                     | 4             | 5                                   | 6 | 7             | 8 |    |
| 1                                     | Fund balances at beginning of period                                       |   |                       |               |                                     |   |               |   | 1  |
| 2                                     | Net Income (loss) (From Worksheet F-1, line 33)                            |   |                       |               |                                     |   |               |   | 2  |
| 3                                     | Total (Sum of line 1 and line 2)   |   |                       |               |                                     |   |               |   | 3  |
| 4                                     | Additions (Credit adjustments) (Specify)                                   |   |                       |               |                                     |   |               |   | 4  |
| 5                                     |  |   |                       |               |                                     |   |               |   | 5  |
| 6                                     |  |   |                       |               |                                     |   |               |   | 6  |
| 7                                     |  |   |                       |               |                                     |   |               |   | 7  |
| 8                                     |  |   |                       |               |                                     |   |               |   | 8  |
| 9                                     | Total Additions (Sum of lines 4-8)   |   |                       |               |                                     |   |               |   | 9  |
| 10                                    | Subtotal (line 3 plus line 9)  |   |                       |               |                                     |   |               |   | 10 |
| 11                                    | Deductions (Debit adjustments) (Specify)                                   |   |                       |               |                                     |   |               |   | 11 |
| 12                                    |  |   |                       |               |                                     |   |               |   | 12 |
| 13                                    |  |   |                       |               |                                     |   |               |   | 13 |
| 14                                    |  |   |                       |               |                                     |   |               |   | 14 |
| 15                                    |  |   |                       |               |                                     |   |               |   | 15 |
| 16                                    | Total Deductions (Sum of lines 11-15)                                      |   |                       |               |                                     |   |               |   | 16 |
| 17                                    | Fund balance at end of period per balance sheet<br>(line 10 minus line 16) |   |                       |               |                                     |   |               |   | 17 |

ALLOCATION OF GENERAL SERVICE COSTS TO CORF REIMBURSABLE COST CENTERS

PROVIDER NO.:

CORF NO.:

PERIOD:

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

WORKSHEET J-1  
PARTS I & II

PART I - ALLOCATION OF GENERAL SERVICE COSTS TO CORF REIMBURSABLE COST CENTERS

| CORF COST CENTER<br>(OMIT CENTS)    | NET EXPENSES FOR COST ALLOCATION (1)<br>0 | CAPITAL RELATED COSTS |                        | PLANT OPERATION & MAINTENANCE<br>3 | TRANSPORTATION<br>4 | SUBTOTAL (cols. 0-4)<br>4A | ADMINISTRATIVE & GENERAL<br>5 | SUB-TOTAL<br>6 | ALLOCATED CORF A&G (SEE PART II)<br>7 | TOTAL (SUM OF COLS 6 & 7)<br>8 |
|-------------------------------------|---|-----------------------|------------------------|------------------------------------|---------------------|----------------------------|-------------------------------|----------------|---------------------------------------|--------------------------------|
|                                     |   | BLDGS & FIXTURES<br>1 | MOVABLE EQUIPMENT<br>2 |                                    |                     |                            |                               |                |                                       |                                |
| 1 Administrative and General        |   |                       |                        |                                    |                     |                            |                               |                |                                       | 1                              |
| 2 Skilled Nursing Care              |   |                       |                        |                                    |                     |                            |                               |                |                                       | 2                              |
| 3 Physical Therapy                  |   |                       |                        |                                    |                     |                            |                               |                |                                       | 3                              |
| 4 Occupational Therapy              |   |                       |                        |                                    |                     |                            |                               |                |                                       | 4                              |
| 5 Speech Pathology                  |   |                       |                        |                                    |                     |                            |                               |                |                                       | 5                              |
| 6 Medical Social Services           |   |                       |                        |                                    |                     |                            |                               |                |                                       | 6                              |
| 7 Respiratory Therapy               |   |                       |                        |                                    |                     |                            |                               |                |                                       | 7                              |
| 8 Psychological Services            |   |                       |                        |                                    |                     |                            |                               |                |                                       | 8                              |
| 9 Prosthetic and Orthotic Devices   |   |                       |                        |                                    |                     |                            |                               |                |                                       | 9                              |
| 10 Drugs and Biologicals            |   |                       |                        |                                    |                     |                            |                               |                |                                       | 10                             |
| 11 Medical Supplies                 |   |                       |                        |                                    |                     |                            |                               |                |                                       | 11                             |
| 12 Durable Medical Equipment-Rented |   |                       |                        |                                    |                     |                            |                               |                |                                       | 12                             |
| 13 Durable Medical Equipment-Sold   |   |                       |                        |                                    |                     |                            |                               |                |                                       | 13                             |
| 14 Other Part B Services            |   |                       |                        |                                    |                     |                            |                               |                |                                       | 14                             |
| 15 TOTALS (Sum of lines 1-14) (2)   |   |                       |                        |                                    |                     |                            |                               |                |                                       | 15                             |

(1) Column 0, line 15 must agree with Wkst. A, column 10, line 24.

(2) Columns 0 through 5, line 15 must agree with the corresponding columns of Wkst. B, line 24

PART II - COMPUTATION OF UNIT COST MULTIPLIER FOR ALLOCATION OF CORF ADMINISTRATIVE AND GENERAL COSTS

|   |  |   |
|---|--|---|
| 1 | Amount from Part I, column 6, line 15  | 1 |
| 2 | Amount from Part I, column 6, line 1   | 2 |
| 3 | Line 1 minus line 2  | 3 |
| 4 | Unit cost multiplier for CORF A&G costs (Line 2 divided by line 3)(multiply each amount in column 6, lines 2 through 14, Part I, by the unit cost multiplier and enter the result on the corresponding line of column 7) | 4 |

|                           |  |                                     |               |
|---------------------------|--|-------------------------------------|---------------|
| COMPUTATION OF CORF COSTS | PROVIDER NO.: _____<br>CORF NO.: _____ | PERIOD:<br>FROM: _____<br>TO: _____ | WORKSHEET J-2 |
|---------------------------|--|-------------------------------------|---------------|

**PART I - APPORTIONMENT OF CORF COST CENTERS NET OF THE APPLICABLE REASONABLE COST REDUCTION**

| CORF COST CENTER<br>(OMIT CENTS)    | TOTAL COSTS<br>(FROM SUPP.<br>WKST. J-1, PT.<br>I, COL. 8) (1) | TOTAL<br>CORF<br>CHARGES (2) | RATIO OF<br>COSTS TO<br>CHARGES<br>(COL. 1 / COL. 2) | TITLE XVIII<br>CORF<br>CHARGES * | TITLE XVIII<br>CORF COSTS<br>(COL. 3 X<br>COL. 4) | TITLE XVIII<br>CORF<br>CHARGES ON<br>OR AFTER<br>1/1/98 * | TITLE XVIII<br>CORF<br>COSTS ON OR<br>AFTER 1/1/98 | REASONABLE<br>COST<br>REDUCTION<br>AMOUNT | TITLE XVIII<br>COST NET OF<br>REASONABLE<br>COST<br>REDUCTION |    |
|-------------------------------------|--|------------------------------|--|----------------------------------|---|---|--|---|---|----|
|                                     | 1  | 2                            | 3  | 4                                | 5   | 6   | 7  | 8   | 9   |    |
| 1 Administrative and General        |  |                              |  |                                  |   |   |  |   |   | 1  |
| 2 Skilled Nursing Care              |  |                              |  |                                  |   |   |  |   |   | 2  |
| 3 Physical Therapy                  |  |                              |  |                                  |   |   |  |   |   | 3  |
| 4 Occupational Therapy              |  |                              |  |                                  |   |   |  |   |   | 4  |
| 5 Speech Pathology                  |  |                              |  |                                  |   |   |  |   |   | 5  |
| 6 Medical Social Services           |  |                              |  |                                  |   |   |  |   |   | 6  |
| 7 Respiratory Therapy               |  |                              |  |                                  |   |   |  |   |   | 7  |
| 8 Psychological Services            |  |                              |  |                                  |   |   |  |   |   | 8  |
| 9 Prosthetic and Orthotic Devices   |  |                              |  |                                  |   |   |  |   |   | 9  |
| 10 Drugs and Biologicals            |  |                              |  |                                  |   |   |  |   |   | 10 |
| 11 Medical Supplies                 |  |                              |  |                                  |   |   |  |   |   | 11 |
| 12 Durable Medical Equipment-Rented |  |                              |  |                                  |   |   |  |   |   | 12 |
| 13 Durable Medical Equipment-Sold   |  |                              |  |                                  |   |   |  |   |   | 13 |
| 14 Other Part B Services            |  |                              |  |                                  |   |   |  |   |   | 14 |
| 15 TOTALS (Sum of lines 2-14)       |  |                              |  |                                  |   |   |  |   |   | 15 |

**PART II - APPORTIONMENT OF COST OF CORF SERVICES FURNISHED BY HHA DEPARTMENTS**

|                                       | Fr. Wkst. B,<br>Col 6, Line: |  |  |  |  |  |  |  |  |    |
|---------------------------------------|------------------------------|--|--|--|--|--|--|--|--|----|
| 16 Respiratory Therapy                | 16                           |  |  |  |  |  |  |  |  | 16 |
| 17 Physical Therapy                   | 7                            |  |  |  |  |  |  |  |  | 17 |
| 18 Occupational Therapy               | 8                            |  |  |  |  |  |  |  |  | 18 |
| 19 Speech Pathology                   | 9                            |  |  |  |  |  |  |  |  | 19 |
| 20 Supplies                           | 12                           |  |  |  |  |  |  |  |  | 20 |
| 21 Drugs Charged to Patients          | 13                           |  |  |  |  |  |  |  |  | 21 |
| 23 Total (Sum of lines 16 through 21) |                              |  |  |  |  |  |  |  |  | 23 |

- (1) Cost for Part II, lines 16-22 are obtained from Worksheet B, column 6, lines as appropriate
- (2) Charges for Part II, column 2 are total facility charges for each cost center and are obtained from provider records

**PART III- TOTAL CORF COSTS**

|   |   |   |   |   |   |   |    |
|---|---|---|---|---|---|---|----|
| 24 Total CORF costs - Add the amount from Part I, column 9, line 15 and the amount from Part II, column 9, line 23.<br>Add the amounts from Part I, line 15 and Part II, line 23 for columns 4 through 8, respectively. | 4 | 5 | 6 | 7 | 8 | 9 | 24 |
|---|---|---|---|---|---|---|----|

Transfer the amount in Part III, column 9 to Worksheet J-3, line 1.

\* See instructions for fee scheduled payment basis items for services rendered on or after January 1, 1999.

ALLOCATION OF GENERAL SERVICE COSTS TO CORF COST CENTERS

PROVIDER NO.:

PERIOD:

WORKSHEET J-1  
PART III

CORF NO.:

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

PART III - ALLOCATION OF GENERAL SERVICE COSTS TO CORF COST CENTERS - STATISTICAL BASIS

| CORF COST CENTER<br>(OMIT CENTS)    | CAPITAL<br>RELATED COSTS                |  | PLANT<br>OPERATION<br>& MAINTENANCE<br>(SQUARE<br>FEET) | TRANSPOR-<br>TATION<br>(MILEAGE) | RECONCIL-<br>IATION | ADMINISTRATIVE<br>& GENERAL<br>(ACCUMULATED<br>COST) |    |
|-------------------------------------|---|--|---|----------------------------------|---------------------|--|----|
|                                     | BLDGS &<br>FIXTURES<br>(SQUARE<br>FEET) | MOVABLE<br>EQUIPMENT<br>(SQUARE<br>FEET) |   |                                  |                     |  |    |
|                                     | 1                                       | 2  | 3   | 4                                | 5A                  | 5  |    |
| 1 Administrative and General        |   |  |   |                                  |                     |  | 1  |
| 2 Skilled Nursing Care              |   |  |   |                                  |                     |  | 2  |
| 3 Physical Therapy                  |   |  |   |                                  |                     |  | 3  |
| 4 Occupational Therapy              |   |  |   |                                  |                     |  | 4  |
| 5 Speech Pathology                  |   |  |   |                                  |                     |  | 5  |
| 6 Medical Social Services           |   |  |   |                                  |                     |  | 6  |
| 7 Respiratory Therapy               |   |  |   |                                  |                     |  | 7  |
| 8 Psychological Services            |   |  |   |                                  |                     |  | 8  |
| 9 Prosthetic and Orthotic Devices   |   |  |   |                                  |                     |  | 9  |
| 10 Drugs and Biologicals            |   |  |   |                                  |                     |  | 10 |
| 11 Medical Supplies                 |   |  |   |                                  |                     |  | 11 |
| 12 Durable Medical Equipment-Rented |   |  |   |                                  |                     |  | 12 |
| 13 Durable Medical Equipment-Sold   |   |  |   |                                  |                     |  | 13 |
| 14 Other Part B Services            |   |  |   |                                  |                     |  | 14 |
| 15 TOTALS (Sum of lines 1-14)       |   |  |   |                                  |                     |  | 15 |
| 16 Total Cost to be Allocated       |   |  |   |                                  |                     |  | 16 |
| 17 Unit Cost Multiplier             |   |  |   |                                  |                     |  | 17 |

|   |                 |                          |               |
|---|-----------------|--------------------------|---------------|
| CALCULATION OF REIMBURSEMENT SETTLEMENT - CORF SERVICES | CORF NO.: _____ | FROM: _____<br>TO: _____ | WORKSHEET J-3 |
|---|-----------------|--------------------------|---------------|

PART I-COMPUTATION OF CUSTOMARY CHARGES FOR CORF SERVICES

|                   |  |  |     |
|-------------------|--|--|-----|
| 1                 | Total reasonable cost of CORF services (See instructions)  |  | 1   |
| 1.1               | Total reasonable cost of CORF services prior to 1/1/1998 (Reasonable cost basis) (See instructions)  |  | 1.1 |
| 1.2               | Total reasonable cost of CORF services on or after 1/1/1998 (Subject to LCC) (See instructions)  |  | 1.2 |
| 2                 | Primary payment amounts (CORF services)  |  | 2   |
| 3                 | Net cost (Line 1 minus line 2)   |  | 3   |
| 4                 | Total CORF charges   |  | 4   |
| Customary Charges |  |  |     |
| 5                 | Amounts actually collected from patients liable for payments for CORF services on a charge basis (From your records)   |  | 5   |
| 6                 | Amount that would have been realized from patients liable for payment for CORF services on a charge basis had such payment been made in accordance with 42 CFR 413.13(b) |  | 6   |
| 7                 | Ratio of line 5 to line 6 (Not to exceed 1.000000)   |  | 7   |
| 8                 | Total customary charges - CORF services (Multiply line 7 x line 4)   |  | 8   |
| 8.1               | Total customary charges - CORF services prior to 1/1/1998 (Reasonable cost basis) (See instructions)   |  | 8.1 |
| 8.2               | Total customary charges - CORF services on or after 1/1/1998 (Subject to LCC) (See instructions)   |  | 8.2 |

COMPUTATION OF LESSER OF REASONABLE COSTS OR CUSTOMARY CHARGES FOR CORF SERVICES FURNISHED IN CALENDAR YEAR 1998

|     |   |  |     |
|-----|---|--|-----|
| 8.3 | Excess of customary charges over reasonable costs (Complete only if line 8.2 exceeds line 1.2) (See instructions) |  | 8.3 |
| 8.4 | Excess of reasonable costs over customary charges (Complete only if line 1.2 exceeds line 8.2) (See instructions) |  | 8.4 |

