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- Cost reporting (auditing, preparing, reviewin
- Reimbursement optimization strategie
- Third party reimbursement audit and review and due diligence analysis
- BDO USA, P.A.
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 - Healthcare Reimbursement, Reporting and Comp
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 - VP of Education (FY 2016/2017)
 - Chapter Secretary (FY 2015/2016)
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	1	Understand the importance of Revenue Cycle & Reimbursement Collaboration
	2	Discuss how the Medicare Cost Report is utilized
Objectives for Today	3	Comprehend the flow of the Medicare Cost Report
	4	Articulate the Key Drivers of Medicare Reimbursement
	5	Utilize the Medicare Cost Report to calculate key KPIs & identify Benchmarking trends to improve reimbursement and compliance
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Definition of the Revenue Cycle

- All the administrative and clinical functions, processes and software applications that contribute and manage the registration, charging, billing, payment and collections tasks associated with a patient encounter
- Revenue cycle is the process that begins when a patient comes into the system and includes all those activities that have occurred in order to drive revenue form the patient encounter



Definition of the Revenue Cycle

Functions

- Capture (patient days, gross charges, etc.)
- Manage (cost and charge apportionment)
- Collect patient revenue (charity care, Medicare bad debts)

Processes

- Review patient's financial situation (DSH eligibility)
- Issue bills (settlement data reflected in PSR and DSH info)
- Collect payments (settlement data, Medicare bad debts)

Strategies

- Customer receivable valuation (charity care and bad debts)
- Underpayment recovery (outliers, transfer DRGs)
- Third party payer transactions (MSP, DSH)

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Complexity of Revenue Cycle

End-to-end revenue cycle focus - Leverage an end-to-end revenue cycle approach, focusing on materially processes, potential system implementation and performance improvement opportunities

Fron	t End		Middle	Back End			
Patient Access	Denial Management	Charge Capture & Pricing	HIM Clinical Documentation	Coding & 3 rd Party Reimbursement	Claims Processing & Denial Management	Cash Collection & AR Management	
Scheduling Processes Pro-registration Processes Registration Processes Point-of-Service Collections Bad Debt Flags Financial Courseling/Prior Balance Adjudication Staffing Deployment	Denial Quantification Denial Tracking Denial Mgt. Program Insurance Verification Pre-certification/ Authorization	Managed Care Philing/Contracting Charge Capture/ Reconclisation Late Charges Resource-based Pricing Pricing CDM Review Pricing Rationalization CDM Rationalization CDM Standardization/ Consolidation	Clinical Documentation Outpatient Documentation Medical Records Assembly Process	ICD-9 & 10 Coding HCPCS Coding APC Process Improvement Cosil Report Optimization: - DSH - Medicare Bad Debi - Wage Index - Transfer DRG Physician Coding Observation Status Review	Lats Change Analysis EDI Ediling and Billing Denials and Appeals Tracking Staffing Model Billing System Backlog (DNTB Reduction) Electronic Billing Validation Unit Billing DNFB Reduction	Receivables Strates and Work Trates Bad Debt Managemen Including Medicate Denial Management Self-Pay Collections Management Agency/vendor Management Payer Appeal/Dispute Payer Appeal/Dispute Payer Appeal/Dispute Panalities & Under- Payment Recoveries Cash Acceleration Third Party Follow-up Electronic Remittance/ Payment Postings	
Value Efficient processes to Improved accuracy o Improved POS collec Reduction in denials	control financial risk f collected data	market, p charge s	Value d net revenue from p bayer mix, service le tructure & formulas d charge capture pro	vel and objective	Value • Improved days in AR (Cash flow) • Reduced cost to collect • Reduced bad debis • Reduced denials		





Revenue Cycle Process

Assess the organizational structure, process flow, internal controls and potential governance aspects supporting and impacting overall revenue performance; specific components of a the revenue cycle would include the following functional areas:

Patient access: Scheduling, registration, insurance verification, referral management and point-of-service collections

