



Overview of Today's Topics

Introduction to Auditor

Create or Import Adjustments

Apply Adjustments/Assess Impacts

Perform "What If" Scenarios

Use During Field Audit



Health
Financial
Systems

“What Ifs” & Impact Analysis Using Medicare Auditor

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The Leader in
Medicare Cost Report Software



Introduction to Auditor



Developed for MACs & Providers



Original Cost Report Never Modified



Adjust Any “Enterable” Cell



Modify Cost Center & Statistic Allocations



Detailed Record of Changes & Impacts



Introduction to Auditor

Provider

What If's?

Review Audit
Adjustments

MAC

PDR – Update
PS&R, etc...

Field Audits



Create/Import Adjustments

- Manually Enter Adjustments
 - Main Adjustments - Containers

Auditor

Main Adjustments Details Adjusted Cost Centers Move/Change/Combine

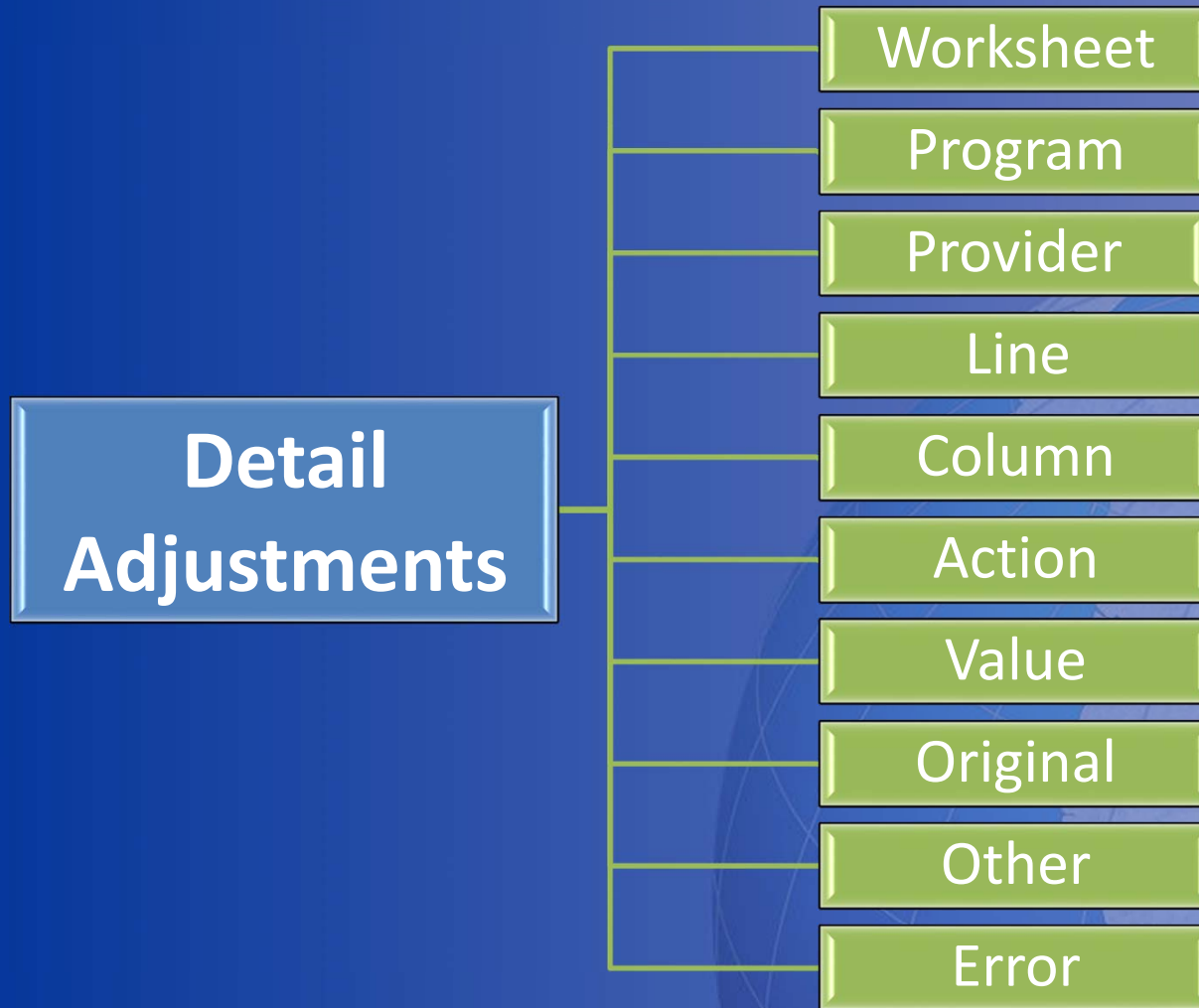
Main adjustments:

Exclu	Tag	Number	Applied	Notes
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	Completed cost reporting forms and pages in accordance with current regulations.
<input type="checkbox"/>	<input type="checkbox"/>	2	<input type="checkbox"/>	Corrected mathematical and flow through errors in cost reporting forms and pages as necessary.
<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	To determine whether total Program reimbursement costs exceed total Program charges, and if so,

- Three default adjustments



Create/Import Adjustments





Create/Import Adjustments

- Manually Enter Detail Adjustments
- Detail Adjustment Screen

The screenshot shows the 'Auditor' window with the 'Details' tab selected. The interface includes a toolbar with icons for a lightning bolt, a calendar, and a list. Below the toolbar, there are tabs for 'Main Adjustments', 'Details', 'Adjusted Cost Centers', and 'Move/Change/Combine'. A dropdown menu shows '0001 Completed' with navigation buttons. The main area contains a table with the following columns: Appli, Ex, Ta, Worksheet, Program, Provider, Line, Column, Action, Value, Original, Other, and Error. The 'Worksheet' column is highlighted in orange. The 'Line' column contains the value '0.00', and the 'Column' column contains the value '0.00 Replace'.

Appli	Ex	Ta	Worksheet	Program	Provider	Line	Column	Action	Value	Original	Other	Error
						0.00	0.00	Replace				

- **REMEMBER – Can't Adjust Calculated Fields!**
- Can add/remove columns



Create/Import Adjustments

- Manually Enter Detail Adjustments
 - Select Options

Status Options

- Tagged
- Excluded
- Applied
- Delete

Worksheet Identifiers

- Worksheet
- Program
- Provider

Action

- Select Action from list
- Review all messages



Create/Import Adjustments

- Adjustment Detail Window
- A-6, A-8

Adjustment Detail [X]

Main Adj.: 71 W/P Ref.:
Applied: No Tagged: No Excluded: No

Detail Administration

A-6

Reclass Code:	A	Line:	1.00	Action:	Replace
Explanation:	FREE MEALS		MCR Values:		
Increase Line:	10.00	10.00			
Increase Salary:	0	0			
Increase Other:	249876	249876			
Decrease Line:	5.00	5.00			
Decrease Salary:	0	0			
Decrease Other:	249876	249876			
Wks. A Ref.:	0	0			

Auditor: Applied: No Created: 10/17/2013
ID: Tagged: ☐ Modified: 10/17/2013 07:23:30 AM

Close



Create/Import Adjustments

Right click the mouse button in a worksheet cell to create a new adjustment.

5.00	00500	ADMINISTRATIVE & GENERAL	1,196,777	1,121,148	2,317,925	11,664
7.00	00700	OPERATION OF PLANT	109,541	373,349	482,890	246
8.00	00800	LAUNDRY & LINEN SERVICE	0	0	0	71,090
9.00	00900	HOUSEKEEPING			271,157	-71,090
10.00	01000	DIETARY			426,720	0
11.00	01100	CAFETERIA			0	0
13.00	01300	NURSING ADMINISTRATION			118,831	0
14.00	01400	CENTRAL SERVICES & SUPPLY			274,243	0
15.00	01500	PHARMACY			556,099	0
16.00	01600	MEDICAL RECORDS & LIBRARY	259,743	90,156	349,899	4,832
19.00	01900	NONPHYSICIAN ANESTHETISTS	0	0	0	298,740
INPATIENT ROUTINE SERVICE COST CENTERS						
30.00	03000	ADULTS & PEDIATRICS	1,262,381	408,963	1,671,344	0