PART II - COMPUTATION OF REIMBURSEMENT SETTLEMENT

|      |  |  |      |
|------|--|--|------|
| 9    | Cost of CORF services (From line 3)  |  | 9    |
| 10   | Part B deductible billed to Program patients (exclude coinsurance amounts)                                   |  | 10   |
| 11   | Net Cost (Line 9 minus line 10)  |  | 11   |
| 11.1 | Excess of reasonable costs over customary charges for services rendered on or after 1/1/1998 (from line 8.4) |  | 11.1 |
| 11.2 | Subtotal (line 11 minus line 11.1)   |  | 11.2 |
| 12   | 80% of Part B cost (80% x line 11.2)   |  | 12   |
| 13   | Actual coinsurance billed to Program patients (From your records)  |  | 13   |
| 14   | Net cost less actual billed coinsurance (Line 11 minus line 13)  |  | 14   |
| 15   | Reimbursable bad debts (See instructions)  |  | 15   |
| 16   | Net reimbursable amount (Line 15 plus the lesser of line 12 or line 14)                                      |  | 16   |
| 17   | Amounts applicable to prior cost reporting periods resulting from disposition of depreciable assets          |  | 17   |
| 18   | Recovery of excess depreciation resulting from facility's termination or a decrease in Program utilization   |  | 18   |
| 19   | Other adjustments (specify)  |  | 19   |
| 20   | Total Cost - reimbursable to provider (Line 16 minus lines 17 and 18 and plus or minus line 19)              |  | 20   |
| 21   | Sequestration Adjustment (See instructions)  |  | 21   |
| 22   | Amount due provider after sequestration adjustment (Amount on line 20 minus line 21)                         |  | 22   |
| 23   | Interim payments   |  | 23   |
| 23.5 | Tentative settlement (For intermediary use only)   |  | 23.5 |
| 24   | Balance due CORF/Program (Line 22 minus line 23) (Indicate overpayments in brackets)                         |  | 24   |
| 25   | Protested amounts (nonallowable cost report items) in accordance with PRM II, Sec. 115.2(B)                  |  | 25   |
| 26   | Balance due CORF/Program (Line 24 minus line 25) (Indicate overpayments in brackets)                         |  | 26   |

|  |                    |                          |               |
|--|--------------------|--------------------------|---------------|
| ANALYSIS OF PAYMENTS TO PROVIDER-BASED CORF FOR SERVICES RENDERED TO PROGRAM BENEFICIARIES | CORF NO.:<br>_____ | FROM: _____<br>TO: _____ | WORKSHEET J-4 |
|--|--------------------|--------------------------|---------------|

| DESCRIPTION |   | PART B              |        |     |      |
|-------------|---|---------------------|--------|-----|------|
|             |   | 1                   | 2      |     |      |
|             |   | mm/dd/yyyy          | Amount |     |      |
| 1           | Total interim payments paid to CORF   |                     |        | 1   |      |
| 2           | Interim payments payable on individual bills either, submitted or to be submitted to the intermediary, for services rendered in the cost reporting period. If none, write "NONE" or enter a zero.                     |                     |        | 2   |      |
| 3           | List separately each retroactive lump sum adjustment amount based on subsequent revision of the interim rate for the cost reporting period. Also show date of each payment. If none write "NONE" or enter a zero. (1) | Program to Provider | .01    |     | 3.01 |
|             |   |                     | .02    |     | 3.02 |
|             |   |                     | .03    |     | 3.03 |
|             |   |                     | .04    |     | 3.04 |
|             |   |                     | .05    |     | 3.05 |
|             |   | Provider to Program | .50    |     | 3.50 |
|             |   |                     | .51    |     | 3.51 |
|             |   |                     | .52    |     | 3.52 |
|             |   |                     | .53    |     | 3.53 |
|             |   |                     |        | .54 |      |
|             | SUBTOTAL (Sum of lines 3.01-3.49, minus sum of lines 3.50-3.98)   |                     | .99    |     | 3.99 |
| 4           | TOTAL INTERIM PAYMENTS (Sum of lines 1, 2 and 3.99)<br>(Transfer to Supp. Wkst J-3, Part II, line 23)   |                     |        |     | 4    |

TO BE COMPLETED BY INTERMEDIARY

|   |   |                     |   |     |      |
|---|---|---------------------|---|-----|------|
| 5 | List separately each tentative settlement payment after desk review. Also show date of each payment. If none, write "NONE" or enter a zero. (1) | Program to Provider | .01   |     | 5.01 |
|   |   |                     | .02   |     | 5.02 |
|   |   |                     | .03   |     | 5.03 |
|   |   | Provider to Program | .50   |     | 5.50 |
|   |   |                     | .51   |     | 5.51 |
|   |   |                     | .52   |     | 5.52 |
|   | SUBTOTAL (Sum of lines 5.01-5.49, minus sum of lines 5.50-5.98)   |                     | .99   |     | 5.99 |
| 6 | Determine net settlement amount (balance due) based on the cost report (SEE INSTRUCTIONS). (1)  | Program to Provider | .01   |     | 6.01 |
|   |   |                     | Provider to Program                                 | .02 |      |
|   |   |                     | TOTAL MEDICARE PROGRAM LIABILITY (See Instructions) |     |      |

Name of Intermediary \_\_\_\_\_

Intermediary Number \_\_\_\_\_

Signature of Authorized Person \_\_\_\_\_

Date: (Month, Day, Year) \_\_\_\_\_

(1) On lines 3, 5 and 6, where an amount is due "Provider to Program," show the amount and date on which the provider agrees to the amount of repayment, even though total repayment is not accomplished until a later date.

RECLASSIFICATION AND ADJUSTMENT OF TRIAL BALANCE OF EXPENSES

PROVIDER NO:

PERIOD:

WORKSHEET K

HOSPICE NO.:

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

| COST CENTER DESCRIPTIONS                            | SALARIES        | EMPLOYEE         | TRANSPOR-          | CON-                              | OTHER | TOTAL | RECLAS- | SUBTOTAL | ADJUST- | TOTAL |
|---|-----------------|------------------|--------------------|-----------------------------------|-------|-------|---------|----------|---------|-------|
|   | (From Wkst.K-1) | (From Wkst. K-2) | TATION (See inst.) | TRACTED SERVICES (From Wkst. K-3) |       |       |         |          |         |       |
|   | 1               | 2                | 3                  | 4                                 | 5     | 6     | 7       | 8        | 9       | 10    |
| GENERAL SERVICE COST CENTERS                        |                 |                  |                    |                                   |       |       |         |          |         |       |
| 1 Capital Related Costs-Bldg and Fixt.              |                 |                  |                    |                                   |       |       |         |          |         | 1     |
| 2 Capital Related Costs-Movable Equip.              |                 |                  |                    |                                   |       |       |         |          |         | 2     |
| 3 Plant Operation and Maintenance                   |                 |                  |                    |                                   |       |       |         |          |         | 3     |
| 4 Transportation - Staff                            |                 |                  |                    |                                   |       |       |         |          |         | 4     |
| 5 Volunteer Service Coordination                    |                 |                  |                    |                                   |       |       |         |          |         | 5     |
| 6 Administrative and General                        |                 |                  |                    |                                   |       |       |         |          |         | 6     |
| INPATIENT CARE SERVICE                              |                 |                  |                    |                                   |       |       |         |          |         |       |
| 7 Inpatient - General Care                          |                 |                  |                    |                                   |       |       |         |          |         | 7     |
| 8 Inpatient - Respite Care                          |                 |                  |                    |                                   |       |       |         |          |         | 8     |
| VISITING SERVICES                                   |                 |                  |                    |                                   |       |       |         |          |         |       |
| 9 Physician Services                                |                 |                  |                    |                                   |       |       |         |          |         | 9     |
| 10 Nursing Care                                     |                 |                  |                    |                                   |       |       |         |          |         | 10    |
| 10.20 Nursing Care - Continuous Home Care           |                 |                  |                    |                                   |       |       |         |          |         | 10.20 |
| 11 Physical Therapy                                 |                 |                  |                    |                                   |       |       |         |          |         | 11    |
| 12 Occupational Therapy                             |                 |                  |                    |                                   |       |       |         |          |         | 12    |
| 13 Speech/ Language Pathology                       |                 |                  |                    |                                   |       |       |         |          |         | 13    |
| 14 Medical Social Services                          |                 |                  |                    |                                   |       |       |         |          |         | 14    |
| 15 Spiritual Counseling                             |                 |                  |                    |                                   |       |       |         |          |         | 15    |
| 16 Dietary Counseling                               |                 |                  |                    |                                   |       |       |         |          |         | 16    |
| 17 Counseling - Other                               |                 |                  |                    |                                   |       |       |         |          |         | 17    |
| 18 Home Health Aide and Homemaker                   |                 |                  |                    |                                   |       |       |         |          |         | 18    |
| 18.20 Home Health Aide and Homemaker-Cont Home Care |                 |                  |                    |                                   |       |       |         |          |         | 18.20 |
| 19 Other  |                 |                  |                    |                                   |       |       |         |          |         | 19    |
| OTHER HOSPICE SERVICE COSTS                         |                 |                  |                    |                                   |       |       |         |          |         |       |
| 20 Drugs, Biological and Infusion Therapy           |                 |                  |                    |                                   |       |       |         |          |         | 20    |
| 20.30 Analgesics                                    |                 |                  |                    |                                   |       |       |         |          |         | 20.30 |
| 20.31 Sedatives/Hypnotics                           |                 |                  |                    |                                   |       |       |         |          |         | 20.31 |
| 20.32 Other - specify                               |                 |                  |                    |                                   |       |       |         |          |         | 20.32 |
| 21 Durable Medical Equipment/Oxygen                 |                 |                  |                    |                                   |       |       |         |          |         | 21    |
| 22 Patient Transportation                           |                 |                  |                    |                                   |       |       |         |          |         | 22    |
| 23 Imaging Services                                 |                 |                  |                    |                                   |       |       |         |          |         | 23    |
| 24 Labs and Diagnostics                             |                 |                  |                    |                                   |       |       |         |          |         | 24    |
| 25 Medical Supplies                                 |                 |                  |                    |                                   |       |       |         |          |         | 25    |
| 26 Outpatient Services (incl. E/R Dept.)            |                 |                  |                    |                                   |       |       |         |          |         | 26    |
| 27 Radiation Therapy                                |                 |                  |                    |                                   |       |       |         |          |         | 27    |
| 28 Chemotherapy                                     |                 |                  |                    |                                   |       |       |         |          |         | 28    |
| 29 Other  |                 |                  |                    |                                   |       |       |         |          |         | 29    |
| HOSPICE NONREIMBURSABLE SERV.                       |                 |                  |                    |                                   |       |       |         |          |         |       |
| 30 Bereavement Program Costs                        |                 |                  |                    |                                   |       |       |         |          |         | 30    |
| 31 Volunteer Program Costs                          |                 |                  |                    |                                   |       |       |         |          |         | 31    |
| 32 Fundraising                                      |                 |                  |                    |                                   |       |       |         |          |         | 32    |
| 33 Other Program Costs                              |                 |                  |                    |                                   |       |       |         |          |         | 33    |
| 34 Total (sum of line 1 thru 33)                    |                 |                  |                    |                                   |       |       |         |          |         | 34    |

The net expenses for cost allocation on Worksheet A for the Hospice cost center line must equal the total facility costs in column 10, line 34 of this worksheet.



COMPENSATION ANALYSIS - SALARIES AND WAGES

PROVIDER NO:

PERIOD:

WORKSHEET K-1

HOSPICE NO.:

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

|       | COST CENTER DESCRIPTIONS<br>(omit cents)      | ADMINIS | DIRECTOR | SOCIAL   | SUPER- | NURSES | TOTAL      | AIDES | ALL OTHER | TOTAL (1) |       |
|-------|---|---------|----------|----------|--------|--------|------------|-------|-----------|-----------|-------|
|       |   | TRATOR  |          | SERVICES | VISORS |        | THERAPISTS |       |           |           |       |
|       |   | 1       | 2        | 3        | 4      | 5      | 6          | 7     | 8         | 9         |       |
|       | GENERAL SERVICE COST CENTERS                  |         |          |          |        |        |            |       |           |           |       |
| 1     | Capital Related Costs-Bldg and Fixt.          |         |          |          |        |        |            |       |           |           | 1     |
| 2     | Capital Related Costs-Movable Equip.          |         |          |          |        |        |            |       |           |           | 2     |
| 3     | Plant Operation and Maintenance               |         |          |          |        |        |            |       |           |           | 3     |
| 4     | Transportation - Staff                        |         |          |          |        |        |            |       |           |           | 4     |
| 5     | Volunteer Service Coordination                |         |          |          |        |        |            |       |           |           | 5     |
| 6     | Administrative and General                    |         |          |          |        |        |            |       |           |           | 6     |
|       | INPATIENT CARE SERVICE                        |         |          |          |        |        |            |       |           |           |       |
| 7     | Inpatient - General Care                      |         |          |          |        |        |            |       |           |           | 7     |
| 8     | Inpatient - Respite Care                      |         |          |          |        |        |            |       |           |           | 8     |
|       | VISITING SERVICES                             |         |          |          |        |        |            |       |           |           |       |
| 9     | Physician Services                            |         |          |          |        |        |            |       |           |           | 9     |
| 10    | Nursing Care                                  |         |          |          |        |        |            |       |           |           | 10    |
| 10.20 | Nursing Care - Continuous Home Care           |         |          |          |        |        |            |       |           |           | 10.20 |
| 11    | Physical Therapy                              |         |          |          |        |        |            |       |           |           | 11    |
| 12    | Occupational Therapy                          |         |          |          |        |        |            |       |           |           | 12    |
| 13    | Speech/ Language Pathology                    |         |          |          |        |        |            |       |           |           | 13    |
| 14    | Medical Social Services                       |         |          |          |        |        |            |       |           |           | 14    |
| 15    | Spiritual Counseling                          |         |          |          |        |        |            |       |           |           | 15    |
| 16    | Dietary Counseling                            |         |          |          |        |        |            |       |           |           | 16    |
| 17    | Counseling - Other                            |         |          |          |        |        |            |       |           |           | 17    |
| 18    | Home Health Aide and Homemaker                |         |          |          |        |        |            |       |           |           | 18    |
| 18.20 | Home Health Aide and Homemaker-Cont Home Care |         |          |          |        |        |            |       |           |           | 18.20 |
| 19    | Other   |         |          |          |        |        |            |       |           |           | 19    |
|       | OTHER HOSPICE SERVICE COSTS                   |         |          |          |        |        |            |       |           |           |       |
| 20    | Drugs Biological and Infusion Therapy         |         |          |          |        |        |            |       |           |           | 20    |
| 20.30 | Analgesics                                    |         |          |          |        |        |            |       |           |           | 20.30 |
| 20.31 | Sedatives/Hypnotics                           |         |          |          |        |        |            |       |           |           | 20.31 |
| 20.32 | Other - specify                               |         |          |          |        |        |            |       |           |           | 20.32 |
| 21    | Durable Medical Equipment/ Oxygen             |         |          |          |        |        |            |       |           |           | 21    |
| 22    | Patient Transportation                        |         |          |          |        |        |            |       |           |           | 22    |
| 23    | Imaging Services                              |         |          |          |        |        |            |       |           |           | 23    |
| 24    | Labs and Diagnostics                          |         |          |          |        |        |            |       |           |           | 24    |
| 25    | Medical Supplies                              |         |          |          |        |        |            |       |           |           | 25    |
| 26    | Outpatient Services (incl. E/R Dept.)         |         |          |          |        |        |            |       |           |           | 26    |
| 27    | Radiation Therapy                             |         |          |          |        |        |            |       |           |           | 27    |
| 28    | Chemotherapy                                  |         |          |          |        |        |            |       |           |           | 28    |
| 29    | Other   |         |          |          |        |        |            |       |           |           | 29    |
|       | HOSPICE NONREIMBURSABLE SERV.                 |         |          |          |        |        |            |       |           |           |       |
| 30    | Bereavement Program Costs                     |         |          |          |        |        |            |       |           |           | 30    |
| 31    | Volunteer Program Costs                       |         |          |          |        |        |            |       |           |           | 31    |
| 32    | Fundraising                                   |         |          |          |        |        |            |       |           |           | 32    |
| 33    | Other Program Costs                           |         |          |          |        |        |            |       |           |           | 33    |
| 34    | Total (sum of line 1 thru 33)                 |         |          |          |        |        |            |       |           |           | 34    |