Case management: Medical necessity authorizations, denials management, quantification and tracking

CDM, *charge capture and coding*: Tools and mechanisms used to capture, document and reconcile patient services and charges for billing purposes; in addition, a high-level technical assessment of the accuracy and completeness of procedural coding and clinical documentation efforts for billing and compliance purposes

Pre-billing and billing functions: Patient statement production and internal/external pre-submission claim review process

Accounts receivable and follow-up functions: Understanding legacy accounts receivable (A/R) implications, as well as monitoring A/R follow-up activities for both third party insurance and self-pay accounts, focusing on effective work flow mechanisms and protocols

Third party denial management: Processes and controls utilized to capture, analyze, appeal and communicate third party claim denials impacting reimbursement and cash flow

Management reporting and communication: Assessment of the availability and utilization of standard and/or customized reports and analyses for the purpose of monitoring and reporting critical performance indicators and related trends; management reporting will also be assessed





Importance of the Medicare Cost Report

- Report required for all Medicare participating providers-Standardized data gathering tool
- Payment determination for Medicare cost-based entities:
 - Critical Access Hospitals
 - Children's and cancer hospitals
 - Medicaid
 - Blue Cross programs in some states-hospitals are paid estimates from historic data and settlement is based on current actual costs
- Determination monies due to/from the government?
 - Certain services are paid to hospitals using estimates from historical data; the settlement amount is the difference between the historical estimates and the current actual costs or data

External (CMS)

Standardized data gathering tool

annual basis by hospital

Advocacy and education

reimbursement

methodology

Internal (provider)

basis)

tool

Reconcile interim payments

Comparison of Medicare cost vs.

Benchmarking across providers

Determination of program liability on

Develop future payment amounts and

Investigative tool (establish patterns)

Same as CMS (individual/local/competitive

Operational assessments and management

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- Certain services are paid prospectively; therefore, no settlement is calculated at the end of the year for these services
- With most services being paid prospectively, accuracy of the cost report is vital for rate setting and compliance?
- Rate setting
 - $_{\odot}\,$ MCR data used to develop cost weight MSDRGs, APCs and other prospective methods-services
 - paid prospectively, no settlement at the end of the year
 - MCR data used to determine the labor share of the market basket updates based on wage index CMS and MedPAC uses the MCR to validate adequacy of PPS payments to determine if Medicare is paying proper amounts to providers based on cost report information to compare Medicare costs
 - is paying proper amounts to providers bas
 - Teimbulsement
 - Base Year for future payment regulations
 Set future rates
 - Set future rates
 Detect payments that are not proper
 - > Develop\enhance program integrity process
- Compliance
- Benchmarking
- Operational assessments\Education

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Importance of the Medicare Cost Report

Cost reports are public information which can be found within the Healthcare Provider Cost Reporting Information System (HCRIS) and Centers for Medicare & Medicaid Services (CMS) websites

Sources/websites:

- o <u>https://hcris.hfssoft.com/</u>
- <u>https://www.cms.gov/Research-Statistics-Data-and-Systems/Downloadable-</u> Public-Use-Files/Cost-Reports/Cost-Reports-by-Fiscal-Year.html







Medicare Cost Report Certification

MISREPRESENTATION OR FALSIFICATION OF ANY INFORMATION CONTAINED IN THIS COST REPORT MAY BE PUNISHABLE BY CRIMINAL, CIVIL AND ADMINISTRATIVE ACTION, FINE AND/OR IMPRISONMENT UNDER FEDERAL LAW. FURTHERMORE, IF SERVICES IDENTIFIED IN THIS REPORT WERE PROVIDED OR PROCURED THROUGH THE PAYMENT DIRECTLY OR INDIRECTLY OF A KICKBACK OR WERE OTHERWISE ILLEGAL OR CRIMINAL, CIVIL AND ADMINISTRATIVE ACTION, FINES AND/OR IMPRISONMENT MAY RESULT.

