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## Overview

States are required to demonstrate, and Centers for Medicare and Medicaid Services (CMS) has accepted a reasonable Payment Limit (UPL) based on a comparison of Medicaid (MCD) payments to equivalent Medicare (MCR) payment of Medicare principles. CMS has developed guidance documents to help states meet statutory and regulatory requirements. Downloaded from:

<http://www.medicaid.gov/medicaid-chip-program-information/by-topics/financing-and-reimbursement/accountability>

CMS is also introducing templates specific to each service and demonstration type, which have been developed to meet requirements and increase comparability across states. This workbook contains templates for the outpatient hospital.

For each facility, please complete one of the following templates:

- **OP Cost** for cost-based demonstrations (e.g., cost-to-charge ratio x Medicaid covered OP charges)
- **OP Payment** for payment-based demonstrations (e.g., payment-to-charge ratio X Medicaid covered OP charges)

States may apply different UPL formulas for state government owned or operated facilities, non-state government owned facilities and private facilities; however, the formula should be consistently applied to each provider within the category. A facility should only be included in one type of UPL demonstration. **In filling out these templates, data for each individual facility should be included on a separate row. Additionally, all supplemental payments made by the state should be reported for each facility reported separately from regular Medicaid payments.** There may be instances where a variable is not applicable to a facility. Please leave these variables blank.

## Information Requested:

Within each outpatient UPL template, CMS requests the following information for each outpatient hospital:

- **Demonstration Information** asks for basic information such as the state, demonstration rate year, service type (outpatient, inpatient), demonstration type (cost, payment, DRG, other)
- **Provider Identification** asks for provider identification numbers and names for each facility included, the ownership (state government owned, non-state government owned, state-government owned), and whether the hospital is a critical access hospital
- **Medicare Cost and Charge Data for Base Period** asks for Medicare base year data relevant to the calculation of the UPL
- **Medicaid (Charge and) Payment Data for Base Period** asks for Medicaid charge data used to calculate the UPL, as well as data that is used to determine whether or not the state has made payments in excess of the UPL
- **Medicaid Payments Inflated to Demonstration Year** asks for inflationary or volume adjustment data that are made to account for changes in the Medicaid program that have occurred between the base and current rate year periods
- **UPL Calculation & Inflation to Demonstration Year** instructs the state to calculate the UPL and asks for inflationary or volume adjustment data to appropriately trend UPL data from the base to the current rate year
- **Adjustments to UPL** asks for other adjustments to the UPL that are not included in the UPL calculation (e.g., provider discounts, other demonstrations)
- **Calculation of UPL Gap** instructs the state to calculate the UPL gap for each facility by subtracting (adjusted/inflated) UPL from the calculated UPL

**Payment and Cost Data:** Enter to the nearest dollar (i.e. \$1,234,567.89 should be entered as \$1,234,568)

**Proportion and Percentage Data:** Enter with no more than four decimal places (i.e., 0.12345 should be entered as 0.1234)

Detailed descriptions for each variable are provided in the next sheet labeled "Data Dictionary." A hypothetical hospital has been entered for each template to provide guidance regarding the data requested for each column.

Inpatient Hospital Upper Payment Limit (UPL) Data Template

Table 1. CMS UPL Outpatient Template Data Dictionary

Variable numbering scheme is used for internal identification of each variable and is not meant to be presented in numerical order

