

## Progressive Provider Services

### Checklist - To receive from facility before beginning cost report work

#### **For Colorado Med-13**

- 1 Prior Year Med-13, unless prepared by our facility
- 2 Recent Medicaid rate letter
- 3 Trial Balance in Excel format (with audited financials if available), Accrual Basis
- 4 Financials
- 5 Census, by payor
- 6 Labor Hours paid (preferably in Excel format)
- 7 Is there any related party? If so, please provide details
- 8 Depreciation Schedule (preferably in Excel, if available)
- 9 Copy of 941s
- 10 List of Owners (or Directors, if non-profit)
- 11 Copy of Facility license(s) covering the entire cost report eriod
- 12 Breakout of insurance expense (property, boiler, liability, umbrella/excess coverage, etc.)
- 13 Schedule of non-taxable wages

Only health care costs are cost reimbursed, so it is important to have these identified. You may start searching your administrative and plant accounts to try to identify these (e.g. medical waste disposal, dues of health care dept., health care software purchase), or you may wait until you submit your trial balance and we will ask about specific accounts.