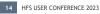
CERTIFICATION BY OFFICER OR ADMINISTRATOR OF PROVIDER(S)

I HEREBY CERTIFY that I have read the above certification statement and that I have examined the accompanying cost report and the Balance Sheet and Statement of Revenue and Expenses prepared by HOSPITAL for the cost reporting period ... and to the best of my knowledge and belief, this report and statement are true, correct, complete and prepared from the books and records of the provider in accordance with applicable instructions, except as noted. I further certify that I am familiar with the laws and regulations regarding the provision of health care services, and that the services identified in this cost report were provided in compliance with such laws and regulations.

(Signed)

Officer or Administrator of Provider(s)





Cost Report Overview

- ▶ WS S Officer signs certifying cost report is free of material errors
- ▶ WS S-2 Questions drive much of the reimbursement on the cost report
- WS S-3 Pt I Patient Statistics
 - Count patients in an inpatient bed at midnight
 - Exclude patients in an ancillary area at midnight
 - Exclude L&D patients at midnight unless they have occupied an IP routine bed
 - Medicare days should be filed by discharge date (PS&R)
 - Since Medicare days are based on discharge date, then so should Total, Medicaid, etc.
 - Discharges must be consistent with patient days
- WS S-3 Pt II Wage Index
 - Measure relative differences between each labor market's average hourly rate and the national average hourly rate
 - Key: Match wage dollars (compensation and benefits) with corresponding hours
 - Salary dollars all flow from WS A (includes reclassifications when properly coded on A-6)
 - All hours and benefit information must be input (including hours related to A-6)
- WS S-10 Charity Care Reporting

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Cost Report Overview

Determine allowable cost

- > WS A Series-Determine allowable costs
- WTB

Cost Allocation

- WS B Series
- Statistics
- Step Down Process
 - ✓ Overhead cost centers
 - ✓ Revenue producing & NRCC
 - $\checkmark~$ Fully allocated costs for apportionment

Cost Apportionment

- WS C & D Series
- Patient revenue, patient days and patient discharges
- Cost to charge ratio
 - \checkmark Fully allocated costs for apportionment\total departmental charges=departmental cost to charge ratio
- $\checkmark~$ Utilized on D series worksheets to determine program costs

Settlement

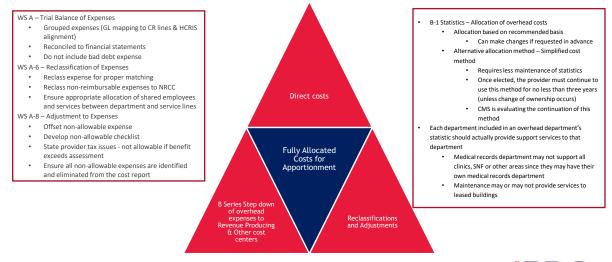
- WS E Series
- > PS&R, R&U, Medicare Correspondence, lump sums and pass thru payments

Amount Due to or from provider

- WS S Certification Page
- Summary of E series



Cost Report Process-Allowable Costs & Allocation

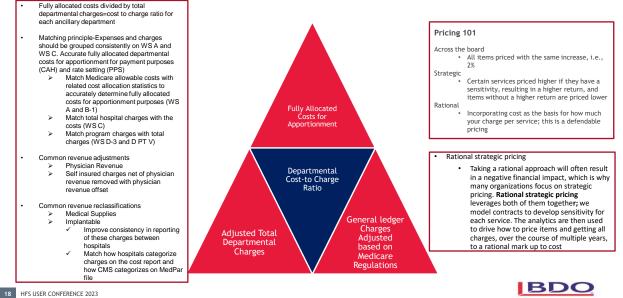


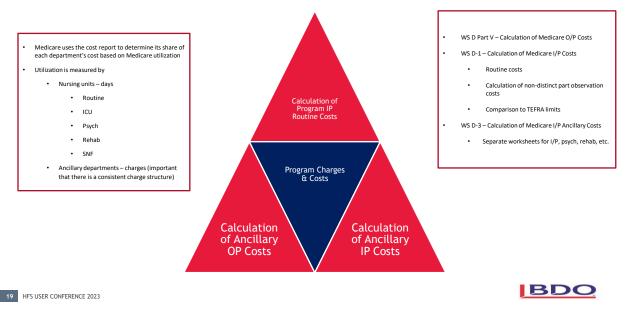
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Cost Report Process-Worksheet C-Bridge of the Cost Report