Variable Number	Variable Format	Short Description	Long Description	Variable Status
100	2-character text	State	2-character state ID (e.g., Kentucky = KY)	0: Variables Included in All OP Templates
101	4-digit number	State Demonstration Rate Year	State demonstration rate year (e.g., 2014)	0: Variables Included in All OP Templates
102	2-character text	Service Type	Service type: OP = Outpatient	0: Variables Included in All OP Templates
104	Text	Demonstration Type (Cost, Payment, DRG, Per Diem)	Demonstration type (Cost= Cost-based; or Payment= Payment-based)	0: Variables Included in All OP Templates
105	Unspecified	Other State Provider ID Number	State provider ID number that is not a MCD ID number (if applicable)	0: Variables Included in All OP Templates
112	6-digit number	MCR Certification Number (MCR ID)	MCR ID Number	0: Variables Included in All OP Templates
107	Unspecified	State-specific Provider ID (MCD ID)	MCD ID number	0: Variables Included in All OP Templates
108	Text	Provider Name	Provider name	0: Variables Included in All OP Templates
109	10-11 digit number	National Provider ID (NPI)	National Provider Identification Number	0: Variables Included in All OP Templates
110	Text	Ownership Category Type (Private, NSGO, SGO)	Ownership category type (private= private; NSGO= non-state government owned; SGO= state government owned)	0: Variables Included in All OP Templates
113	Text	Critical Access Hospital (CAH) Status (Y/N)	Y= critical access hospital; N= not a critical access hospital	0: Variables Included in All OP Templates
200.1	Date [DD/MM/YYYY]	MCR Cost Report Begin Date	MCR Cost Report begin date of MCR data provided that is used to calculate the UPL	0: Variables Included in All OP Templates
200.2	Date [DD/MM/YYYY]	MCR Cost Report End Date	MCR Cost Report end date of MCR data provided that is used to calculate the UPL	0: Variables Included in All OP Templates
202	Text	MCR Cost Report Filing Status	MCR Cost Report filing status (filed or settled)	0: Variables Included in All OP Templates
204	\$ Amount	MCR Charges	Base year MCR charges used to calculate the MCR Cost-to-Charge Ratio (CCR) (Variable 208)	0: Variables Included in All OP Templates
300.1	Date [DD/MM/YYYY]	Time Period of MCD Charge and Payment Data - Begin Date	Beginning date of base year MCD payment and charge data (note: should match MCR Cost Report data period)	0: Variables Included in All OP Templates
300.2	Date [DD/MM/YYYY]	Time Period of MCD Charge and Payment Data - End Date	End date of base year MCD payment and charge data (note: should match MCR Cost Report data period)	0: Variables Included in All OP Templates
301	\$ Amount	MCD Charges	Base year MCD charges, which are applied to the MCR CCR (Variable 208) to derive the Calculated MCD UPL Amount (Variable 400)	0: Variables Included in All OP Templates
302	\$ Amount	MCD Regular Payments	Total MCD non-supplemental payments for base year	0: Variables Included in All OP Templates
303.1	\$ Amount	MCD Supplemental Payments	Total MCD supplemental payments for base year	0: Variables Included in All OP Templates
303.2	\$ Amount	MCD Supplemental Payments - GME / Training	Total MCD supplemental payments for base year (GME=Graduate Medical Education / Training)	0: Variables Included in All OP Templates
303.3	\$ Amount	MCD Supplemental Payments - Other	Total MCD supplemental payments for base year (Other)	0: Variables Included in All OP Templates
306	\$ Amount	Total MCD Payments	Sum of MCD regular and supplemental payments for the base year	0: Variables Included in All OP Templates
307	Text	MCD Inflation Factor Type	Description of MCD payment trend factor used to reflect changes in the MCD program between the base and current rate year periods (e.g., Market Basket)	0: Variables Included in All OP Templates
308	Proportion	MCD Inflation Factor	Cumulative MCD payment trend factor used to reflect changes in the MCD program between the base and current rate year periods (note: 1.00= no change) (use "mid-point to mid-point approach")	0: Variables Included in All OP Templates
309	Proportion	Other Adjustment to MCD Payments	Cumulative other adjustment (e.g., volume adjustment) factor used to reflect changes in the MCD program between the base and current rate year periods (note: 1.00= no change) (use "mid-point to mid-point approach")	0: Variables Included in All OP Templates
318	\$ Amount	Inflated MCD Payments to Demonstration Year	Calculated as Total MCD Payments (Variable 306) x MCD Inflation Factor (Variable 308) x Other Adjustment to MCD Payments (Variable 309)	0: Variables Included in All OP Templates
400	\$ Amount	Calculated MCD UPL Amount	Calculated UPL amount based on instructions provided in spreadsheet (e.g., for cost-based demonstration: base year MCR CCR x base year MCD charges)	0: Variables Included in All OP Templates
404	Text	UPL Inflation Factor Type	Description of trend factor used to inflate the Calculated MCD UPL Amount (Variable 400) from the base year to the rate year (e.g., Market Basket)	0: Variables Included in All OP Templates
405	Proportion	UPL Inflation Factor	Cumulative trend factor used to inflate the Calculated MCD UPL Amount (Variable 400) from the base year to the rate year (note: 1.00= no change) (use "mid-point to mid-point approach")	0: Variables Included in All OP Templates
406	\$ Amount	Inflated UPL Amount	Calculated as MCD UPL Amount (Variable 400) x UPL Inflation Factor (Variable 405)	0: Variables Included in All OP Templates
402	\$ Amount	Other Adjustments to the UPL Amount	Adjustments made to the UPL that are not otherwise accounted for in the UPL calculation (e.g., adjustments for managed care transition)	0: Variables Included in All OP Templates
403	\$ Amount	Adjusted MCD UPL Amount	Calculated as Inflated UPL Amount (Variable 406) + Other Adjustments to the UPL Amount (Variable 402) [+ MCD Provider Tax Cost (Variable 401) for cost-based demonstrations]	0: Variables Included in All OP Templates
407	\$ Amount	UPL Gap Amount	Calculated as Adjusted MCD UPL Amount (Variable 403) - Inflated MCD Payments to Demonstration Year (Variable 318)	0: Variables Included in All OP Templates
408	\$ Amount	Adjustment to the UPL Gap	Adjustments made to the UPL gap that are not otherwise accounted for in MCD payments or the UPL calculation	0: Variables Included in All OP Templates
409	\$ Amount	Adjusted UPL Gap	Calculated as UPL Gap Amount (Variable 407) + Adjustment to the UPL Gap (Variable 408)	0: Variables Included in All OP Templates

