



Help & Manual[®] 3.0

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Title page 1

Use this page to introduce the product

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This page intentionally starts on an odd page, so that it is on the right half of an open book from the readers point of view. This is the reason why the previous page was blank (the previous page is the back side of the cover)

Alabama Nursing Facility Cost Report Software Solution

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All the people who contributed to this document, to mum and dad and grandpa, to my sisters and brothers and mothers in law, to our secretary Kathrin, to the graphic artist who created this great product logo on the cover page (sorry, don't remember your name at the moment but you did a great work), to the pizza service down the street (your daily Capricciosas saved our lives), to the copy shop where this document will be duplicated, and and and...

Last not least, we want to thank EC Software who wrote this great help tool called HELP & MANUAL which printed this document.

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Foreword

This is just another title page
placed between table of contents
and topics

Top Level Intro

This page is printed before a new
top-level chapter starts

Part



1 Using The Software

1.1 Welcome

Welcome to the Alabama Uniform Cost Report For Nursing Facilities Under Title XIX (Medicaid) Software Solution. This software is designed and developed by MediMax Technologies for exclusive use by the Alabama Medicaid Agency and its providers and their preparers.

Should you have any comments, please email Gary Carlisle at gary@medimax.com.

The MediMax Technologies' website is www.medimax.com.

[Create A New Provider Folder](#)

[Reimbursement Questions](#)

[Cost Report Preparation Steps](#)

[Import Data From General Ledger ASCII File](#)

1.2 Getting Started

To start the cost reporting process, start the cost report software and then select FILE and then select "Create A New Cost Report Folder".

Once the cost report folder is created, it is time to IMPORT DATA FROM GENERAL LEDGER ASCII FILE.

[Import Data From General Ledger ASCII File](#)

1.3 Whole Numbers

Use only whole numbers in preparing this cost report. Do NOT use decimals.

1.4 Helpful Hints

- Import your data into the software before doing any keying
- Complete Schedule 8-A before completing Schedule 8.
- Complete Schedule E-1 before completing Schedule E
- Adobe Reader and WinZip links can be found on the MediMax website
- To change from schedules to reports and vice-versa simply, click the "Schedules" or "Reports" icon on the left side of the page.
- Before you can bring last year's data files forward to the current year, you must create the same provider for the current year.

1.5 Cost Report Preparation Steps

- If a new cost report facility, create the cost report facility folder.
- If an existing cost report facility, select the cost report facility folder.
- If you wish to import the general ledger, go to FILE and select "Import General Ledger ASCII Text File"
- If you used MediMax Technologies' software last year, go to UTILITIES and select "Bring Forward Prior Year's Data to Current Year"
- Input statistical data
- Input numeric data
- Make adjusting entries
- Run Validation Checks
- Correct omissions and errors
- Print cost report to printer
- Print cost report to read-only PDF
- Create transmittal diskette
- Save data files
- Submit to Alabama Medicaid Agency

1.6 Cost Report Form Changes

There are cost report form changes for both 2004 and 2005.

[Cost report changes for 2005 follows the changes for 2004.](#)

Cost report changes for 2004 are as follows:

Page 8 – Line 5-11 is now "Insurance-Professional Liability" instead of Insurance-Malpractice Insurance.

On Page 9 – Line 10-13 is now "Meal Income Offset." The column 1 cell in this row is shaded and does not accept any data input.

On Page 9 – Line 10-14 now becomes "Other (Specify on Sch. D-4).

On Page 10 – Lines 25-7 and 25-8 are now shaded out in column 1 and allow no data input or data to be imported.

On Page 16 – On Page 1 of 1, line 4 column "Sch. D Line #" becomes "10-13."

On Page 17 – Background Checks and Drug Testing have been added.

On Page 18 – On the Medical Records row, the first cell under "Fees Paid From Home Office" is shaded and does not allow data input.

On Page 18 - The column heading "Name" has been changed to "Names."

On Page 28 – Under Parts 1 & II, line 3, the wording "Aides and Orderlies" has been changed to "C. N. A. s." In addition, a new field has been added to calculate the C. N. A. Average Hourly Wage.

On Page 29 – After Medicare Residents, the "(PPS, RUGS, OTHER)" has been deleted and the field only accepts numeric input.

Cost report changes for 2005 are as follows:

1. Schedule A - Can only input 4 digit number.
2. Schedule A-1 - Just a Reminder: Note: Do Not Include First Four Days a Medicaid Patient is Discharged to Hospital as Hold Bed Days. **Do Not Count These Days.**
3. Schedule B - Line B.6 has been removed.
4. Schedule D-4 - Now 120 lines.
5. Schedule D-8A - After entering data and pressing "Calc Reclasses," be sure to Apply Updates." Then on Schedule D-1 "Apply Updates" before completing Schedule D-8.
6. Schedule D-8 - a. Preparer must fill in: "Less O/S Service, Linen Replacement, Minor Equipment," as applicable. See Provider Notice 05-01.

Schedule D-8 - b. If there are any entries in "Other" column, identify.
7. Schedule D-9 - To import data go to File, Import ASCII Text File Options.
8. Schedule G-Part I.B - To import data go to File, Import ASCII File Options.

9. Schedule J - Line added for Officer/Administrator to be input (in addition to the line for the signature). The line for the signature does not appear until you go to the print screen.

1.7 General Instructions

In order to adequately compile the information needed for the cost report and effectively complete it, the cost report preparer must be familiar with the regulations in the Alabama Medicaid Agency Administrative Code's Chapter 22, "Nursing Facility Reimbursement." The rules referenced in these instructions and cost report schedules are from Chapter 22.

Each cost report page, including any added analysis or work papers, must reflect the correct MEDICAID provider number. Additional sheets are to be attached, as necessary, to explain or detail included items or computations. For example, the Balance Sheet, Schedule C, stipulates "Specify" on six lines. It also states "Adjustments must be explained on Schedule C-1." Rule No. 560-X-22-.06(8) requires an attachment to itemize nurse aide training expenses (see Schedule D instruction number 22). Follow all directions and furnish the requested information.

All amounts and calculations should be rounded to the nearest dollar or percentage, carried to four decimal places.

Please burst and staple the cost report before submitting. Do NOT bind the report in presentation or report folders.

1.8 Other Specify Control F5

In cases where the software calls for you to specify, press the "Control key simultaneously with the F5 key".

When you have done this, a dialog box appears that allows you to "specify" what other is.

1.9 Reclassifications

Reclassifications

The reclassification column must sum to zero.

1.10 Shaded Area

In situations where data entry is not allowed, the cell will be grayed out or shaded.

This is done to prevent information from being keyed in or imported erroneously.

1.11 Mandatory Registration

At the MediMax Technologies web site, you are should register to receive email updates from both MediMax Technologies and the Alabama Provider Audit Division.