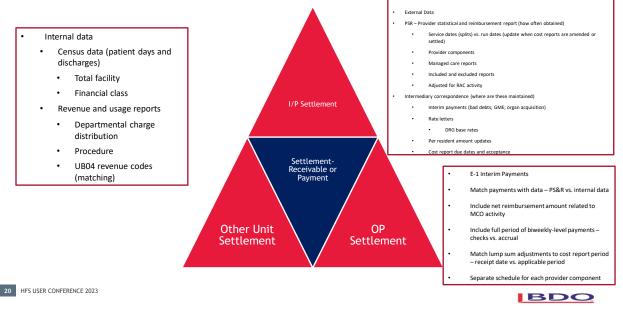




Cost Report Process-Worksheet D Series-Apportionment

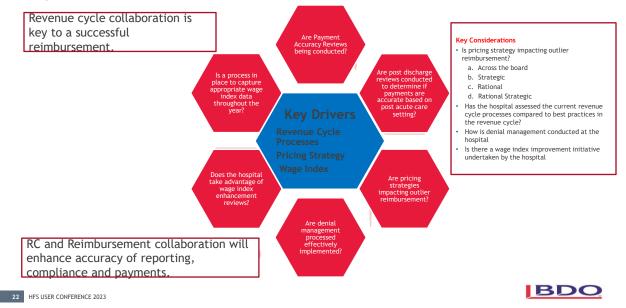
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Cost Report Process-Worksheet E Series-Settlement





Key Drivers of Reimbursement-Settlement



Wage Index

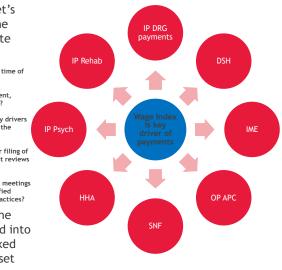
Measures relative differences between each labor market's average hourly rate and the national average hourly rate

- Key Considerations
- Is wage index accurately completed at the time of the Medicare cost report submission?
- Do all stakeholders (Finance, Reimbursement, Payroll, HR, AP) collaborate in the process?
- Are detailed reviews completed for the key drivers to ensure all relevant data is included and the correct codes and amounts are excluded?
- Is the PUF reviewed for discrepancies after filing of the Medicare cost report and after relevant reviews by the MAC completed?
- Does the CBSA conduct wage index market meetings for discussion of audit adjustments, identified discrepancies in reported data and best practices?

Data is accumulated at the hospital level, aggregated into CBSA groupings and indexed against nationwide data set

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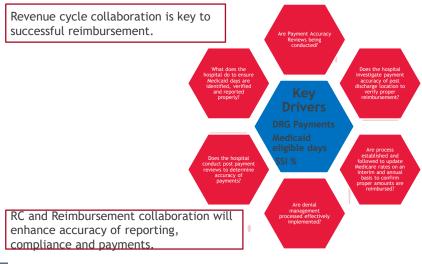
Every Hospital's WI matters in overall CBSA's AWI:

- Hospitals in CBSA need to collaborate
- CMS computes the AHW for each hospital, CBSA and the nation
- Adjusted salaries and hours for all hospitals in a CBSA in each state are added together to compute an AHW for the CBSA
- CBSA is then compared to the National AHW