Inpatient Hospital Upper Payment Limit (UPL) Data Template

Variable Number	Variable Format	Short Description	Long Description	Variable Status
203	\$ Amount	MCR Costs	Base year MCR costs used to calculate the MCR Cost-to-Charge Ratio (CCR) (Variable 208)	1: Variables Included in OP Cost Template But NOT Included Across All OP Templates
208	Proportion	MCR Cost-To-Charge Ratio (CCR)	Calculated as MCR Costs (Variable 203) / MCR Charges (Variable 204)	1: Variables Included in OP Cost Template But NOT Included Across All OP Templates
401	\$ Amount	MCD Provider Tax Cost	For cost-based demonstrations, MCD provider tax costs can be added to the UPL separately	1: Variables Included in OP Cost Template But NOT Included Across All OP Templates
205	\$ Amount	MCR Payments	Base year MCR payments used to calculate the MCR Payment-to-Charge Ratio (PTC) (Variable 209); state should ensure appropriate matching to MCR charges (gross payments to gross charges or net payments to net charges)	2: Variables Included in OP Payment Template But NOT Included Across All OP Templates
209	Proportion	MCR Payment-To-Charge Ratio (PTC)	Calculated as MCR Payments (Variable 205) / MCR Charges (Variable 204)	2: Variables Included in OP Payment Template But NOT Included Across All OP Templates

Outpatient Hospital Upper Payment Limit (UPL) Data Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	Database Description & Variable Number	Demo Info: State [100]	Demo Info: State Demonstration Rate Year [101]	Demo Info: Service Type [102]	Demo Info: Demonstration Type [104]	Provider Info: Other State Provider ID Number [105]	Provider Info: National Provider ID (NPI) [109]	Provider Info: Medicare Certification Number (Medicare ID) [112]	Provider Info: State-specific Provider ID (Medicaid ID) [107]	Provider Info: Provider Name [108]	Provider Info: Ownership Category Type [110]	Provider Info: Critical Access Hospital Status [113]	MCR Cost Charge Info: Medicare Cost Report Begin Date [200.1]	MCR Cost Charge Info: Medicare Cost Report End Date [200.2]
3	EXAMPLE	KY	2015	OP	Cost	A123456	1234567890	180000	34035324	EXAMPLE HOSPITAL	Private	N	7/1/2012	6/30/2013
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Outpatient Hospital Upper Payment Limit (UPL) Data Template