The Alabama Medicaid Agency requires that you register. In this way, we can send email alerts and messages to all preparers and their providers.

This registration is in addition to registering to utilize or download the software.

1.12 Comments

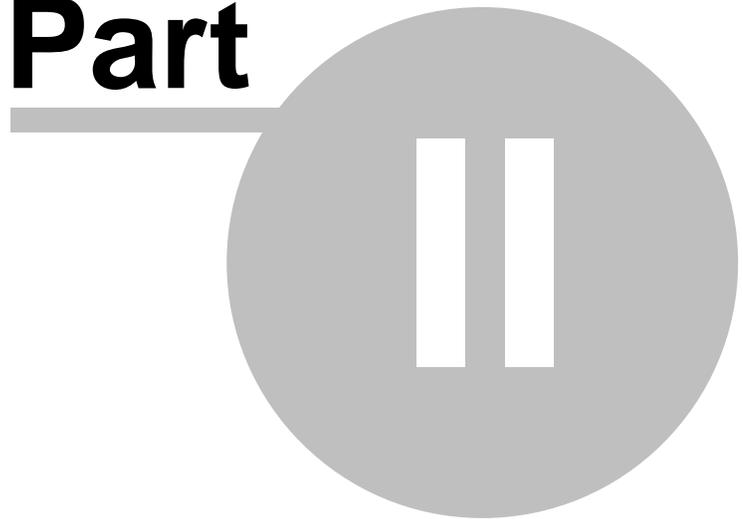
Please use this page for any comments or clarifications.

You can also schedule items here as well.

Top Level Intro

This page is printed before a new
top-level chapter starts

Part



2 File

2.1 Select a Provider Folder

If you have already created a cost report, you can select it by going to FILE and then click on SELECT A PROVIDER FOLDER.

You may also go to **COST REPORTS** and select from the list of cost reports that have been worked on.

[Create A New Provider Folder](#)

[Delete An Existing Provider Folder](#)

2.2 Create A New Provider Folder

To CREATE a new provider folder, go to FILE and select CREATE A NEW PROVIDER FOLDER.

Enter the facility name, the Medicaid provider identification number, and the ending cost report period.

This process will create a directory with empty database files to hold the cost report data.

For the provider number, enter the 4-digit number only. The "47-" and "OS" are hard coded.

[Delete An Existing Provider Folder](#)

[Locate and Select a Provider Folder](#)

2.3 Delete An Existing Provider Folder

To Delete An Existing Provider Folder, go to FILE and select DELETE AN EXISTING COST REPORT FOLDER.

You cannot be in a provider's folder to delete it.

REMEMBER: Be certain and SAVE your data prior to deleting the data files.

[Create A New Provider Folder](#)

Locate and Select a Provider Folder

2.4 Import ASCII Text File Options

There are now three (3) import features under this menu selection. They are as follows:

(1) Import expenses per general ledger - Schedule D, Column 1,

(2) Import specialized medical equipment (SME) - Schedule D-9, I-b, and

(3) Import cost of services from related organizations - Schedule G, I-B

IN EACH CASE, you can right-click within any of the 3 white-space areas on the screen to enlarge and/or print.

SPECIFIC INSTRUCTIONS:

(1) To Import Expenses per General Ledger, you can go to FILE and then select "IMPORT ASCII TEXT FILE OPTIONS" and then select IMPORT EXPENSES PER GENERAL LEDGER - SCHEDULE D, COLUMN 1

(Hint: Right-Click within any of the 3 white-space areas to enlarge and/or print.)

GENERAL NOTES AND INSTRUCTIONS:

This import procedure accepts standard ASCII text data in two different formats; tab delimited, or comma delimited. Typically, most newer general ledger packages on the market today allow the user to export general ledger account information in one or both of these delimited formats. Also, the user may have the option to selectively choose which general ledger fields to export, and to indicate what order to arrange these fields within the output text file.

Older general ledger packages may not provide this same degree of flexibility, but they do provide export capability in some fashion. In this latter instance, a spreadsheet program (Excel, Quattro Pro, or Lotus 1-2-3) usually provides a means by which the general ledger data can be "dumped into" or "brought into" a spreadsheet as an intermediate step, so the data can then be rearranged into columns and given columnar formats (text values, whole dollars, dollars and cents, etc.). Once the data are formatted correctly within the spreadsheet, the user can select the spreadsheet's "Save As ..." or "Export ..." option, and then select either the tab delimited or comma delimited output option. Tab delimited is the recommended approach as indicated below in the last paragraph.

EXPECTED IMPORT FORMAT:

Once a provider is selected (as shown across the program's main screen on the icon tool bar), any number of relevant general ledger accounts can be transferred through this import procedure to load the selected provider's cost report revenue and expense line item balances. This import procedure will correctly accumulate and post one or multiple general ledger account balance(s) directed to any one specific line item within the cost report when it is necessary to do so. **This import procedure expects the general ledger account data to specifically have all the data fields listed below, to be in the field # sequence (columnar arrangement) listed below, and to be formatted as indicated below:**

Field # 1 - "Sequence number" is the number assigned by this software to each and every usable cost report line item within the cost report. It is used specifically as a "general ledger-to-cost report line item" cross-reference number for this version of the cost reporting software only. This sequence number must be accurately entered for each general ledger account being transferred, and it must be contained within the first column of the import data exactly as it appears in the column headed "Seq#" located in the table that can be viewed in the white-space window immediately below this window. Separate Seq#s have been assigned to allow cross-reference importing to both beginning and ending balance(s) for balance sheet line items.

Field # 2 - "Dollar Amount" is the general ledger trial balance amount. Since all cost report line item amounts are recorded in whole dollars, this is the expected format. However, to provide additional flexibility, this import procedure will accept trial balance amounts, including cents (to two decimal places with the decimal point included within the amount field). In the event cents are included, this import procedure will first round the amount to the nearest whole dollar, and then accumulate and post the rounded amount to the designated cost report line item. The dollar (and cents) amount must not include a dollar-sign, nor have commas separating hundreds from thousands, etc. Any negative amount must have only a leading minus sign. Enclosing a negative amount within brackets or parenthesis, or any other form of punctuation, or placement of punctuation, is not acceptable. The dollar amount field must be contained within the second column of the import data.

Field # 3 - "G/L Account Number" is the account number originating within the user's general ledger package. Any format is acceptable. The G/L account number can be up to 15 positions in length, and it must be contained within the third column of the import data.

Field # 4 - "G/L Account Description" is the account description originating within user's the general ledger package. Any format is acceptable. The G/L account description can be up to 60 positions in length, and it must be contained within the fourth column of the import data.

