

Hospital / Medical Center
Submission Checklist
Annual Reporting

Please complete the boxes outlined in bold with a √ and submit with your filing.			
	Hard Copy (Original and One Copy – separately bound)		PDF (Filed through secure internet connection)
Cover Letter & Submission Checklist	Hard Copy	<input type="checkbox"/>	PDF*
Affidavit - Notarized Annual Reporting Filing	Hard Copy	<input type="checkbox"/>	PDF*
Affidavit (2) - Notarized No Audited Financial Statement Affidavits for the Hospital and Parent Corporation	Hard Copy	<input type="checkbox"/>	PDF*
Audited Financial Statements - appropriately named, i.e. “XYZ Hospital_2013” or “XYZ Parent_2013. <i>Each hard copy</i> should be separately bound or clipped together. A PDF is required for the hospital, parent & every affiliate.	Hard Copy – Hospital & Parent Corporation only	<input type="checkbox"/>	PDF for hospital, parent & each and every affiliate
Medicare Cost Reports – As Filed and Amended reports appropriately named, i.e. “2013_XXXXX_initial”	N/A	<input type="checkbox"/>	PDF
Legal Chart of Corporate Structure for the most recent fiscal year ending 9/30/xx	Hard Copy	<input type="checkbox"/>	PDF
Officers and Directors - as of February 28, 2014 - <u><i>OHCA requests that the hospital put all affiliates in ONE PDF file.</i></u>	N/A	<input type="checkbox"/>	PDF - one file with all affiliates
Uncompensated Care Policies and Procedures – <u><i>OHCA requests that the hospital include all attachments in ONE PDF file.</i></u>	N/A	<input type="checkbox"/>	PDF - one file with all attachments
Variance Explanations - Thorough explanation of <i>input</i> amounts with a variance of 25% or larger on Report 23.	N/A	<input type="checkbox"/>	PDF
HRS files have been electronically submitted and no hard copies of the HRS reports are being submitted.	N/A	<input type="checkbox"/>	HRS files submitted

**Hospitals may submit the cover letter, submission checklist and affidavits in one PDF file. All other items should be submitted in separate PDF files. When naming PDF files, please use a filename that easily identifies the hospital and item being submitted.*

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