



**Health
Financial
Systems**

The Leader in Medicare Cost Report Software

Medicare Auditor Feature

Chuck Briggs
Provider User Meeting 2017
New Orleans, LA



OVERVIEW OF TOPICS

- 1 Introduction to Auditor
- 2 Create Adjustments
- 3 Apply Adjustments/Create Reports
- 4 Auditor Options
- 5 "What If's" & Field Audit

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INTRODUCTION



Developed for MACs & Providers



Original Cost Report Never Modified



Adjust Any "Enterable" Cell



Modify Cost Center & Statistic Allocations



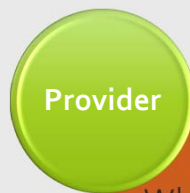
Detailed Record of Changes & Impacts

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INTRODUCTION – CONTINUED



What If's?

Review Audit Adjustments



PDR – Update PS&R, etc...

Field Audits

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CREATING ADJUSTMENTS

Main Adjustments

- Main Adjustments window

Auditor					
Main Adjustments Details Adjusted Cost Centers Move/Change/Combine					
Main adjustments:					
Excl	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.
- Turn on/off in Options\Preferences\Auditor\Options.

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CREATE ADJUSTMENTS

Detail Adjustments

Elements of Detail
Adjustments

Worksheet

Program

Provider

Line

Column

Action

Value

Original

Other

Error

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CREATE ADJUSTMENTS

Detail Adjustments

- Manually Enter Detail Adjustments
 - Select options, actions & worksheet ID.

Status Options

- Tagged
- Excluded
- Applied
- Delete

Worksheet Identifiers

- Worksheet
- Program
- Provider

Action

- Select Action from list
- Review all messages

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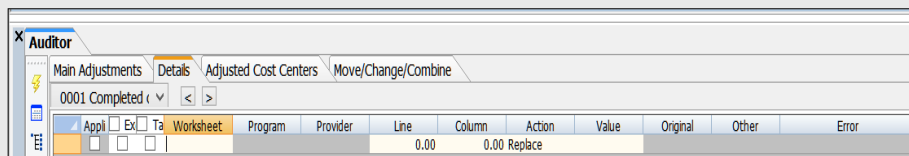


CREATE ADJUSTMENTS

Detail Adjustments

Detail Adjustment Screen

- **REMEMBER – Can't Adjust Calculated Fields!**



- Can add/remove columns in Options/Auditor Options/Detail Headings.

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CREATE ADJUSTMENTS

Detail Adjustments

Adjustment Detail Window

- A-6, A-8

Adjustment Detail

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

Detail Administration

A-6
 Reclass Code: A Line: 1.00 Action: Replace

Adjusted Values: MCR Values:
 Explanation: FREE MEALS FREE MEALS

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

8/18/2017

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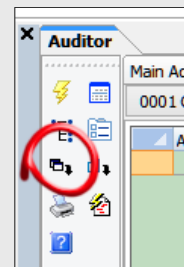
CREATE ADJUSTMENTS

Detail Adjustments

× A-6 - Reclassifications

Reclassifications:
 [ZZ] - A6-40 NURSING ADMIN Update Redass... New Redass... Delete Reda

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8	1.00	NURSING ADMINISTRATION	13.00	796,825	0
9	2.00	NURSING ADMINISTRATION ATWN	13.01	191,259	0
10	3.00	PERIOP ACADEMY	23.02	52,459	0
11	4.00		0.00	0	0
12	5.00		0.00	0	0
13	6.00		0.00	0	0
14	7.00		0.00	0	0
15	8.00		0.00	0	0
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CREATE ADJUSTMENTS

Detail Adjustments

Adjustment Detail

Main Adj.: 1 W/P Ref.:
 Applied: No Tagged: No Excluded: No

Detail Administration

A-6
 Reclass Code: 92 Line: 1.00 Action: Replace

Explanation:

Adjusted Values:	MCR Values:
Increase Line: 0.00	A6-40 NURSING ADMIN 13.00
Increase Salary: 0	796825
Increase Other: 0	0
Decrease Line: 0.00	5.06
Decrease Salary: 0	967577
Decrease Other: 0	0
Wks. A Ref.: 0	0

Auditor: ID: Applied: No Created: 8/8/2017
 Tagged: Modified: 8/8/2017

Close

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CREATE ADJUSTMENTS

Detail Adjustments

Adjustment Detail

Main Adj.: 1 W/P Ref.:
 Applied: No Tagged: No Excluded: No

Detail Administration

A-6
 Reclass Code: ZZ Line: 1.00 Action: Reverse

Explanation:

Adjusted Values:	MCR Values:
Increase Line: 0.00	A6-40 NURSING ADMIN 13.00
Increase Salary: 0	796825
Increase Other: 0	0
Decrease Line: 0.00	5.06
Decrease Salary: 0	967577
Decrease Other: 0	0
Wks. A Ref.: 0	0

Auditor: ID: Applied: No Created: 8/8/2017
 Tagged: Modified: 8/8/2017 11:37:21 AM

Close

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Original report after adjustment has been applied. Shows numerous cells that were modified by the "reverse" adjustment.

×

A 6 - Reclassifications

Reclassifications:

[ZZ] - AG-40 NURSING ADMIN

▼

Update Reclass...

New Reclass...

Delete Reclass...

☐ View All Reclasses

	A	B	C	D	E	F	G	H	I	J	K		
1						Provider CQI:	39-0049	Period From:	07/01/2014				
2	RECLASSIFICATIONS								To:	06/30/2015	Worksheet A-6		
3		Increases				Decreases				Wkst. A-7 Ref.			
4		Cost Center	Line #	Salary	Other	Cost Center	Line #	Salary	Other				
5		2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00			
6		Total:				Total:							
7				1,040,540	0			1,040,540	0				
8	1.00	NURSING ADMINISTRATION	13.00	796,825	0	OTHER ADMINISTRATIVE AND GENERAL A&A	5.06	967,577	0			1.	
9	2.00	NURSING ADMINISTRATION ATWIN	13.01	191,299	0	EMPLOYEE BENEFITS - ATWIN	4.01	20,507	0			2.	
10	3.00	PERIOD ACADEMY	23.02	52,459	0	OPERATING ROOM	50.00	1,747	0			3.	
11	4.00		0.00	0	0	NURSING ADMINISTRATION	13.00	50,712	0			4.	
12	5.00		0.00	0	0		0.00	0	0			5.	
13	6.00		0.00	0	0		0.00	0	0			6.	
14	7.00		0.00	0	0		0.00	0	0			7.	
15	8.00		0.00	0	0		0.00	0	0			8.	

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CREATE ADJUSTMENTS

Detail Adjustments

The adjusted cost report view shows the effect of the “reverse” adjustment. Each line of the adjustment is “reversed” by the creation of a counter acting line on the reclass.

A	C	D	F	G	H
RECLASSIFIED			N:	39-0049	Period From: 07/01/2010 To: 06/30/2011
	Increases		Decreases		
	Line #	Salary	Cost Center	Line #	Salary
	3.00	4.00	6.00	7.00	8.00
	Total: 2,081,086		Total: 2,081,086		
1.00 NURS	13.00	796,825	ADMINISTRATIVE AND GENERAL A&	3.06	967,577
2.00 NURS	13.01	191,259	BENEFITS - ATWIN	4.01	20,507
3.00 PERI	23.02	52,459	ROOM	50.00	1,747
4.00 NUR	13.00	50,712	ADMINISTRATION	13.00	50,712
5.00 OTI	5.06	967,577	ADMINISTRATION	13.00	796,825
6.00 BME	4.01	20,507	ADMINISTRATION ATWIN	13.01	191,259
7.00 OPER	50.00	1,747	DEMY	23.02	52,459
8.00	0.00	0		0.00	0



CREATE ADJUSTMENTS

Current Worksheet Cell

- 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

- Select "Create Adjustment".

