

RECLASSIFICATION AND ADJUSTMENT OF TRIAL BALANCE OF EXPENSES				PROVIDER CCN:		PERIOD: FROM _____ TO _____		WORKSHEET A	
COST CENTER DESCRIPTIONS (omit cents)		SALARIES	OTHER	TOTAL (col. 1 + col. 2)	RECLASSIFI- CATIONS	RECLASSIFIED TRIAL BALANCE (col. 3 ± col. 4)	ADJUSTMENTS	NET EXPENSES FOR ALLOCATION (col. 5 ± col. 6)	
		1	2	3	4	5	6	7	
GENERAL SERVICE COST CENTERS									
1	00100	Capital Related Costs-Buildings and Fixtures							1
2	00200	Capital Related Costs-Movable Equipment							2
3	00300	Other Capital Related Costs						-0-	3
4	00400	Employee Benefits <i>Department</i>							4
5	00500	Administrative and General							5
6	00600	Maintenance and Repairs							6
7	00700	Operation of Plant							7
8	00800	Laundry and Linen Service							8
9	00900	Housekeeping							9
10	01000	Dietary							10
11	01100	Cafeteria							11
12	01200	Maintenance of Personnel							12
13	01300	Nursing Administration							13
14	01400	Central Services and Supply							14
15	01500	Pharmacy							15
16	01600	Medical Records & Medical Records Library							16
17	01700	Social Service							17
18		Other General Service (specify)							18
19	01900	Nonphysician Anesthetists							19
20	02000	Nursing School							20
21	02100	Intern & Res. Service-Salary & Fringes (Approved)							21
22	02200	Intern & Res. Other Program Costs (Approved)							22
23	02300	Paramedical Ed. Program (specify)							23
INPATIENT ROUTINE SERVICE COST CENTERS									
30	03000	Adults and Pediatrics (General Routine Care)							30
31	03100	Intensive Care Unit							31
32	03200	Coronary Care Unit							32
33	03300	Burn Intensive Care Unit							33
34	03400	Surgical Intensive Care Unit							34
35		Other Special Care (specify)							35
40	04000	Subprovider - IPF							40
41	04100	Subprovider - IRF							41
42	04200	Subprovider (specify)							42
43	04300	Nursery							43
44	04400	Skilled Nursing Facility							44

45	04500	Nursing Facility								45
46	04600	Other Long Term Care								46

FORM CMS-2552-10 (09-2013) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB. 15-2, SECTION 4013)

40-524

Rev. 4

RECLASSIFICATION AND ADJUSTMENT OF TRIAL BALANCE OF EXPENSES				PROVIDER CCN:		PERIOD: FROM _____ TO _____		WORKSHEET A	
	COST CENTER DESCRIPTIONS (omit cents)	SALARIES	OTHER	TOTAL (col. 1 + col. 2)	RECLASSIFI- CATIONS	RECLASSIFIED TRIAL BALANCE (col. 3 ± col. 4)	ADJUSTMENTS	NET EXPENSES FOR ALLOCATION (col. 5 ± col. 6)	
		1	2	3	4	5	6	7	
	ANCILLARY SERVICE COST CENTERS								
50	05000	Operating Room							50
51	05100	Recovery Room							51
52	05200	Labor Room and Delivery Room							52
53	05300	Anesthesiology							53
54	05400	Radiology-Diagnostic							54
55	05500	Radiology-Therapeutic							55
56	05600	Radioisotope							56
57	05700	Computed Tomography (CT) Scan							57
58	05800	Magnetic Resonance Imaging (MRI)							58
59	05900	Cardiac Catheterization							59
60	06000	Laboratory							60
61	06100	PBP Clinical Laboratory Services-Program Only							61
62	06200	Whole Blood & Packed Red Blood Cells							62
63	06300	Blood Storing, Processing, & Trans.							63
64	06400	Intravenous Therapy							64
65	06500	Respiratory Therapy							65
66	06600	Physical Therapy							66
67	06700	Occupational Therapy							67
68	06800	Speech Pathology							68
69	06900	Electrocardiology							69
70	07000	Electroencephalography							70
71	07100	Medical Supplies Charged to Patients							71
72	07200	Implantable Devices Charged to Patients							72
73	07300	Drugs Charged to Patients							73
74	07400	Renal Dialysis							74
75	07500	ASC (Non-Distinct Part)							75
76		Other Ancillary (specify)							76
	OUTPATIENT SERVICE COST CENTERS								
88	08800	Rural Health Clinic (RHC)							88
89	08900	Federally Qualified Health Center (FQHC)							89
90	09000	Clinic							90
91	09100	Emergency							91
92	09200	Observation Beds							92
93		Other Outpatient Service (specify)							93

