

Healthcare Concepts, Inc.
Procedural Cost Analysis (PCA)

Data Requirement List

HCI must have the following updated information in order to initiate the maintenance process for the procedural cost information developed during the **Procedure Cost Analysis**.

1. Current Charge Description Master (CDM) downloaded into an Excel file or Text file format with the following data fields through the most recently closed fiscal year, or a minimum of four (4) months of data from the current fiscal year.

Dept. Number	GL Number	Charge Number	Charge Description	CPT-4 Code	Revenue Code	Current Charge	Y-T-D Volume	Y-T-D Revenue
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Please label the file with the inclusive dates for the time period provided (minimum 4 months required). This data may be contained in two or more files as long as the department #, charge # and description are included with each.

2. A file of the Trial Balance for the **same time period as number (2)**.

Dept. Number	Account Number	Account Description	Y-T-D Amount
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3. A file of the Labor Distribution Reports by department, summarized by job code category to include the following information for the **same time period as number (2)**.
 - Job Code
 - Job Description
 - Hours and Dollars

Note: The file should include Productive and Non-Productive Hours and Dollars – Do Not include hours for call pay or shift differential that may impact the calculated Wage Rate.

4. Most recently filed Medicare Cost Report with GL Accounts Mapping to Schedule A support documentation.

If you have any questions regarding the submission of the above information and data, please contact Ms. Jamie Warndahl at 651-698-5642 work 651-303-7464 cell. Please submit the data to HCI, 4300 Pond View Drive or e-mail to jwarndahl@comcast.net