Create/Import Adjustments

Adjust Selected Worksheet Cell

1. Open Worksheet
2. Select Cell
3. Click Create Adjustment Button



Create/Import Adjustments

View Same Cell Adjustments

The image displays a screenshot of a software interface for managing adjustments. A dialog box titled "Same Cell Adjustments" is open, showing a table of adjustments for a specific worksheet.

Same Cell Adjustments Dialog:

Main	Adjustment	Action	New Value
10	120503	Replace	120503
36	1203	Replace	1203
38	-12	Replace	-12

Worksheet: D, Part V, Title XVIII, Hospital, Line
Original Value: 104309
New Value: -12

The background shows a list of cost centers and their associated values:

Line	Description	Value
4.00	00400 EMPLOYEE BENE	0
5.00	00500 ADMINISTRATIV	11,664
7.00	00700 OPERATION OF	246
8.00	00800 LAUNDRY & LINE	71,090
9.00	00900 HOUSEKEEPING	-71,090
10.00	01000 DIETARY	0
11.00	01100 CAFETERIA	0
13.00	01300 NURSING ADMIN	0
14.00	01400 CENTRAL SERVI	0
15.00	01500 PHARMACY	0
16.00	01600 MEDICAL RECOR	4,832
19.00	01900 NONPHYSICIAN	298,740
INPATIENT ROUTINE S		
30.00	03000 ADULTS & PEDIATRICS	1,262,381
31.00	03100 INTENSIVE CARE UNIT	0
ANCILLARY SERVICE COST CENTERS		

The bottom section shows the "Auditor" window with a table of adjustments:

Appli	Ex	Ta	Worksheet	Program	Provider	Line	Column	Action	Value	Original	Other	Error
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B-1			192.01	7.00	Replace	4592	0		No Errors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D, Part V	Title XVIII	Hospital	66.00	3.00	Replace	1203	104309		No Errors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D, Part V	Title XVIII	Hospital	69.00	3.00	Replace	232111	249278		No Errors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D, Part V	Title XVIII	Hospital	71.00	3.00	Replace	5435	402170		No Errors



Create/Import Adjustments



New Hover Text Feature

F	G	H	I	J	K
Provider CCN:	150008	Period		Worksheet E-1, Part I	
		From:	07/01/2010		
		To:	06/30/2011		
Title XVIII		Hospital		PPS	
	Inpatient Part A		Part B		
	mm/dd/yyyy	Amount	mm/dd/yyyy	Amount	
0	1.00	2.00	3.00	4.00	
		Adjustments to line 1.00, col 2.00: Main Adjustment 7 : 1: Replace 20872206 ----- New Value: 20872206 See PS&R Reports 11A, 18A, 21A, 110, 118, 11R, and 11S, for Net Reimbursement, and PIP payments.			
of the interim rate for the cost reporting period. Also show d				3,309,401	1.00
				342,864	2.00



