Medicare Cost Report Forms

^ Indicates revised worksheets in current transmittal.

This report is required by law (42 USC. 1395g: CFR 413.20(b)). Failure to report can result in all payments made during the reporting period being deemed overpayments (42 USC 1395g).

FORM APPROVED
OMB NO: 0938-0236

INDEPENDENT RENAL DIALYSIS FACILITY COST REPORT CERTIFICATION	PROVIDER NO: ____________________	PERIOD: From:________ To: ___________	WORKSHEET S

Intermediary Use Only:

[ ] Audited	Date Received _______________	[ ] Initial	[ ] Re-opened
[ ] Desk Reviewed	Intermediary No. _____________	[ ] Final	

PART I - GENERAL

Check applicable box	[ ] Electronic filed cost report	Date:
	[ ] Manually submitted cost repc	Time:

Line	Description				
1	Name:				1
1.01	Street:		P.O. Box:		1.01
1.02	City:	State:	Zip Code:		1.02
1.03	County:				1.03
2	Provider Number:				2
3	Date Certified:				3
4	Name :	Phone Number:			4
5	Cost reporting period (mm/dd/yyyy)	From:________	To: _____________		5
			1	2	
6	Type of control (see instructions)				6
			1	2	
7	Type of Physicians' Reimbursement (see instructions)				7
8	Was this facility previously certified as a hospital-based unit? Enter "Y" for yes or "N" for no.				8
9	If you are part of a chain organization enter "y" for yes and enter the name and address of the home office, if not, enter "N" for no.				9
9.01	Name:				9.01
9.02	Street:		P.O. Box:		9.02
9.03	City:	State:	Zip Code:		9.03

PART II - CERTIFICATION BY OFFICER OR ADMINISTRATOR

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, CRIMINAL, CIVIL AND ADMINISTRATIVE ACTION, FINES AND/OR IMPRISONMENT MAY RESULT.

I HEREBY CERTIFY that I have read the above statement and that I have examined the accompanying cost report prepared by ________________ ____________________(Provider Name and Number) for the cost report period beginning _______________ and ending_________________and that to the best of my knowledge and belief, it is a true, correct and complete statement prepared from the books and records of the Provider in ac with applicable instructions, except as noted. I further certify that I am familiar with the laws and regulations regarding the provision of health services and that the services identified in this cost report were provided in compliance with such laws and regulation.

(Signed)

Officer or Administrator of Facility	Title	Date

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-0236. The time required to complete this information collection is estimated to average 50 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

FORM CMS-265-94 (3-2005) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB 15-II, SECTIONS 3404, 3404.1 AND 3404.2)

INDEPENDENT RENAL DIALYSIS FACILITY STATISTICAL DATA	PROVIDER NO.: ________________	PERIOD: FROM_____________ TO_____________	WORKSHEET S-1

RENAL DIALYSIS STATISTICS

		OUTPATIENT		TRAINING		
		HEMODIALYSIS	PERITONEAL DIALYSIS	HEMODIALYSIS	PERITONEAL DIALYSIS	
		1	2	3	4	
1	Number of treatments not billed to Medicare and furnished directly					1
2	Number of treatments not billed to Medicare and furnished under arrangements					2
3	Number of patients currently in dialysis program					3
4	Average times per week patient receives dialysis					4
5	Number of days in an average week for patient dialysis treatments					5
6	Average time of patient dialysis treatment including set up time					6
7	Number of machines regularly available for use					7
8	Number of standby machines					8
9	Number of shifts in typical week during regular reporting period					9
10	Hours per shift in typical week during regular reporting period					10
	.01 First shift					.01
	.02 Second Shift					.02
	.03 Third shift					.03
11	Number of treatments provided					11
	.01 One (1) time per week					.01
	.02 Two (2) times per week					.02
	.03 Three (3) times per week					.03
	.04 More than three (3) times per week					.04
	.05 Total					.05

		Type of Dialyzers	Dialyzer Reuse Count	Other Dialyzers	
		1	2	3	
12	Type of dialyzers used. If dialyzers are reused, indicate the number of times (see instruction)				12
13	Number of back-up sessions furnished to home patients (see instructions)				13

14	Number of units of epoetin furnished during cost reporting period		14
	TRANSPLANT STATISTICS		
15	Number of patients who are awaiting transplants		15
16	Number of patients who received transplants during this period		16
	HOME PROGRAM		
17	Number of patients commencing home dialysis training during this period		17
18	Number of patients currently in home program		18

