

North Carolina Department of Health and Human Services Division of Medical Assistance

Pat McCrory Governor Aldona Z. Wos, M.D. Ambassador (Ret.) Secretary DHHS

Robin Gary Cummings, M.D. Deputy Secretary for Health Services Director, Division of Medical Assistance

December 12, 2014

TO: North Carolina Medicaid Hospitals

SUBJECT: Treatment of Hospital Provider Assessment (Provider Tax) in Medicaid Cost Reports

This Memorandum clarifies and replaces the November 10, 2014 Memorandum on the same subject. Clarifications from the earlier memorandum are identified beginning on Page 7 below.

On March 26, 2012, CMS approved the North Carolina State Plan Amendment (SPA) #11-003 which, in part, implemented a provider assessment (provider tax) program for North Carolina Medicaid hospitals. The effective date of this SPA was January 1, 2011. The Division of Medical Assistance (DMA) must be able to accurately and uniformly identify provider tax expense in the Medicaid cost reports for the purpose of setting rates, performing calculations necessary for the annual DSH/MRI/GAP Model, performing the annual Disproportionate Share Hospital (DSH) independent audit, and evaluating cost settlement. This objective is accomplished by establishing a unique cost center and set of accumulated cost statistics for the Medicaid Hospital Provider Tax.

To accomplish this objective, DMA requires the following steps for cost reports submitted on or after November 10, 2014.

1. On the Medicaid CMS 2552-10, under the Administrative & General (A&G) cost center (5.00), establish a subscripted cost center and name it "Medicaid Hospital Provider Tax". An example would be cost center Line Number 5.02 or 5.03. Hospitals vary in their operational requirements for subscripting A&G; therefore, DMA is not requiring a specific subscripted line number. Instead, DMA requires that the subscripted cost center for Medicaid Hospital Provider Tax <u>sequentially follows</u> the identification of standard A&G expense.

Example: Line 5.01 Other Administrative & General Line 5.02 Medicaid Hospital Provider Tax

Page 2 of 11 Hospital Provider Tax in Medicaid Cost Reports December 12, 2014

> Should Not Be: Line 5.01 Medicaid Hospital Provider Tax Line 5.02 Other Administrative & General

DMA does not require the use of CMS 2552-10 software from a specific vendor; however, for illustrative purposes, DMA currently uses CMS 2552-10 software from HFS, and the above objective can be accomplished as shown in Attachment 1.

2. Following Step 1, establish accumulated cost statistics for the newly subscripted cost center "Medicaid Provider Tax Expense".

For illustrative purposes with HFS, the above objective can be accomplished as shown in Attachment 2.

3. Following Step 2, Open the Form Worksheet B-1 – Cost Allocation – Statistical Basis. The Medicaid Hospital Provider Tax is based on hospital expense and should not be allocated via statistics to non-hospital cost centers such as Rural Health Clinic, Hospice, Home Health, Skilled Nursing Facility, etc. For each of the non-hospital cost centers, force the accumulated cost statistic to zero (\$0) so that it will not allocate cost.

For illustrative purposes with HFS, the above objective can be accomplished as shown in Attachment 2.

4. The DSH / MRI / GAP plan is developed and executed based on a federal fiscal year of 10/1 – 9/30. Providers who incur Medicaid Hospital Provider Tax expense shall file a workpaper with their Medicaid Hospital cost report that reconciles the amount of provider tax expense identified in the CMS 2552-10 Medicaid cost report (Worksheet A) to the DSH / MRI / GAP Plan(s) which cover the cost reporting period. Exhibit 1. Establish Cost Center. One method to do this in HFS is to use Cost Center and Statistics Set Up Function in the Edit Function Dropdown Box

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Exhibit 1. Add two (2) "Other Administrative & General" subscripted cost center to A&G (5.00); in this example, the subscripted cost centers have been added as 5.01 and 5.02. The first subscripted cost center will replace the standard Administrative & General cost center (5.00). Rename the second subscripted cost center to "Medicaid Hospital Provider Tax".