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CREATE ADJUSTMENTS

Current Worksheet Cell

- After you select "Create Adjustment", you will see the following input fields at the bottom of the worksheet window.

Worksheet: A

Action: Value:

- Enter the required data and press Enter to create a new detail adjustment.
- Adjustment will be added to last main adjustment, detail next in order.

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CREATE ADJUSTMENTS

Using Auditor Toolbar

Adjust Selected Worksheet Cell

1. Open Worksheet
2. Select Cell
3. In Auditor toolbar, click Create Detail Adjustment button. 

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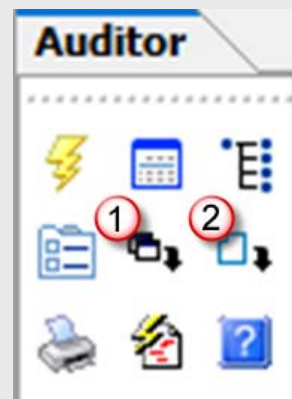


CREATE ADJUSTMENTS

Using Auditor Toolbar

On the Auditor toolbar click buttons to:

- ① Create detail adjustment from active worksheet cell;
- ② Create main adjustment.



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View same cell adjustments.

Same Cell Adjustments

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

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

New Value: -12

INPATIENT ROUTINE SERVICES

Line	Description	Original Value	Adjusted Value	Other	Error
30.00	03000 ADULTS & PEDIATRICS	1,671,344	0	1,671,344	-425
31.00	03100 INTENSIVE CARE UNIT	0	0	0	0

ANCILLARY SERVICE COST CENTERS

Auditor

Main Adjustments Details Adjusted Cost Centers Move/Change/Combine

0036 To add B-1 status

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





New Hover Text Feature

F	G	H	I	J	K
Provider CCN:	150008	Period From:	07/01/2010	Worksheet E-1, Part 1	
		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			
of the interim rate for the cost reporting period. Also show		See PS&R Reports 11A, 18A, 21A, 110, 118, 11R, and 11S, for Net Reimbursement, and PIP payments.			
02/03/2011	02/03/2011	0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0



CREATE ADJUSTMENTS

Entering Dates in Auditor

- Enter dates as follows:
 - Two digit day;
 - Two digit month;
 - Four digit year.
- Delete dates: Select date and press 
- Or press .

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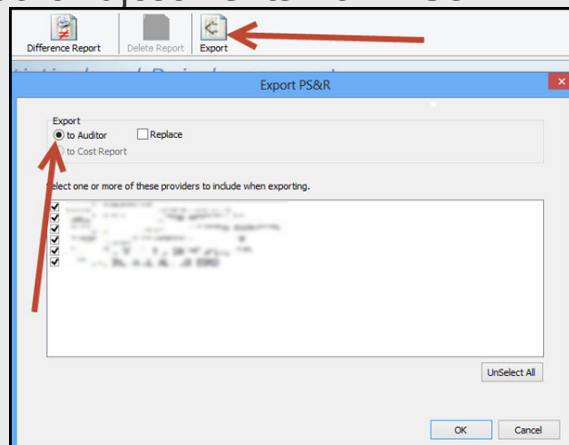
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CREATE ADJUSTMENTS

Import/Export

- Export Adjustments from PS&R



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CREATE ADJUSTMENTS

Import Adjustments

Select Options\Auditor Options\Import

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 Browse

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 tota

☒ Select all
☐ Exclude empty adjustments

☒ Append to end
☐ Insert into empty positions
☐ Insert keeping original numbering
☐ Don't import already existing adjustments

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CREATE ADJUSTMENTS

Use Adjusted Cost Centers screen to modify cost centers.

