

 HAWAII HEALTH SYSTEMS C O R P O R A T I O N <i>"Touching Lives Everyday"</i> Policies and Procedures	<i>Quality Through Compliance</i>	Policy No.: FIN 1002
		Revision No.: N/A
Subject: <i>Cost Report Review</i>	Issued by: Corporate Compliance Committee	Effective Date: December 13, 1999
	Approved by: HHSC Board of Directors By: Carolyn Nii Its: Secretary/Treasurer	Supersedes Policy: N/A Page: 1 of 1

- I. OBJECTIVE:** To review the cost report for accurate presentation of the facility's operations, compliance with applicable regulations, and adequate documentation to support the costs claimed.
- II. POLICY:** A detailed review of the cost report will be performed to ensure the filed cost report complies with applicable government regulations. The Director of Reimbursement/ Cost Report Consultant is responsible for a review of the cost report to ensure the cost report accurately reports financial operations of the individual facility and the services provided to program beneficiaries based on information provided by the facility.
- III. PROCEDURE:**
- A.** The Director of Reimbursement/Cost Report Consultant will perform a detailed review of the cost report using a cost report review checklist. All issues identified in this review are to be resolved to the satisfaction of the Director of Reimbursement/Cost Report Consultant.
 - B.** The completed cost report and transmittal letter will be presented by the Director of Reimbursement/Cost Report Consultant to the facility CEO/CFO prior to the filing due date for final review. As part of this review, it is the responsibility of the facility CEO/CFO to review the report with the cost report review checklist and sign-off attesting to an accurate and compliant filed cost report.
 - C.** After submission of the cost report, the Director of Reimbursement/Cost Report Consultant will provide a written management letter to the facility CFO. The objective of the letter will be to identify significant changes in cost reporting and address issues deemed pertinent to the next cost reporting period. A copy of this letter will be placed in the permanent file at the facility and corporate office.