RECLASSIFICATIONS						PROVIDER CCN:	PERIOD: FROM _____ TO _____	WORKSHEET A-6			
EXPLANATION OF RECLASSIFICATION(S)	CODE (1)	INCREASES				DECREASES				Wkst. A-7 Ref.	
		COST CENTER	LINE #	SALARY	OTHER	COST CENTER	LINE #	SALARY	OTHER	10	
	1	2	3	4	5	6	7	8	9		
1										1	
2										2	
3										3	
4										4	
5										5	
6										6	
7										7	
8										8	
9										9	
10										10	
11										11	
12										12	
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14										14	
15										15	
16										16	
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18										18	
19										19	
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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	
500	Total reclassifications (sum of columns 4 and 5)										500

must equal sum of columns 8 and 9)

(1) A letter (A, B, etc.) must be entered on each line to identify each reclassification entry.
Transfer the amounts in columns 4, 5, 8, and 9 to Worksheet A, column 4, lines as appropriate.

FORM CMS-2552-10 (10-2012) (INSTRUCTIONS FOR THIS WORKSHEET ARE PUBLISHED IN CMS PUB. 15-2, SECTION 4014)

Rev. 3

40-527

RECONCILIATION OF CAPITAL COSTS CENTERS	PROVIDER CCN: _____	PERIOD: FROM _____ TO _____	WORKSHEET A-7, PARTS I, II & III
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PART I - ANALYSIS OF CHANGES IN CAPITAL ASSET BALANCES

Description	Beginning Balances	Acquisitions			Disposals and Retirements	Ending Balance	Fully Depreciated Assets	
		Purchases	Donation	Total				
		1	2	3				
1 Land								1
2 Land Improvements								2
3 Buildings and Fixtures								3
4 Building Improvements								4
5 Fixed Equipment								5
6 Movable Equipment								6
7 HIT-designated Assets								7
8 Subtotal (sum of lines 1-7)								8
9 Reconciling Items								9
10 Total (line 7 minus line 9)								10

PART II - RECONCILIATION OF AMOUNTS FROM WORKSHEET A, COLUMN 2, LINES 1 AND 2

Description	SUMMARY OF CAPITAL							Total (1) (sum of cols. 9 through 14)
	Depreciation	Lease	Interest	Insurance (see instructions)	Taxes (see instructions)	Other Capital-Related Costs (see instructions)		
	9	10	11	12	13	14	15	
* 1 Capital Related Costs-Buildings and Fixtures								1
2 Capital Related Costs-Movable Equipment								2
3 Total (sum of lines 1-2)								3

(1) The amount in columns 9 through 14 must equal the amount on Worksheet A, column 2, lines 1 and 2. Enter in each column the appropriate amounts including any directly assigned cost that may have been included in Worksheet A, column 2, lines 1 and 2.

* All lines numbers are to be consistent with Worksheet A line numbers for capital cost centers.