Create/Import Adjustments

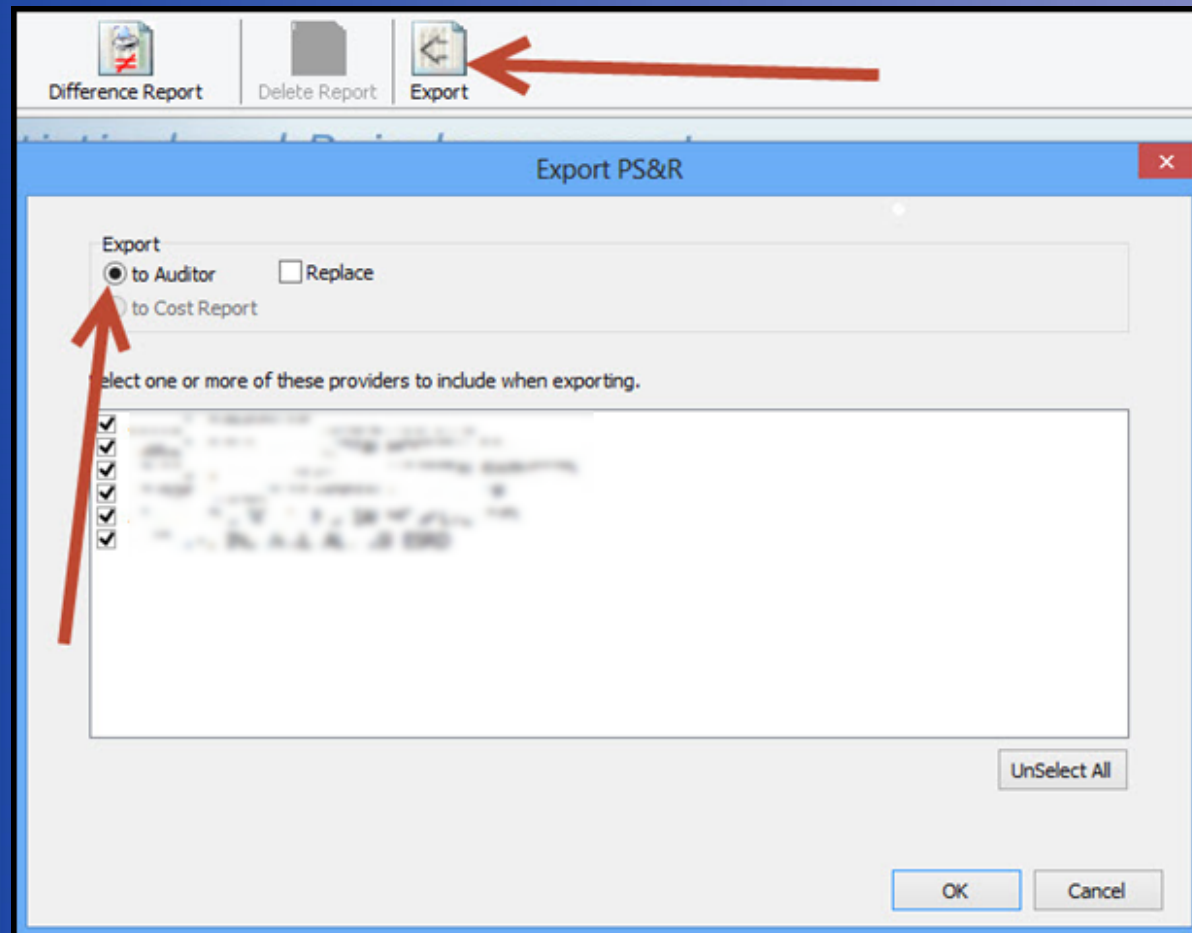
Data Entry in Auditor

- Enter Dates
 - Two Digit Day
 - Two Digit Month
 - Four Digit Year
- Delete Dates: Select date and press .
- Or press .



Create/Import Adjustments

- Export Adjustments from PS&R





Create/Import Adjustments

- Import Adjustments

Auditor Utilities

Import

Choose the adjustments you would like to import and order they appear.

Import file: X:\Training\Training 2015\8-18-2015 MAC and Provider User M

Adjustments to import:

- 0031 To update settlement
- 0032 To update settlement
- 0033 To update settlement
- 0034 To update settlement
- 0035 To update settlement
- 0036 To update settlement
- 0037 To update settlement
- 0038 To update settlement
- 0039 To adjust hospital lump
- 0040

Current adjustments:

- 0001 Completed cost reporting fi
- 0002 Corrected mathematical an
- 0003 To determine whether total

☒ Select all

☐ Exclude empty adjustments

☒ Append to end

☐ Insert into empty positions

☐ Insert keeping original numbering

Don't import already existing adjustments

1
999



Create/Import Adjustments

- Use Adjusted Cost Centers screen to modify cost centers.