HINTS ON SELECTING either TAB DELIMITED or COMMA DELIMITED FORMAT:

One additional consideration in choosing the proper type of delimiting character is to determine whether the user's general ledger data to be transferred already contains either embedded tab or comma character(s) within the Dollar Amount, G/L Account Number or G/L Account Description data fields. For example, if a general ledger account description is "Salaries, Administrator", and the user chooses a comma delimited format, then the imported result could simply appear as "Salaries", not "Salaries, Administrator", since the field-embedded comma following the word Salaries might be picked up as an end-of-field delimiter. Therefore, choosing the tab delimited option is probably a safer bet since it is very unlikely that a tab character would be found within any of these three fields.

Uniform Cost Report Line Items for Version 1.0 - Release May, 2004.
Version 1.0 Conforms to the state of Alabama Medicaid Agency's Revisions to 05/10/2004.

Assignment of sequence numbers (Seq #) is a means by which G/L account balances and G/L account descriptions can be directly imported into this software product.

Line Item Descriptions beginning with an asterisk are not valid cost report line items for import purposes.

Import Specifications:

ASCII Text File, Tab Delimited, Record Format as Follows:

- Field # 1: Seq # (1st column below; cross-reference to specific CR schedule and line item)
- Field # 2: G/L Account Trial Balance - Positive or Negative Number - Dollars (and Cents)
- Field # 3: G/L Account Number - User Assigned Ledger Account Number
- Field # 4: G/L Account Description - User Assigned Ledger Account Description

Seq #	Sch.	Line Item Description
100		*** Current Assets
200	C	Cash on Hand & in Banks
300	C	Accounts Receivable
400	C	Less: Uncollectible Allow.
500	C	Notes Receivable
600	C	Other Receivables
700	C	Inventory
800	C	Prepaid Expenses
900	C	Investments (C.D.s, etc.)
1000	C	Other (Specify)
1100		* Total Current Assets
1200		*** Fixed Assets
1300	C	Land
1400	C	Building
1500	C	Less: Accum. Deprec.

1600	C	Land Improvements
1700	C	Less: Accum. Deprec.
1800	C	Leasehold Improvements
1900	C	Less: Accum. Deprec.
2000	C	Building Equipment
2100	C	Less: Accum. Deprec.
2200	C	Major Movable Equip.
2300	C	Less: Accum. Deprec.
2400	C	Special Medical Equip.
2500	C	Less: Accum. Deprec.
2600	C	Nurse Aide Equip.
2700	C	Less: Accum. Deprec.
2800	C	Group Purch. - Minor Equip.
2900	C	Less: Accum. Deprec.
3000	C	Vehicles & Assets Not Related to Res. Care *
3100	C	Less: Accum. Deprec.
3200		* Total Fixed Assets
3300		*** Other Assets
3400	C	Investments
3500	C	Deposits
3600	C	Due from Owners/Officers
3700	C	Special Funds (Specify) **
3800	C	Other (Specify) **
3900		* Total Other Assets
4000		* TOTAL ASSETS
4100		*** Current Liabilities
4200	C	Accounts Payable
4300	C	Notes Payable *
4400	C	Current Portion of Long Term Debt *
4500	C	Salaries/Fees Payable
4600	C	Payroll Taxes Payable
4700	C	Income Tax Payable
4800	C	Deferred Income
4900	C	Other (Specify)
5000		* Total Current Liabilities
5100		*** Long Term Liabilities
5200	C	Mortgage Payable *
5300	C	Notes Payable *
5400	C	Unsecured Loans
5500	C	Loans from Owners
5600	C	Other (Specify)
5700		* Total Long Term Liabilities
5800		* TOTAL LIABILITIES
5900		*** Capital
6000	C	Capital Stock
6100	C	Additional Paid-In Capital
6200	C	Retained Earnings **
6300	C	Other (Specify)
6400		* Total Facility Equity Capital
6500		* TOTAL LIABILITIES AND CAPITAL
6600	C	Equity in Assets Leased from Related Organization
6700		* TOTAL EQUITY CAPITAL
6800		*** INCOME FROM RESIDENT SERVICE
6900	B	Resident Revenues-Medicaid
7000	B	Resident Revenues-Medicare (excluding Part-B in #9 below)
7100	B	Resident Revenues-Private
7200	B	Less: Allowances & Discounts on Resident Accounts
7300		* Net Resident Revenues (Lines 1 thru 4)
7400		* Grand Total All Cost. (Sch. D, line 75-99, col. 1)
7420		* Grand Total Home Office Exp (Sch. D, line 75-99 col. 5)
7500	B	Less: Purchase Discounts and Rebates
7600		* Net Income from Service to Residents (Line 5 - [Lines 6+7])
7700		*** OTHER INCOME
7800	B	Medicare Part B Income
7900	B	Contributions, Donations, Bequests, etc. *
8000	B	Income from Laundry Services
8100	B	Sale of Meals to Employees & Guests *
8200	B	Sale of Medical Supplies (Other than to Residents) *
8300	B	Resident Telephone Service Reimbursement *
8400	B	Resident Television Service Reimbursement *
8500	B	Insurance Recoveries *

8600	B	Investment Revenues
8700	B	Hold Bed Revenue (If accumulated separately)
8800	B	Miscellaneous Income * (from Misc Income Detail tab)
8900		* Total Other Income (Lines 9 thru 19)
9000		* Net Income or (Loss) Before Income Tax (Line 8 + Line 20)
9100	B	Income Tax
9200		* Net Income After Tax (Must agree to Sch. C-2)
9300		*** OPERATING
9400	D	Salaries (Sch. D-6)
9500	D	Benefits (Sch. D-2)
9600	D	Med. Records Consult. (Sch. D-5)
9700	D	Outside Accounting & Auditing
9800	D	Data Processing
9900	D	Dues and Subscriptions
10000	D	Employee Education
10100	D	Operating (Adm.) Supplies & Expense
10200	D	Telephone
10300	D	License
10400	D	Insurance-Malpractice Only
10500	D	Legal Fees
10600	D	Advertising-Employment
10700	D	Advertising-Public Relations
10800	D	Building Cost-Home Office Only
10900	D	Interest on Working Cap. Loans (Sch. F)
11000	D	Auto Allowance (Sch. D-7)
11100	D	Travel
11200	D	Minor Equipment
11300	D	Insurance-Employment Practices
11400	D	Other (Specify on Sch. D-4)
11500	D	
11600		* TOTAL OPERATING COST
11700		*
11800		*** DIRECT
11900	D	Salaries - R.N.'S
12000	D	Salaries - LPN'S
12100	D	Salaries - A&O'S
12200	D	Benefits (Sch. D-2)
12300	D	Consultants (Sch. D-5)
12400	D	Raw Food
12500	D	Medical Supplies & Expense
12600	D	Auto Allowance (Sch. D-7)
12700	D	Travel
12800	D	Education (Not Nurse Aide Trn.)
12900	D	Non-Prescription Drugs
13000	D	Minor Equipment
13100	D	Meal Income Offset
13200	D	Other (Specify on Sch. D-4)
13300	D	
13400		* TOTAL DIRECT COST
13500		*
13600		*** INDIRECT
13700		*** Dietary
13800	D	Dietary Salaries
13900	D	Benefits (Sch. D-2)
14000	D	Dietary Consultant (Sch. D-5)
14100	D	Dietary Supplies & Expense
14200	D	Outside Services
14300	D	Meal Income Offset
14400	D	Minor Equipment
14500	D	Other (Specify on Sch. D-4)
14600	D	
14700	D	
14800		* Sub-Total Indirect Dietary
14900		*
15000		*** Housekeeping
15100	D	Housekeeping Salaries
15200	D	Benefits (Sch. D-2)
15300	D	Housekeeping Supplies & Expense
15400	D	Minor Equipment
15500	D	Other (Specify on Sch. D-4)
15600	D	