PART III - RECONCILIATION OF CAPITAL COSTS CENTERS

Description	COMPUTATION OF RATIOS				ALLOCATION OF OTHER CAPITAL			
	Gross Assets	Capitalized Leases	Gross Assets for Ratio (col. 1 - col. 2)	Ratio (see instructions)	Insurance	Taxes	Other Capital-Related Costs	Total (sum of cols. 5 through 7)
	1	2	3	4	5	6	7	8
* 1 Capital Related Costs-Buildings and Fixtures								1
2 Capital Related Costs-Movable Equipment								2
3 Total (sum of lines 1-2)				1.000000				3

Description	SUMMARY OF CAPITAL							Total (2) (sum of cols. 9 through 14)
	Depreciation	Lease	Interest	Insurance (see instructions)	Taxes (see instructions)	Other Capital-Related Costs (see instructions)		
	9	10	11	12	13	14	15	
* 1 Capital Related Costs-Buildings and Fixtures								1
2 Capital Related Costs-Movable Equipment								2
3 Total (sum of lines 1-2)								3

(2) The amounts on lines 1 and 2 must equal the corresponding amounts on Worksheet A, column 7, lines 1 and 2. Columns 9 through 14 should include related

Worksheet A-6 reclassifications, Worksheet A-8 adjustments, and Worksheet A-8-1 related organizations and home office costs. (See instructions.)

ADJUSTMENTS TO EXPENSES		PROVIDER CCN:	PERIOD: FROM _____ TO _____	WORKSHEET A-8		
DESCRIPTION (1)	BASIS/CODE (2)	AMOUNT	EXPENSE CLASSIFICATION ON WORKSHEET A TO/FROM WHICH THE AMOUNT IS TO BE ADJUSTED		Wkst. A-7 Ref.	
			COST CENTER	LINE #		
			1	2		3
1	Investment income - buildings and fixtures (chapter 2)		Buildings and Fixtures	1	1	
2	Investment income - movable equipment (chapter 2)		Movable Equipment	2	2	
3	Investment income - other (chapter 2)				3	
4	Trade, quantity, and time discounts (chapter 8)				4	
5	Refunds and rebates of expenses (chapter 8)				5	
6	Rental of provider space by suppliers (chapter 8)				6	
7	Telephone services (pay stations excluded) (chapter 21)				7	
8	Television and radio service (chapter 21)				8	
9	Parking lot (chapter 21)				9	
10	Provider-based physician adjustment	Worksheet A-8-2			10	
11	Sale of scrap, waste, etc. (chapter 23)				11	
12	Related organization transactions (chapter 10)	Worksheet A-8-1			12	
13	Laundry and linen service				13	
14	Cafeteria-employees and guests				14	
15	Rental of quarters to employee and others				15	
16	Sale of medical and surgical supplies to other than patients				16	
17	Sale of drugs to other than patients				17	
18	Sale of medical records and abstracts				18	
19	Nursing school (tuition, fees, books, etc.)				19	
20	Vending machines				20	
21	Income from imposition of interest, finance or penalty charges (chapter 21)				21	
22	Interest expense on Medicare overpayments and borrowings to repay Medicare overpayments				22	
23	Adjustment for respiratory therapy costs in excess of limitation (chapter 14)	Worksheet A-8-3	Respiratory Therapy	65	23	
24	Adjustment for physical therapy costs in excess of limitation (chapter 14)	Worksheet A-8-3	Physical Therapy	66	24	
25	Utilization review - physicians' compensation (chapter 21)		Utilization Review - SNF	114	25	
26	Depreciation - buildings and fixtures		Buildings and Fixtures	1	26	
27	Depreciation - movable equipment		Movable Equipment	2	27	
28	Non-physician Anesthetist		Nonphysician Anesthetist	19	28	
29	Physicians' assistant				29	
30	Adjustment for occupational therapy costs in excess of limitation (chapter 14)	Worksheet A-8-3	Occupational Therapy	67	30	
30.99	<i>Hospice (non-distinct) (see instructions)</i>		<i>Adults and Pediatrics</i>	<i>30</i>	<i>30.99</i>	
31	Adjustment for speech pathology costs in excess of limitation (chapter 14)	Worksheet A-8-3	Speech Pathology	68	31	
32	CAH HIT Adjustment for Depreciation				32	
33	Other adjustments (specify) ⁽³⁾				33	
50	TOTAL (sum of lines 1 thru 49) (Transfer to Worksheet A, column 6, line 200)				50	

- (1) Description - all chapter references in this column pertain to CMS Pub. 15-1
(2) Basis for adjustment (see instructions)
A. Costs - if cost, including applicable overhead, can be determined
B. Amount Received - if cost cannot be determined
(3) Additional adjustments may be made on lines 33 thru 49 and subscripts thereof.