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Exhibit 1. Delete the original Administrative & General cost center (Line 5.00). Use the newly subscripted "Other Administrative & General" cost center (Line 5.01 in this example) as the standard A&G cost center. If you do not delete the original A&G Cost Center (5.00) after subscripting, the program will create a Level 1 Error.

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Exhibit 2. Create Accumulated Cost as the statistic for Medicaid Hospital Provider Tax. From the same Cost Center and Statistics function, select the Stat Codes tab. Place cursor in the Stat Code cell adjacent to the newly created subscripted cost center, Medicaid Hospital Provider Tax. Choose a new Stat Code Number which is not currently one of the defaults or one already in use by the provider. In the example below, DMA chose "6". Using HFS as an example, the use of a negative sign '-' preceding the Stat Code forces it to use accumulated cost. Rename the Stat Label as "Accum Cost With Force Zero".

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Exhibit 3. Input standard A&G expense on Worksheet A, Line 5.01 and the Hospital Provider Tax Expense on Line 5.02. In this example, the provider tax was \$1,000,000 and originally part of A&G Other, \$55,000,000 in Exhibit 1.

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4.00 0040	00 EMPLOYEE BENEFITS DEPARTMENT	30,000,000	10,000,000	40,000,000	0	40,000,000	0	40,000,000	4.00	
5.01 0059	90 OTHER ADMINISTRATIVE AND GENERAL	30,000,000	54,000,000	84,000,000	0	84,000,000	0	84,000,000	5.01	
5.02 0059	91 MEDICAID HOSPITAL PROVIDER TAX	0	1,000,000	1,000,000	0	1,000,000	0	1,000,000	5.02	
6.00 0060	00 MAINTENANCE & REPAIRS	0	0	0	0	0	0	0	6.00	
7.00 0070	00 OPERATION OF PLANT	10,000,000	300,000	10,300,000	0	10,300,000	0	10,300,000	7.00	
8.00 0080	00 LAUNDRY & LINEN SERVICE	1,000,000	1,000,000	2,000,000	0	2,000,000	0	2,000,000	8.00	
10.00 0090		2,500,000	2,500,000	5,000,000	0	5,000,000	0	5,000,000	9.00	
11.00 0110		100.000	900,000	1.000.000	0	1,000,000	0	1.000.000	11.00	
12.00 0120	00 MAINTENANCE OF PERSONNEL	300,000	1,000,000	1,300,000	0	1,300,000	0	1,300,000	12.00	
13.00 0130	00 NURSING ADMINISTRATION	0	0	0	0	0	0	0	13.00	
14.00 0140	00 CENTRAL SERVICES & SUPPLY	0	0	0	0	0	0	0	14.00	
15.00 0150	00 PHARMACY	0	0	0	0	0	0	0	15.00	
16.00 0160	00 MEDICAL RECORDS & LIBRARY	0	0	0	0	0	0	0	16.00	
17.00 0170		0	0	0	0	0	0	0	17.00	
18.00 018		0	0	0	0	0	0	0	18.00	
20.00 0200	NURSING SCHOOL	0	0	0	0	0	0	0	20.00	
21.00 0210	00 I&R SERVICES-SALARY & FRINGES APPRVD	0	0	Ő	0	o o	Ő	o o	21.00	
22.00 0220	00 I&R SERVICES-OTHER PRGM COSTS APPRVD	0	0	0	0	0	0	0	22.00	
23.00 0230	00 PARAMED ED PRGM-(SPECIFY)	0	0	0	0	0	0	0	23.00	
INPA	ATIENT ROUTINE SERVICE COST CENTERS						-			
30.00 0300	00 ADULTS & PEDIATRICS	40,000,000	13,000,000	53,000,000	0	53,000,000	0	53,000,000	30.00	
31.00 0310		0	0	0	0	0	0	0	31.00	
33.00 0330	00 BURN INTENSIVE CARE UNIT	0	0	0	0	0	0	0	33.00	
34.00 0340	00 SURGICAL INTENSIVE CARE UNIT	0	0	0	0	0	0	0	34.00	
40.00 0400	00 SUBPROVIDER - IPF	0	0	0	0	0	0	0	40.00	
41.00 0410	00 SUBPROVIDER - IRF	0	0	0	0	0	0	0	41.00	
42.00 0420	00 SUBPROVIDER	0	0	0	0	0	0	0	42.00	
43.00 0430	00 NURSERY	0	0	0	0	0	0	0	43.00	
44.00 0440	00 SKILLED NURSING FACILITY	0	0	0	0	0	0	0	44.00	•
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Page 8 of 11 Hospital Provider Tax in Medicaid Cost Reports December 12, 2014