15700	D	
15800		* Sub-Total Indirect Housekeeping
15900		*
16000		*** Laundry
16100	D	Laundry Salaries
16200	D	Benefits (Sch. D-2)
16300	D	Laundry Supplies & Expense
16400	D	Delivery Expense
16500	D	Linen Replacement (Sch. D-8)
16600	D	Outside Services (Sch. D-8)
16700		* Utilities (Sch. D-8a)
16800		* Taxes and Insurance (Sch. D-8a)
16900	D	Minor Equipment
17000	D	Other (Specify on Sch. D-4)
17100	D	Resident Laundry Offset (Sch. D-8)
17200	D	
17300		* Sub-Total Indirect Laundry
17400		*
17500		*** Activities
17600	D	Activities' Salaries
17700	D	Benefits (Sch. D-2)
17800	D	Consultant (Sch. D-5)
17900	D	Activities Supplies & Expense
18000	D	Minor Equipment
18100	D	Other (Specify on Sch. D-4)
18200	D	
18300	D	
18400		* Sub-Total Indirect Activities
18500		*
18600		*** Social Services
18700	D	Social Services' Salaries
18800	D	Benefits (Sch. D-2)
18900	D	Consultant (Sch. D-5)
19000	D	Social Services Supplies & Expense
19100	D	Minor Equipment
19200	D	Other (Specify on Sch. D-4)
19300	D	
19400	D	
19500		* Sub-Total Indirect Social Services
19600		*
19700		*** Plant Operations
19800	D	Plant Operations Salaries
19900	D	Benefits (Sch. D-2)
20000	D	Plant Operations Supplies & Expense
20100	D	Outside Service
20200	D	Repair & Maintenance
20300	D	Utilities
20400	D	Minor Equipment
20500	D	Other (Specify on Sch. D-4)
20600	D	
20700	D	
20800		* Sub-Total Indirect Plant Operations
20900		*
21000		*** Other Indirect
21100	D	Barber & Beauty Shop - Salaries & Benefits
21200	D	Auto Allowance (Sch. D-7)
21300	D	Travel
21400	D	Other (Specify on Sch. D-4)
21500	D	Group Purchasing Fee
21600	D	Barber & Beauty Shop - Other
21700	D	
21800		* Sub-Total Indirect Other
21900		*
22000		* TOTAL INDIRECT COST
22100		*
22200		*** EMPLOYEE BENEFITS
22300	D	F I C A
22400	D	State & Federal Unemployment
22500	D	Group Health & Life Ins.
22600	D	Workmens' Comp. Ins.
22700	D	Pension, Profit Share or Def. Comp.

22800	D	Physicals & Uniforms
22900	D	Other (Specify on Sch. D-4)
23000	D	Reclass Benefits
23100	D	
23200		* TOTAL BENEFITS COST
23300		*
23400		* TOTAL OPERATING, DIRECT, INDIRECT
23500		*
23600		*** PROPERTY COST
23700	D	Rent/Lease (Sch. D-9)
23800	D	Rent/Lease - Spec. Med. Equip. (Sch. D-9)
23900	D	Depreciation Expense (Sch. E)
24000	D	Dep. Exp. (Spec. Med. Eq. & Gr. Purch.)
24100	D	Interest Expense (Sch. F)
24200	D	Int. Exp. (Spec. Med. Eq. & Gr. Purch.)
24300	D	Property Tax
24400	D	Property Insurance
24500	D	Amortization
24600	D	Trustee Fee
24700	D	Provider Taxes
24800	D	Other (Specify on Sch. D-4)
24900	D	
25000		* TOTAL PROPERTY COST
25100		*
25200		* TOTAL ALLOWABLE COST
25300		*
25400		*** UNALLOWABLE MEDICAID COST **
25500	D	Beauty & Barber
25600	D	Physical Therapy
25700	D	Other Therapy (Specify on Sch. D-4)
25800	D	Pharmacy Salaries & Benefits
25900	D	Prescription Drugs
26000	D	Consultants (Sch. D-5)
26100	D	Lab
26200	D	Auto (in excess of allowable)
26300	D	NURSE AIDE TRAINING Salaries & Benefits
26400	D	NURSE AIDE EQUIP. Rent/Lease
26500	D	NURSE AIDE EQUIP. Interest
26600	D	NURSE AIDE EQUIP. Depreciation
26700	D	Hepatitis B Vaccine Costs
26800	D	Benefits for Unallowable Salaries
26900	D	
27000	D	
27100	D	
27200	D	Other (Specify on Sch. D-4)
27300	D	
27400		* TOTAL UNALLOWABLE COST
27500		*
27600		* GRAND TOTAL ALL COST
27700		* END OF TABLE

WATCH FOR IMPORT ERRORS TO BE LISTED IN THIS WINDOW.

(2) To Import specialized medical equipment (SME), you can go to FILE and then select "IMPORT ASCII TEXT FILE OPTIONS" and then select **Import specialized medical equipment (SME) - Schedule D-9, I-b**

This import feature works just as the general ledger import feature has worked.

IN EACH CASE, you can right-click within any of the 3 white-space areas on the screen to enlarge and/or print.

(3) Import cost of services from related organizations, you can go to FILE and then select "IMPORT ASCII TEXT FILE OPTIONS" and then select **Import cost of services from related organizations - Schedule G, I-B**

This import feature works just as the general ledger import feature has worked.

IN EACH CASE, you can right-click within any of the 3 white-space areas on the screen to enlarge and/or print.

Top Level Intro

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3 Utilities

3.1 Run Validation Edits

The "Validation Edits" report should be run to assist the preparer. This report will assist the preparer correct known omissions and errors. The validation edit report does not guarantee a totally correct cost report.

Validation Edit Number One

The first validation check examines your input to see that certain information is entered and determine if line item fields are missing.

Validation Edit Number Two

The second validation check examines your input to see if certain Nurse Aide Training Expenses reconciles to Schedule D, column 6.

Validation Edit Number Three

This edit reconciles total salaries expense on Schedule D-6, Column 5, Total to Schedule D, Column 6, and Line 5-1.