Note: See instructions for column 5 referencing to Worksheet A-7.

STATEMENT OF COSTS OF SERVICES FROM RELATED ORGANIZATIONS AND HOME OFFICE COSTS	PROVIDER CCN: _____	PERIOD: FROM _____ TO _____	WORKSHEET A-8-1
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A. COSTS INCURRED AND ADJUSTMENTS REQUIRED AS A RESULT OF TRANSACTIONS WITH RELATED ORGANIZATIONS OR CLAIMED HOME OFFICE COSTS:

Line No.	Cost Center	Expense Items	Amount of Allowable Cost	Amount included in Wkst. A column 5	Net Adjustments (col. 4 minus col. 5) *	Wkst. A-7 Ref.
1	2	3	4	5	6	7
1						1
2						2
3						3
4						4
5	TOTALS (sum of lines 1-4) Transfer column 6, line 5 to Worksheet A-8, column 2, line 12.					5

* The amounts on lines 1 through 4 (and subscripts as appropriate) are transferred in detail to Worksheet A, column 6, lines as appropriate. Positive amounts increase cost and negative amounts decrease cost. For related organization or home office cost which have not been posted to Worksheet A, columns 1 and/or 2, the amount allowable should be indicated in column 4 of this part.

B. INTERRELATIONSHIP TO RELATED ORGANIZATION(S) AND/OR HOME OFFICE:

The Secretary, by virtue of the authority granted under section 1814(b)(1) of the Social Security Act, requires that you furnish the information requested under Part B of this worksheet.

This information is used by the Centers for Medicare and Medicaid Services and its intermediaries/contractors in determining that the costs applicable to services, facilities, and supplies furnished by organizations related to you by common ownership or control represent reasonable costs as determined under section 1861 of the Social Security Act. If you do 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.

Symbol (1)	Name	Percentage of Ownership	Related Organization(s) and/or Home Office			
			Name	Percentage of Ownership	Type of Business	
1	2	3	4	5	6	
6						6
7						7
8						8
9						9
10						10

(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 provider.
- B. Corporation, partnership, or other organization has financial interest in provider.
- C. Provider has financial interest in corporation, partnership, or other organization.
- D. Director, officer, administrator, or key person of provider or relative of such person has financial interest in related organization.
- E. Individual is director, officer, administrator, or key person of provider and related organization.
- F. Director, officer, administrator, or key person of related organization or relative of such person has financial interest in provider.
- G. Other (financial or non-financial) specify _____

REASONABLE COST DETERMINATION FOR THERAPY SERVICES FURNISHED BY OUTSIDE SUPPLIERS	PROVIDER CCN: _____	PERIOD: FROM _____ TO _____	WORKSHEET A-8-3, PARTS III & IV
Check applicable box: <input type="checkbox"/> Occupational <input type="checkbox"/> Physical <input type="checkbox"/> Respiratory <input type="checkbox"/> Speech Pathology			

PART III - STANDARD AND OPTIONAL TRAVEL ALLOWANCE AND TRAVEL EXPENSE COMPUTATION - PROVIDER SITE

Standard Travel Allowance			
24	Therapists (line 3 times column 2, line 11)		24
25	Assistants (line 4 times column 3, line 11)		25
26	Subtotal (line 24 for respiratory therapy or sum of lines 24 and 25 for all others)		26
27	Standard travel expense (line 7 times line 3 for respiratory therapy or sum of lines 3 and 4 for all others)		27
28	Total standard travel allowance and standard travel expense at the provider site (sum of lines 26 and 27)		28
Optional Travel Allowance and Optional Travel Expense			
29	Therapists (column 2, line 10 times the sum of columns 1 and 2, line 12)		29
30	Assistants (column 3, line 10 times column 3, line 12)		30
31	Subtotal (line 29 for respiratory therapy or sum of lines 29 and 30 for all others)		31
32	Optional travel expense (line 8 times columns 1 and 2, line 13 for respiratory therapy or sum of columns 1-3, line 13 for all others)		32
33	Standard travel allowance and standard travel expense (line 28)		33
34	Optional travel allowance and standard travel expense (sum of lines 27 and 31)		34
35	Optional travel allowance and optional travel expense (sum of lines 31 and 32)		35

