

CHAPTER 35

SKILLED NURSING FACILITY AND SKILLED NURSING FACILITY HEALTH CARE COMPLEX COST REPORT FORM CMS 2540-96

	<u>Section</u>
General.....	3500
Rounding Standards for Fractional Computations.....	3500.1
Acronyms and Abbreviations.....	3500.2
Recommended Sequence for Completing an SNF Cost Report.....	3504
Recommended Sequence for Completing an SNF or SNF Health Care Complex - Full Cost Report.....	3504.1
Recommended Sequence for Completing an SNF Cost Report Under The Simplified Method - Less Than 1500 Medicare Days.....	3504.2
Sequence of Assembly.....	3505
Worksheet S - Skilled Nursing Facility and Skilled Nursing Facility Health Care Complex Cost Report Certification and Settlement Summary.....	3506
Part I - Certification.....	3506.1
Part II - Settlement Summary.....	3506.2
Worksheet S-2 - Skilled Nursing Facility and Skilled Nursing Facility Health Care Complex Identification Data.....	3508
Worksheet S-3 - Skilled Nursing Facility and Skilled Nursing Facility Health Care Complex Statistical Data.....	3509
Part II - SNF Wage Index Information.....	3509.1
Part III - Overhead Cost - Direct Salaries.....	3509.2
Worksheet S-4 - SNF-Based Home Health Agency Statistical Data.....	3511
Part I - Home Health Agency Visits.....	3511.1
Part II - Employment Data.....	3511.2
Part III - Compilation of PPS Activity Data.....	3511.3
Worksheet S-5 - SNF-Based Rural Health Clinic / Federally Qualified Health Center Statistical Data.....	3512
Worksheet S-6 - Skilled Nursing Facility-Based.....	3513
Outpatient Rehabilitation Statistical Data.....	3514
Worksheet S-7 - NHCMQ Demonstration and PPS Statistical Data.....	3514
Part I - NHCMQ Demonstration Statistical Data.....	3514.1
Part II - PPS Statistical Data.....	3514.2
Part III - PPS Statistical Data.....	3514.3
Part IV - PPS Statistical Data for Electronic Filing.....	3514.4
Worksheet S-8 - Hospice Identification Data.....	3515
Part I - Enrollment Days Based on Level of Care.....	3515.1
Part II - Census Data.....	3515.2
Worksheet A - Reclassification and Adjustment of Trial Balance of Expenses.....	3516
Worksheet A-6 - Reclassifications.....	3517
Worksheet A-7 - Analysis of Changes During Cost Reporting Period in Capital Asset Balances.....	3518
Worksheet A-8 - Adjustments to Expenses.....	3519

**SKILLED NURSING FACILITY AND SKILLED NURSING
FACILITY HEALTH CARE COMPLEX COST REPORT
FORM CMS 2540-96**

Section

Worksheet A-8-1 - Statement of Costs of Services From Related Organizations.....	3520
Worksheet A-8-2 - Provider-Based Physician Adjustments.....	3521
Worksheet A-8-3 - Reasonable Cost Determination for Physical Therapy Services Furnished by Outside Suppliers.....	3522
Part I - General Information.....	3522.1
Part II - Salary Equivalency Computation.....	3522.2
Part III - Standard Travel Allowance and Standard Travel Expense Computation - Provider Site.....	3522.3
Part IV - Standard Travel Allowance and Standard Travel Expense Computation - HHA Services Outside Provider Site.....	3522.4
Part V - Overtime Computation.....	3522.5
Part VI - Computation of Therapy Limitation and Excess Cost Adjustment.....	3522.6
Part VII - Allocation of Therapy Excess Cost Over Limitation for Non-Shared Therapy Department Services.....	3522.7
Worksheet A-8-4 - Reasonable Cost Determination for Respiratory Therapy Services Furnished by Outside Suppliers.....	3523
Part I - General Information.....	3523.1
Part II - Salary Equivalency Computation.....	3523.2
Part III - Travel Allowance and Travel Expense Computation.....	3523.3
Part IV - Overtime Computation.....	3523.4
Part V - Computation of Respiratory Therapy Limitation and Excess Cost Adjustment.....	3523.5
Worksheet B, Part I - Cost Allocation - General Service Costs and Worksheet B-1 - Cost Allocation - Statistical Basis.....	3524
Worksheet B, Part III - Cost Allocation - General Service Costs and Worksheet B-1, Part II - Cost Allocation - Statistical Basis (With Less Than 1500 Medicare Days).....	3524.1
Worksheet B, Part II - Allocation of Capital-Related Costs.....	3525
Worksheet B-2 - Post Step Down Adjustments.....	3526
Worksheet C - Computation of Rate of Cost to Charges.....	3527
Worksheet D - Apportionment of Ancillary and Outpatient Cost and Reduction of Therapy Cost	3530
Part I - Calculation of Ancillary Cost and Outpatient Cost Apportionment.....	3530.1
Part II - Apportionment of Vaccine Cost.....	3530.2
Part III - Calculation of Interns and Residents Pass Through for PPS SNF	3530.3