Validation Edit Number Four

Edit number four reconciles retained earnings ending balance from Schedule C, Column 4, and Line 56 against Schedule C-2

Validation Edit Number Five

This edit determines if the totals properly net to zero.

Validation Edit Number Six

This edit reconciles various line items to schedule D.

3.2 Bring Prior Year Data Forward to Current Year

[If you used the software in a previous year](#), you can bring certain data forward to this year.

To do so, create the new provider folder and then select UTILITIES and then select BRING PRIOR YEARS DATA FORWARD TO CURRENT YEAR. Use the browse dialog box to locate the prior year's data files.

3.3 Download Data To Diskette (Save)

To SAVE your data files or to CREATE the diskette to submit to the state, go to UTILITIES and select DOWNLOAD DATA TO DISKETTE (SAVE).

Downloading data to a diskette will save your data files to that diskette.

To create the diskette to send to the Alabama Medicaid Agency, use this process.

If you have downloaded your data to a diskette, you will be able to use that diskette to upload or restore your data.

[Upload From Diskette \(Restore\)](#)

3.4 Upload Data From Diskette (Restore)

To RESTORE your data files, go to UTILITIES and select UPLOAD FROM DISKETTE (RESTORE).

REMEMBER: You must have created your data files using the DOWNLOAD or SAVE feature in order to UPLOAD or RESTORE them.

[Download Data To Diskette \(Save\)](#)

Top Level Intro

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IV

4 Schedules

4.1 Facility Data & Resident Days (Schedule A)

If question 3.b is "Other", then "specify" in the cell directly to the right.

Under Schedule "A", answers to questions 4 and 5 come over from Schedule A-1.

The "number of days" field should handle short year periods.

[If this is an "AMENDED" cost report](#), click the box in 3. Ownership & Certification / Line E.

4.2 Resident Day Accumulations (Page A-1)

Enter your census information in each column.

Enter your Medicare census in the last column.

The software will total the numbers and carry them to the appropriate place in the cost report.

**Columns for "Available Bed Days" and "Medicare Days" have been added.
Note the button to calculate available bed days (column 6).**

NOTE: "Do NOT include the first four days a Medicaid patient is discharged to the hospital as Hold Bed Days."

4.3 Statement of Income and Expense (Schedule B)

Enter resident service income and other income items in this schedule.

Items with an "*" next to them must be offset against expenses or you can exclude the entire expense from allowable expenses.

A miscellaneous tab has been added at the top. Miscellaneous items listed here sum to Line 19.

Line 4 is a negative field. Entry must be entered as a possible number to deduct allowances/discounts.

Schedule B, Line 6 b has been removed.

4.4 Page 1, Balance Sheet - Assets (Schedule C)

Enter your balance sheet items into column 1 of the Assets tab.

Enter your adjustment amounts and explanations on Schedule C-1.

See also [Page 2, Balance Sheet - Liabilities & Capital \(Schedule C\)](#)

4.5 Page 2, Balance Sheet - Liabilities & Capital (Schedule C)

Enter your balance sheet items into column 1 of the Liabilities & Capital tab.

Enter your adjustment amounts and explanations on Schedule C-1.

See also [Page 1, Balance Sheet - Assets \(Schedule C\)](#)

Comments

Other_Specify_F5*Comments

4.6 Explanation of Adjustments to Schedule C (Schedule C-1)

Enter your balance sheet adjustment amounts in column 2 and your explanation in column 3.

These amounts will be automatically entered onto Schedule C in the appropriate row on the correct line.

4.7 Statement of Retained Earnings (Schedule C-2)

The net income will be brought forward automatically. Enter your post closing adjustments, capital gains, dividends paid, and capital losses.

The Retained Earnings amount should be the same on this page as that which is brought forward from Schedule C.

4.8 Page 1, Expenses - Operating Costs (Schedule D)

- 1. Operating Area salaries:** Line 5-1 must include the positions defined as administrative in Rule Number 560-X-22-.10(2) and (3)(a) and must be in agreement with Schedule D-6 of this cost report. Home Office Management and Administrative Salaries **must** be included in line 5-1, column 5. Refer to Rule Nos. 560-X-22-.20(1) & (5), and 560-X-22-.22(3).
- 2. Employee Benefits:** If not separately accumulated, must be reclassified in col. 2, from the Employee Benefits Area, line 50-99, to the appropriate cost area. Schedule D-2 must be utilized for calculating the reclassification allocations. Home Office Management and Administrative Benefits are to be included in line 5-2, column 5. Benefits for salaries in Unallowable Costs must be allocated to Unallowable Cost.
- 3. Consultants:** Medical Records Consultant expense is to be reported in the Operating Cost area. Consultants classified as "Direct Patient Care" must be reported on line 10-5. The remaining allowable consultants are to be reported in their appropriate cost area. Unallowable consultants must be reported on line 65-6. The rule numbers regarding these expenses are on Schedule D-5
- 4. Dues and Subscriptions:** Club, Civic, Social and other non resident-care related organizations' dues are unallowable. Professional Organization dues for individuals are allowable only if employment of the individual negates the need for qualified consultants (Rule No. 560-X-.22(3)(h)). Subscriptions for newspapers and magazines in excess of \$250.00 are unallowable (Rule No. 560-X-.22(7)(C)).
- 5. Employee Education:** Includes all allowable seminars and training sessions other than "Nurses Continuing Education" and "Nurse Aide Training." (See instruction numbers 18 and 22.)
- 6. Supplies and Expense:** Includes postage, general office and medical records supplies. Other supplies are to be included in the appropriate cost areas.
- 7. Telephone Services:** Subject to the limitations in Rule No. 560-X-22-.22(3)(v). Only local telephone ads are allowable.