(1) Transfer the amount in column 9 to Wkst K, column 1

FORM CMS-1728-94-K-1 (5-2007) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB. 15-2, SECTION 3241)

COMPENSATION ANALYSIS - EMPLOYEE BENEFITS (PAYROLL RELATED)

PROVIDER NO:

PERIOD:

WORKSHEET K-2

HOSPICE NO.:

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

| COST CENTER DESCRIPTIONS<br>(omit cents)            | ADMINIS | DIRECTOR | SOCIAL   | SUPER- | NURSES | TOTAL      | AIDES | ALL OTHER | TOTAL (1) |       |
|---|---------|----------|----------|--------|--------|------------|-------|-----------|-----------|-------|
|   | TRATOR  |          | SERVICES | VISORS |        | THERAPISTS |       |           |           |       |
|   | 1       | 2        | 3        | 4      | 5      | 6          | 7     | 8         | 9         |       |
| GENERAL SERVICE COST CENTERS                        |         |          |          |        |        |            |       |           |           |       |
| 1 Capital Related Costs-Bldg and Fixt.              |         |          |          |        |        |            |       |           |           | 1     |
| 2 Capital Related Costs-Movable Equip.              |         |          |          |        |        |            |       |           |           | 2     |
| 3 Plant Operation and Maintenance                   |         |          |          |        |        |            |       |           |           | 3     |
| 4 Transportation - Staff                            |         |          |          |        |        |            |       |           |           | 4     |
| 5 Volunteer Service Coordination                    |         |          |          |        |        |            |       |           |           | 5     |
| 6 Administrative and General                        |         |          |          |        |        |            |       |           |           | 6     |
| INPATIENT CARE SERVICE                              |         |          |          |        |        |            |       |           |           |       |
| 7 Inpatient - General Care                          |         |          |          |        |        |            |       |           |           | 7     |
| 8 Inpatient - Respite Care                          |         |          |          |        |        |            |       |           |           | 8     |
| VISITING SERVICES                                   |         |          |          |        |        |            |       |           |           |       |
| 9 Physician Services                                |         |          |          |        |        |            |       |           |           | 9     |
| 10 Nursing Care                                     |         |          |          |        |        |            |       |           |           | 10    |
| 10.20 Nursing Care - Continuous Home Care           |         |          |          |        |        |            |       |           |           | 10.20 |
| 11 Physical Therapy                                 |         |          |          |        |        |            |       |           |           | 11    |
| 12 Occupational Therapy                             |         |          |          |        |        |            |       |           |           | 12    |
| 13 Speech/ Language Pathology                       |         |          |          |        |        |            |       |           |           | 13    |
| 14 Medical Social Services                          |         |          |          |        |        |            |       |           |           | 14    |
| 15 Spiritual Counseling                             |         |          |          |        |        |            |       |           |           | 15    |
| 16 Dietary Counseling                               |         |          |          |        |        |            |       |           |           | 16    |
| 17 Counseling - Other                               |         |          |          |        |        |            |       |           |           | 17    |
| 18 Home Health Aide and Homemaker                   |         |          |          |        |        |            |       |           |           | 18    |
| 18.20 Home Health Aide and Homemaker-Cont Home Care |         |          |          |        |        |            |       |           |           | 18.20 |
| 19 Other  |         |          |          |        |        |            |       |           |           | 19    |
| OTHER HOSPICE SERVICE COSTS                         |         |          |          |        |        |            |       |           |           |       |
| 20 Drugs Biological and Infusion Therapy            |         |          |          |        |        |            |       |           |           | 20    |
| 20.30 Analgesics                                    |         |          |          |        |        |            |       |           |           | 20.30 |
| 20.31 Sedatives/Hypnotics                           |         |          |          |        |        |            |       |           |           | 20.31 |
| 20.32 Other - specify                               |         |          |          |        |        |            |       |           |           | 20.32 |
| 21 Durable Medical Equipment/ Oxygen                |         |          |          |        |        |            |       |           |           | 21    |
| 22 Patient Transportation                           |         |          |          |        |        |            |       |           |           | 22    |
| 23 Imaging Services                                 |         |          |          |        |        |            |       |           |           | 23    |
| 24 Labs and Diagnostics                             |         |          |          |        |        |            |       |           |           | 24    |
| 25 Medical Supplies                                 |         |          |          |        |        |            |       |           |           | 25    |
| 26 Outpatient Services (incl. E/R Dept.)            |         |          |          |        |        |            |       |           |           | 26    |
| 27 Radiation Therapy                                |         |          |          |        |        |            |       |           |           | 27    |
| 28 Chemotherapy                                     |         |          |          |        |        |            |       |           |           | 28    |
| 29 Other  |         |          |          |        |        |            |       |           |           | 29    |
| HOSPICE NONREIMBURSABLE SERV.                       |         |          |          |        |        |            |       |           |           |       |
| 30 Bereavement Program Costs                        |         |          |          |        |        |            |       |           |           | 30    |
| 31 Volunteer Program Costs                          |         |          |          |        |        |            |       |           |           | 31    |
| 32 Fundraising                                      |         |          |          |        |        |            |       |           |           | 32    |
| 33 Other Program Costs                              |         |          |          |        |        |            |       |           |           | 33    |
| 34 Total (sum of line 1 thru 33)                    |         |          |          |        |        |            |       |           |           | 34    |

(1) Transfer the amount in column 9 to Wkst K, column 2

FORM CMS-1728-94-K-2 (5-2007) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB. 15-2, SECTION 3242)

COMPENSATION ANALYSIS - CONTRACTED SERVICES/PURCHASED SERVICES

PROVIDER NO:

PERIOD:

WORKSHEET K-3

HOSPICE NO.:

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

| COST CENTER DESCRIPTIONS<br>(omit cents)            | ADMINIS | DIRECTOR | SOCIAL   | SUPER- | NURSES | TOTAL      | AIDES | ALL OTHER | TOTAL (1) |
|---|---------|----------|----------|--------|--------|------------|-------|-----------|-----------|
|   | TRATOR  |          | SERVICES | VISORS |        | THERAPISTS |       |           |           |
|   | 1       | 2        | 3        | 4      | 5      | 6          | 7     | 8         | 9         |
| GENERAL SERVICE COST CENTERS                        |         |          |          |        |        |            |       |           |           |
| 1 Capital Related Costs-Bldg and Fixt.              |         |          |          |        |        |            |       |           | 1         |
| 2 Capital Related Costs-Movable Equip.              |         |          |          |        |        |            |       |           | 2         |
| 3 Plant Operation and Maintenance                   |         |          |          |        |        |            |       |           | 3         |
| 4 Transportation - Staff                            |         |          |          |        |        |            |       |           | 4         |
| 5 Volunteer Service Coordination                    |         |          |          |        |        |            |       |           | 5         |
| 6 Administrative and General                        |         |          |          |        |        |            |       |           | 6         |
| INPATIENT CARE SERVICE                              |         |          |          |        |        |            |       |           |           |
| 7 Inpatient - General Care                          |         |          |          |        |        |            |       |           | 7         |
| 8 Inpatient - Respite Care                          |         |          |          |        |        |            |       |           | 8         |
| VISITING SERVICES                                   |         |          |          |        |        |            |       |           |           |
| 9 Physician Services                                |         |          |          |        |        |            |       |           | 9         |
| 10 Nursing Care                                     |         |          |          |        |        |            |       |           | 10        |
| 10.20 Nursing Care - Continuous Home Care           |         |          |          |        |        |            |       |           | 10.20     |
| 11 Physical Therapy                                 |         |          |          |        |        |            |       |           | 11        |
| 12 Occupational Therapy                             |         |          |          |        |        |            |       |           | 12        |
| 13 Speech/ Language Pathology                       |         |          |          |        |        |            |       |           | 13        |
| 14 Medical Social Services                          |         |          |          |        |        |            |       |           | 14        |
| 15 Spiritual Counseling                             |         |          |          |        |        |            |       |           | 15        |
| 16 Dietary Counseling                               |         |          |          |        |        |            |       |           | 16        |
| 17 Counseling - Other                               |         |          |          |        |        |            |       |           | 17        |
| 18 Home Health Aide and Homemaker                   |         |          |          |        |        |            |       |           | 18        |
| 18.20 Home Health Aide and Homemaker-Cont Home Care |         |          |          |        |        |            |       |           | 18.20     |
| 19 Other  |         |          |          |        |        |            |       |           | 19        |
| OTHER HOSPICE SERVICE COSTS                         |         |          |          |        |        |            |       |           |           |
| 20 Drugs, Biological and Infusion Therapy           |         |          |          |        |        |            |       |           | 20        |
| 20.30 Analgesics                                    |         |          |          |        |        |            |       |           | 20.30     |
| 20.31 Sedatives/Hypnotics                           |         |          |          |        |        |            |       |           | 20.31     |
| 20.32 Other - specify                               |         |          |          |        |        |            |       |           | 20.32     |
| 21 Durable Medical Equipment/Oxygen                 |         |          |          |        |        |            |       |           | 21        |
| 22 Patient Transportation                           |         |          |          |        |        |            |       |           | 22        |
| 23 Imaging Services                                 |         |          |          |        |        |            |       |           | 23        |
| 24 Labs and Diagnostics                             |         |          |          |        |        |            |       |           | 24        |
| 25 Medical Supplies                                 |         |          |          |        |        |            |       |           | 25        |
| 26 Outpatient Services (incl. E/R Dept.)            |         |          |          |        |        |            |       |           | 26        |
| 27 Radiation Therapy                                |         |          |          |        |        |            |       |           | 27        |
| 28 Chemotherapy                                     |         |          |          |        |        |            |       |           | 28        |
| 29 Other  |         |          |          |        |        |            |       |           | 29        |
| HOSPICE NONREIMBURSABLE SERV.                       |         |          |          |        |        |            |       |           |           |
| 30 Bereavement Program Costs                        |         |          |          |        |        |            |       |           | 30        |
| 31 Volunteer Program Costs                          |         |          |          |        |        |            |       |           | 31        |
| 32 Fundraising                                      |         |          |          |        |        |            |       |           | 32        |
| 33 Other Program Costs                              |         |          |          |        |        |            |       |           | 33        |
| 34 Total (sum of line 1 thru 33)                    |         |          |          |        |        |            |       |           | 34        |

(1) Transfer the amount in column 9 to Wkst K, column 4

FORM CMS-1728-94-K-3 (5-2007) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB. 15-2, SECTION 3243)

COST ALLOCATION - HOSPICE GENERAL SERVICE COST

PROVIDER NO:

PERIOD:

WORKSHEET K-4

HOSPICE NO.:

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

PART I

| COST CENTER DESCRIPTIONS                            | NET EXPENSES FOR COST ALLOC. (FR. WKST K, COL. 10)<br>0 | CAPITAL RELATED COST      |                        | PLANT OPERATION & MAINT.<br>3 | TRANS-PORTATION<br>4 | VOLUNTEER SERVICES COORDI-NATOR<br>5 | SUBTOTAL (col. 0 - 5)<br>5A | ADMINIS-TRATIVE & GENERAL<br>6 | TOTAL<br>7 |       |
|---|---|---------------------------|------------------------|-------------------------------|----------------------|--------------------------------------|-----------------------------|--------------------------------|------------|-------|
|   |   | BUILDINGS & FIXTURES<br>1 | MOVABLE EQUIPMENT<br>2 |                               |                      |                                      |                             |                                |            |       |
| GENERAL SERVICE COST CENTERS                        |   |                           |                        |                               |                      |                                      |                             |                                |            |       |
| 1 Capital Related Costs-Bldg and Fixt.              |   |                           |                        |                               |                      |                                      |                             |                                |            | 1     |
| 2 Capital Related Costs-Movable Equip.              |   |                           |                        |                               |                      |                                      |                             |                                |            | 2     |
| 3 Plant Operation and Maintenance                   |   |                           |                        |                               |                      |                                      |                             |                                |            | 3     |
| 4 Transportation - Staff                            |   |                           |                        |                               |                      |                                      |                             |                                |            | 4     |
| 5 Volunteer Service Coordination                    |   |                           |                        |                               |                      |                                      |                             |                                |            | 5     |
| 6 Administrative and General                        |   |                           |                        |                               |                      |                                      |                             |                                |            | 6     |
| INPATIENT CARE SERVICE                              |   |                           |                        |                               |                      |                                      |                             |                                |            |       |
| 7 Inpatient - General Care                          |   |                           |                        |                               |                      |                                      |                             |                                |            | 7     |
| 8 Inpatient - Respite Care                          |   |                           |                        |                               |                      |                                      |                             |                                |            | 8     |
| VISITING SERVICES                                   |   |                           |                        |                               |                      |                                      |                             |                                |            |       |
| 9 Physician Services                                |   |                           |                        |                               |                      |                                      |                             |                                |            | 9     |
| 10 Nursing Care                                     |   |                           |                        |                               |                      |                                      |                             |                                |            | 10    |
| 10.20 Nursing Care - Continuous Home Care           |   |                           |                        |                               |                      |                                      |                             |                                |            | 10.20 |
| 11 Physical Therapy                                 |   |                           |                        |                               |                      |                                      |                             |                                |            | 11    |
| 12 Occupational Therapy                             |   |                           |                        |                               |                      |                                      |                             |                                |            | 12    |
| 13 Speech/ Language Pathology                       |   |                           |                        |                               |                      |                                      |                             |                                |            | 13    |
| 14 Medical Social Services - Direct                 |   |                           |                        |                               |                      |                                      |                             |                                |            | 14    |
| 15 Spiritual Counseling                             |   |                           |                        |                               |                      |                                      |                             |                                |            | 15    |
| 16 Dietary Counseling                               |   |                           |                        |                               |                      |                                      |                             |                                |            | 16    |
| 17 Counseling - Other                               |   |                           |                        |                               |                      |                                      |                             |                                |            | 17    |
| 18 Home Health Aide and Homemakers                  |   |                           |                        |                               |                      |                                      |                             |                                |            | 18    |
| 18.20 Home Health Aide and Homemaker-Cont Home Care |   |                           |                        |                               |                      |                                      |                             |                                |            | 18.20 |
| 19 Other  |   |                           |                        |                               |                      |                                      |                             |                                |            | 19    |
| OTHER HOSPICE SERVICE COSTS                         |   |                           |                        |                               |                      |                                      |                             |                                |            |       |
| 20 Drugs, Biologicals and Infusion                  |   |                           |                        |                               |                      |                                      |                             |                                |            | 20    |
| 20.30 Analgesics                                    |   |                           |                        |                               |                      |                                      |                             |                                |            | 20.30 |
| 20.31 Sedatives/Hypnotics                           |   |                           |                        |                               |                      |                                      |                             |                                |            | 20.31 |
| 20.32 Other - specify                               |   |                           |                        |                               |                      |                                      |                             |                                |            | 20.32 |
| 21 Durable Medical Equipment/Oxygen                 |   |                           |                        |                               |                      |                                      |                             |                                |            | 21    |
| 22 Patient Transportation                           |   |                           |                        |                               |                      |                                      |                             |                                |            | 22    |
| 23 Imaging Services                                 |   |                           |                        |                               |                      |                                      |                             |                                |            | 23    |
| 24 Labs and Diagnostics                             |   |                           |                        |                               |                      |                                      |                             |                                |            | 24    |
| 25 Medical Supplies                                 |   |                           |                        |                               |                      |                                      |                             |                                |            | 25    |
| 26 Outpatient Services (incl. E/R Dept.)            |   |                           |                        |                               |                      |                                      |                             |                                |            | 26    |
| 27 Radiation Therapy                                |   |                           |                        |                               |                      |                                      |                             |                                |            | 27    |
| 28 Chemotherapy                                     |   |                           |                        |                               |                      |                                      |                             |                                |            | 28    |
| 29 Other  |   |                           |                        |                               |                      |                                      |                             |                                |            | 29    |
| HOSPICE NONREIMBURSABLE SERV.                       |   |                           |                        |                               |                      |                                      |                             |                                |            |       |
| 30 Bereavement Program Costs                        |   |                           |                        |                               |                      |                                      |                             |                                |            | 30    |
| 31 Volunteer Program Costs                          |   |                           |                        |                               |                      |                                      |                             |                                |            | 31    |
| 32 Fundraising                                      |   |                           |                        |                               |                      |                                      |                             |                                |            | 32    |
| 33 Other Program Costs                              |   |                           |                        |                               |                      |                                      |                             |                                |            | 33    |
| 34 Total (sum of line 1 thru 33)                    |   |                           |                        |                               |                      |                                      |                             |                                |            | 34    |