		1	2	3	
19	Type of dialyzers used. If dialyzers are reused, indicate number of times (see instructions)				19

RENAL DIALYSIS FACILITY--NUMBER OF EMPLOYEES
(FULL TIME EQUIVALENTS)

Enter the number of hours in your normal work week		Staff	Contract	Total	
		1	2	3	
20	Physicians				20
21	Registered Nurses				21
22	Licensed Practical Nurses				22
23	Nurses Aides				23
24	Technicians				24
25	Social Workers				25
26	Dieticians				26
27	Administrative				27
28	Management				28
29	Other (Specify)				29

FORM CMS 265-94 (3-2005) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB 15-II SECTION 3405

RECLASSIFICATION AND ADJUSTMENT OF TRIAL BALANCE OF EXPENSES

FACILITY NO.: ____________

REPORTING PERIOD FROM: ____________ TO: ____________

WORKSHEET A

		FACILITY HEALTH CARE COSTS	SALARIES PHYSICIAN COMPENSATION	SALARIES OTHER	OTHER	TOTAL (COL.1-COL.3)	RECLASS. TO EXPENSES (FROM WKST.A-1)	RECLASSIFIED TRIAL BALANCE (COL.4 +/- COL.5)	ADJUSTMENTS TO EXPENSES (FROM (WKST. A-2)	NET EXPENSES FOR COST ALLOCATION (COL.6+/-COL.7)
			1	2	3	4	5	6	7	8
		COST CENTERS								
1	0100	Capital-Related--Buildings and Fixtures								
2	0200	Capital-Related--Moveable Equipment								
3	0300	Operation and Maintenance of Plant								
4	0400	Housekeeping								
5*		Subtotal (sum of lines 1-4)								
6*	0600	Machine Capital-Related or Rental and Maintenance								
7*	0700	Salaries for Direct Patient Care								
8*	0800	Emp. Health & Welfare Benefits for Direct Patient Care								
9*	0900	Drugs								
10*	1000	Supplies								
11*	1100	Laboratory								
12	1200	Administrative and General								
13	1300	Interest Expense								-0-
14	1400	Laundry and Linen								
15	1500	Medical Records								
16	1600	Physicians' Routine Professional Services-Initial Method								
17	1700	Other (Specify)								
18*		Subtotal(sum of lines 12-17)								
19	1900	Physicians' Routine Professional Services-MCP Method							( )	-0-
20*	2000	Whole Blood and Packed Red Blood Cells								
21*	2100	Hepatitis B Vaccine								
		NONREIMBURSABLE COSTS CENTERS								
22*	2200	Physicians' Private Offices								
23	2300	Epoetin								-0-
24*	2400	Method II Patients (Direct Dealing)								
25*	2500	Other Nonreimbursable (Specify)								
26*	2600	Other Nonreimbursable (Specify)								
27		Total					-0-			

* Transfer the amounts in column 8 to Worksheet B and B-1, as appropriate.

nt.)

1
2
3
4
5*
6*
7*
8*
9*
10*
11*
12
13
14
15
16
17
18*
19
20*
21*
22*
23
24*
25*
26*
27

RECLASSIFICATIONS		FACILITY NO.: ______________		REPORTING PERIOD: FROM:__________ TO:__________		WORKSHEET A-1		
			INCREASE			DECREASE		
EXPLANATION OF ENTRY		CODE (1)	COST CENTER	LINE NO.	AMOUNT (2)	COST CENTER	LINE NO.	AMOUNT (2)	
		1	2	3	4	5	6	7	
1									1
2									2
3									3
4									4
5									5
6									6
7									7
8									8
9									9
10									10
11									11
12									12
13									13
14									14
15									15
16									16
17									17
18									18
19									19
20									20
21									21
22									22
23									23
24									24
25									25
26									26
27									27
28									28
29									29
30									30
31									31
32									32
33									33
34									34
35									35
36	TOTAL RECLASSIFICATIONS (Sum of Column 4 must equal sum of Column 7)								36

(1) A letter (A, B, etc.) must be entered on each line to identify each reclassification entry.
(2) Transfer to Worksheet A, Col 5, line as appropriate.