- 8. License:** Business and Administrator license fees. Expense for other allowable professional staff is to be reported in the appropriate cost areas on the line "Other (Specify on Schedule D-4)." See Rule No. 560-X-22-.10(3)(i).
- 9. Legal Fees:** All unallowable legal fees, identified in Rule No. 560-X-22-.22(3)(e), Must be adjusted to "Unallowable Costs."
- 10. Advertising:** - Employment: Help wanted only.
- 11. Advertising** – Public Relations: Limited to \$100.00 per fiscal year, as stated in Rule No. 560-X-22-.10(3)(L)(3).
- 12. Home Office Building Cost** – Central Purchasing & Laundry only: The costs of allocated building space must be used exclusively for these purposes (Rule No. 560-X-22-.20(4)). Includes insurance, rent/lease, utilities, depreciation, and interest. See instruction number 16 for "Other" Home Office costs.
- 13. Auto Allowance:** Restricted to the mileage expense on Schedule D-7, for FACILITY OWNED/LEASED VEHICLES. The mileage must be substantiated by a log as specified in Rule No. 560-X-22-.13. Auto allowance is to be entered on lines 5-17, 10-8, and 45-2. Also see instruction number 14.
- 14. Travel:** Actual expenses in and out-of-state must be resident-care related and only for bona fide facility employees (Rule No. 560-X-22-.13(1)(b)). Log entries must be recorded at the time of travel. REIMBURSEMENT TO EMPLOYEES FOR USE OF THEIR PERSONAL VEHICLES FOR FACILITY BUSINESS IS TO BE INCLUDED ON THIS LINE.
- 15. Minor Equipment:** Items (except beds) having a unit cost of \$300.00 or less may be expensed. SEE PROVIDER NOTICE 97-07 REGARDING SMALL DIRECT CARE MINOR EQUIPMENT. The expenses are to be included in the proper cost areas on the appropriate lines. Group purchases costing \$5,000.00 or more must be capitalized and depreciated. Depreciation must be shown on Schedules E and E-1. If these schedules are not completed, the costs will not be included in the rate (See Rule No. 560-X-22-.14(18)).
- 16. Other:** Costs on this line MUST BE IDENTIFIED AND DESCRIBED ON SCHEDULE D-4. Costs not fully explained will be disallowed. "Fully explained" does not mean to describe these costs as "other" or "miscellaneous." Management contracts, required incident to a bond issue for valid business purposes, are allowed (Rule No. 560-X-22-.22(30(a))). All "other" Operating area Home Office costs (other than Management & Administrative salaries and benefits, and building costs) are reported on line 5-20. If a Home Office provides centralized laundry, maintenance, and/or purchasing services to the facilities to which the services are provided. Report costs in the facility's Laundry, Plant and "Other Allowable" Cost areas (in lieu of a group purchasing fee).
- 17. Meal Income Offset:** Method of allocation to reduce cost associated with Sale of Meals Income.

(1) Raw Food Total (Line 10-6, col. 3) plus Dietary Total (Line 15-99, col. 3) equals Total Cost Associated with Sale of Meals

- (2) Raw Food divided by Total Cost (Step 1 above) times Meal Income equals Raw Food Adjustment (Line 10-6, col. 4)
- (3) Total Meal Income minus Raw Food Adjustment (Step 2 above) equals Dietary Cost Adjustment (Line 15-6, col. 4)

Revenue received from the sale of meals must be used to either offset or reduce reported costs, as specified in Rule No. 560-X-22-.19. Also see Rule Nos. 560-X-22-.21(2)(h) & (4)(g).

- 18. Education (not Nurse Aide Training):** Include mandated nurses' training for C.E. U.'s and nurse aide inservice. These expenses are not reimbursable unless the training is received in the state of Alabama. All other allowable education cost will be included in line 5-7, as per Rule No. 560-X-22-.04. Also see Nurse Aide Training, Instruction No. 22, and Employee Education, Instruction No. 5.
- 19. Laundry Cost:** To determine total laundry cost, some expenses must be reclassified from other areas. Schedule D-8a must be completed to calculate this cost. Reclassifications must be included on Schedule D-1. Centralized laundry services provided by a Home Office must be reported in the Laundry cost area on line 25-10, column 5.
- 20. Resident Laundry:** Allowable laundry expense is limited to costs necessary to the operation of the facility and does not include costs associated with the personal laundry of residents. If the total cost of handling the personal laundry cannot be separated from other laundry costs, an adjustment must be completed on Schedule D-8. An offset must be made on line 25-11 to deduct the cost. Facilities are reimbursed for personal laundry at \$1.25 per resident day. See Rule No. 560-X-22-.12(4) & (5). **Schedule D-8, Laundry Study, must be conducted every year.**
- 21. Beauty and Barber Services:** Include the costs associated with routine personal hair hygiene services regardless of whether they are performed by facility staff or an outside contractor. **These routine services include combing, brushing, shampooing, and simple trimming (e.g., trimming bangs).** There can be no charges for these services. Not included in "routine" are haircuts beyond simple trims, coloring, permanents, and other hair services not required for hygienic reasons. You may charge for non-routine services regardless of who performs the services. If the costs associated with the chargeable services cannot be separately identified, the total income generated must be used to offset the costs. **If the costs include salaries, applicable benefits must also be distributed.** (Rule No. 560-X-22-.22(6) and Provider Notice No. 94-1).
- 22. Nurse Aide Training:** Reported on lines 65-9 through 65-12, and reimbursed separately. Rule No. 560-X-22-.06(8)(C) requires nurse aide training expenses to be itemized. Space has been provided on **Schedules E and E-1** for depreciation, on **Schedule F** for interest, on **Schedule D-9** for rent/lease, and on **Schedule NAT** for itemizing expenses reported on Schedule D, Line 65-9. **These schedules MUST be completed in order for reimbursement to be made.** Salaries and benefits for instructors are limited to the time actually spent in this activity. Time spent in routine facility activities is to be reported in the appropriate cost center. Non-instructor salaries are not to be reported as NAT costs.

- 23. Hepatitis B Vaccinations:** The cost of vaccine for OSHA mandated vaccinations is to be reported as unallowable on line 65-13. Medicaid will reimburse its prorated share separately.
- 24. Specialized Medical Equipment – Rent/Lease Expense:** Items must be listed per Rule No. 560-X-22-.14(19), or prior approval obtained from the Director, Provider Audit/Reimbursement, to be paid through the Fair Rental system. Schedule D-9 must be completed showing each item, and the amount of rent/lease paid, or costs will not be included in the per diem rate.
- 25. Specialized Medical Equipment – Depreciation Expense:** Items must be listed per Rule No. 560-X-22-.14(19), or prior approval obtained from the Director, Provider Audit/Reimbursement, to be paid through the Fair Rental system. The items are to be included on Schedule E and detailed on Schedule E-1. Records to substantiate these expenses are subject to audit verification. If schedules are not completed, costs will not be included in the per diem rate.
- 26. Specialized Medical Equipment – Interest Expense:** Items must be listed per Rule No. 560-X-22-.14(19), or prior approval obtained from the Director, Provider Audit/Reimbursement, to be paid through the Fair Rental system. Schedule F, line 9, must be completed for costs to be included in the per diem rate.
- 27. Provider Specific Taxes:** The taxes, which have been paid, are allowable and must be included on Schedule D, line 55-11. Interest and penalties related to the taxes are unallowable and must be included in the unallowable section of Schedule D, line 65-XX. See Rule No. 560-X-22-.14(16).
- 28. Group Purchasing Fee:** Not related to the group purchase of minor equipment. Provider Notice No. 82-3 allows fee for contracted services. The allowable costs (other than those included in the operating area) of the services incurred by a Home Office's centralized purchasing section are included in line 45-5, column 5.
- 29. Rental/Lease:** The Fair Rental system is used to reimburse property costs. Not normally reimbursed under this system are depreciation and/or rent or lease payments for land, buildings, and major moveable equipment normally used in providing resident care. Refer to Rule No. 560-X-22.14(2), (7), (13), and (19). Rent/lease expense for Specialized Medical Equipment and Nurse Aide Training Equipment will be allowed for reimbursement. See Rule No. 560-X-22-.06(8) and Instruction Nos. 22 & 24. **See Rule No. 12 regarding Home Office Building Cost.**
- 30. Ownership Disclosure:** This information **must be reported** on Schedule G. Your cost report will not be deemed complete if this information is omitted. The number of hours per week devoted to business must be quantified (i. e., 40 hrs./wk.). Terms such as "Varied" or "Various" **will not** be accepted. Failure to disclose this information will result in disallowance of all salaries/benefits claimed.
- 31. Insurance:** Schedule D of the cost report has several lines to report expenditures for insurance (malpractice, property, workman's compensation). Care must be taken to report insurance amounts on the correct lines so that proper reimbursement can be made.