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2	MCR Cost Charge Info: Medicare Cost Report Filing Status [202]	MCR Cost Charge Info: Medicare Costs [203]	MCR Cost Charge Info: Medicare Charges [204]	MCR Cost Charge Info: Medicare Cost-To-Charge Ratio [208]	MCD Charge and Payment Info: Time Period of Medicaid Charge and Payment Data - Begin Date [300.1]	MCD Charge and Payment Info: Time Period of Medicaid Charge and Payment Data - End Date [300.2]	MCD Charge and Payment Info: Medicaid Charges [301]	MCD Charge and Payment Info: Medicaid Regular Payments [302]	MCD Charge and Payment Info: Medicaid Supplemental Payments [303.1]	MCD Charge and Payment Info: Medicaid Supplemental Payments (GME/Training) [303.2]	MCD Charge and Payment Info: Medicaid Supplemental Payments (Other) [303.3]	MCD Charge and Payment Info: Total Medicaid Payments [306]	MCD Inflated Payment Info: MCD Inflation Factor Type [307]
3	Filed	\$5,000,000	\$10,000,000	50.00%	7/1/2012	6/30/2013	\$12,000,000	\$4,000,000	\$500,000	\$500,000	\$500,000	\$4,500,000	None
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Outpatient Hospital Upper Payment Limit (UPL) Data Template

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Outpatient Hospital Upper Payment Limit (UPL) Data Template

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3	Filed	\$5,000,000	\$10,000,000	50.00%	7/1/2012	6/30/2013	\$12,000,000	\$4,000,000	\$500,000	\$500,000	\$500,000	\$4,500,000	None
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Outpatient Hospital Upper Payment Limit (UPL) Data Template

	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
2	MCR Cost Charge Info: Medicare Cost Report Filing Status [202]	MCR Cost Charge Info: Medicare Costs [203]	MCR Cost Charge Info: Medicare Charges [204]	MCR Cost Charge Info: Medicare Cost-To-Charge Ratio [208]	MCD Charge and Payment Info: Time Period of Medicaid Charge and Payment Data - Begin Date [300.1]	MCD Charge and Payment Info: Time Period of Medicaid Charge and Payment Data - End Date [300.2]	MCD Charge and Payment Info: Medicaid Charges [301]	MCD Charge and Payment Info: Medicaid Regular Payments [302]	MCD Charge and Payment Info: Medicaid Supplemental Payments [303.1]	MCD Charge and Payment Info: Medicaid Supplemental Payments (GME/Training) [303.2]	MCD Charge and Payment Info: Medicaid Supplemental Payments (Other) [303.3]	MCD Charge and Payment Info: Total Medicaid Payments [306]	MCD Inflated Payment Info: MCD Inflation Factor Type [307]
3	Filed	\$5,000,000	\$10,000,000	50.00%	7/1/2012	6/30/2013	\$12,000,000	\$4,000,000	\$500,000	\$500,000	\$500,000	\$4,500,000	None
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Outpatient Hospital Upper Payment Limit (UPL) Data Template

	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
2	MCR Cost Charge Info: Medicare Cost Report Filing Status [202]	MCR Cost Charge Info: Medicare Costs [203]	MCR Cost Charge Info: Medicare Charges [204]	MCR Cost Charge Info: Medicare Cost-To-Charge Ratio [208]	MCD Charge and Payment Info: Time Period of Medicaid Charge and Payment Data - Begin Date [300.1]	MCD Charge and Payment Info: Time Period of Medicaid Charge and Payment Data - End Date [300.2]	MCD Charge and Payment Info: Medicaid Charges [301]	MCD Charge and Payment Info: Medicaid Regular Payments [302]	MCD Charge and Payment Info: Medicaid Supplemental Payments [303.1]	MCD Charge and Payment Info: Medicaid Supplemental Payments (GME/Training) [303.2]	MCD Charge and Payment Info: Medicaid Supplemental Payments (Other) [303.3]	MCD Charge and Payment Info: Total Medicaid Payments [306]	MCD Inflated Payment Info: MCD Inflation Factor Type [307]
3	Filed	\$5,000,000	\$10,000,000	50.00%	7/1/2012	6/30/2013	\$12,000,000	\$4,000,000	\$500,000	\$500,000	\$500,000	\$4,500,000	None
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Outpatient Hospital Upper Payment Limit (UPL) Data Template

