



Hospital Annual Report Newsletter

Upcoming HAR Information and Education Sessions

As a reminder, the two Information and Education Sessions for the FY 2006 HAR are coming up. The first session will be on Wednesday, February 28, at the Minnesota Hospital Association from 1:30 p.m. to 3:30 p.m. The second session will be a teleconference call with an online web presentation. The date for the second session is Wednesday, March 7, from 10:00 a.m. until noon. If you plan on attending any of these meetings, please R.S.V.P. with Jennifer Sanislo (e-mail: jsanislo@mnhospitals.org, phone: 651-659-1440).

New Field for NPI on Cover Page and Contacts moved to Page 2

Starting with the 2006 HAR, the cover page will begin collecting the hospitals' National Provider Identifier (NPI). This new field is located directly below the HCCIS ID cell, and preparers should enter the NPI for the **acute care facility** of the hospital. Please ensure that the number given is not for a mental health or rehab unit of the hospital. If the hospital has not received their NPI yet, this cell may be left blank.

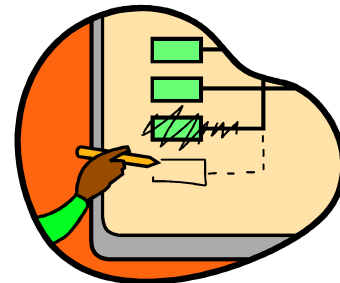
In addition to NPI line on page one, the contact information section has been moved to the second page. This was done to accommodate the addition of a courtesy contact. Hospitals may list an additional person that should receive all HAR related documents and communication. This section is optional and may be left blank if no one other than the preparer should receive HAR communications.

As a reminder, please **review** all auto fill cells on the first and second page and change any information that may have changed from the prior year or is incorrect. It is important that the hospital's demographic and contact information is accurate.

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February 1, 2007

Upcoming Information and Education Sessions

- First Session (**on site**): Wednesday, February 28, 1:30 p.m. — 3:30 p.m. **Location:** MHA, Conference Rooms C & D
- Second Session (**Webinar**): Wednesday, March 7, 10:00 a.m.— noon. **Location:** Teleconference and online web presentation



Few Changes were made to the Formset Design for FY 2006

New Data Transmission Method Available for Hospitals

Hospitals may now go to <https://har.mnhospitals.org> to directly submit their 2006 HAR and any other related documents. This is an encrypted website that hospitals may use to transmit any information to MHA securely, without concern about a third party intercepting their data. In addition to being able to transmit the HAR, after logging in a hospital may also download their FY 2005 Commentary and Hospital Profile Reports.

This new web based transmission is as simple as using web e-mail or checking your bank accounts online, and is recommended by both the Minnesota Hospital Association and the Minnesota Department of Health

Resources for New Preparers and Previously Covered Topics

There are several resources available for first time preparers available at both the [MDH](#) and [MHA](#) websites. It is suggested that if this is your first time preparing the HAR that you review both the 2004 and 2005 HAR Education and Information Session presentations. The 2004 HAR slides provide a section by section overview of the Hospital Annual Report and a good overview of the formset in general. The 2005 HAR slides provide more in depth information concerning specific topics.

Also, it may be worthwhile to read the previous newsletters from last year. These newsletters covered the following topics: Getting Started, Excel Tips and Useful Tools, Expense Allocation Methodology, Primary Payer Charges and Adjustments, and Out-patient Charges.

If questions arise during the completion of the HAR, please feel free to call either Jonathan Peters at MHA (651-659-1422) or Amy Camp at MDH (651-201-3575).

Small Balance Write Offs Moved

Previously, small balance write offs were reported under Self Pay Discounts (account 7410) in the HAR. Beginning with FY 2006, this has been moved to Other Payer Discounts (account 751). With this change, only discounts given to self pay patients should be reported in account 7410.

As a reminder, only discounts given to self pay patients that are not part of the hospital's charity care policy should be counted. If an adjustment is specified by the charity care policy, it should be placed in account 762, Charity Care Adjustments.

Resources for Preparers

- **MHA Website:** http://www.mnhospitals.org/index/HCCIS_1
- **MDH Website:** <http://www.health.state.mn.us/divs/hpsc/dap/hccis/index.html>
- **2004 HAR Presentation** provides section by section overview
- **2005 HAR Presentation** Highlights key topics
- **Last year's newsletter covered:**
 - Getting Started
 - Excel Tips and Useful Tools
 - Expense Allocation Methodology
 - Primary Payer Charges and Adjustments
 - Outpatient Charges

Self-Pay Adjustments and Charity Care Reminders

- Small balance write offs no longer in Self Pay Discounts.
- Discounts given to self pay patients under the hospital's charity care policy should only be counted in Charity Care Adjustments
- See HAR instructions for more information

"Audit Checks" Tab Changed to Show Specific Hospital's Averages from FY 2005

Highlights of "Audit Checks" Tab Changes

- Specific hospital's average charge shown from FY 2005, as well as percentage change.
- Average salaries should not increase/decrease by more than **15%**
- Average outpatient charges should not increase/decrease by more than **25%**
- If salaries change by 15% or outpatient charges by 25%, please review. If information is accurate, please provide an explanation on the "Explanation of Adjustments" sheet.

The "Audit Checks" tab in the HAR 2006 was changed to show the specific hospital's average salaries and outpatient charges from FY 2005. This was done so hospitals could easily see what their particular facility's average salary for a given category was last year, and compare it against this year's average. Also included is a column which automatically calculates the percentage change from last year.

When reviewing the average salary section, if a particular category, such as RN Average Salaries, shows an increase or decrease of 15% or more, please carefully review the salaries and FTE's. If it is determined that this year's reported data is correct, notate on the "Explanation of Adjustments" sheet (last page in HAR) the reason for the increase/decrease.

For Outpatient Registration, Emergency Room, Outpatient Surgery, and Total Outpatient Charges, if the average charge changed 25% or more, please also review the information closely. If it is correct notate the reason for it on the "Explanations of Adjustments" sheet as well. If this is not done, the accounts will need to be reviewed during the audit process and will cost more time for both the preparer and auditor.

If you have questions regarding any accounts in the HAR, please contact Jonathan Peters at jpeters@mnhospitals.org or call (651) 659-1422.

To remove your name from our mailing list, please [click here](#).

Questions or comments? E-mail us at jpeters@mnhospitals.org or call (651) 659-1422.

To contact the Minnesota Department of Health with questions or comments, e-mail amy.camp@health.state.mn.us or call (651) 201-3575.

