

DEPARTMENT: Reimbursement	POLICY DESCRIPTION: Reimbursement Manual
PAGE: 1 of 1	REPLACES POLICY DATED: 4/22/98, 9/30/99, 7/1/06, 1/24/09, 5/15/10
EFFECTIVE DATE: October 1, 2020	REFERENCE NUMBER: RB.001
APPROVED BY: Ethics and Compliance Policy Committee	

<p>SCOPE: Reimbursement Department, all Company Facilities required to file a cost report, Parallon and all other Corporate Subsidiaries and Departments.</p>
<p>PURPOSE: To refine, maintain and publish a Reimbursement Manual that will include corporate and departmental policies and procedures to be utilized by all reimbursement staff.</p>
<p>POLICY: The Company will provide to all reimbursement personnel a Reimbursement Manual that will include corporate and departmental policies and procedures that seek to ensure full compliance with applicable federal and state statutes, regulations and guidelines. Additionally, this manual will outline departmental organizational structure, education and training requirements, and third-party contractual reporting responsibilities. This Reimbursement Manual will be updated and maintained to ensure compliance with corporate policy, per the Reimbursement Manual Internal Review & Update Policy (Attachment A). The responsible Senior Vice President and VP of Reimbursement will be responsible to see that the Reimbursement Manual is current with respect to Company policy and regulatory changes.</p> <p>The terms “filed cost report(s)” and “Medicare,” as they are used in this policy and all other reimbursement policies and procedures that follow, are intended to encompass all governmental payers (i.e., Medicare, Medicaid, TRICARE (formerly known as CHAMPUS), etc.).</p>
<p>PROCEDURE:</p> <p>A. Manual Contents At a minimum, the Reimbursement Manual will address the following issues:</p> <ul style="list-style-type: none"> • Reimbursement Department Policies and Organization • Cost Reporting Process • Medicare Appeals • Financial Reporting • Related Party Transactions • Acquisition/Divestiture Activities <p>B. Manual Publication The Manual is accessible via the Reimbursement Atlas Web Site. Copies may be printed for use by the Reimbursement staff.</p> <p>C. Manual Maintenance and Updates The Reimbursement Department VP, AVPs and Managing Directors will be responsible for updating and maintenance of the Reimbursement Manual. All identified changes or updates should be communicated to the VP of Reimbursement, or his/her designee, for review. The responsible Senior Vice President, or his/her designee, will determine if the new update is a policy, procedure, or guideline, and whether review by the Corporate Ethics and Compliance Policy Committee and/or external sources is required. The Managing Director of Reimbursement/Education will be responsible for incorporating all approved changes into the manual.</p>
<p>REFERENCES: HCA Healthcare's Code of Conduct</p>