32. Hospital Related Nursing Facilities: These facilities should include Medicare Cost Report Worksheet A and Worksheet B, Part I. Also attach schedules, worksheets, and/or explanations of increases or decreases to cost that may have been omitted on your step-down or WTB.

Specialized Medical Equipment. You must furnish a list of SME items used for Medicaid recipients and the cost incurred for these items.

4.9 Page 2, Expenses - Direct & Indirect Costs

See [Page 1, Expenses - Operating Costs \(Schedule D\)](#)

4.10 Page 3, Expenses - Indirect Costs (Schedule D)

See [Page 1, Expenses - Operating Costs \(Schedule D\)](#)

4.11 Page 4, Expenses - Indirect Costs (Schedule D)

See [Page 1, Expenses - Operating Costs \(Schedule D\)](#)

4.12 Page 5, Expenses - Employee Benefits & Property Costs (Schedule D)

See [Page 1, Expenses - Operating Costs \(Schedule D\)](#)

4.13 Page 6, Expenses - Unallowable Medicaid Costs (Schedule D)

See [Page 1, Expenses - Operating Costs \(Schedule D\)](#)

4.14 Expense Reclassification (Schedule D-1)

See [Page 1, Expenses - Operating Costs \(Schedule D\)](#)

4.15 Reclassification and Analysis of Employee Benefits (Schedule D-2)

See [Page 1, Expenses - Operating Costs \(Schedule D\)](#)

4.16 Adjustments to Expense (Schedule D) (Schedule D-3)

See [Page 1, Expenses - Operating Costs \(Schedule D\)](#)

4.17 Schedule of Other Expenses (Schedule D-4)

See [Page 1, Expenses - Operating Costs \(Schedule D\)](#)

Additional lines have been added here.

4.18 Consultant Fees (Schedule D-5)

See [Page 1, Expenses - Operating Costs \(Schedule D\)](#)

4.19 Administrative Salaries (Schedule D-6)

See [Page 1, Expenses - Operating Costs \(Schedule D\)](#)

4.20 Automobile Allowance (Schedule D-7)

See [Page 1, Expenses - Operating Costs \(Schedule D\)](#)

4.21 Laundry Building Cost (Schedule D-8a)

See [Page 1, Expenses - Operating Costs \(Schedule D\)](#)

Please complete Schedule D-8a before Schedule D-8.

4.22 Laundry Study (Schedule D-8)

See [Page 1, Expenses - Operating Costs \(Schedule D\)](#)

The automation has been removed on the line, "Less: 'O/S Service', 'Linen Replacement', and 'Minor Equipment'. The preparer needs to fill these in as applicable.

4.23 Analysis of Rent Expense (Schedule D-9)

See [Page 1, Expenses - Operating Costs \(Schedule D\)](#)

An import feature has been added to Schedule D-9, Tab Section 1-b

4.24 Depreciation Worksheet (Schedule E-1)

See [Page 1, Expenses - Operating Costs \(Schedule D\)](#)

Please complete Schedule E-1 prior to completing Schedule E.

4.25 Analysis of Fixed Assets & Related Depreciation (Schedule E)

See [Page 1, Expenses - Operating Costs \(Schedule D\)](#)

4.26 Analysis of Interest Expense (Schedule F)

See [Page 1, Expenses - Operating Costs \(Schedule D\)](#)

4.27 Statement of Related Organizations (Schedule G)

See [Page 1, Expenses - Operating Costs \(Schedule D\)](#)

4.28 Compensation of Relatives & Staffing Data (Schedule H)

See [Page 1, Expenses - Operating Costs \(Schedule D\)](#)

4.29 Pay Rates For Services (Schedule I)

Answer the questions pertaining to DAILY rates on the Last Day of Fiscal Year.

4.30 Provider Certification (Schedule J)

Both the cost report preparer and an officer or administrator of the provider facility must sign all cost reports.

The certification page must be notarized.

4.31 Nurse Aide Training Expenses (Schedule NAT)

See [Page 1, Expenses - Operating Costs \(Schedule D\)](#)

4.32 Specialized Medical Equipment

You must furnish a list of Specialized Medical Equipment used for Medicaid recipients and the cost incurred for these items.

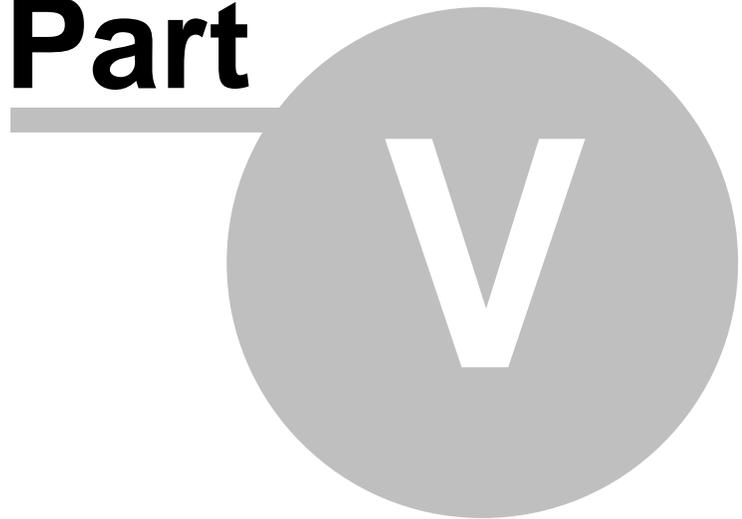
On Schedule D-9 (Analysis of Rent Expense) under the second tab, "Sect. 1-B SME (Sch. D, Line 55-2), you can enter the required information.

The program will add lines as necessary and will print the added lines.

Top Level Intro

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top-level chapter starts

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5 Print

5.1 How to Print

You can access the PRINT routines by going FILE and then PRINT or by clicking on the printer icon at the top of the page.

You can print single pages, a range of pages, or select multiple pages to print.

You can print directly to the printer or you can print to the screen and then on to the printer.