FORM CMS-1728-94-K-4 (5-2007) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB. 15-2, SECTION 3244)

COST ALLOCATION - HOSPICE STATISTICAL BASIS

PROVIDER NO: \_\_\_\_\_

PERIOD:

WORKSHEET K-4

HOSPICE NO.: \_\_\_\_\_

FROM: \_\_\_\_\_

PART II

TO: \_\_\_\_\_

| COST CENTER DESCRIPTIONS                            | CAPITAL RELATED COST               |                                  | PLANT OPERATION & MAINT. (SQ. FT.) | TRANS-PORTATION (MILEAGE) | VOLUNTEER SERVICES COORDINATOR (HOURS) | RECON-CILIATION | ADMINIS-TRATIVE & GENERAL (ACC. COST) |       |
|---|------------------------------------|----------------------------------|------------------------------------|---------------------------|--|-----------------|---------------------------------------|-------|
|   | BUILDINGS & FIXTURES (SQUARE FEET) | MOVABLE EQUIPMENT (DOLLAR VALUE) |                                    |                           |  |                 |                                       |       |
|   | 1                                  | 2                                |                                    |                           |  |                 |                                       |       |
| GENERAL SERVICE COST CENTERS                        |                                    |                                  |                                    |                           |  |                 |                                       |       |
| 1 Capital Related Costs-Buildings and Fixtures      |                                    |                                  |                                    |                           |  |                 |                                       | 1     |
| 2 Capital Related Costs-Movable Equipment           |                                    |                                  |                                    |                           |  |                 |                                       | 2     |
| 3 Plant Operation and Maintenance                   |                                    |                                  |                                    |                           |  |                 |                                       | 3     |
| 4 Transportation-staff                              |                                    |                                  |                                    |                           |  |                 |                                       | 4     |
| 5 Volunteer Service Coordination                    |                                    |                                  |                                    |                           |  |                 |                                       | 5     |
| 6 Administrative and General                        |                                    |                                  |                                    |                           |  |                 |                                       | 6     |
| INPATIENT CARE SERVICE                              |                                    |                                  |                                    |                           |  |                 |                                       |       |
| 7 Inpatient - General Care                          |                                    |                                  |                                    |                           |  |                 |                                       | 7     |
| 8 Inpatient - Respite Care                          |                                    |                                  |                                    |                           |  |                 |                                       | 8     |
| VISITING SERVICES                                   |                                    |                                  |                                    |                           |  |                 |                                       |       |
| 9 Physician Services                                |                                    |                                  |                                    |                           |  |                 |                                       | 9     |
| 10 Nursing Care                                     |                                    |                                  |                                    |                           |  |                 |                                       | 10    |
| 10.20 Nursing Care - Continuous Home Care           |                                    |                                  |                                    |                           |  |                 |                                       | 10.20 |
| 11 Physical Therapy                                 |                                    |                                  |                                    |                           |  |                 |                                       | 11    |
| 12 Occupational Therapy                             |                                    |                                  |                                    |                           |  |                 |                                       | 12    |
| 13 Speech/ Language Pathology                       |                                    |                                  |                                    |                           |  |                 |                                       | 13    |
| 14 Medical Social Services - Direct                 |                                    |                                  |                                    |                           |  |                 |                                       | 14    |
| 15 Spiritual Counseling                             |                                    |                                  |                                    |                           |  |                 |                                       | 15    |
| 16 Dietary Counseling                               |                                    |                                  |                                    |                           |  |                 |                                       | 16    |
| 17 Counseling - Other                               |                                    |                                  |                                    |                           |  |                 |                                       | 17    |
| 18 Home Health Aide and Homemakers                  |                                    |                                  |                                    |                           |  |                 |                                       | 18    |
| 18.20 Home Health Aide and Homemaker-Cont Home Care |                                    |                                  |                                    |                           |  |                 |                                       | 18.20 |
| 19 Other  |                                    |                                  |                                    |                           |  |                 |                                       | 19    |
| OTHER HOSPICE SERVICE COSTS                         |                                    |                                  |                                    |                           |  |                 |                                       |       |
| 20 Drugs, Biologicals and Infusion                  |                                    |                                  |                                    |                           |  |                 |                                       | 20    |
| 20.30 Analgesics                                    |                                    |                                  |                                    |                           |  |                 |                                       | 20.30 |
| 20.31 Sedatives/Hypnotics                           |                                    |                                  |                                    |                           |  |                 |                                       | 20.31 |
| 20.32 Other - specify                               |                                    |                                  |                                    |                           |  |                 |                                       | 20.32 |
| 21 Durable Medical Equipment/Oxygen                 |                                    |                                  |                                    |                           |  |                 |                                       | 21    |
| 22 Patient Transportation                           |                                    |                                  |                                    |                           |  |                 |                                       | 22    |
| 23 Imaging Services                                 |                                    |                                  |                                    |                           |  |                 |                                       | 23    |
| 34 Labs and Diagnostics                             |                                    |                                  |                                    |                           |  |                 |                                       | 24    |
| 25 Medical Supplies                                 |                                    |                                  |                                    |                           |  |                 |                                       | 25    |
| 26 Outpatient Services (incl. E/R Dept.)            |                                    |                                  |                                    |                           |  |                 |                                       | 26    |
| 27 Radiation Therapy                                |                                    |                                  |                                    |                           |  |                 |                                       | 27    |
| 28 Chemotherapy                                     |                                    |                                  |                                    |                           |  |                 |                                       | 28    |
| 29 Other  |                                    |                                  |                                    |                           |  |                 |                                       | 29    |
| HOSPICE NONREIMBURSABLE SERV.                       |                                    |                                  |                                    |                           |  |                 |                                       |       |
| 30 Bereavement Program Costs                        |                                    |                                  |                                    |                           |  |                 |                                       | 30    |
| 31 Volunteer Program Costs                          |                                    |                                  |                                    |                           |  |                 |                                       | 31    |
| 32 Fundraising                                      |                                    |                                  |                                    |                           |  |                 |                                       | 32    |
| 33 Other Program Costs                              |                                    |                                  |                                    |                           |  |                 |                                       | 33    |
| 34 Cost To be Allocated (per Wkst K-4, Part I)      |                                    |                                  |                                    |                           |  |                 |                                       | 34    |
| 35 Unit Cost Multiplier                             |                                    |                                  |                                    |                           |  |                 |                                       | 35    |

ALLOCATION OF GENERAL SERVICE COSTS TO HOSPICE COST CENTERS

PROVIDER NO:

PERIOD:

WORKSHEET K-5 PART I

HOSPICE NO:

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

| HOSPICE COST CENTER<br>(omit cents) | From<br>Wkst. K-4<br>Part I,<br>col. 7,<br>line  | HOSPICE<br>TRIAL<br>BALANCE<br>(1) | CAPITAL RELATED<br>COST |                      | PLANT<br>OPERATION<br>& MAIN-<br>TENANCE | TRANS-<br>PORTATION | SUBTOTAL<br>(cols. 0-4) | ADMINIS-<br>TRATIVE &<br>GENERAL | SUB-<br>TOTAL | ALLOCATED<br>HOSPICE<br>A&G (see<br>Part II) | TOTAL<br>HOSPICE<br>COSTS<br>(col 6 + col. 7) |       |
|-------------------------------------|--|------------------------------------|-------------------------|----------------------|--|---------------------|-------------------------|----------------------------------|---------------|--|---|-------|
|                                     |  |                                    | BUILDINGS<br>& FIXTURES | MOVABLE<br>EQUIPMENT |  |                     |                         |                                  |               |  |   |       |
|                                     |  | 0                                  | 1                       | 2                    | 3  | 4                   | 4A                      | 5                                | 6             | 7  | 8   |       |
| 1                                   | Administrative and General   | 6                                  |                         |                      |  |                     |                         |                                  |               |  |   | 1     |
| 2                                   | Inpatient - General Care   | 7                                  |                         |                      |  |                     |                         |                                  |               |  |   | 2     |
| 3                                   | Inpatient - Respite Care   | 8                                  |                         |                      |  |                     |                         |                                  |               |  |   | 3     |
| 4                                   | Physician Services   | 9                                  |                         |                      |  |                     |                         |                                  |               |  |   | 4     |
| 5                                   | Nursing Care   | 10                                 |                         |                      |  |                     |                         |                                  |               |  |   | 5     |
| 5.20                                | Nursing Care - Continuous Home Care  | 10.20                              |                         |                      |  |                     |                         |                                  |               |  |   | 5.20  |
| 6                                   | Physical Therapy   | 11                                 |                         |                      |  |                     |                         |                                  |               |  |   | 6     |
| 7                                   | Occupational Therapy   | 12                                 |                         |                      |  |                     |                         |                                  |               |  |   | 7     |
| 8                                   | Speech/ Language Pathology   | 13                                 |                         |                      |  |                     |                         |                                  |               |  |   | 8     |
| 9                                   | Medical Social Services - Direct   | 14                                 |                         |                      |  |                     |                         |                                  |               |  |   | 9     |
| 10                                  | Spiritual Counseling   | 15                                 |                         |                      |  |                     |                         |                                  |               |  |   | 10    |
| 11                                  | Dietary Counseling   | 16                                 |                         |                      |  |                     |                         |                                  |               |  |   | 11    |
| 12                                  | Counseling - Other   | 17                                 |                         |                      |  |                     |                         |                                  |               |  |   | 12    |
| 13                                  | Home Health Aide and Homemakers  | 18                                 |                         |                      |  |                     |                         |                                  |               |  |   | 13    |
| 13.20                               | Home Health Aide and<br>Homemaker-Cont Home Care   | 18.20                              |                         |                      |  |                     |                         |                                  |               |  |   | 13.20 |
| 14                                  | Other  | 19                                 |                         |                      |  |                     |                         |                                  |               |  |   | 14    |
| 15                                  | Drugs, Biologicals and Infusion  | 20                                 |                         |                      |  |                     |                         |                                  |               |  |   | 15    |
| 15.30                               | Analgesics   | 20.30                              |                         |                      |  |                     |                         |                                  |               |  |   | 15.30 |
| 15.31                               | Sedatives/Hypnotics  | 20.31                              |                         |                      |  |                     |                         |                                  |               |  |   | 15.31 |
| 15.32                               | Other - specify  | 20.32                              |                         |                      |  |                     |                         |                                  |               |  |   | 15.32 |
| 16                                  | Durable Medical Equipment/Oxygen   | 21                                 |                         |                      |  |                     |                         |                                  |               |  |   | 16    |
| 17                                  | Patient Transportation   | 22                                 |                         |                      |  |                     |                         |                                  |               |  |   | 17    |
| 18                                  | Imaging Services   | 23                                 |                         |                      |  |                     |                         |                                  |               |  |   | 18    |
| 19                                  | Labs and Diagnostics   | 24                                 |                         |                      |  |                     |                         |                                  |               |  |   | 19    |
| 20                                  | Medical Supplies   | 25                                 |                         |                      |  |                     |                         |                                  |               |  |   | 20    |
| 21                                  | Outpatient Services (incl. E/R Dept.)  | 26                                 |                         |                      |  |                     |                         |                                  |               |  |   | 21    |
| 22                                  | Radiation Therapy  | 27                                 |                         |                      |  |                     |                         |                                  |               |  |   | 22    |
| 23                                  | Chemotherapy   | 28                                 |                         |                      |  |                     |                         |                                  |               |  |   | 23    |
| 24                                  | Other  | 29                                 |                         |                      |  |                     |                         |                                  |               |  |   | 24    |
| 25                                  | Bereavement Program Costs  | 30                                 |                         |                      |  |                     |                         |                                  |               |  |   | 25    |
| 26                                  | Volunteer Program Costs  | 31                                 |                         |                      |  |                     |                         |                                  |               |  |   | 26    |
| 27                                  | Fundraising  | 32                                 |                         |                      |  |                     |                         |                                  |               |  |   | 27    |
| 28                                  | Other Program Costs  | 33                                 |                         |                      |  |                     |                         |                                  |               |  |   | 28    |
| 29                                  | Totals (sum of lines 1-28) (2)   |                                    |                         |                      |  |                     |                         |                                  |               |  |   | 29    |
| 30                                  | Unit Cost Multiplier: column 6, line 1 divided by the sum of column 6, line 29<br>minus column 6, line 1, rounded to 6 decimal places. |                                    |                         |                      |  |                     |                         |                                  |               |  |   | 30    |

(1) Column 0, line 29 must agree with Wkst. A, column 10, line 25.

(2) Columns 0 through 5, line 29 must agree with the corresponding columns of Wkst. B, line 25.