PART IV - STANDARD AND OPTIONAL TRAVEL ALLOWANCE AND TRAVEL EXPENSE COMPUTATION - SERVICES OUTSIDE PROVIDER SITE

Standard Travel Expense			
36	Therapists (line 5 times column 2, line 11)		36
37	Assistants (line 6 times column 3, line 11)		37
38	Subtotal (sum of lines 36 and 37)		38
39	Standard travel expense (line 7 times the sum of lines 5 and 6)		39
Optional Travel Allowance and Optional Travel Expense			
40	Therapists (sum of columns 1 and 2, line 9 times column 2, line 10)		40
41	Assistants (column 3, line 9 times column 3, line 10)		41
42	Subtotal (sum of lines 40 and 41)		42
43	Optional travel expense (line 8 times the sum of columns 1-3, line 13)		43
Total Travel Allowance and Travel Expense - Offsite Services: Complete one of the following three lines 44, 45, or 46, as appropriate.			
44	Standard travel allowance and standard travel expense (sum of lines 38 and 39) (see instructions)		44
45	Optional travel allowance and standard travel expense (sum of lines 39 and 42) (see instructions)		45
46	Optional travel allowance and optional travel expense (sum of lines 42 and 43) (see instructions)		46

REASONABLE COST DETERMINATION FOR THERAPY SERVICES FURNISHED BY OUTSIDE SUPPLIERS	PROVIDER CCN: _____	PERIOD: FROM _____ TO _____	WORKSHEET A-8-3, PARTS V-VI
Check applicable box: <input type="checkbox"/> Occupational <input type="checkbox"/> Physical <input type="checkbox"/> Respiratory <input type="checkbox"/> Speech Pathology			

PART V - OVERTIME COMPUTATION

		Therapists	Assistants	Aides	Trainees	Total	
		1	2	3	4	5	
47	Overtime hours worked during reporting period (if column 5, line 47, is zero or equal to or greater than 2,080, do not complete lines 48-55 and enter zero in each column of line 56)						47
48	Overtime rate (see instructions)						48
49	Total overtime (including base and overtime allowance) (multiply line 47 times line 48)						49
CALCULATION OF LIMIT							
50	Percentage of overtime hours by category (divide the hours in each column on line 47 by the total overtime worked in column 5, line 47)						50
51	Allocation of provider's standard work year for one full-time employee times the percentages on line 50) (see instructions)						51
DETERMINATION OF OVERTIME ALLOWANCE							
52	Adjusted hourly salary equivalency amount (see instructions)						52
53	Overtime cost limitation (line 51 times line 52)						53
54	Maximum overtime cost (enter the lesser of line 49 or line 53)						54
55	Portion of overtime already included in hourly computation at the AHSEA (multiply line 47 times line 52)						55
56	Overtime allowance (line 54 minus line 55 - if negative enter zero) (Enter in column 5 the sum of columns 1, 3, and 4 for respiratory therapy and columns 1 through 3 for all others.)						56

PART VI - COMPUTATION OF THERAPY LIMITATION AND EXCESS COST ADJUSTMENT

57	Salary equivalency amount (from line 23)						57
58	Travel allowance and expense - provider site (from lines 33, 34, or 35))						58
59	Travel allowance and expense - Offsite services (from lines 44, 45, or 46)						59
60	Overtime allowance (from column 5, line 56)						60
61	Equipment cost (see instructions)						61
62	Supplies (see instructions)						62
63	Total allowance (sum of lines 57-62)						63
64	Total cost of outside supplier services (from provider records)						64
65	Excess over limitation (line 64 minus line 63; if negative, enter zero)						65