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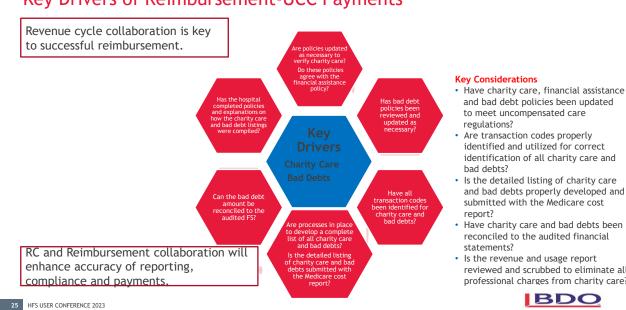
Key Drivers of Reimbursement-DSH Payments



Key Considerations

- Are payment accuracy reviews conducted?
- Are post discharge location verification reviews conducted (Transfer DRG)
- Are Medicare rates Updated?
- Are denial management processes in place and followed?
- How are Medicaid days identified, verified and all eligible days reported?
- Is SSI percentages reviewed and verified against internal SSI data?

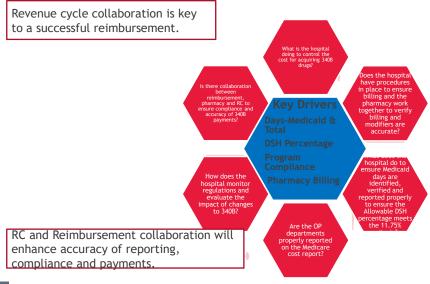




Key Drivers of Reimbursement-UCC Payments

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Key Drivers of Reimbursement-340B



Key Considerations

• How are Medicaid days identified, verified and all eligible days reported?

and bad debt policies been updated to meet uncompensated care

and bad debts properly developed and

submitted with the Medicare cost

reconciled to the audited financial

reviewed and scrubbed to eliminate all

professional charges from charity care? BDO

Are transaction codes properly identified and utilized for correct identification of all charity care and

regulations?

bad debts?

report?

statements?

- Is SSI percentages reviewed and verified against internal SSI data?
- · Are risk assessments conducted to ensure compliance with regulations
- · Do all stakeholders participate in staff training
- · How are new regulations monitored and impact to the organization developed?
- Is the patient utilizing the 340Bdrugs identified appropriately



Key Considerations

requirements?

date and followed?

Medicare bad debt?

bade debt expense?

are being followed?

a timely fashion?

debts?

bad debts?

 How does the hospital confirm compliance with MAC documentation

• Are Medicare bad debt policies up to

· Does the hospital bill patient portion in

• Doe the hospital bill Medicaid for the

· Are Medicare bad debts recorded to

· Has the hospital implemented interim

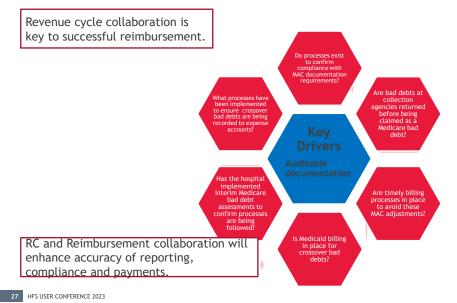
bad debt audits to confirm processes

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patient deductible portion of crossover

 How are bad debts at collection agencies handled before claiming as a

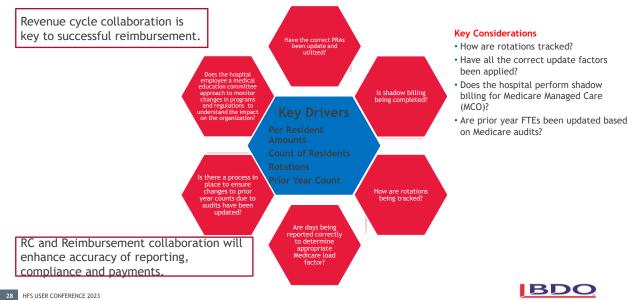
 Has there been significant audit adjustments to claimed Medicare bad