ADJUSTMENTS TO EXPENSES	FACILITY NO.: ________	REPORTING PERIOD: FROM:________ TO:________	WORKSHEET A-2

	Description (1)	Basis for Adjust-ment (2)	Amount	Expense Classification on Worksheet A from which amount is to be deducted or to which the amount is to be added		
				Cost Center	Line No.	
		1	2	3	4	
1	Investment Income on Commingled Restricted and Unrestricted Funds (chapter 2)					1
2	Trade, Quantity and Time Discounts on Purchases (chapter 8)	B		Administrative & General	12	2
3	Rebates and Refunds of Expenses (chapter 8)					3
4	Rental of Building or Office Space to Others					4
5	Physician Non Routine Professional Patient Care Services					5
6	Home Office Costs (chapter 21)					6
7	Adjustment Resulting From Transacti With Related Organizations (chapter 10)	From Wkst. A-3				7
8	Vending Machines					8
9	Meals Served to Patients					9
10	Physicians' Professional Services--MCP Method				19	10
11	Services Under Arrangement					11
12	Provision for Doubtful Accounts					12
13	Capital Related -Buildings & Fixtures			Capital-Related	1	13
14	Capital Related -Moveable Equipment			Capital-Related	2	14
15	Rebates on Epoetin			Epoetin	23	15
16	Epoetin			Epoetin	23	16
17	Other (Specify)					17
18	Other (Specify)					18
19	Other (Specify)					19
20	Other (Specify)					20
21	Total Transfer to Wkst. A col.7, line 27					21

(1) Description-all chapter references in this column pertain to CMS Pub. 15-II
(2) Basis for adjustment (SEE INSTRUCTIONS)
 A. Costs-if cost, including applicable overhead, can be determined
 B. Amount Received-if cost cannot be determined

STATEMENT OF COSTS OF SERVICES FROM RELATED ORGANIZATIONS	FACILITY NO.: ____________________	REPORTING PERIOD: FROM__________________ TO_________________	WORKSHEET A-3

A. Are there any costs included on Worksheet A which resulted from transactions with related organizations as defined in the Provider Reimbursement Manual, Part I, Chapter 10?
[ ] Yes [ ] No (If "Yes", complete Parts II and III)

B. Costs incurred and adjustments required as result of transactions with related organizations:

	LOCATION AND AMOUNT INCLUDED ON WORKSHEET A, COLUMN 6				AMOUNT ALLOWABLE IN COST	NET ADJUSTMENT (COL.4 MINUS COL. 5)	
	LINE NO.	COST CENTER	EXPENSES ITEMS	AMOUNT			
	1	2	3	4	5	6	
1							1
2							2
3							3
4							4
5	TOTALS (sum of lines 1-4) Transfer col.6, line 1-4 to Wkst. A,col.7 as appropriate) (Transfer col.6, line 5 to Wkst. A-2, col.2, line 7, Adjustment to Expenses)						5

C. Interrelationship of facility to related organization (s):

The Secretary, by virtue of the authority granted under section 1814(b)(1) of the Social Security Act, requires the provider to furnish the information requested on Part C of this worksheet.

This information will be used by the Centers for Medicare and Medicaid Services and its intermediaries in determining that the costs applicable to services, facilities, and supplies furnished by organizations related to the facility by common ownership or control, represent reasonable costs as determined under section 1861(v) (1) (a) of the Social Security Act. If the provider does not provide all or any part of the requested information, the cost report is considered incomplete and not acceptable for purposes of claiming reimbursement under title XVIII.

				RELATED ORGANIZATION (S)			
	SYMBOL (1)	Name	Percentage of Ownership	Name	Percentage of Ownership	Type of Business	
	1	2	3	4	5	6	
1							1
2							2
3							3
4							4

(1) Use the following symbols to indicate interrelationship to related organizations:
- A. Individual has financial interest (stockholder, partner, etc.) in both related organization and in the facility;
- B. Corporation, partnership, or other organization has financial interest in the facility;
- C. Facility has financial interest in corporation, partnership, or other organization(s);
- D. Director, officer, administrator, or key person of the facility or relative of such person has financial interest in related organization;
- E. Individual is director, officer, administrator, or key person of the facility and related organization;
- F. Director, officer, administrator, or key person of related organization or relative of such person has financial interest in the facility;
- G. Other (financial or non-financial) specify ____________________________

PART 1. STATEMENT OF TOTAL COMPENSATION TO OWNERS. (INCLUDE COMPENSATION OF EMPLOYEES RELATED TO OWNER)	FACILITY NO.: ____________________	REPORTING PERIOD: FROM_______________ TO_______________	WORKSHEET A-4