Auditor

Main Adjustments Details Adjusted Cost Centers Move/Change/Combine

Add lines from 1.00 to 0.00 Include sub-lr Add

OCR Line	OCR Code	Cost center description	OCR Stat	OCR Stat Label	ACR Line	ACR Code	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

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CREATE 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

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ADJUSTMENT REPORTS

- Tag/Exclude/Apply

Auditor

Main Adjustments Details Adjusted Cos

Main adjustments:

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

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

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ADJUSTMENT REPORTS

• Sorting, Printing, Printing Detail

Applying Audit Adjustments

Print Options

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

☐ Printer
☒ Preview
☐ Print to File: C:\MCRIF32\2552-10\IFS Text Case - Auditor_Audit

Reports:
☒ Adjustment Report
☐ Adjustment Detail Report
☐ Adjustment Error Report
☐ Adjustment Not Applied Report
☐ Adjustment Cost Centers Report
☐ Calculation Edits

☐ Print all Reports to a single PDF file.

Report Options

Adjustment Report Print Options

Customize the way you want to print the Adjustment Report.

Start page numbering at: 1

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

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IMPACT REPORTS

• Review Impact Reports

Audit Impact Report

Print Options

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

☐ Printer
☒ Preview
☐ Print to File: C:\MCRIF32\2552-10\IFS Text Case - Auditor_Audit

Reports:
☒ Impact Report
☐ Adjustment Cost Centers Report
☐ Generate .xls file

☐ Reprint Impact Report
☐ Process Tagged Adjustments Only
☒ When apply adjustments show the accumulated result
☐ When apply adjustments show individual result

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REVIEW ADJUSTED FILE (.MCAX)

- 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										
2	Title XVIII Hospital PPS										
3	Period From: 10/01/2010 To: 09/30/2011 Worksheet D, Part V										
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. & Cons. (see inst.)	Cost Reimbursed Services Not Subject To Ded. & Cons. (see inst.)	PPS Services (see inst.)	Cost Reimbursed Services Subject To Ded. & Cons. (see inst.)	Cost Reimbursed Services Not Subject To Ded. & Cons. (see inst.)		
7			1.00	2.00	3.00	4.00	5.00	6.00	7.00		
8	ANCILLARY SERVICE COST CENTERS										
9	50.00	05000	OPERATING ROOM	0.290453	15,117.264	0	0	4,390,855	0	0	50.00
10	51.00	05100	RECOVERY ROOM	0.411526	2,200.673	0	0	905,634	0	0	51.00
11	52.00	05200	DELIVERY ROOM & LABOR ROOM	0.536063	396	0	0	212	0	0	52.00
12	TOTAL PPS COSTS: 15,117,264 2,200,673 905,634 4,390,855 905,634 212 4,390,855										

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

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PERFORM "WHAT IF" SCENARIOS

Never Modifies As-Submitted

Add/Del/Combine Cost Centers

Use Different Data

User Manual pp. 95-123

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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

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USING 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.

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USING AUDITOR DURING AUDIT

- Example of Properly Named Files



HFS Text Case - Auditor.mcrx



HFS Text Case - Auditor.Auditor

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USING AUDITOR DURING AUDIT

Discussion of Benefits

- Ability to sort adjustments differently for review.
- Easier to compare changes from one version to the next.
- Using Impact Analysis – can determine which adjustments are material.
- Will function as electronic “NPR” file once audit is complete.
- Appeals
- Amended reports

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USING AUDITOR DURING AUDIT

1. During audit, request “.auditor” file from auditor and the adjusted worksheet S (for comparison)
2. 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 worksheet E-1 lines 3.00 or 3.50 series (use next available line).

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USING AUDITOR DURING AUDIT

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

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USING AUDITOR DURING AUDIT

9. Add new adjustment
 - Import one or more (i.e. Final versus desk review adjustments)
 - Create new adjustment and manually add
10. Compare final W/S S to the NPR – add in any other changes made by the MAC post-audit, as needed
11. Save “Final” audit adjustments and related cost report files for use during appeals or other analysis

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SUBMIT WAGE INDEX DATA

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

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THE END

Questions or comments:

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