	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
2	MCR Cost Charge Info: Medicare Cost Report Filing Status [202]	MCR Cost Charge Info: Medicare Costs [203]	MCR Cost Charge Info: Medicare Charges [204]	MCR Cost Charge Info: Medicare Cost-To-Charge Ratio [208]	MCD Charge and Payment Info: Time Period of Medicaid Charge and Payment Data - Begin Date [300.1]	MCD Charge and Payment Info: Time Period of Medicaid Charge and Payment Data - End Date [300.2]	MCD Charge and Payment Info: Medicaid Charges [301]	MCD Charge and Payment Info: Medicaid Regular Payments [302]	MCD Charge and Payment Info: Medicaid Supplemental Payments [303.1]	MCD Charge and Payment Info: Medicaid Supplemental Payments (GME/Training) [303.2]	MCD Charge and Payment Info: Medicaid Supplemental Payments (Other) [303.3]	MCD Charge and Payment Info: Total Medicaid Payments [306]	MCD Inflation Payment Info: MCD Inflation Factor Type [307]
3	Filed	\$5,000,000	\$10,000,000	50.00%	7/1/2012	6/30/2013	\$12,000,000	\$4,000,000	\$500,000	\$500,000	\$500,000	\$4,500,000	None
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Outpatient Hospital Upper Payment Limit (UPL) Data Template

	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN
2	MCD Inflated Payment Info: MCD Inflation Factor [308]	MCD Inflated Payment Info: Other Adjustment to Medicaid Payments [309]	MCD Inflated Payment Info: Inflated Medicaid Payments to Demonstration Year [318]	UPL Calc Info: Calculated Medicaid UPL Amount [400]	UPL Calc Info: UPL Inflation Factor Type [404]	UPL Calc Info: UPL Inflation Factor [405]	UPL Calc Info: Inflated UPL Amount [406]	UPL Adjustment Info: Medicaid Provider Tax Cost [401]	UPL Adjustment Info: Other Adjustments to the UPL Amount [402]	UPL Adjustment Info: Adjusted Medicaid UPL Amount [403]	UPL Gap Info: UPL Gap Amount [407]	UPL Gap Info: Adjustment to the UPL Gap [408]	UPL Gap Info: Adjusted UPL Gap [409]
3	1.000	1.030	\$4,635,000	\$6,000,000	Market Basket	1.055	\$6,328,350	\$200,000	\$0	\$6,528,350	\$1,893,350	\$0	\$1,893,350
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Outpatient Hospital Upper Payment Limit (UPL) Data Template

	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN
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3	1.000	1.030	\$4,635,000	\$6,000,000	Market Basket	1.055	\$6,328,350	\$200,000	\$0	\$6,528,350	\$1,893,350	\$0	\$1,893,350
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Outpatient Hospital Upper Payment Limit (UPL) Data Template

	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN
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Outpatient Hospital Upper Payment Limit (UPL) Data Template

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Outpatient Hospital Upper Payment Limit (UPL) Data Template

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Outpatient Hospital Upper Payment Limit (UPL) Data Template

	A	B	C	D	E	F	G	H	I	J	K	L
2	Database Description & Variable Number	Demo Info: State [100]	Demo Info: State Demonstration Rate Year [101]	Demo Info: Service Type [102]	Demo Info: Demonstration Type [104]	Provider Info: Other State Provider ID Number [105]	Provider Info: National Provider ID (NPI) [109]	Provider Info: Medicare Certification Number (Medicare ID) [112]	Provider Info: State-specific Provider ID (Medicaid ID) [107]	Provider Info: Provider Name [108]	Provider Info: Ownership Category Type [110]	Provider Info: Critical Access Hospital Status [113]
3	EXAMPLE	KY	2015	OP	Payment	A654321	1234567890	180001	34035325	EXAMPLE HOSPITAL	NSGO	N
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Outpatient Hospital Upper Payment Limit (UPL) Data Template