Exhibit 4. Adjust Accumulated Cost Statistic for Medicaid Hospital Provider Tax to remove apportionment to non-hospital cost centers. Open the Form Worksheet B-1 – Cost Allocation – Statistics. Using HFS CMS 2552-10 software as an example, select <u>each</u> cell in the Medicaid Hospital Provider Tax column with the non-hospital accumulated cost statistic (i.e. RHC, Non-Reimbursable Cost Centers, etc.). Right click and select the option of Force to Zero. This will allow the hospital statistics to use accumulated cost of the preceding columns but force the non-hospital cost centers to zero so they will not receive an apportionment of hospital provider tax. In HFS, the statistic will change color when forced to zero and will show as zero when recalculated.

To assure that hospital provider tax does not get stepped down as overhead to non-hospital cost centers, cells with statistics in the General Service Cost Center Lines of the Medicaid Hospital Provider Tax Column are adjusted by forcing to zero. See Exhibit 4A and 4B.

To assure that the hospital provider tax does not receive an overhead allocation from A&G, the Hospital Provider Tax Accumulated Cost cell in A&G is adjusted by forcing to zero. See Exhibit 4A and 4B. Exhibit 4A (Before)



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Exhibit 4B (After) This shows Reconciliation Column 5A.01 and 5A.02 where applicable values have been forced to zero.

File Edit View Forms Options Tools Window Help B-1 - Cost Allocation - Statistical Bas New Open Close Calculate Print Form Print Form Cost Cost	_ [관] × _ [윤] × /0000 Calculated								
File Edit View Forms Options Tools Window Help B-1 - Cost Allocation - Statistical Bas	_ & ×								
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COST ALLOCATION - STATISTICAL BASIS									
CAPITAL RELATED COSTS EMPLOYEE OTHER MEDICAID HOSPITAL									
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19:00 01900 NONPHYSICIAN ANESTHETISTS 0 0 0 0 0 0 0 0	0								
20.00 02000 NURSING SCHOOL 0 0 0 0 0 0 0 0	0								
21.00 02100 IBR SERVICES-SALARY & FRINGES APPRVD 0 0 0 0 0 0 0 0 0	0								
22.00 02200 IBR SERVICES-OTHER PRGM COSTS APPRVD 0 0 0 0 0 0 0 0 0	0								
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32.00 03200 CORONARY CARE UNIT 0 0 0 0 0 0 0 0	0								
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Exhibit 4C and 4D continue the example showing where the accumulated cost statistic for a Non-Hospital cost center (RHC in this example) has been forced to zero.

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65.00	06500	RESPIRATORY THERAPY					0 0	0	0	0	
66.00	06600	PHYSICAL THERAPY			0 0		0 0	0	0	0	
67.00	06700	OCCUPATIONAL THERAPY) (0 0		0 0	0	0	0	
68.00	06800	SPEECH PATHOLOGY) (0 0)	0 0	0	0	0	
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73.00	07300	DRUGS CHARGED TO PATIENTS					0 0	0	0	0	
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Exhibit 4D (After)

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107.00	1070	0 LIVER ACQUISITION	0	0	0	0	0	0	0		0	
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