ALLOCATION OF GENERAL SERVICE COSTS TO HOSPICE COST CENTERS STATISTICAL BASIS

PROVIDER NO:  
HOSPICE NO.:

PERIOD:  
FROM: \_\_\_\_\_  
TO: \_\_\_\_\_

WORKSHEET K-5  
PART II

| HOSPICE COST CENTER | CAPITAL RELATED COST                          |                                  | PLANT OPERATION & MAINTENANCE (SQUARE FEET) | TRANSPORTATION (MILAGE) | RECONCILIATION | ADMINISTRATIVE & GENERAL (ACCUM. COST) |       |
|---------------------|---|----------------------------------|---|-------------------------|----------------|--|-------|
|                     | BUILDINGS & FIXTURES (SQUARE FEET)            | MOVABLE EQUIPMENT (DOLLAR VALUE) |   |                         |                |  |       |
|                     | 1   | 2                                |   |                         |                |  |       |
| 1                   | Administrative and General                    |                                  |   |                         |                |  | 1     |
| 2                   | Inpatient - General Care                      |                                  |   |                         |                |  | 2     |
| 3                   | Inpatient - Respite Care                      |                                  |   |                         |                |  | 3     |
| 4                   | Physician Services                            |                                  |   |                         |                |  | 4     |
| 5                   | Nursing Care                                  |                                  |   |                         |                |  | 5     |
| 5.20                | Nursing Care - Continuous Home Care           |                                  |   |                         |                |  | 5.20  |
| 6                   | Physical Therapy                              |                                  |   |                         |                |  | 6     |
| 7                   | Occupational Therapy                          |                                  |   |                         |                |  | 7     |
| 8                   | Speech/ Language Pathology                    |                                  |   |                         |                |  | 8     |
| 9                   | Medical Social Services - Direct              |                                  |   |                         |                |  | 9     |
| 10                  | Spiritual Counseling                          |                                  |   |                         |                |  | 10    |
| 11                  | Dietary Counseling                            |                                  |   |                         |                |  | 11    |
| 12                  | Counseling - Other                            |                                  |   |                         |                |  | 12    |
| 13                  | Home Health Aide and Homemakers               |                                  |   |                         |                |  | 13    |
| 13.20               | Home Health Aide and Homemaker-Cont Home Care |                                  |   |                         |                |  | 13.20 |
| 14                  | Other   |                                  |   |                         |                |  | 14    |
| 15                  | Drugs, Biologicals and Infusion               |                                  |   |                         |                |  | 15    |
| 15.30               | Analgesics                                    |                                  |   |                         |                |  | 15.30 |
| 15.31               | Sedatives/Hypnotics                           |                                  |   |                         |                |  | 15.31 |
| 15.32               | Other - specify                               |                                  |   |                         |                |  | 15.32 |
| 16                  | Durable Medical Equipment/Oxygen              |                                  |   |                         |                |  | 16    |
| 17                  | Patient Transportation                        |                                  |   |                         |                |  | 17    |
| 18                  | Imaging Services                              |                                  |   |                         |                |  | 18    |
| 19                  | Labs and Diagnostics                          |                                  |   |                         |                |  | 19    |
| 20                  | Medical Supplies                              |                                  |   |                         |                |  | 20    |
| 21                  | Outpatient Services (incl. E/R Dept.)         |                                  |   |                         |                |  | 21    |
| 22                  | Radiation Therapy                             |                                  |   |                         |                |  | 22    |
| 23                  | Chemotherapy                                  |                                  |   |                         |                |  | 23    |
| 24                  | Other   |                                  |   |                         |                |  | 24    |
| 25                  | Bereavement Program Costs                     |                                  |   |                         |                |  | 25    |
| 26                  | Volunteer Program Costs                       |                                  |   |                         |                |  | 26    |
| 27                  | Fundraising                                   |                                  |   |                         |                |  | 27    |
| 28                  | Other Program Costs                           |                                  |   |                         |                |  | 28    |
| 29                  | Totals (sum of lines 1-28)                    |                                  |   |                         |                |  | 29    |
| 30                  | Total cost to be allocated                    |                                  |   |                         |                |  | 30    |
| 31                  | Unit Cost Multiplier                          |                                  |   |                         |                |  | 31    |

|   |   |                                     |                           |
|---|---|-------------------------------------|---------------------------|
| ALLOCATION OF GENERAL SERVICE COSTS TO HOSPICE COST CENTERS<br>COMPUTATION OF TOTAL HOSPICE SHARED COSTS<br>Hospice shared cost computation | PROVIDER NO.: _____<br>HOSPICE NO.: _____ | PERIOD:<br>FROM: _____<br>TO: _____ | WORKSHEET K-5<br>Part III |
|---|---|-------------------------------------|---------------------------|

| COST CENTER                           | From Wkst B,<br>col. 6, line: | Total HHA<br>Costs | Total HHA<br>Charges<br>(from Provider<br>Records) | Cost to<br>Charge<br>Ratio<br>(col. 2/col.3) | Total<br>Hospice<br>Charges<br>(from Provider<br>Records) | Hospice<br>Shared<br>Ancillary<br>Costs<br>(col. 4 x col. 5) |
|---------------------------------------|-------------------------------|--------------------|--|--|---|--|
|                                       | 1                             | 2                  | 3  | 4  | 5   | 6  |
| <b>ANCILLARY SERVICE COST CENTERS</b> |                               |                    |  |  |   |  |
| 1 Physical Therapy                    | 7                             |                    |  |  |   | 1  |
| 2 Occupational Therapy                | 8                             |                    |  |  |   | 2  |
| 3 Speech/ Language Pathology          | 9                             |                    |  |  |   | 3  |
| 4 Medical Social Services - Direct    | 10                            |                    |  |  |   | 4  |
| 5 Durable Medical Equipment/Oxygen    | 14                            |                    |  |  |   | 5  |
| 6 Medical Supplies                    | 12                            |                    |  |  |   | 6  |
| 7 Totals (sum of lines 1-7)           |                               |                    |  |  |   | 7  |



|                              |              |                          |               |
|------------------------------|--------------|--------------------------|---------------|
| CALCULATION OF PER DIEM COST | PROVIDER NO: | PERIOD:                  | WORKSHEET K-6 |
|                              | HOSPICE NO.: | FROM: _____<br>TO: _____ |               |

| COMPUTATION OF PER DIEM COST |  | TITLE XVIII | TITLE XIX | OTHER | TOTAL |    |
|------------------------------|--|-------------|-----------|-------|-------|----|
|                              |  | 1           | 2         | 3     | 4     |    |
| 1                            | Total cost (Worksheet K-5, Part I, col. 8, line 29 less col. 8, line 28 plus Worksheet K-5, Part III, col. 6, line 7) (see instructions) |             |           |       |       | 1  |
| 2                            | Total Unduplicated Days (Worksheet S-5, line 5, col. 4)  |             |           |       |       | 2  |
| 3                            | Average cost per diem (line 1 divided by line 2)   |             |           |       |       | 3  |
| 4                            | Unduplicated Medicare Days (Worksheet S-5, line 5, col. 1)   |             |           |       |       | 4  |
| 5                            | Aggregate Medicare cost (line 3 times line 4)  |             |           |       |       | 5  |
| 6                            | Unduplicated Medicaid Days (Not Applicable)  |             |           |       |       | 6  |
| 7                            | Aggregate Medicaid cost (Not Applicable)   |             |           |       |       | 7  |
| 8                            | Unduplicated SNF days (Worksheet S-5, line 5, col. 2)  |             |           |       |       | 8  |
| 9                            | Aggregate SNF cost (line 3 times line 8)   |             |           |       |       | 9  |
| 10                           | Unduplicated NF days (Not Applicable)  |             |           |       |       | 10 |
| 11                           | Aggregate NF cost (Not Applicable)   |             |           |       |       | 11 |
| 12                           | Other unduplicated days (Worksheet S-5, line 5, col. 3)  |             |           |       |       | 12 |
| 13                           | Aggregate cost for other days (line 3 times line 12)   |             |           |       |       | 13 |

NOTE: The data for the SNF on line 8 & 9 are included in the Medicare lines 4 & 5.

|  |  |                                     |                                |
|--|--|-------------------------------------|--------------------------------|
| ALLOCATION OF GENERAL SERVICE COSTS TO CMHC COST CENTERS | PROVIDER NO.: _____<br>CMHC NO.: _____ | PERIOD:<br>FROM: _____<br>TO: _____ | WORKSHEET CM-1<br>PARTS I & II |
|--|--|-------------------------------------|--------------------------------|

**PART I - ALLOCATION OF GENERAL SERVICE COSTS TO CMHC COST CENTERS**

|    | CMHC COST CENTER<br>(OMIT CENTS)   | NET<br>EXPENSES<br>FOR COST<br>ALLOCATION (1) | CAPITAL<br>RELATED COSTS |                      | PLANT<br>OPERATION<br>& MAINTENANCE | TRANSPOR-<br>TATION | SUBTOTAL<br>(cols. 0-4) | ADMINISTRA-<br>TIVE<br>& GENERAL | SUB-<br>TOTAL | ALLOCATED<br>CMHC<br>A&G (SEE<br>PART II) | TOTAL<br>(SUM OF<br>COLS 6 & 7) |
|----|------------------------------------|---|--------------------------|----------------------|-------------------------------------|---------------------|-------------------------|----------------------------------|---------------|---|---------------------------------|
|    |                                    |   | BLDGS &<br>FIXTURES      | MOVABLE<br>EQUIPMENT |                                     |                     |                         |                                  |               |   |                                 |
|    |                                    | 0   | 1                        | 2                    | 3                                   | 4                   | 4A                      | 5                                | 6             | 7   | 8                               |
| 1  | Administrative and General         |   |                          |                      |                                     |                     |                         |                                  |               |   | 1                               |
| 2  | Drugs and Biologicals              |   |                          |                      |                                     |                     |                         |                                  |               |   | 2                               |
| 3  | Occupational Therapy               |   |                          |                      |                                     |                     |                         |                                  |               |   | 3                               |
| 4  | Psychiatric/Psychological Services |   |                          |                      |                                     |                     |                         |                                  |               |   | 4                               |
| 5  | Individual Therapy                 |   |                          |                      |                                     |                     |                         |                                  |               |   | 5                               |
| 6  | Group Therapy                      |   |                          |                      |                                     |                     |                         |                                  |               |   | 6                               |
| 7  | Family Counseling                  |   |                          |                      |                                     |                     |                         |                                  |               |   | 7                               |
| 8  | Individualized Activity Therapy    |   |                          |                      |                                     |                     |                         |                                  |               |   | 8                               |
| 9  | Diagnostic Therapy                 |   |                          |                      |                                     |                     |                         |                                  |               |   | 9                               |
| 10 | Patient Training and Education     |   |                          |                      |                                     |                     |                         |                                  |               |   | 10                              |
| 11 | Other Part B Services              |   |                          |                      |                                     |                     |                         |                                  |               |   | 11                              |
| 12 | TOTALS (Sum of lines 1-11) (2)     |   |                          |                      |                                     |                     |                         |                                  |               |   | 12                              |

- (1) Column 0, line 12 must agree with Wkst. A, column 10, line 26.
- (2) Columns 0 through 5, line 12 must agree with the corresponding columns of Wkst. B, line 26.

**PART II - COMPUTATION OF UNIT COST MULTIPLIER FOR ALLOCATION OF CMHC ADMINISTRATIVE AND GENERAL COSTS**

|   |  |  |   |
|---|--|--|---|
| 1 | Amount from Part I, column 6, line 12  |  | 1 |
| 2 | Amount from Part I, column 6, line 1   |  | 2 |
| 3 | Line 1 minus line 2  |  | 3 |
| 4 | Unit cost multiplier for CMHC A&G costs (Line 2 divided by line 3)(multiply each amount in column 6, lines 2 through 11, Part I, by the unit cost multiplier and enter the result on the corresponding line of column 7) |  | 4 |

|                           |  |                                     |                |
|---------------------------|--|-------------------------------------|----------------|
| COMPUTATION OF CMHC COSTS | PROVIDER NO.:<br>_____<br>CMHC NO.:<br>_____ | PERIOD:<br>FROM: _____<br>TO: _____ | WORKSHEET CM-2 |
|---------------------------|--|-------------------------------------|----------------|

**PART I - APPORTIONMENT OF CMHC COST CENTERS**

| CMHC COST CENTER<br>(OMIT CENTS)     | TOTAL COSTS<br>(FROM SUPP.<br>WKST. CM-1, PT<br>I, COL. 8) (1) | TOTAL<br>CMHC<br>CHARGES (2) | RATIO OF<br>COSTS TO<br>CHARGES<br>(COL. 1 /<br>COL. 2) | TOTAL<br>TITLE XVIII<br>CMHC<br>CHARGES | TOTAL<br>TITLE XVIII<br>CMHC COSTS<br>(COL. 3 x<br>COL. 3.01) | TITLE XVIII<br>CMHC<br>CHARGES ON<br>OR AFTER<br>8/1/00, 1/1/02,<br>1/1/03, or 1/1/04 | TITLE XVIII<br>CMHC COSTS<br>ON OR AFTER<br>8/1/00, 1/1/02,<br>1/1/03, or 1/1/04<br>(COL 3 x COL. 4) | TITLE XVIII<br>CMHC<br>COSTS PRIOR<br>8/1/00, 1/1/02,<br>1/1/03, or 1/1/04 |    |
|--------------------------------------|--|------------------------------|---|---|---|---|--|--|----|
|                                      | 1  | 2                            | 3   | 3.01                                    | 3.02  | 4   | 5  | 6  |    |
| 1 Administrative and General         |  |                              |   |   |   |   |  |  | 1  |
| 2 Drugs and Biologicals              |  |                              |   |   |   |   |  |  | 2  |
| 3 Occupational Therapy               |  |                              |   |   |   |   |  |  | 3  |
| 4 Psychiatric/Psychological Services |  |                              |   |   |   |   |  |  | 4  |
| 5 Individual Therapy                 |  |                              |   |   |   |   |  |  | 5  |
| 6 Group Therapy                      |  |                              |   |   |   |   |  |  | 6  |
| 7 Family Counseling                  |  |                              |   |   |   |   |  |  | 7  |
| 8 Individualized Activity Therapy    |  |                              |   |   |   |   |  |  | 8  |
| 9 Diagnostic Therapy                 |  |                              |   |   |   |   |  |  | 9  |
| 10 Patient Training and Education    |  |                              |   |   |   |   |  |  | 10 |
| 11 Other Part B Services             |  |                              |   |   |   |   |  |  | 11 |
| 12 TOTALS (Sum of lines 2-11)        |  |                              |   |   |   |   |  |  | 12 |

**PART II - APPORTIONMENT OF COST OF CMHC SERVICES FURNISHED SHARED BY HHA DEPARTMENTS**

|                               | Fr. Wkst. B,<br>Col 6, Line: |  |  |  |  |  |  |  |    |
|-------------------------------|------------------------------|--|--|--|--|--|--|--|----|
| 13 Occupational Therapy       | 8                            |  |  |  |  |  |  |  | 13 |
| 14 Medical Social Services    | 10                           |  |  |  |  |  |  |  | 14 |
| 15 Supplies                   | 12                           |  |  |  |  |  |  |  | 15 |
| 16 Total (Sum of lines 13-15) |                              |  |  |  |  |  |  |  | 16 |

- (1) Cost for Part II, lines 13-15 are obtained from Worksheet B, column 6, lines as appropriate
- (2) Charges for Part II, column 2 are total facility charges for each cost center and are obtained from provider records

**PART III - TOTAL CMHC COSTS**

|    |  | 3.01 | 3.02 | 4 | 5 | 6 |    |
|----|--|------|------|---|---|---|----|
| 17 | Total CMHC costs - Add the amount from Part I, column 6, line 12 and the amount from Part II, column 6, line 16. Add the amounts from Part I, line 12 and Part II, line 16 for columns 3.01, 3.02 and 4 through 6, respectively. |      |      |   |   |   | 17 |

Transfer the amount in Part III, column 6 to Worksheet CM-3, line 1, column 1. (see instructions)

|  |  |                                     |                            |
|--|--|-------------------------------------|----------------------------|
| ALLOCATION OF GENERAL SERVICE COSTS TO CMHC COST CENTERS | PROVIDER NO.: _____<br>CMHC NO.: _____ | PERIOD:<br>FROM: _____<br>TO: _____ | WORKSHEET CM-1<br>PART III |
|--|--|-------------------------------------|----------------------------|

PART III - ALLOCATION OF GENERAL SERVICE COSTS TO CMHC COST CENTERS - STATISTICAL BASIS

| CMHC COST CENTER<br>(OMIT CENTS)     | CAPITAL<br>RELATED COSTS                |  | PLANT<br>OPERATION<br>& MAINTENANCE<br>(SQUARE FEET) | TRANSPOR-<br>TATION<br>(MILEAGE) | RECONCIL-<br>IATION | ADMINISTRATIVE<br>& GENERAL<br>(ACCUMULATED<br>COST) |    |
|--------------------------------------|---|--|--|----------------------------------|---------------------|--|----|
|                                      | BLDGS &<br>FIXTURES<br>(SQUARE<br>FEET) | MOVABLE<br>EQUIPMENT<br>(SQUARE<br>FEET) |  |                                  |                     |  |    |
|                                      | 1                                       | 2  |  |                                  |                     |  |    |
| 1 Administrative and General         |   |  |  |                                  |                     |  | 1  |
| 2 Drugs and Biologicals              |   |  |  |                                  |                     |  | 2  |
| 3 Occupational Therapy               |   |  |  |                                  |                     |  | 3  |
| 4 Psychiatric/Psychological Services |   |  |  |                                  |                     |  | 4  |
| 5 Individual Therapy                 |   |  |  |                                  |                     |  | 5  |
| 6 Group Therapy                      |   |  |  |                                  |                     |  | 6  |
| 7 Family Counseling                  |   |  |  |                                  |                     |  | 7  |
| 8 Individualized Activity Therapy    |   |  |  |                                  |                     |  | 8  |
| 9 Diagnostic Therapy                 |   |  |  |                                  |                     |  | 9  |
| 10 Patient Training and Education    |   |  |  |                                  |                     |  | 10 |
| 11 Other Part B Services             |   |  |  |                                  |                     |  | 11 |
| 12 TOTALS (Sum of lines 1-11)        |   |  |  |                                  |                     |  | 12 |
| 13 Total Cost to be Allocated        |   |  |  |                                  |                     |  | 13 |
| 14 Unit Cost Multiplier              |   |  |  |                                  |                     |  | 14 |

|  |                     |                        |                |
|--|---------------------|------------------------|----------------|
| CALCULATION OF REIMBURSEMENT<br>SETTLEMENT - CMHC SERVICES | PROVIDER CCN: _____ | PERIOD:<br>FROM: _____ | WORKSHEET CM-3 |
|  | CMHC CCN: _____     | TO: _____              |                |