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Outpatient Hospital Upper Payment Limit (UPL) Data Template

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2	<b>Database Description &amp; Variable Number</b>	Demo Info: State [100]	Demo Info: State Demonstration Rate Year [101]	Demo Info: Service Type [102]	Demo Info: Demonstration Type [104]	Provider Info: Other State Provider ID Number [105]	Provider Info: National Provider ID (NPI) [109]	Provider Info: Medicare Certification Number (Medicare ID) [112]	Provider Info: State-specific Provider ID (Medicaid ID) [107]	Provider Info: Provider Name [108]	Provider Info: Ownership Category Type [110]	Provider Info: Critical Access Hospital Status [113]
3	<b>EXAMPLE</b>	<b>KY</b>	<b>2015</b>	<b>OP</b>	<b>Payment</b>	<b>A654321</b>	<b>1234567890</b>	<b>180001</b>	<b>34035325</b>	<b>EXAMPLE HOSPITAL</b>	<b>NSGO</b>	<b>N</b>
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Outpatient Hospital Upper Payment Limit (UPL) Data Template

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2	MCR Cost Charge Info: Medicare Cost Report Begin Date [200.1]	MCR Cost Charge Info: Medicare Cost Report End Date [200.2]	MCR Cost Charge Info: Medicare Cost Report Filing Status [202]	MCR Cost Charge Info: Medicare Payments [205]	MCR Cost Charge Info: Medicare Charges [204]	MCR Cost Charge Info: Medicare Payment-To-Charge Ratio [209]	MCD Charge and Payment Info: Time Period of Medicaid Charge and Payment Data - Begin Date [300.1]	MCD Charge and Payment Info: Time Period of Medicaid Charge and Payment Data - End Date [300.2]	MCD Charge and Payment Info: Medicaid Charges [301]	MCD Charge and Payment Info: Medicaid Regular Payments [302]	MCD Charge and Payment Info: Medicaid Supplemental Payments [303.1]	MCD Charge and Payment Info: Medicaid Supplemental Payments (GME/Training) [303.2]	MCD Charge and Payment Info: Medicaid Supplemental Payments (Other) [303.3]
3	7/1/2013	6/30/2014	Filed	\$6,000,000	\$10,000,000	60.00%	7/1/2013	6/30/2014	\$9,000,000	\$5,000,000	\$100,000	\$50,000	\$50,000
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Outpatient Hospital Upper Payment Limit (UPL) Data Template

	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM
2	MCD Charge and Payment Info: Total Medicaid Payments [306]	MCD Inflated Payment Info: MCD Inflation Factor Type [307]	MCD Inflated Payment Info: MCD Inflation Factor [308]	MCD Inflated Payment Info: Other Adjustment to Medicaid Payments [309]	MCD Inflated Payment Info: Inflated Medicaid Payments to Demonstration Year [318]	UPL Calc Info: Calculated Medicaid UPL Amount [400]	UPL Calc Info: UPL Inflation Factor Type [404]	UPL Calc Info: UPL Inflation Factor [405]	UPL Calc Info: Inflated UPL Amount [406]	UPL Adjustment Info: Other Adjustments to the UPL Amount [402]	UPL Adjustment Info: Adjusted Medicaid UPL Amount [403]	UPL Gap Info: UPL Gap Amount [407]	UPL Gap Info: Adjustment to the UPL Gap [408]	UPL Gap Info: Adjusted UPL Gap [409]
3	\$5,200,000	Market Basket	1.029	0.980	\$5,243,784	\$5,400,000	Market Basket	1.029	\$5,556,600	\$200,000	\$5,756,600	\$512,816	-\$100,000	\$412,816
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3	\$5,200,000	Market Basket	1.029	0.980	\$5,243,784	\$5,400,000	Market Basket	1.029	\$5,556,600	\$200,000	\$5,756,600	\$512,816	-\$100,000	\$412,816
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3	\$5,200,000	Market Basket	1.029	0.980	\$5,243,784	\$5,400,000	Market Basket	1.029	\$5,556,600	\$200,000	\$5,756,600	\$512,816	-\$100,000	\$412,816
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