You can print a single or multiple pages to a single read-only file portable document file (PDF).

5.2 Printer Setup

To access the printer setup routines, click on FILE and then PRINTER SETUP.

The printer setup allows you to select the printer of your choice.

The program will automatically select the orientation.

Cost reports print slowly using dot matrix and inkjet printers. It is best to print with a LaserJet printer.

5.3 Creating A Read Only PDF File

To create Adobe Portable Document File(s), go to FILE and select PRINT. From the print menu select the page or pages that you wish to place into one (1) read only PDF file.

Click print to create the PDF file. The dialog box allows you to store the file in a directory of your choice and name the file as you wish.

If you do not have Adobe Reader to read this file, you can go to the "Other Links" section of the MediMax Website and download it. Or, you can go directly to the Adobe.Com website and get Adobe Reader.

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6 Help

6.1 Getting Help

To get context-sensitive help, go to "HELP" on the menu bar or PRESS the F1 key.

You can search help by selected topics, by the index, or by using the word search.

[Reimbursement Questions](#)

[Getting Support](#)

6.2 Default Help

[Getting Started](#)

[Getting Support](#)

[Getting Help](#)

[About MediMax Technologies](#)

[Helpful Hints](#)

[Cost Report Preparation Steps](#)

6.3 Reimbursement Questions

Please direct all reimbursement questions to the Provider Audit and Reimbursement Division of the Alabama Medicaid Agency. Please telephone (334) 242-2313.

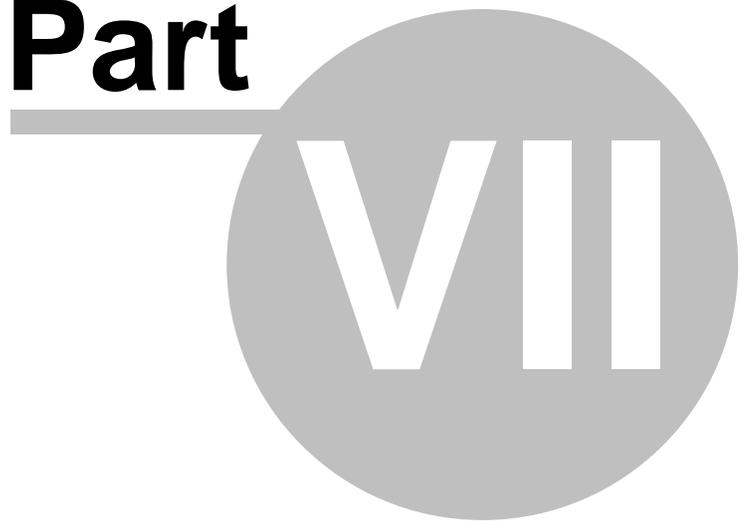
MediMax Technologies is available to assist you with software issues. Please telephone Gary at (318) 263-9474 or Dean at (318) 869-0075.

[Getting Support](#)

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7 Filing Requirements

7.1 What To File

Items to be filed are as follows:

- 1) One printed copy of the cost report,
- 2) One diskette containing the "Saved" data files, and
- 3) Any and all supplemental workpapers and schedules.

On submitting the data files on diskette, MediMax recommends that one diskette be used for each cost report submitted. That is, please don't put 3 separate saves on 1 diskette. [Thanks.](#)

In addition, please label each diskette with the facility name, the provider identification number, and the period ending cost report date. [Thanks.](#)

[When To File](#)

[Where To File](#)

7.2 When To File

The complete Uniform Cost Report must be submitted on or before September 15th.

You may request a one-time thirty-day extension of time provided that you do so in advance and that you have a valid reason.

[What To File](#)

[Where To File](#)

7.3 Where To File

The complete Uniform Cost Report must be submitted to the

Mailing Address

Provider Audit Division (Phone 334.242.2313)
Alabama Medicaid Agency
Post Office Box 5624
Montgomery, AL 36103-5624

Delivery Address

Provider Audit Division (Phone 334.242.2313)
Alabama Medicaid Agency
501 Dexter Avenue
Montgomery, AL 36104

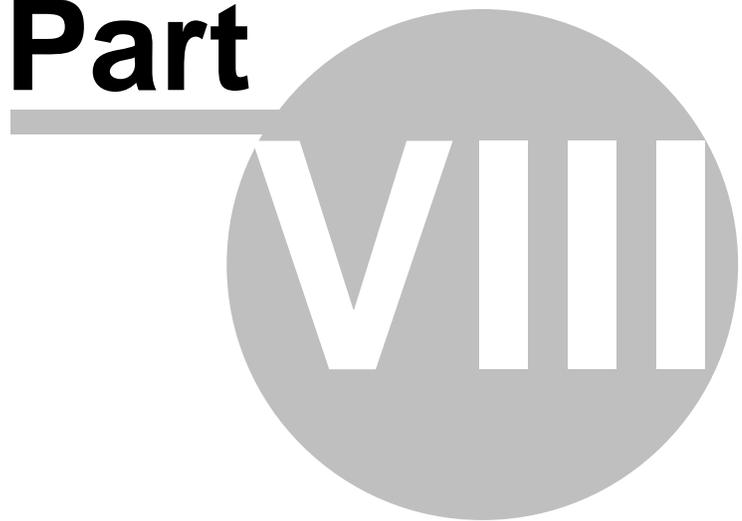
[What To File](#)

[When To File](#)

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8 MediMax Technologies

8.1 Getting Support

To get support on using the MediMax software, please telephone us. If we are out of the office, telephone the beeper, the cell phone, or the home number.

Gary Office	318.263.9474	Dean Office	318.869.0075
Gary Beeper	318.242.2028	Dean Home	318.869.0052
Gary Home	318.263.8080		

gary@medimax.com

dean@medimax.com

8.2 About MediMax Technologies

In 1993 Gary Carlisle, CPA, MBA founded MediMax Software. In 1996 Dean Anderson, MBA, PHR joined the company and the name was changed to MediMax Technologies. MediMax Technologies deals primarily with state Medicaid agencies to improve the cost reimbursement process.

Support services are available Monday through Friday from 9:00 A.M. until 4:00 P.M. except during lunch and on state holidays. A comprehensive listing of numbers is provided in case we are working out of the office, providing training, or taking a continuing education course.

gary@medimax.com	(318) 263-9474 voice
	(318) 242-2028 beeper
	(318) 263-8454 fax
	(318) 263-8080 home

dean@medimax.com	(318) 869-0075 voice
--	----------------------

8.3 Gary Carlisle

Gary Carlisle, CPA, MBA is the founder of MediMax Technologies and serves as managing partner.

gary@medimax.com
(318) 263-9474

[Dean Anderson](#)

8.4 Dean Anderson

Dean Anderson, MBA, PHR is the technical partner for MediMax Technologies.

dean@medimax.com

(318) 869-0075

[Gary Carlisle](#)

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