## PART I - COMPUTATION OF THE LESSER OF REASONABLE COST OR CUSTOMARY CHARGES

| DESCRIPTION  | 1 | 1.01 |      |
|--|---|------|------|
| 1 Total reasonable cost (see instructions)   |   |      | 1    |
| 1.01 CMHC PPS payments including outlier payments  |   |      | 1.01 |
| 1.02 1996 CMHC specific payment to cost ratio (obtain this ratio from your intermediary) |   |      | 1.02 |
| 1.03 Line 1, column 1 times 1.02   |   |      | 1.03 |
| 1.04 Line 1.01 divided by line 1.03  |   |      | 1.04 |
| 1.05 CMHC transitional corridor payment (see instructions)                               |   |      | 1.05 |
| 2 Total charges for CMHC Services  |   |      | 2    |

| CUSTOMARY CHARGES   | 1 | 1.01 |   |
|---|---|------|---|
| 3 Amounts actually collected from patients liable for payments for services on a charge basis (from your records)   |   |      | 3 |
| 4 Amount that would have been realized from patients liable for payment for services on a charge basis had such payment been made in accordance with 42 CFR 413.13(b) |   |      | 4 |
| 5 Ratio of line 3 to line 4 (not to exceed 1.000000)  |   |      | 5 |
| 6 Total Customary charges - title XVIII (see instructions)  |   |      | 6 |
| 7 Excess of total customary charges over total reasonable cost (complete only if line 6 exceeds line 1)   |   |      | 7 |
| 8 Excess of reasonable costs over customary charges (complete only if line 1 exceeds line 6)  |   |      | 8 |
| 9 Primary payer amounts   |   |      | 9 |

| PART II - COMPUTATION OF REIMBURSEMENT SETTLEMENT   | 1 | 1.01 |       |
|---|---|------|-------|
| 10 Cost of CMHC services (see instructions)   |   |      | 10    |
| 11 Part B deductible billed to Program patients (exclude coinsurance amounts)                                 |   |      | 11    |
| 12 Excess of reasonable costs (see instructions)  |   |      | 12    |
| 13 Net cost (line 10 minus lines 11 and 12)   |   |      | 13    |
| 14 80% of Part B cost (80% x line 13) (see instructions)  |   |      | 14    |
| 15 Actual coinsurance billed to Program patients (from your records)  |   |      | 15    |
| 16 Net cost less actual billed coinsurance (Line 13 minus line 15)  |   |      | 16    |
| 17 Reimbursable bad debts (see instructions)  |   |      | 17    |
| 17.01 Adjusted reimbursable bad debts (see instructions)  |   |      | 17.01 |
| 17.02 Allowable bad debts for dual eligible beneficiaries (see instructions)                                  |   |      | 17.02 |
| 18 Net reimbursable amount (see instructions)   |   |      | 18    |
| 19 Amounts applicable to prior cost reporting periods resulting from disposition of depreciable assets        |   |      | 19    |
| 20 Recovery of excess depreciation resulting from facility's termination or a decrease in Program utilization |   |      | 20    |
| 21 Other adjustments (specify)  |   |      | 21    |
| 22 Total Cost (Sum of line 18, columns 1 and 2, minus lines 19 and 20, plus <i>or minus</i> line 21)          |   |      | 22    |
| 23 Sequestration adjustment (see instructions)  |   |      | 23    |
| 24 Amount due provider (Line 22 minus line 23)  |   |      | 24    |
| 25 Interim payments   |   |      | 25    |
| 25.5 Tentative settlement (for <i>contractor</i> use only)  |   |      | 25.5  |
| 26 Balance due CMHC/Program (Line 24 minus line 25) (Indicate overpayments in brackets)                       |   |      | 26    |
| 27 Protested amounts (see instructions)   |   |      | 27    |
| 28 Balance due CMHC/Program (Line 26 minus line 27) (Indicate overpayments in brackets)                       |   |      | 28    |

|  |                     |                     |                |
|--|---------------------|---------------------|----------------|
| ANALYSIS OF PAYMENTS TO PROVIDER FOR CMHC SERVICES RENDERED TO PROGRAM BENEFICIARIES | PROVIDER CCN: _____ | PERIOD: FROM: _____ | WORKSHEET CM-4 |
|  | CMHC CCN: _____     | TO: _____           |                |

|   |   | PART B  |        |      |      |      |
|---|---|---|--------|------|------|------|
|   |   | 1   | 2      |      |      |      |
|   |   | mm/dd/yyyy  | Amount |      |      |      |
| 1 | Total interim payments paid to provider (CMHC services)   |   |        | 1    |      |      |
| 2 | Interim payments payable on individual bills either, submitted or to be submitted to the <i>contractor</i> , for services rendered in the cost reporting period. If none, write "NONE" or enter a zero.               |   |        | 2    |      |      |
| 3 | List separately each retroactive lump sum adjustment amount based on subsequent revision of the interim rate for the cost reporting period. Also show date of each payment. If none write "NONE" or enter a zero. (1) | Program to Provider   | .01    |      | 3.01 |      |
|   |   |   | .02    |      | 3.02 |      |
|   |   | Provider to Program   | .03    |      | 3.03 |      |
|   |   |   | .04    |      | 3.04 |      |
|   |   | Provider to Program   | .05    |      | 3.05 |      |
|   |   |   | .50    |      | 3.50 |      |
|   |   |   | .51    |      | 3.51 |      |
|   |   |   | .52    |      | 3.52 |      |
|   |   | SUBTOTAL (Sum of lines 3.01-3.05, minus sum of lines 3.50-3.54) |        | .53  |      | 3.53 |
|   |   |   |        | .54  |      | 3.54 |
|   |   | .99   |        | 3.99 |      |      |
| 4 | TOTAL INTERIM PAYMENTS (Sum of lines 1, 2 and 3.99) (Transfer to Supp. Wkst CM-3, Part II, line 25)   |   |        | 4    |      |      |

TO BE COMPLETED BY *CONTRACTOR*

|   |   |                     |                     |     |      |
|---|---|---------------------|---------------------|-----|------|
| 5 | List separately each tentative settlement payment after desk review. Also show date of each payment. If none, write "NONE" or enter a zero. (1) | Program to Provider | .01                 |     | 5.01 |
|   |   |                     | .02                 |     | 5.02 |
|   |   | Provider to Program | .03                 |     | 5.03 |
|   |   |                     | .50                 |     | 5.50 |
|   |   | Provider to Program | .51                 |     | 5.51 |
|   |   |                     | .52                 |     | 5.52 |
|   | SUBTOTAL (Sum of lines 5.01-5.03, minus sum of lines 5.50-5.52)   |                     | .99                 |     | 5.99 |
| 6 | Determine net settlement amount (balance due) based on the cost report (SEE INSTRUCTIONS). (1)  | Program to Provider | .01                 |     | 6.01 |
|   |   |                     | Provider to Program | .02 |      |
|   |   |                     |                     |     |      |
| 7 | TOTAL MEDICARE PROGRAM LIABILITY (See Instructions)   |                     |                     |     | 7    |

Name of *Contractor*

*Contractor* Number

Signature of Authorized Person

Date: (Month, Day, Year)

(1) On lines 3, 5 and 6, where an amount is due "Provider to Program," show the amount and date on which the provider agrees to the amount of repayment, even though total repayment is not accomplished until a later date.

ALLOCATION OF GENERAL SERVICE COSTS TO RHC COST CENTERS

PROVIDER NO.:

PERIOD:

WORKSHEET RH-1 PARTS I & II

RHC NO.:

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

PART I - ALLOCATION OF GENERAL SERVICE COSTS TO RHC COST CENTERS

| CMHC COST CENTER<br>(OMIT CENTS)  | NET EXPENSES FOR COST ALLOCATION (1)<br>0 | CAPITAL RELATED COSTS |                        | PLANT OPERATION & MAINTENANCE<br>3 | TRANSPORTATION<br>4 | SUBTOTAL (cols. 0-4)<br>4A | A&G SHARED COSTS<br>5 | SUB-TOTAL<br>6 | ALLOCATED RHC A&G (SEE PART II)<br>7 | TOTAL (SUM OF COLS 6 & 7)<br>8 |  |    |
|-----------------------------------|---|-----------------------|------------------------|------------------------------------|---------------------|----------------------------|-----------------------|----------------|--------------------------------------|--------------------------------|--|----|
|                                   |   | BLDGS & FIXTURES<br>1 | MOVABLE EQUIPMENT<br>2 |                                    |                     |                            |                       |                |                                      |                                |  |    |
| 1 Administrative and General      |   |                       |                        |                                    |                     |                            |                       |                |                                      |                                |  | 1  |
| 2 Physicians                      |   |                       |                        |                                    |                     |                            |                       |                |                                      |                                |  | 2  |
| 3 Nurse Practitioner              |   |                       |                        |                                    |                     |                            |                       |                |                                      |                                |  | 3  |
| 4 Physician Assistant             |   |                       |                        |                                    |                     |                            |                       |                |                                      |                                |  | 4  |
| 5 Clinical Psychologist           |   |                       |                        |                                    |                     |                            |                       |                |                                      |                                |  | 5  |
| 6 Clinical Social Worker          |   |                       |                        |                                    |                     |                            |                       |                |                                      |                                |  | 6  |
| 7 Visiting Nurses                 |   |                       |                        |                                    |                     |                            |                       |                |                                      |                                |  | 7  |
| 8 Other Part B Services           |   |                       |                        |                                    |                     |                            |                       |                |                                      |                                |  | 8  |
| 9                                 |   |                       |                        |                                    |                     |                            |                       |                |                                      |                                |  | 9  |
| 10 Drugs Charged to Patients      |   |                       |                        |                                    |                     |                            |                       |                |                                      |                                |  | 10 |
| 11 TOTALS (Sum of lines 1-10) (2) |   |                       |                        |                                    |                     |                            |                       |                |                                      |                                |  | 11 |

(1) Column 0, line 11 must agree with Wkst. A, column 10, line 27.

(2) Columns 0 through 5, line 11 must agree with the corresponding columns of Wkst. B, line 27.

PART II - COMPUTATION OF UNIT COST MULTIPLIER FOR ALLOCATION OF RHC ADMINISTRATIVE AND GENERAL COSTS

|   |   |  |   |
|---|---|--|---|
| 1 | Amount from Part I, column 6, line 11   |  | 1 |
| 2 | Amount from Part I, column 6, line 1  |  | 2 |
| 3 | Line 1 minus line 2   |  | 3 |
| 4 | Unit cost multiplier for RHC A&G costs (Line 2 divided by line 3)(multiply each amount in column 6, lines 2 through 10, Part I, by the unit cost multiplier and enter the result on the corresponding line of column 7) |  | 4 |

|                          |                                       |                                     |                |
|--------------------------|---------------------------------------|-------------------------------------|----------------|
| COMPUTATION OF RHC COSTS | PROVIDER NO.: _____<br>RHC NO.: _____ | PERIOD:<br>FROM: _____<br>TO: _____ | WORKSHEET RH-2 |
|--------------------------|---------------------------------------|-------------------------------------|----------------|

**PART I - APPORTIONMENT OF RHC COST CENTERS**

|    | RHC COST CENTER<br>(OMIT CENTS)   | TOTAL COSTS<br>(FROM SUPP.<br>WKST. RH-1, PT.<br>I, COL. 8) (1) | TOTAL<br>RHC<br>CHARGES (2) | RATIO OF<br>COSTS TO<br>CHARGES<br>(COL. 1 / COL. 2) | TITLE XVIII<br>RHC<br>CHARGES | TITLE XVIII<br>RHC COSTS<br>(COL. 3 X<br>COL. 4) |    |
|----|---|---|-----------------------------|--|-------------------------------|--|----|
|    |   | 1   | 2                           | 3  | 4                             | 5  |    |
| 1  | Administrative and General  |   |                             |  |                               |  | 1  |
| 2  | Physicians  |   |                             |  |                               |  | 2  |
| 3  | Nurse Practitioner  |   |                             |  |                               |  | 3  |
| 4  | Physician Assistant   |   |                             |  |                               |  | 4  |
| 5  | Clinical Psychologist   |   |                             |  |                               |  | 5  |
| 6  | Clinical Social Worker  |   |                             |  |                               |  | 6  |
| 7  | Visiting Nurses   |   |                             |  |                               |  | 7  |
| 8  | Other Part B Services   |   |                             |  |                               |  | 8  |
| 9  | Subtotal (sum of lines 1-8)   |   |                             |  |                               |  | 9  |
| 10 | Drugs Charged to Patients (Transfer col. 5 to Worksheet D, col. 2, line 20) |   |                             |  |                               |  | 10 |
| 11 | TOTALS (Sum of lines 9 and 10)  |   |                             |  |                               |  | 11 |

**PART II - APPORTIONMENT OF COST OF RHC SERVICES FURNISHED BY HHA DEPARTMENTS**

|    |                            | Fr. Wkst. B<br>Col 6, Line: |  |  |  |  |    |
|----|----------------------------|-----------------------------|--|--|--|--|----|
| 12 | Physical Therapy           | 7                           |  |  |  |  | 12 |
| 13 | Occupational Therapy       | 8                           |  |  |  |  | 13 |
| 14 | Speech Pathology           | 9                           |  |  |  |  | 14 |
| 15 | Supplies                   | 12                          |  |  |  |  | 15 |
| 17 | Total (Sum of lines 12-15) |                             |  |  |  |  | 17 |

(1) Cost for Part II, lines 12-15 are obtained from Worksheet B, column 6, lines as appropriate  
 (2) Charges for Part II, column 2 are total facility charges for each cost center and are obtained from provider records

**PART III - TOTAL RHC COSTS**

|    |  |  |    |
|----|--|--|----|
| 18 | Total RHC costs - Add the amount from Part I, column 5, line 9 and the amounts from Part II, column 5, line 17 |  | 18 |
|----|--|--|----|

Transfer the amount in Part III, column 5 to Supplemental Worksheet D, column 3, line 2



ALLOCATION OF GENERAL SERVICE COSTS TO RHC COST CENTERS

PROVIDER NO.:

PERIOD:

WORKSHEET RH-1  
PART III

RHC NO.:

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

PART III - ALLOCATION OF GENERAL SERVICE COSTS TO RHC COST CENTERS - STATISTICAL BASIS

| RHC COST CENTER<br>(OMIT CENTS) | CAPITAL-RELATED COSTS             |                                    | PLANT OPERATION & MAINTENANCE<br>(SQUARE FEET) | TRANSPORTATION<br>(MILEAGE) | RECONCILIATION | ADMINISTRATIVE & GENERAL<br>(ACCUMULATED COST) |    |
|---------------------------------|-----------------------------------|------------------------------------|--|-----------------------------|----------------|--|----|
|                                 | BLDGS & FIXTURES<br>(SQUARE FEET) | MOVABLE EQUIPMENT<br>(SQUARE FEET) |  |                             |                |  |    |
|                                 | 1                                 | 2                                  | 3  | 4                           | 5A             | 5  |    |
| 1 Administrative and General    |                                   |                                    |  |                             |                |  | 1  |
| 2 Physicians                    |                                   |                                    |  |                             |                |  | 2  |
| 3 Nurse Practitioner            |                                   |                                    |  |                             |                |  | 3  |
| 4 Physician Assistant           |                                   |                                    |  |                             |                |  | 4  |
| 5 Clinical Psychologist         |                                   |                                    |  |                             |                |  | 5  |
| 6 Clinical Social Worker        |                                   |                                    |  |                             |                |  | 6  |
| 7 Visiting Nurses               |                                   |                                    |  |                             |                |  | 7  |
| 8 Other Part B Services         |                                   |                                    |  |                             |                |  | 8  |
| 9                               |                                   |                                    |  |                             |                |  | 9  |
| 10 Drugs Charged to Patients    |                                   |                                    |  |                             |                |  | 10 |
| 11 TOTALS (Sum of lines 1-10)   |                                   |                                    |  |                             |                |  | 11 |
| 12 Total Cost to be Allocated   |                                   |                                    |  |                             |                |  | 12 |
| 13 Unit Cost Multiplier         |                                   |                                    |  |                             |                |  | 13 |

|  |  |                                     |                                |
|--|--|-------------------------------------|--------------------------------|
| ALLOCATION OF GENERAL SERVICE COSTS TO FQHC COST CENTERS | PROVIDER NO.: _____<br>FQHC NO.: _____ | PERIOD:<br>FROM: _____<br>TO: _____ | WORKSHEET FQ-1<br>PARTS I & II |
|--|--|-------------------------------------|--------------------------------|

**PART I - ALLOCATION OF GENERAL SERVICE COSTS TO FQHC COST CENTERS**

|    | FQHC COST CENTER<br>(OMIT CENTS) | NET<br>EXPENSES<br>FOR COST<br>ALLOCATION (1) | CAPITAL<br>RELATED COSTS |                      | PLANT<br>OPERATION<br>& MAINTENANCE | TRANSPOR-<br>TATION | SUBTOTAL<br>(cols. 0-4) | A&G<br>SHARED<br>COSTS | SUB-<br>TOTAL | ALLOCATED<br>FQHC<br>A&G (SEE<br>PART II) | TOTAL<br>(SUM OF<br>COLS 6 & 7) |
|----|----------------------------------|---|--------------------------|----------------------|-------------------------------------|---------------------|-------------------------|------------------------|---------------|---|---------------------------------|
|    |                                  |   | BLDGS &<br>FIXTURES      | MOVABLE<br>EQUIPMENT |                                     |                     |                         |                        |               |   |                                 |
|    |                                  | 0   | 1                        | 2                    | 3                                   | 4                   | 4A                      | 5                      | 6             | 7   | 8                               |
| 1  | Administrative and General       |   |                          |                      |                                     |                     |                         |                        |               |   | 1                               |
| 2  | Physicians                       |   |                          |                      |                                     |                     |                         |                        |               |   | 2                               |
| 3  | Nurse Practitioner               |   |                          |                      |                                     |                     |                         |                        |               |   | 3                               |
| 4  | Physician Assistant              |   |                          |                      |                                     |                     |                         |                        |               |   | 4                               |
| 5  | Clinical Psychologist            |   |                          |                      |                                     |                     |                         |                        |               |   | 5                               |
| 6  | Clinical Social Worker           |   |                          |                      |                                     |                     |                         |                        |               |   | 6                               |
| 7  | Visiting Nurses                  |   |                          |                      |                                     |                     |                         |                        |               |   | 7                               |
| 8  | Preventative Primary Services    |   |                          |                      |                                     |                     |                         |                        |               |   | 8                               |
| 9  | Other Part B Services            |   |                          |                      |                                     |                     |                         |                        |               |   | 9                               |
| 10 |                                  |   |                          |                      |                                     |                     |                         |                        |               |   | 10                              |
| 11 | Drugs Charged to Patients        |   |                          |                      |                                     |                     |                         |                        |               |   | 11                              |
| 12 | TOTALS (Sum of lines 1-11) (2)   |   |                          |                      |                                     |                     |                         |                        |               |   | 12                              |

(1) Column 0, line 12 must agree with Wkst. A, column 10, line 28.  
 (2) Columns 0 through 5, line 12 must agree with the corresponding columns of Wkst. B, line 28.

**PART II - COMPUTATION OF UNIT COST MULTIPLIER FOR ALLOCATION OF FQHC ADMINISTRATIVE AND GENERAL COSTS**

|   |  |  |   |
|---|--|--|---|
| 1 | Amount from Part I, column 6, line 12  |  | 1 |
| 2 | Amount from Part I, column 6, line 1   |  | 2 |
| 3 | Line 1 minus line 2  |  | 3 |
| 4 | Unit cost multiplier for FQHC A&G costs (Line 2 divided by line 3)(multiply each amount in column 6, lines 2 through 11, Part I, by the unit cost multiplier and enter the result on the corresponding line of column 7) |  | 4 |

|                           |  |                                     |                |
|---------------------------|--|-------------------------------------|----------------|
| COMPUTATION OF FQHC COSTS | PROVIDER NO.: _____<br>FQHC NO.: _____ | PERIOD:<br>FROM: _____<br>TO: _____ | WORKSHEET FQ-2 |
|---------------------------|--|-------------------------------------|----------------|

PART I - APPORTIONMENT OF RHC COST CENTERS

|    | FQHC COST CENTER<br>(OMIT CENTS)  | TOTAL COSTS<br>(FROM SUPP.<br>WKST. FQ-1, PT.<br>I, COL. 8) (1) | TOTAL<br>FQHC<br>CHARGES (2) | RATIO OF<br>COSTS TO<br>CHARGES<br>(COL. 1 / COL. 2) | TITLE XVIII<br>FQHC<br>CHARGES | TITLE XVIII<br>FQHC COSTS<br>(COL. 3 X<br>COL. 4) |    |
|----|---|---|------------------------------|--|--------------------------------|---|----|
|    |   | 1   | 2                            | 3  | 4                              | 5   |    |
| 1  | Administrative and General  |   |                              |  |                                |   | 1  |
| 2  | Physicians  |   |                              |  |                                |   | 2  |
| 3  | Nurse Practitioner  |   |                              |  |                                |   | 3  |
| 4  | Physician Assistant   |   |                              |  |                                |   | 4  |
| 5  | Clinical Psychologist   |   |                              |  |                                |   | 5  |
| 6  | Clinical Social Worker  |   |                              |  |                                |   | 6  |
| 7  | Visiting Nurses   |   |                              |  |                                |   | 7  |
| 8  | Preventative Primary Services   |   |                              |  |                                |   | 8  |
| 9  | Other Part B Services   |   |                              |  |                                |   | 9  |
| 10 | Subtotal (sum of lines 1-9)   |   |                              |  |                                |   | 10 |
| 11 | Drugs Charged to Patients (Transfer col. 5 to Worksheet D, col. 2, line 20) |   |                              |  |                                |   | 11 |
| 12 | TOTALS (Sum of lines 10 and 11)   |   |                              |  |                                |   | 12 |

PART II - APPORTIONMENT OF COST OF FQHC SERVICES FURNISHED BY HHA DEPARTMENTS

|    |                            | Fr. Wkst. B<br>Col 6, Line: |  |  |  |  |    |
|----|----------------------------|-----------------------------|--|--|--|--|----|
| 13 | Physical Therapy           | 7                           |  |  |  |  | 13 |
| 14 | Occupational Therapy       | 8                           |  |  |  |  | 14 |
| 15 | Speech Pathology           | 9                           |  |  |  |  | 15 |
| 16 | Supplies                   | 12                          |  |  |  |  | 16 |
| 18 | Total (Sum of lines 13-16) |                             |  |  |  |  | 18 |

(1) Cost for Part II, lines 13-16 are obtained from Worksheet B, column 6, lines as appropriate  
 (2) Charges for Part II, column 2 are total facility charges for each cost center and are obtained from provider records

PART III - TOTAL FQHC COSTS

ALLOCATION OF GENERAL SERVICE COSTS TO FQHC COST CENTERS

PROVIDER NO.:

PERIOD:

WORKSHEET FQ-1  
PART III

FQHC NO.:

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

PART III - ALLOCATION OF GENERAL SERVICE COSTS TO FQHC COST CENTERS - STATISTICAL BASIS

| FQHC COST CENTER<br>(OMIT CENTS) | CAPITAL-RELATED COSTS          |                                 | PLANT OPERATION & MAINTENANCE (SQUARE FEET) | TRANSPORTATION (MILEAGE) | RECONCILIATION | ADMINISTRATIVE & GENERAL (ACCUMULATED COST) |    |
|----------------------------------|--------------------------------|---------------------------------|---|--------------------------|----------------|---|----|
|                                  | BLDGS & FIXTURES (SQUARE FEET) | MOVABLE EQUIPMENT (SQUARE FEET) |   |                          |                |   |    |
|                                  | 1                              | 2                               | 3   | 4                        | 5A             | 5   |    |
| 1 Administrative and General     |                                |                                 |   |                          |                |   | 1  |
| 2 Physicians                     |                                |                                 |   |                          |                |   | 2  |
| 3 Nurse Practitioner             |                                |                                 |   |                          |                |   | 3  |
| 4 Physician Assistant            |                                |                                 |   |                          |                |   | 4  |
| 5 Clinical Psychologist          |                                |                                 |   |                          |                |   | 5  |
| 6 Clinical Social Worker         |                                |                                 |   |                          |                |   | 6  |
| 7 Visiting Nurses                |                                |                                 |   |                          |                |   | 7  |
| 8 Preventative Primary Services  |                                |                                 |   |                          |                |   | 8  |
| 9 Other Part B Services          |                                |                                 |   |                          |                |   | 9  |
| 10                               |                                |                                 |   |                          |                |   | 10 |
| 11 Drugs Charged to Patients     |                                |                                 |   |                          |                |   | 11 |
| 12 TOTALS (Sum of lines 1-11)    |                                |                                 |   |                          |                |   | 12 |
| 13 Cost to be Allocated          |                                |                                 |   |                          |                |   | 13 |
| 14 Unit Cost Multiplier          |                                |                                 |   |                          |                |   | 14 |

ANALYSIS OF HHA-BASED RURAL HEALTH CLINIC/  
FEDERALLY QUALIFIED HEALTH CENTER COSTS

PROVIDER CCN:

PERIOD:

WORKSHEET RF-1

COMPONENT CCN:

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

| Check<br>Applicable Box: |   | <input type="checkbox"/> RHC<br><input type="checkbox"/> FQHC |                      |                     |                                      |             |   |                        |   |             |  |
|--------------------------|---|---|----------------------|---------------------|--------------------------------------|-------------|---|------------------------|---|-------------|--|
|                          |   | SALARIES  | EMPLOYEE<br>BENEFITS | TRANSPOR-<br>TATION | CONTRACTED/<br>PURCHASED<br>SERVICES | OTHER COSTS | TOTAL<br>(sum of col. 1<br>thru col. 5) | RECLASSIFI-<br>CATIONS | RECLASSIFIED<br>TRIAL<br>BALANCE<br>(col. 6 + col. 7) | ADJUSTMENTS | NET EXPENSES<br>FOR<br>ALLOCATION<br>(col. 8 + col. 9) |
|                          |   | 1   | 2                    | 3                   | 4                                    | 5           | 6                                       | 7                      | 8   | 9           | 10   |
|                          | FACILITY HEALTH CARE STAFF COSTS                                    |   |                      |                     |                                      |             |   |                        |   |             |  |
| 1                        | Physician   |   |                      |                     |                                      |             |   |                        |   |             | 1  |
| 2                        | Physician Assistant   |   |                      |                     |                                      |             |   |                        |   |             | 2  |
| 3                        | Nurse Practitioner  |   |                      |                     |                                      |             |   |                        |   |             | 3  |
| 4                        | Visiting Nurse  |   |                      |                     |                                      |             |   |                        |   |             | 4  |
| 5                        | Other Nurse   |   |                      |                     |                                      |             |   |                        |   |             | 5  |
| 6                        | Clinical Psychologist   |   |                      |                     |                                      |             |   |                        |   |             | 6  |
| 7                        | Clinical Social Worker  |   |                      |                     |                                      |             |   |                        |   |             | 7  |
| 8                        | Laboratory Technician   |   |                      |                     |                                      |             |   |                        |   |             | 8  |
| 9                        | Other Facility Health Care Staff Costs                              |   |                      |                     |                                      |             |   |                        |   |             | 9  |
| 10                       | Subtotal (sum of lines 1-9)   |   |                      |                     |                                      |             |   |                        |   |             | 10   |
|                          | COSTS UNDER AGREEMENT   |   |                      |                     |                                      |             |   |                        |   |             |  |
| 11                       | Physician Services Under Agreement                                  |   |                      |                     |                                      |             |   |                        |   |             | 11   |
| 12                       | Physician Supervision Under Agreement                               |   |                      |                     |                                      |             |   |                        |   |             | 12   |
| 13                       | Other Costs Under Agreement   |   |                      |                     |                                      |             |   |                        |   |             | 13   |
| 14                       | Subtotal (sum of lines 11-13)                                       |   |                      |                     |                                      |             |   |                        |   |             | 14   |
|                          | OTHER HEALTH CARE COSTS   |   |                      |                     |                                      |             |   |                        |   |             |  |
| 15                       | Medical Supplies  |   |                      |                     |                                      |             |   |                        |   |             | 15   |
| 16                       | Transportation (Health Care Staff)                                  |   |                      |                     |                                      |             |   |                        |   |             | 16   |
| 17                       | Depreciation-Medical Equipment                                      |   |                      |                     |                                      |             |   |                        |   |             | 17   |
| 18                       | Professional Liability Insurance                                    |   |                      |                     |                                      |             |   |                        |   |             | 18   |
| 19                       | Other Health Care Costs   |   |                      |                     |                                      |             |   |                        |   |             | 19   |
| 20                       | Allowable GME Pass Through Costs                                    |   |                      |                     |                                      |             |   |                        |   |             | 20   |
| 21                       | Subtotal (sum of lines 15-20)                                       |   |                      |                     |                                      |             |   |                        |   |             | 21   |
| 22                       | Total Cost of Health Care Services (sum of<br>lines 10, 14, and 21) |   |                      |                     |                                      |             |   |                        |   |             | 22   |
|                          | COSTS OTHER THAN RHC/FQHC SERVICES                                  |   |                      |                     |                                      |             |   |                        |   |             |  |
| 23                       | Pharmacy  |   |                      |                     |                                      |             |   |                        |   |             | 23   |
| 24                       | Dental  |   |                      |                     |                                      |             |   |                        |   |             | 24   |
| 25                       | Optometry   |   |                      |                     |                                      |             |   |                        |   |             | 25   |
| 26                       | All other nonreimbursable costs                                     |   |                      |                     |                                      |             |   |                        |   |             | 26   |
| 27                       | Non-allowable GME Pass Through Costs                                |   |                      |                     |                                      |             |   |                        |   |             | 27   |
| 28                       | Total Nonreimbursable Costs (sum of lines 23-27)                    |   |                      |                     |                                      |             |   |                        |   |             | 28   |
|                          | FACILITY OVERHEAD   |   |                      |                     |                                      |             |   |                        |   |             |  |
| 29                       | Facility Costs  |   |                      |                     |                                      |             |   |                        |   |             | 29   |
| 30                       | Administrative Costs  |   |                      |                     |                                      |             |   |                        |   |             | 30   |
| 31                       | Total Facility Overhead (sum of lines 29 and 30)                    |   |                      |                     |                                      |             |   |                        |   |             | 31   |
| 32                       | Total facility costs (sum of lines 22, 28 and 31)                   |   |                      |                     |                                      |             |   |                        |   |             | 32   |