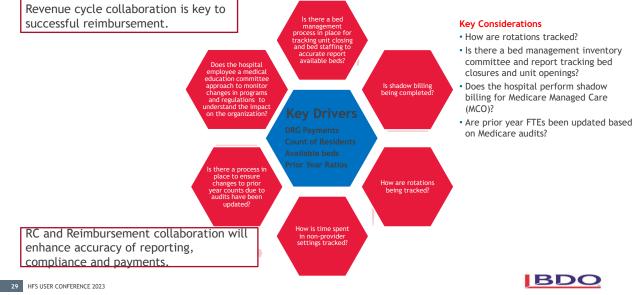
Key Drivers of Reimbursement-Medicare Bad Debts

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Key Reimbursement Drivers-DME

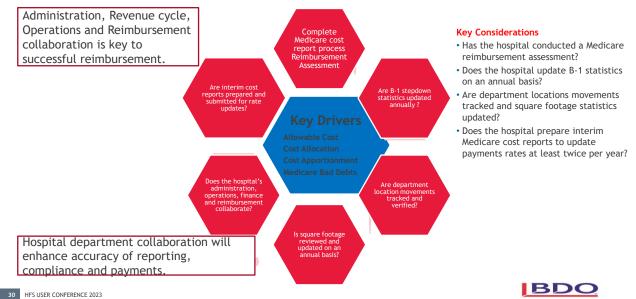


Key Drivers of Reimbursement-IME



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Key Drivers of Reimbursement-Critical Access Hospital (CAH)





Medicare KPI's and Dashboards

- Using key performance indicators (KPI) is considered a best practice to inform the Hospital Administration, Finance and Audit Committee
 about what is happening in the healthcare industry and how the Organization compares to their peers in the industry.
- Financial KPI Report
 - Payer Mix-Determine how much revenue from Government payers compared to private and self pay
 - Average Length of Stay-Average number of days a patient stays in the hospital offers insights into efficiency of care
 - AR Days-Gross-Average number of days for an organization to collect (40-45 days)
 - AR Days-Net-Average number of days to collect after D&C (40-45days)
 - Bad Debt Write Off Percentage-Percentage of patient revenue expected to be paid written off (<3%)
 - Charity Care Write Off Percentage-% of patient revenue not expected to be paid written off (<3)
- Medicare Bad Debt Report
 - Medicare Bad Debt Compared to Coinsurance and Deductible
 - Percentage of Medicare bad Debt to Coinsurance and Deductible
 - Five-year trend of Medicare Bad Debt
- Cost Analysis Report
 - Comparison of Cost and Reimbursement
- Comparison of Days and Discharges
- Uncompensated Care Report
 - Trend of Uncompensated Care-Charity Care & Bad debt
 - Trend of Uncompensated Care percent of Gross Patient Revenue
- Margin Report
 - Margin/Deficit for Medicare
 - Cost and Reimbursement Analysis

Medicare Cost Report Settlement Analysis
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AR Days-Gross

AR Days (Gross)

- Average number of days it takes an organization to collect payment
- ▶ <u>KPI</u>:
- Accounts receivable (A/R) days (Gross): 40-45 days
 - Per industry best practices, A/R days should be between 40-45 days; however, the target range for gross A/R days may differ between organizations. Depending upon various organizational factors (i.e., high service pricing, contracted rates, write-offs), gross A/R days greater than 40-45 days may not necessarily indicate that the organization is performing poorly. Similarly, gross A/R days less than 40-45 days may not necessarily indicate that the organization is performing porting.
- Potential opportunity:
 - If A/R is > 55-60 days, there may be an opportunity to enhance the efficiency of the organization's revenue cycle since it is not collecting receivables in a timely or
 effective manner
 - A potential issue may exist regarding the organization's billing department, collection efforts, rejected claim rate, etc.
- Calculation:

Net days in accounts receivable equation:

Accounts receivable (Gross patient revenue/365)

Net days in accounts receivable equation within cost report:

WS G, Line 4, Col 1 (WS C, Part I, Line 202, Col 8/365)

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AR Days-Net

AR Days (Net)

> Average number of days, after deducting contractual and uncollectible allowances, it takes an organization to collect payment dues

▶ <u>KPI</u>:

· Accounts receivable (A/R) days (Net): 40-45 days

Compared to gross A/R days, net A/R days excludes contractual and uncollectible allowances and is a more accurate reflection of an organization's true performance.