	TITLE	FUNCTION (A)	SOLE PRO-PRIETOR-SHIPS	PARTNERS		CORPORATION OWNERS		TOTAL COMPENSATION INCLUDED IN ALLOWABLE COSTS FOR THE PERIOD (B)	
			PERCENTAGE OF CUSTOMARY WORK WEEK DEVOTED TO BUSINESS	PERCENT SHARE OF OPERATING PROFIT OR(LOSS)	PERCENTAGE OF CUSTOMARY WORK WEEK DEVOTED TO BUSINESS	PERCENT OF PROVIDER'S STOCK OWNED	PERCENTAGE OF CUSTOMARY WORK WEEK DEVOTED TO BUSINESS		
	(1)	(2)	(3)	(4a)	(4b)	(5a)	(5b)	(6)	
1									1
2									2
3									3
4									4
5									5
6									6
7									7
8									8
9									9
10									10

(A) Fully describe function or job description of each owner on reverse side of this page or a separate page
(If employee is related to owner, site relationship.)
(B) Compensation as used in this worksheet has the same definition as CFR 413.102

PART II. STATEMENT OF TOTAL COMPENSATION TO ADMINISTRATORS, ASSISTANT ADMINISTRATORS AND/OR MEDICAL DIRECTORS OR OTHERS PERFORMING THESE DUTIES(OTHER THAN OWNERS)

TO BE COMPLETED BY ALL FACILITIES

	TITLE	PERCENTAGE OF CUSTOMARY WORK WEEK DEVOTED TO BUSINESS	TOTAL COMPENSATION FOR THE PERIOD	
1				1
2				2
3				3
4				4
5				5
6				6
7				7
8				8
9				9
10				10

FORM CMS-265-94 (9/94) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB. 15-II, SECTION 3410)

COST ALLOCATION-GENERAL SERVICE COSTS	FACILITY NO.:	REPORTING PERIOD FROM TO	WORKSHEET B

		NET EXPENSES FOR COST ALLOCATION (FROM WKST. A, COL.8)	CAP. RELATED OPERATION AND MAINT. OF PLANT AND HOUSE KEEPING	MACHINE CAP. RELATED OR RENTAL AND MAINT.	SALARIES FOR DIRECT PATIENT CARE	EMPLOYEE HEALTH & WELFARE BENEFITS FOR DIRECT PATIENT CARE	DRUGS	SUPPLIES	LABORATORY	SUBTOTAL (COLS.1-8)	A & G & OTHER COST CENTERS	TOTAL EXPENSES ALL PATIENT SERVICES (COLS. 9 & 10)	
		1	2	3	4	5	6	7	8	9	10	11	
1	COSTS TO BE ALLOCATED												1
2	Separately Billable Drugs												2
3	Separately Billable Supplies												3
4	Separately Billable Laboratory Services												4
5	Whole Blood and Packed Red Blood Cells												5
6	Hepatitis B Vaccine												6
	REIMBURSABLE COST CENTERS												
7*	Maintenance-Hemodialysis												7*
8*	Maintenance Peritoneal Dialysis												8*
9*	Training-Hemodialysis												9*
10*	Training-Peritoneal Dialysis												10*
11*	Training-CAPD												11*
12*	Training-CCPD												12*
13*	Home Program-Hemodialysis												13*
14*	Home Program- Peritoneal Dialysis												14*
15*	Home Program-CAPD												15*
16*	Home Program-CCPD												16*
###	Subtotal (sum oflines 1-16)												###
	NONREIMBURSABLE COST CENTERS												
17	Physicians' Private Offices												17
18	Method II Patients												18
19													19
20													20
21	Totals (see instructions)												21

*Transfer the amounts to Worksheet C, column 2, as appropriate
The total of column 1, line 21 must equal the amount on Worksheet A, column 8, line 27.

