

Thank you for allowing me to prepare your Medicare Home Health cost report. It is important that we make every effort to file an accurate cost report. Following is a list which will help you prepare the items I need to compile the Medicare cost report. If you have any questions regarding any of these items, please do not hesitate to contact me.

- Current address

- Year end balance sheet and income statement. These financial statements should be prepared on the **ACCRUAL basis**. Filing the cost report on the cash basis will make the cost report inaccurate. If the financial statements are prepared on a cash basis and you are unsure about how to convert it to accrual basis, please contact me.

- A breakdown of **contract labor cost by discipline**. **Complete attached worksheet.**

- A breakdown of **direct employees (patient care) wages**, by discipline. **Complete attached worksheet.**

- Amount of billable Medical Supply cost (non-routine).

- Medicare certification date of provider.

- TOTAL visits, by discipline (RN, PT, OT, etc), and by payer source (including Medicare, Medicaid, and others) **Complete attached worksheet.**

- If you provide continuous care services (i.e. shift work that are non-intermittent visits) please indicate the cost of providing those services.

- Provider Statistical and Reimbursement (PS&R) Report (SUMMARY in the form of a PDF File) which is available online. Please only request it for the cost report year.

- PSR Extract file (in the form of * .csv).

We will collect the fees on all cost reports at the time of completion or delivery of the work. If you are picking up the cost report, you will be advised of the amount due on your invoice and can either bring in a check or pay by credit card (we accept MasterCard and Visa).

It is my pleasure to assist you with your financial reporting and tax preparation needs so please feel free to call upon me anytime throughout the year.