

## CHARGEMASTER SUBMISSION GUIDE

All general acute care hospitals, psychiatric acute hospitals, and special hospitals must comply with the reporting requirements mandated by the [Health and Safety Code Section 1339.50 -1339.59](#) and [Regulation code 96000-96025](#). Specifically, the Payers' Bill of Rights requires each hospital to submit the following documents to HCAI by **July 1<sup>st</sup>, Annually**, using prices in effect on **June 1 of the same calendar year**.

<b>Chargemaster</b>	<p>Chargemasters should include a charge for each reported item and pharmaceutical charges, regardless of payer. For items without a charge, include an explanation if the blank charge is for an item not charged to patients, an item is no longer provided, or the Chargemaster is being used to track utilization. Delete blank items resulting from a shared Chargemaster, where that item is not available at the reporting hospital. Hospitals using formula-driven pharmaceutical pricing systems (e.g., average wholesale price plus percentage mark-up) should report prices in effect on June 1 of the current year, including the mark-up percentage on that date.</p>
<b>List of Average Charge for 25 Common Outpatient Procedures</b>	<p>Each hospital shall compile a list of 25 common outpatient procedures. <b>List should include CPT code, description, and average charge.</b> HCAI has developed an Excel form for submitting the average charge for 25 common outpatient procedures. All ancillary charges (e.g., supplies, drugs, lab tests, operating room use, etc.) that are commonly performed and billed with each outpatient procedure should be included in the average charge for that procedure. The reported average charge should approximate the total charges a patient would expect to see on a bill if that procedure and related ancillary services were performed. Use of the HCAI form is voluntary but encouraged. The form contains 50 common outpatient procedures, separated into sections according to CPT code classification. Hospital must report the average charge for at least 25 procedures to comply with <a href="#">Health and Safety Code Section 1339.50 -1339.59</a> and <a href="#">Regulation code 96000-96025</a> but may report charges for more than 25 procedures. To help hospitals meet the</p>

	<p>minimum 25 procedure requirement, the average charge for up to 10 unlisted procedures may be reported.</p> <p><b>***Please Note: If your facility performs less than 25 outpatient procedures or does not perform any procedures, please include a statement indicating the reason why you have not listed any outpatient procedures or why your list has less than 25. ***</b></p>
<p><b>Calculation of Percentage Change in Gross Revenue</b></p>	<p>Each hospital is required to submit and estimate of the percentage change in gross revenue due to price changes since last year's submitted Chargemaster. While a specific methodology for calculating this estimate does not exist, the calculation would consider the effect of changes in utilization, new and/or discontinued services, and price changes. Supporting documentation and calculations used must accompany the estimate.</p>

The above documents should be submitted by mail in a CD-ROM or in one email to [Chargemaster@hcai.ca.gov](mailto:Chargemaster@hcai.ca.gov). Chargemaster submissions must be either Microsoft Excel (.xls) or Comma Separated Value (.csv). Hospitals using Microsoft Excel may submit all required items in a single file, as long as each item is placed in a separate worksheet tab. CD-ROM submission must be sent to the Hospital Disclosure Compliance Unit, 2020 West El Camino Ave Suite 1100, Sacramento, CA, 95833.

**To help HCAI keep track of submitted files, save files with the following names.**

**All three documents in one Excel file:**

- "HCAI ID"\_CDM\_All : Charge description master, estimate of the percentage change and average charges for 25 common outpatient procedures provided by hospitals.

**OR**

**Three documents separately:**

- "HCAI ID"\_PCT\_CHG : Estimate of the percentage change
- "HCAI ID"\_CDM : Charge description master
- "HCAI ID"\_Common 25 : Average charges for 25 common outpatient procedures provided by hospitals

For inquiries related to reporting requirements or assistance with submitting, please contact us via email at [Chargemaster@hcai.ca.gov](mailto:Chargemaster@hcai.ca.gov) or via phone at (916) 326-3830.