FORM CMS-265-94 (12-2005) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB. 15-II, SECTION 3411)

COST ALLOCATION-STATISTICAL BASIS	FACILITY NO.:	REPORTING PERIOD: FROM_______________ TO_______________	WORKSHEET B-1

	COST CENTERS		CAP. RELATED OPERATION AND MAINT. OF PLANT AND HOUSE (SQ. FEET)	MACHINE CAP. RELATED OR RENTAL AND MAINT. (% OF TIME SPENT)	SALARIES FOR DIRECT PATIENT CARE (HRS. OF SERVICE)	EMPLOYEE HEALTH & WELFARE BENEFITS FOR DIRECT PATIENT (GROSS SALARIES)	DRUGS (CHARGES)	SUPPLIES (CHARGES)	LABORATORY (CHARGES)		UNIT COST MULTIPLIER COMPUTATION		
		1	2	3	4	5	6	7	8	9	10	11	
1	COSTS TO BE ALLOCATED												1
2	Separately Billable Drugs												2
3	Separately Billable Supplies												3
4	Separately Billable Laboratory Services												4
5	Whole Blood and Packed Red Blood Cells												5
6	Hepatitis B Vaccine												6
	REIMBURSABLE COST CENTERS												
7	Maintenance-Hemodialysis												7
8	Maintenance Peritoneal Dialysis												8
9	Training-Hemodialysis												9
10	Training-Peritoneal Dialysis												10
11	Training-CAPD												11
12	Training-CCPD												12
13	Home Program-Hemodialysis												13
14	Home Program-Peritoneal Dialysis												14
15	Home Program-CAPD												15
16	Home Program-CCPD												16
	NONREIMBURSABLE COST CENTERS												
17	Physicians' Private Offices												17
18	Method II Patients												18
19													19
20													20
21	Total (SEE INSTRUCTIONS)												21
22	Total Costs to be Allocated												22
23	Unit Cost Multiplier (22/21)												23

FORM CMS-265-94 (2/95) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB. 15-II, SECTION 3411)

COMPUTATION OF AVERAGE COST PER TREATMENT	FACILITY NO.: ______________	REPORTING PERIOD FROM______________ TO______________	WORKSHEET C

		TOTAL				MEDICARE					
		NUMBER OF TREATMENTS	COSTS (TRANSFERRED FROM WKST. B., COL.11)	AVERAGE COST OF TREATMENTS (COL.2/COL.1)	NUMBER OF TREATMENTS (Pre 4/1/2005, see instructions)	NUMBER OF TREATMENTS (Post 4/1/2005, see instructions)	TOTAL EXPENSES (COL.4 x COL.3)	PAYMENT RATE (Pre 4/1/2005, see instructions)	PAYMENT RATE (Post 4/1/2005, see instructions)	TOTAL PAYMENT DUE (COL.4 x COL.6)	
		1	2	3	4	4.01	5	6	6.01	7	
1	Maintenance-Hemodialysis		Line 7								1
2	Maintenance-Peritoneal Dialysis		Line 8								2
3	Training-Hemodialysis		Line 9								3
4	Training-Peritoneal Dialysis		Line 10								4
5	Training-CAPD		Line 11								5
6	Training-CCPD		Line 12								6
7	Home Program-Hemodialysis		Line 13								7
8	Home Program-Peritoneal Dialysis		Line 14								8
9	Home Program-CAPD	Patient Wks	Line 15								9
10	Home Program-CCPD	Patient Wks	Line 16								10
11	Totals Sum of Lines 1-8 (Cols. 1 & 4) Sum of Lines 1-10 (Cols. 2,5, & 7)										11

FORM CMS-265-94 (12-2005) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB. 15-II, SECTION 3412)

CALCULATION OF REIMBURSABLE BAD DEBTS TITLE XVIII-PART B	FACILITY NO.	PERIOD: FROM:______________ TO:______________	WORKSHEET D

1	Total Expenses Related to Care of Medicare Beneficiaries (From Worksheet C, Column 5, line 11)		1
2	Total Payment Due (Net of Part B Deductibles) (From Worksheet C, Column 7, line 11)		2
3	Program Payments(80% of Line 2)		3
4	Amount of Cost To Be Recovered From Medicare Patients (Line 1 Minus Line 3)		4
5	Deductibles and Coinsurance Billed to Medicare (Part B) Patients		5
6	Bad Debts for Deductibles and Coinsurance, Net of Bad Debt Recoveries		6
7	Net Deductibles and Coinsurance Billed to Medicare (Part B) Patients (Line 5 Minus Line 6)		7
8	Unrecovered From Medicare (Part B) Patients (Line 4 Minus Line 7)(If Line 7 Exceeds Line 4, Do Not Complete Line 9)		8
9	Reimbursable Bad Debts(Lessor of Line 6 or Line 8)		9
9.01	Reimbursable bad debts for dual eligible beneficiaries (see instructions)		9.01

FORM CMS 265-94 (12-2005) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB. 15-II, SECTION 3413)