**FACILITY HEALTH CARE COMPLEX COST REPORT
FORM CMS 2540-96**

	<u>Section</u>
Worksheet D-1 - Computation of Inpatient Routine Costs.....	3531
Part I - Calculation of Inpatient Routine Costs.....	3531.1
Part II - Calculation of Inpatient Intern and Resident Cost for PPS Passthrough.....	3531.2
Worksheet D-2 - Apportionment of Cost of Services	
Rendered By Interns and Residents.....	3532
Part I - Not in Approved Teaching Program.....	3532.1
Part II - In Approved Teaching Program (Title XVIII, Part B Inpatient Routine Costs Only).....	3532.2
Worksheet E - Calculation of Reimbursement Settlement.....	3534
Part I - Part A - Inpatient Services.....	3534.1
Part II - Part B - Medical and Other Health Services.....	3534.2
Part III - SNF Reimbursement Under PPS.....	3534.3
Part V - SNF Reimbursement Under NHCHQ Demonstration.....	3534.4
Worksheet E-1 - Analysis of Payments to Providers for Services Rendered.....	3535
Worksheet G - Balance Sheet.....	3536
Worksheet G-1 - Statement of Changes in Fund Balances.....	3536.1
Worksheet G-2 - Statement of Patient Revenues and Operating Expenses.....	3536.2
Worksheet G-3 - Statement of Revenues and Expenses.....	3536.3
Worksheet H - Analysis of Provider-Based Home Health Agency Costs.....	3539
Worksheet H-1 - Compensation Analysis - Salaries and Wages.....	3540
Worksheet H-2 - Compensation Analysis - Employee Benefits (Payroll-Related).....	3541
Worksheet H-3 - Compensation Analysis - Contracted Services/Purchased Services.....	3542
Worksheet H-4 - Allocation of HHA Administrative and General Costs.....	3543
Part I - Allocation of HHA Administrative and General Costs.....	3543.1
Part II - Apportionment of Cost of HHA Services Furnished by Shared Skilled Nursing Facility Departments.....	3543.2
Worksheet H-5 - Apportionment of Patient Service Costs.....	3544
Part I - Aggregate Agency Cost Per Visit Computation.....	3544.1
Part II - Computation of Aggregate Medicare Cost and the Aggregate of the Medicare Limitation.....	3544.2
Part III - Supplies and Drugs Cost Computation.....	3544.3
Part IV - Comparison of the Lesser of the Aggregate Medicare Cost, The Aggregate of the Medicare Cost Per Visit Limitation and the Aggregate Per Beneficiary Cost Limitation	3544.4
Part V - Outpatient Therapy Reduction Computation	3544.5