- Potential opportunity:
 - If A/R is > 45 days, there may be an opportunity to enhance the efficiency of the organization's revenue cycle since it is not collecting receivables in a timely
 or effective manner
 - A potential issue may exist regarding the organization's billing department, collection efforts, rejected claim rate, etc.
- Calculation:

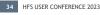
Net days in accounts receivable equation:

(Accounts receivable - Uncollectible allowances) (Net patient revenue/365)

Net days in accounts receivable equation within cost report:

(WS G, Line 4, Col 1 - WS G, Line 6, Col 1) (WS G-3, Line 3, Col 1/365)





Write-Off Percentage-(Gross)

Bad Debt Write-Off Percentage (Gross)

- Percentage of gross patient revenue that is written-off for outstanding services in which organizations anticipated but did not receive payments from patients and/or payers (i.e., private and government)
- ► <u>KPI:</u> Bad debt write-offs as a percent of gross patient revenue: < 3%

Potential opportunity:

- If the bad debt write-off percentage is > 3%, an issue may exist in collecting payments
- · There may be an opportunity to increase collection efforts within pre-service, point-of-service or post-service (i.e., customer service) areas

Calculation:

Bad debt % of gross revenue equation: Bad debt write-off Gross patient service revenue * 100 Bad debt % of gross revenue equation within cost report: WS S-10 Line 26 WS C, Part I, Line 202,Col 8 * 100

Charity Care Write-Off Percentage (Gross)

- Percentage of gross revenue that is written off for outstanding service payments in which organizations did not anticipate payments due the patient's inability to pay ς. KPI:
- Charity care write-offs as a percent of gross patient revenue: < 3%
- Charity target is subject to change based on an organization's specific community needs and its financial assistance policy
- Potential opportunity:
 - Charity care write-off percentage of > 3% may indicate: - An opportunity for financial counseling to increase conversion rates
 - An opportunity to modify the organization's existing charity care policy as designated by industry best practices and community needs
- Calculation

Charity care write-offs as a percent of gross patient revenue equation: Charity care write-off Gross patient service revenue * 100

Charity care write-offs as a percent of gross patient revenue equation within cost report:

WS S-10, Line 20, Col 3 WS C, Part I, Line 202, Col 8 * 100



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Key Performance Indicators (KPI's)