Auditor										
Main Adjustments Details Adjusted Cost Centers Move/Change/Combine										
>> <input type="button" value="X"/> Add lines from 0.00 to 0.00 <input checked="" type="checkbox"/> Include sub-lin <input type="button" value="Add"/>										
OCR Line	OCR Code	OCR Cost center description	OCR Stat	OCR Stat Label	ACR Line	ACR Code	ACR Cost center description	ACR Stat	ACR Stat Label	
1.00	00100	CAP REL COSTS-BLDG & FIXT	1	SQUARE FEET	1.00	00100	CAP REL COSTS-BLDG & FIXT	1	SQUARE FEET	
2.00	00200	CAP REL COSTS-MVBLE EQUIP	2	DEPRECIATI EXPENSE	2.00	00200	CAP REL COSTS-MVBLE EQUIP	2	DEPRECIATI EXPENSE	
3.00	00300	OTHER CAPITAL RELATED COST	00		3.00	00300	OTHER CAPITAL RELATED COST	00		
4.00	00400	EMPLOYEE BENEFITS DEPARTM	3	GROSS SALARIES	4.00	00400	EMPLOYEE BENEFITS DEPARTM	3	GROSS SALARIES	
4.01	00401	MAINTENANCE OF PERSONNEL	4	FTE'S	4.01	00401	MAINTENANCE OF PERSONNEL	4	FTE'S	
5.01	00540	NONPATIENT TELEPHONES	5	NUMBER OF TELEPHONE	5.01	00540	NONPATIENT TELEPHONES	5	NUMBER OF TELEPHONE	
5.02	00560	PURCHASING RECEIVING & STO	6	COSTED REQ	5.02	00560	PURCHASING RECEIVING & STO	6	COSTED REQ	
5.03	00570	ADMITTING	C	GROSS REVENUE	5.03	00570	ADMITTING	C	GROSS REVENUE	
5.04	00580	CASHIERING ACCOUNTS RECEIV	C	GROSS REVENUE	5.04	00580	CASHIERING ACCOUNTS RECEIV	C	GROSS REVENUE	
5.05	00590	OTHER ADMIN & GENERAL	-2	ACCUM COST	5.05	00590	OTHER ADMIN & GENERAL	-2	ACCUM COST	
6.00	00600	MAINTENANCE & REPAIRS	7	SQUARE FEET	6.00	00600	MAINTENANCE & REPAIRS	7	SQUARE FEET	
7.00	00700	OPERATION OF PLANT	8	SQUARE FEET	7.00	00700	OPERATION OF PLANT	8	SQUARE FEET	



Create/Import Adjustments

- Use Move/Change/Combine

Auditor

Main Adjustments Details Adjusted Cost Centers **Move/Change/Combine**

Move Line

From: 1.00 To:

1.00 - CAP REL COSTS-BLDG & FIXT
2.00 - CAP REL COSTS-MVBLE EQUIP
3.00 - OTHER CAPITAL RELATED COSTS
4.00 - EMPLOYEE BENEFITS DEPARTMENT
4.01 - MAINTENANCE OF PERSONNEL
5.01 - NONPATIENT TELEPHONES
5.02 - PURCHASING RECEIVING & STORES
5.03 - ADMITTING
5.04 - CASHIERING ACCOUNTS RECEIVABLE
5.05 - OTHER ADMIN & GENERAL
6.00 - MAINTENANCE & REPAIRS
7.00 - OPERATION OF PLANT
7.01 - OPERATION OF PLANT BLDG TWO
8.00 - LAUNDRY & LINEN SERVICE
9.00 - HOUSEKEEPING
10.00 - DIETARY
11.00 - CAFETERIA