The net expenses for cost allocation on Worksheet A for the applicable RHC/FQHC cost center line must equal the total facility costs in column 10, line 30 of this worksheet for cost reporting periods beginning on or after January 1, 1998.

|   |   |                                     |                |
|---|---|-------------------------------------|----------------|
| ALLOCATION OF OVERHEAD TO RHC/FQHC SERVICES | PROVIDER CCN: _____<br>COMPONENT CCN: _____                   | PERIOD:<br>FROM: _____<br>TO: _____ | WORKSHEET RF-2 |
| Check Applicable Box:                       | <input type="checkbox"/> RHC<br><input type="checkbox"/> FQHC |                                     |                |

**VISITS AND PRODUCTIVITY**

| Positions   | Number of FTE Personnel | Total Visits | Productivity Standard (1) | Minimum Visits (col. 1x col. 3) | Greater of Col. 2 or Col. 4 |             |
|---|-------------------------|--------------|---------------------------|---------------------------------|-----------------------------|-------------|
|   | 1                       | 2            | 3                         | 4                               | 5                           |             |
| 1 Physicians  |                         |              |                           |                                 |                             | 1           |
| 2 Physician Assistants                                    |                         |              |                           |                                 |                             | 2           |
| 3 Nurse Practitioners                                     |                         |              |                           |                                 |                             | 3           |
| 4 Subtotal (sum of lines 1-3)                             |                         |              |                           |                                 |                             | 4           |
| 5 Visiting Nurse  |                         |              |                           |                                 |                             | 5           |
| 6 Clinical Psychologist                                   |                         |              |                           |                                 |                             | 6           |
| 7 Clinical Social Worker                                  |                         |              |                           |                                 |                             | 7           |
| <i>7.01 Medical Nutrition Therapist (FQHC only)</i>       |                         |              |                           |                                 |                             | <i>7.01</i> |
| <i>7.02 Diabetes Self Management Training (FQHC only)</i> |                         |              |                           |                                 |                             | <i>7.02</i> |
| 8 Total FTEs and Visits (sum of lines 4-7)                |                         |              |                           |                                 |                             | 8           |
| 9 Physician Services Under Agreements                     |                         |              |                           |                                 |                             | 9           |

(1) Productivity standards established by CMS are: 4200 visits for each physician and 2100 visits for each nonphysician practitioner. If an exception to the productivity standard has been granted, (Worksheet S-4, line 13 equals "Y"), then input in column 3, lines 1-3, the productivity standards derived by the fiscal intermediary.

**DETERMINATION OF ALLOWABLE COST APPLICABLE TO RHC/FQHC SERVICES**

|    |   |    |
|----|---|----|
| 10 | Total costs of health care services (from Worksheet RF-1, column 10, line 22 less the amount from Worksheet RF-1, column 10, line 20) | 10 |
| 11 | Total nonreimbursable costs (from Worksheet RF-1, column 10, line 28)   | 11 |
| 12 | Cost of all services (excluding overhead) (sum of lines 10 and 11)  | 12 |
| 13 | Ratio of RHC/FQHC services (line 10 divided by line 12)   | 13 |
| 14 | Total facility overhead - (from Worksheet RF-1, column 10, line 31) (see instructions)  | 14 |
| 15 | Allowable GME Overhead (see instructions)   | 15 |
| 16 | Net Facility Overhead (line 14 minus line 15)   | 16 |
| 17 | Parent provider overhead allocated to facility (see instructions)   | 17 |
| 18 | Total overhead (sum of lines 16 and 17)   | 18 |
| 19 | Overhead applicable to RHC/FQHC services (line 13 x line 18)  | 19 |
| 20 | Total allowable cost of RHC/FQHC services (sum of lines 10 and 19)  | 20 |

|   |                      |                               |                |
|---|----------------------|-------------------------------|----------------|
| CALCULATION OF REIMBURSEMENT SETTLEMENT FOR RHC/FQHC SERVICES | PROVIDER CCN: _____  | PERIOD: FROM: _____ TO: _____ | WORKSHEET RF-3 |
|   | COMPONENT CCN: _____ |                               |                |

|                 |                               |
|-----------------|-------------------------------|
| Check           | <input type="checkbox"/> RHC  |
| Applicable Box: | <input type="checkbox"/> FQHC |

**DETERMINATION OF RATE FOR RHC/FQHC SERVICES**

|   |  |                          |               |   |
|---|--|--------------------------|---------------|---|
| 1 | Total Allowable Cost of RHC/FQHC Services (from Worksheet RF-2, line 20)         |                          |               | 1 |
| 2 | Cost of vaccines and their administration (from Worksheet RF-4, line 15)         |                          |               | 2 |
| 3 | Total allowable cost excluding vaccine (line 1 minus line 2)                     |                          |               | 3 |
| 4 | Total FTEs and Visits (from Wkst. RF-2, col. 5, line 8)                          |                          |               | 4 |
| 5 | Physicians visits under agreement (from Worksheet RF-2, column 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) |               |   |
|   |  | Rate Period 1            | Rate Period 2 |   |
|   |  | 1                        | 2             |   |
| 8 | Per visit payment limit (from your intermediary)                                 |                          |               | 8 |
| 9 | Rate for Medicare covered visits (lesser of line 7 or line 8) (See instructions) |                          |               | 9 |

**CALCULATION OF SETTLEMENT**

|       |  |  |   |       |
|-------|--|--|---|-------|
| 10    | Medicare covered visits excluding mental health services (from the <i>PS&amp;R</i> )   |  |   | 10    |
| 11    | Medicare cost excluding costs for mental health services (line 9 x line 10)  |  |   | 11    |
| 12    | Medicare covered visits for mental health services (from the <i>PS&amp;R</i> )   |  |   | 12    |
| 13    | Medicare covered cost for mental health services (line 9 x line 12)  |  |   | 13    |
| 14    | Limit adjustment for mental health services (line 13 x the applicable percentage) (see instructions)   |  |   | 14    |
| 15    | Graduate Medical Education Pass Through Cost (see instructions)  |  |   | 15    |
| 15.5  | Primary Payer Amounts  |  |   | 15.5  |
| 16    | Total Medicare cost (line 11, columns 1 & 2, plus line 14, columns 1 & 2, plus columns 1 and 2, line 15 minus line 15.5, columns 1 and 2) (see instructions) |  |   | 16    |
| 16.01 | Total Program Charges (see instructions)(from contractor's records)  |  |   | 16.01 |
| 16.02 | Total Program Preventive Charges (see instructions)(from provider's records)   |  |   | 16.02 |
| 16.03 | Total Program Preventive Costs (see instructions)  |  |   | 16.03 |
| 16.04 | Total Program Non-Preventive Costs (see instructions)  |  |   | 16.04 |
| 16.05 | Total Program Cost (see instructions)  |  |   | 16.05 |
|       |  |  | 1 |       |
| 17    | Less: Beneficiary deductible for RHC only (see instructions) (from contractor records)   |  |   | 17    |
| 17.5  | Beneficiary coinsurance for RHC/FQHC services (see instructions) (from contractor records)   |  |   | 17.5  |
| 18    | Net Medicare cost excluding vaccines (see instructions)  |  |   | 18    |
| 19    | Reimbursable cost of RHC/FQHC services, excluding vaccine (see instructions)   |  |   | 19    |
| 20    | Medicare cost of vaccines and their administration (from Worksheet. RF-4, line 16)   |  |   | 20    |
| 21    | Total reimbursable Medicare cost (see instructions)  |  |   | 21    |
| 22    | Reimbursable bad debts   |  |   | 22    |
| 22.01 | Adjusted reimbursable bad debts (see instructions)   |  |   | 22.01 |
| 22.02 | Allowable bad debts for dual eligible beneficiaries (see instructions)   |  |   | 22.02 |
| 23    | Other adjustments (specify)  |  |   | 23    |
| 24    | Net reimbursable amounts (see instructions)  |  |   | 24    |
| 24.01 | Sequestration adjustment (see instructions)  |  |   | 24.01 |
| 25    | Interim payments (From Worksheet RF-5, line 4)   |  |   | 25    |
| 25.5  | Tentative settlement (For contractor use only)   |  |   | 25.5  |
| 26    | Balance due component/program (line 24 minus lines 24.01 and 25)   |  |   | 26    |
| 27    | Protested amounts (nonallowable cost report items) in accordance with CMS Pub. 15-2, chapter I, section 115.2  |  |   | 27    |

(1) Enter chronologically in columns 1, and 2, as applicable, the payment limit and corresponding data.

FORM CMS-1728-94-RF-3 (5-2013) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB. 15-2, SECTIONS 3236 - 3236.1)

|  |   |                     |                |
|--|---|---------------------|----------------|
| COMPUTATION OF PNEUMOCOCCAL AND INFLUENZA VACCINE COST | PROVIDER CCN: _____   | PERIOD: FROM: _____ | WORKSHEET RF-4 |
|  | COMPONENT CCN: _____  | TO: _____           |                |
| Check Applicable Box:                                  | <input type="checkbox"/> RHC<br><input type="checkbox"/> FQHC |                     |                |

| CALCULATION OF COST |  | PNEUMOCOCCAL | SEASONAL INFLUENZA ONLY | H1N1 ONLY | INFLUENZA & H1N1 (See instructions) |    |
|---------------------|--|--------------|-------------------------|-----------|-------------------------------------|----|
|                     |  | 1            | 2                       | 2.01      | 2.02                                |    |
| 1                   | Health care staff cost (Worksheet RF-1, column 10, line 10)  |              |                         |           |                                     | 1  |
| 2                   | Ratio of pneumococcal and influenza vaccine staff time to total health care staff time   |              |                         |           |                                     | 2  |
| 3                   | Pneumococcal and influenza vaccine health care staff cost (line 1 x line 2)  |              |                         |           |                                     | 3  |
| 4                   | Medical supplies cost - pneumococcal and influenza vaccine (from your records)   |              |                         |           |                                     | 4  |
| 5                   | Direct cost of pneumococcal and influenza vaccine (line 3 plus line 4)   |              |                         |           |                                     | 5  |
| 6                   | Total direct cost of the facility (Worksheet RF-1, column 10, line 22)   |              |                         |           |                                     | 6  |
| 7                   | Total facility overhead (Worksheet RF-2, line 18)  |              |                         |           |                                     | 7  |
| 8                   | Ratio of pneumococcal and influenza vaccine direct cost to total direct cost (line 5 divided by line 6)  |              |                         |           |                                     | 8  |
| 9                   | Overhead cost - pneumococcal and influenza vaccine (line 7 x line 8)   |              |                         |           |                                     | 9  |
| 10                  | Total pneumococcal and influenza vaccine cost and its (their) administration (sum of lines 5 and 9)  |              |                         |           |                                     | 10 |
| 11                  | Total number of pneumococcal and influenza vaccine injections (from your records)  |              |                         |           |                                     | 11 |
| 12                  | Cost per pneumococcal and influenza vaccine injection (line 10/ line 11)   |              |                         |           |                                     | 12 |
| 13                  | Number of pneumococcal and influenza vaccine injections administered to Medicare beneficiaries   |              |                         |           |                                     | 13 |
| 14                  | Medicare cost of pneumococcal and influenza vaccine and its (their) administration (line 12 x line 13)   |              |                         |           |                                     | 14 |
| 15                  | Total cost of pneumococcal and influenza vaccine and its (their) administration (sum of columns 1, 2, 2.01 and 2.02, line 10) (transfer this amount to Worksheet RF-3, line 2)           |              |                         |           |                                     | 15 |
| 16                  | Total Medicare cost of pneumococcal and influenza vaccine and its (their) administration (sum of columns 1, 2, 2.01 and 2.02, line 14) (transfer this amount to Worksheet RF-3, line 20) |              |                         |           |                                     | 16 |



|  |   |                                     |                             |
|--|---|-------------------------------------|-----------------------------|
| ANALYSIS OF PAYMENTS TO PROVIDER-BASED RHC/FQHC FOR SERVICES RENDERED TO PROGRAM BENEFICIARIES | PROVIDER NO.:<br>_____<br>COMPONENT NO.:<br>_____ | PERIOD:<br>FROM: _____<br>TO: _____ | SUPPLEMENTAL WORKSHEET RF-5 |
|--|---|-------------------------------------|-----------------------------|

Check Applicable Box:  RHC  FQHC

| 1 | DESCRIPTION   | PART B              |        | 1    |      |
|---|---|---------------------|--------|------|------|
|   |   | 1                   | 2      |      |      |
|   |   | mm/dd/yyyy          | Amount |      |      |
| 1 | Total interim payments paid to RHC/FQHC   |                     |        | 1    |      |
| 2 | Interim payments payable on individual bills either, submitted or to be submitted to the intermediary, for services rendered in the cost reporting period. If none, write "NONE" or enter a zero.                     |                     |        | 2    |      |
| 3 | List separately each retroactive lump sum adjustment amount based on subsequent revision of the interim rate for the cost reporting period. Also show date of each payment. If none write "NONE" or enter a zero. (1) | Program to Provider | .01    |      | 3.01 |
|   |   |                     | .02    |      | 3.02 |
|   |   |                     | .03    |      | 3.03 |
|   |   |                     | .04    |      | 3.04 |
|   |   |                     | .05    |      | 3.05 |
|   |   | Provider to Program | .50    |      | 3.50 |
|   |   |                     | .51    |      | 3.51 |
|   |   |                     | .52    |      | 3.52 |
|   |   |                     | .53    |      | 3.53 |
|   |   |                     |        | .54  |      |
|   | SUBTOTAL (Sum of lines 3.01-3.49, minus sum of lines 3.50-3.98)   | .99                 |        | 3.99 |      |
| 4 | TOTAL INTERIM PAYMENTS (Sum of lines 1, 2 and 3.99) (Transfer to Supp. Wkst RF-3, Part II, line 25)   |                     |        | 4    |      |

TO BE COMPLETED BY INTERMEDIARY

|   |   |                     |   |     |      |      |
|---|---|---------------------|---|-----|------|------|
| 5 | List separately each tentative settlement payment after desk review. Also show date of each payment. If none, write "NONE" or enter a zero. (1) | Program to Provider | .01   |     | 5.01 |      |
|   |   |                     | .02   |     | 5.02 |      |
|   |   | Provider to Program | .03   |     | 5.03 |      |
|   |   |                     | .50   |     | 5.50 |      |
|   |   |                     | .51   |     | 5.51 |      |
|   |   |                     |   | .52 |      | 5.52 |
|   |   |                     | SUBTOTAL (Sum of lines 5.01-5.49, minus sum of lines 5.50-5.98) | .99 |      | 5.99 |
| 6 | Determine net settlement amount (balance due) based on the cost report (SEE INSTRUCTIONS). (1)  | Program to Provider | .01   |     | 6.01 |      |
|   |   |                     | Provider to Program   | .02 |      | 6.02 |
|   |   | 7                   | TOTAL MEDICARE PROGRAM LIABILITY (See Instructions)             |     |      | 7    |

Name of Intermediary \_\_\_\_\_ Intermediary Number \_\_\_\_\_

Signature of Authorized Person \_\_\_\_\_ Date: (Month, Day, Year) \_\_\_\_\_

(1) On lines 3, 5 and 6, where an amount is due "Provider to Program," show the amount and date on which the provider agrees to the amount of repayment, even though total repayment is not accomplished until a later date.