		lospital System I									
				Hospita D	I System II	Hospital System III	Hospital G	System IV	Hospital System		
	A	в	c	D	E	F	G	н		1	к
Medicare Payor Mix	12.865	30.534	3.148	7.154	4.361	7.594	19.515	5.336	4.369	7.036	15,382
Days % of Total Days	25%	30,534	3,148	24%	4,361	7,594	26%	25%	4,369	26%	15,382
	25%	29%	29%	24%	32%	32%	26%	25%	33%	26%	34%
Medicaid Payor Mix Days	6.253	13.524	550	2.596	574	919	2.908	490	2.601	3,929	11,903
% of Total Davs	12%	13,524	5%	2,350	4%	4%	4%	2%	2,001	15%	26%
	1275	13%	379	5%	470	420	475	276	20%	13%	20%
Private/Self Pay/Other Payor Mix Days	31,993	62,476	6.979	19,710	8.752	15,192	52,739	15,728	6.315	16,131	17,643
% of Total Davs	63%	59%	65%	67%	30%	64%	70%	73%	48%	60%	39%
% OF FOCAL Days	63%	39%	03%	67 %	30%	64%	70%	73%	4076	60%	39%
Average Length of Stay											
Medicare	5.32	5.48	4.72	4.57	4.40	5.86	4.76	4.19	6.00	4.31	4.34
Medicaid	3.89	2.06	4.33	8.95	7.65	0.61	2.17	1.47	6.18	2.49	3.17
Private/Self Pay/Other	5.39	8.01	3.25	3.78	3.81	7.47	5.59	4.73	7.15	5.13	4.92
Accounts Receivable	\$25,406,149	\$50,863,804	\$37,133,196	\$78,151,445	\$19,681,292	\$21,304,470	\$71,347,328	\$16,451,699	\$10,362,274	\$23,746,161	\$33,649,240
Gross Patient Revenue	\$618,824,997	\$1,255,799,660	\$367,655,365	\$601,231,321	\$531,651,786	\$507,841,191	\$3,772,146,323	\$942,176,977	\$229,400,295	\$629,767,080	\$964,331,310
A/R Days (Gross)	14.99	14.78	36.87	47.44	13.51	15.31	6.90	6.37	16.49	13.76	12.74
Uncollectable allowances	\$0	\$0	\$25,088,720	\$51,958,169	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net patient Revenue	\$174,715,567	\$289,973,898	\$64,278,715	\$183,600,494	\$146,014,089	\$86,652,403	\$545,038,538	\$144,397,581	\$70,006,629	\$181,559,768	\$246,151,470
A/R Days (Net)	53.08	64.02	68.39	52.07	49.20	89.74	47.78	41.59	54.03	47.74	49.90
Bad Debt Write-Off	\$8,892,446	\$16,040,352	\$3,565,504	\$7,606,835	\$7,122,419	\$5,906,725	\$17,011,276	\$6,142,620	\$5,476,643	\$13,054,132	\$12,477,115
Bad Debt Write-Off Percentage (Gross)	1.4%	1.3%	1.0%	1.3%	1.3%	1.2%	0.5%	0.7%	2.4%	2.1%	1.3%
Charity Care Write-Off	\$3,778,097	\$14,835,163	\$1,052,567	\$689,821	\$2,180,251	\$26,307,073	\$29,449,234	\$8,184,323	\$861,934	\$1,167,817	\$6,846,263
Charity Care Write-Off Percentage (Gross)	0.61%	1.18%	0.29%	0.11%	0.41%	5.18%	0.78%	0.87%	0.38%	0.19%	0.71%
NOTES											

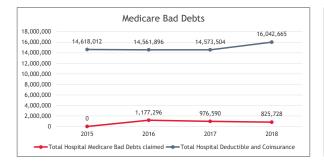


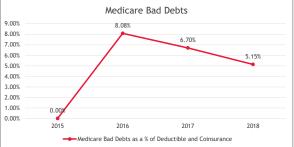
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Medicare Bad Debt Trend Analysis

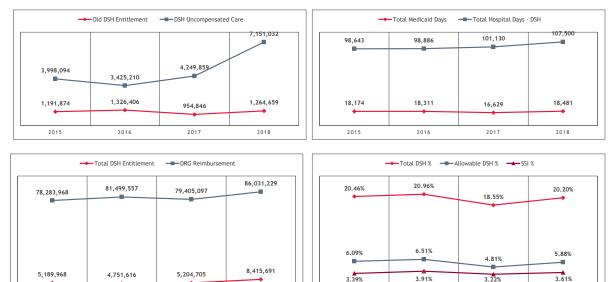




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DSH Trends



3,39%

2015

3.91%

2016

. 2015 HFS USER CONFERENCE 2023 38

2016

2017

2018

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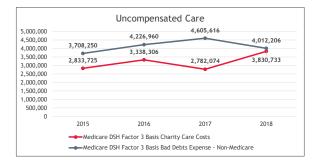
2018

3.22%

2017



Uncompensated Care Trend Analysis



	Uncompensa	ated Care as a P Reven	Percent of Gross	Patient
3.00%		2.46%	2.51%	2.66%
2.50% -	2.17%			
2.00% -	•			
1.50% -				
1.00% —				
0.50% -				
0.00%				
	2015	2016	2017	2018
	Tota	l Uncompensated Care (Costs/Gross Patient Reve	enue

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