Adjustment Reports

- Tag/Exclude/Apply

Auditor

Main Adjustments Details Adjusted Cos

Main adjustments:

	Exclu	Tag	Number	Applied	
	<input type="checkbox"/>	<input type="checkbox"/>	47	<input checked="" type="checkbox"/>	[99919
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	48	<input checked="" type="checkbox"/>	Part A
	<input type="checkbox"/>	<input type="checkbox"/>	49	<input checked="" type="checkbox"/>	Part B
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	50	<input checked="" type="checkbox"/>	Part A
	<input type="checkbox"/>	<input type="checkbox"/>	51	<input checked="" type="checkbox"/>	Part B
	<input type="checkbox"/>	<input type="checkbox"/>	52	<input checked="" type="checkbox"/>	[43340
	<input type="checkbox"/>	<input type="checkbox"/>	53	<input checked="" type="checkbox"/>	[43340
	<input type="checkbox"/>	<input type="checkbox"/>	54	<input checked="" type="checkbox"/>	[99919
	<input type="checkbox"/>	<input type="checkbox"/>	55	<input checked="" type="checkbox"/>	[00010

Applying Audit Adjustments

Apply Options

Adjustments to Apply

☐ Apply All Adjustments

☒ Apply All Tagged Adjustments

Adjustments to Include in Reports

☐ Include All Applied Adjustments

☒ Include Only Tagged Applied Adjustments

☐ None (do not print)

Date Adjustment Report Sent to Provider

After applying adjustments, record this date as the date Adjustment Report was sent to provider:

☐ Date: 10/17/2013 Time: 07:34:17 AM

< Back Next > Finished Cancel



Adjustment Reports

Sorting, Printing, Printing Detail

Applying Audit Adjustments [X]

Print Options

Specify if you want to print any available reports after applying your adjustments.

☐ Printer Printers...

☒ Preview

☐ Print to File:
C:\MCRIF32\2552-10\HFS Text Case - Auditor_Auditc [v]

Reports:

☒ Adjustment Report Details...

☐ Adjustment Detail Report

☐ Adjustment Error Report

☐ Adjustment Not Applied Report

☐ Adjustment Cost Centers Report

☐ Calculation Edits

Select All Select None

☐ Print all Reports to a single PDF file.

< Back Next > Finished Cancel

Report Options [X]

Adjustment Report Print Options

Customize the way you want to print the Adjustment Report.

Start page numbering at:

Adjustment Report Options

☒ Sort adjustments by worksheet

☐ Print empty adjustments

☐ Print one adjustment per page

Adjustment Report Cover Page

☐ Print adjustment cover page

☐ Print number of pages included

☐ Print extra lines for notations

OK Cancel



Review Impact Reports

Impact Reports

Audit Impact Report

Print Options

Specify if you want to print any available reports after applying your adjustments.

☐ Printer Printers...

☒ Preview

☐ Print to File:
C:\MCRIF32\2552-10\HFS Text Case - Auditor.Audito

Reports:

☒ Impact Report Details...

☐ Adjustment Cost Centers Report

☐ Generate .xls file

Select All Select None

☐ Reprint Impact Report

☐ Process Tagged Adjustments Only

☒ When apply adjustments show the accumulated result

☐ When apply adjustments show individual result

Finish Cancel



Review Adjusted(.mcax) file

View/Print/No Editing(Read Only)

050111 - ELK GROVE HOSPITAL

× D, Part V, Title XVIII - Hospital - Apportionment of Medical, Other Health Services and Vaccine Cost × D, Part V, Title XVIII - Hospital - Apportionment of Medical, Other Health Services and Vaccine Cost (Read Only)