	<u>Section</u>
Worksheet H-6 - Calculation of HHA Reimbursement	
Settlement - Part A and Part B Services.....	3545
Part I - Computation of Lesser of Reasonable Cost or Customary Charges.....	3545.1
Part II - Computation of HHA Reimbursement Settlement.....	3545.2
Worksheet H-7 - Analysis of Payments to Provider-Based Home Health Agencies for Services Rendered to Program Beneficiaries.....	3546
Worksheet J-1 - Allocation of General Service Costs to Outpatient Rehabilitation Provider Cost Centers.....	3551
Part I - Allocation of General Service Costs to Outpatient Rehabilitation Provider Cost Centers.....	3551.1
Part II - Computation of Unit Cost Multiplier for Allocation of Outpatient Rehabilitation Provider Administrative and General Costs.....	3551.2
Part III - Allocation of General Service Costs to Outpatient Rehabilitation Provider Cost Centers - Statistical Basis.....	3551.3
Worksheet J-2 - Computation of Component Costs.....	3552
Part I - Apportionment of Outpatient Rehabilitation Provider Cost Centers.....	3552.1
Part II - Apportionment of Cost of Outpatient Rehabilitation Services Furnished by Shared Skilled Nursing Facility Departments.....	3552.2
Part III - Total Rehabilitation Costs.....	3552.3
Worksheet J-3 - Calculation of Reimbursement Settlement of Outpatient Rehabilitation Services.....	3553
Part I - Calculation of Reimbursement Settlement for SNF-based Provider Not Subject to the computation of the Lesser of Reasonable Cost or Customary Charges.....	3553.1
Part II - Computation of Customary Charges for Rehab Services.....	3553.2
Part III - Computation of Reimbursement Settlement.....	3553.3
Worksheet J-4 - Analysis of Payments to Provider-Based Component for Services Rendered to Program Beneficiaries.....	3554
Worksheet I-1 - Analysis of SNF-Based Rural Health Clinic/Federally Qualified Health Center Costs.....	3556
Worksheet I-2 - Allocation of Overhead to RHC/FQHC Services.....	3558
Part I - Visits and Productivity.....	3558.1
Part II - Determination of Total Allowable Cost Applicable to RHC/FQHC.....	3558.2
Worksheet I-3 - Calculation of Reimbursement Settlement for RHC/FQHC Services.....	3560
Part I - Determination of Rate for RHC/FQHC Services.....	3560.1
Part II - Calculation of Settlement.....	3560.2
Worksheet I-4 - Do not use this worksheet.....	3562
Worksheet I-5 - Analysis of Payments to SNF-Based Rural Health Clinic And Federally Qualified Health Centers.....	3563

**SKILLED NURSING FACILITY AND SKILLED NURSING
FACILITY HEALTH CARE COMPLEX COST REPORT
FORM CMS 2540-96**

Section

Worksheet A-8-5 - Reasonable Cost Determination For Therapy Services	
Furnished By On Or After April 10, 1998 By Outside Suppliers.....	3564
Part I - General Information.....	3564.1
Part II - Salary Equivalency Computation.....	3564.2
Part III - Standard and Optional Travel Allowance and Travel Expense Computation - Provider Site.....	3564.3
Part IV - Standard and Optional Travel Allowance and Travel Expense Computation - Provider Off Site.....	3564.4
Part V - Overtime Computation.....	3564.5
Part VI - Computation of Therapy Limitation and Excess Cost Adjustment.....	3564.6
Part VII - Allocation of Therapy Excess Cost Over Limitation for Non-shared Therapy Department Services.....	3564.7
Worksheet K – Analysis of SNF - Based Hospice Cost.....	3565
Worksheet K-1 – Hospice Compensation Analysis Salaries and Wages.....	3566
Worksheet K-2 – Hospice Compensation Analysis - Employee Benefits (Payroll Related).....	3567
Worksheet K-3 – Hospice Compensation Analysis - Contracted Services/ Purchased Services.....	3568
Worksheet K-4, Part I - Cost Allocation – Hospice General Service Cost and Part II - Cost Allocation - Hospice Statistical Basis.....	3569
Worksheet K-5, Allocation of General Service Costs to Hospice Cost Centers.....	3570
Part I - Allocation of General Service Costs to Hospice Cost Centers.....	3570.1
Part II - Allocation of General Service Costs to Hospice Cost Centers - Statistical Basis.....	3570.2
Part III – Apportionment of Hospice Shared Services.....	3570.3
Worksheet K-6, Calculation of Per Diem Cost.....	3571
Exhibit 1- Form CMS 2540-96 Worksheets.....	3590
Electronic Reporting Specifications for Form CMS 2540-96.....	3595