	A	B	C	D	E	F	G	H	I	J	K	
1	APPORTIONMENT OF MEDICAL, OTHER HEALTH SERVICES AND VACCINE COST					Provider CCN: 050111		Period From: 10/01/2010 To: 09/30/2011		Worksheet D, Part V		
2						Title XVIII		Hospital		PPS		
3												
4						Title XVIII		Hospital		PPS		
5	Cost Center Description			Cost to Charge Ratio From Worksheet C, Part I, col. 9	Charges			Costs				
6					PPS Reimbursed Services (see inst.)	Cost Reimbursed Services Subject To Ded. & Coins. (see inst.)	Cost Reimbursed Services Not Subject To Ded. & Coins. (see inst.)	PPS Services (see inst.)	Cost Reimbursed Services Subject To Ded. & Coins. (see inst.)	Cost Reimbursed Services Not Subject To Ded. & Coins. (see inst.)		
7												
8												
9		ANCILLARY SERVICE COST CENTERS										
10	50.00	05000	OPERATING ROOM	0.290453	15,117,264	0	0	4,390,855	0	0	50.00	
11	51.00	05100	RECOVERY ROOM	0.411526	2,200,673	0	0	905,634	0	0	51.00	
12	52.00	05200	DELIVERY ROOM & LABOR ROOM	0.536063	396	0	0	212	0	0	52.00	
13	53.00	05300	ANESTHESIOLOGY	0.062814	2,932,878	0	0	184,519	0	0	53.00	

C:\MCRIF32\2552-10\HFS Text Case - Auditor.mcax



Perform “What If” Scenarios

Never Modifies
As-Submitted

Add/Del/Combine
Cost Centers

Use Different Data

User Manual pp.
95-123



Perform “What If” Scenarios

Hospital Operations

Add/Remove Beds

Increase/Decrease
IME/GME FTE's

Add/Remove
Buildings (vacant
SF)

Issues Affect Other Open Years

Bad Debt

IME/GME FTE's

DSH

Changes in CR Instructions

Labor Room Days

E, Pt A, Lines 1 –
1.02 DRG Amt



Use Auditor During Audit

- Get .Auditor File from MAC
 - During audit request the .Auditor file.
 - Save the .Auditor file to the folder where your .mcr(x) file is.
- Renaming - Your cost report file name must match the .Auditor file name.
 - Use Save As to rename cost report, OR
 - Rename the .Auditor file match your .mcr(x) file.
 - When you open the cost report and open the Medicare Auditor, the Audit Adjustments will be there.



Use Auditor During Audit

My Cost Report File:

- ElkGroveHospital2013CR.mcrx

File Received from MAC Auditor:

- A0_551305_12312013.Auditor

File Names Must Match

- ElkGroveHospital2013CR.mcrx
- ElkGroveHospital2013CR.Auditor



Using Auditor During Audit

- 1) Discussion of Benefits
 - a. Ability to sort adjustments differently for review
 - b. Easier to compare changes from one version to the next
 - c. Using Impact Analysis – can determine which adjustments are material
 - d. Will function as electronic “NPR” file once audit is complete
 - i. Appeals
 - ii. Amended reports



Using Auditor During Audit

2) During audit, request “.auditor” file from auditor and the adjusted W/S S (for comparison)

3) Import audit adjustments

- Note: Tentative Settlement adjustments will not reflect correctly in the hospital’s software due to CMS restrictions. To resolve, find the Tentative Settlement adjustments and revise the line numbers to be in the W/S E-1 lines 3.00 or 3.50 series (use next available line)



Using Auditor During Audit

- 4) Calculate
- 5) Print Audit Adjustment report
 - Review print options
- 6) Verify that the Adjusted W/S S agrees to the version provided by the auditor
- 7) Run Impact Report
- 8) Review auditor's proposed adjustments
- 9) Revise adjustments



Using Auditor During Audit

10) Add new adjustment

- Import one or more (i.e. Final versus desk review adjustments)
- Create new adjustment and manually add

11) Compare final W/S S to the NPR – add in any other changes made by the MAC post-audit, as needed

12) Save “Final” audit adjustments and related cost report files for use during appeals or other analysis



Submitting Wage Index Data

- Enter the Wage Index Adjustments
- Apply and see the changed amounts
- Submit the .Auditor file to your MAC



The End

Questions & Comments

