

STATE OF INDIANA

FAMILY AND SOCIAL SERVICES ADMINISTRATION
OFFICE OF MEDICAID POLICY AND PLANNING

**Instructions for Completing the Nursing Facility Medicare/Medicaid
Reconciliation Form**

1. The reconciliation form begins with the amounts from Medicare Worksheet B, Part I, Column 0. Costs reported in the administrative and general (Line 4) on Medicare Worksheet B, Part I that are not reported in the administrative component for Medicaid cost reporting purposes should be recorded as a reclassification or adjustment on the form. The reclassifications should also be reported on the corresponding line of the Medicare cost report where the costs are reported for Medicaid cost reporting purposes. The totals on the last line of the form should agree with the adjusted Medicare Worksheet B, Part I, Column 0.
2. Once the reconciliation form has been completed, the reclassifications and adjustments should be recorded on an adjusted Medicare Worksheet A-6 (Reclassifications) and Worksheet A-8 (Adjustments). The cost allocation on Worksheet B, Part I should be recalculated showing the adjusted costs that include the reclassifications and adjustments from the reconciliation form. The reconciliation form along with the adjusted Medicare Worksheets A (Reclassification and Adjustment of Trial Balance of Expenses), A-6 (Reclassifications), A-8 (Adjustments allocation), B, Part I (Cost Allocation), B, Part II (Allocation of Capital Related Costs) and B-1 (Statistical Basis) must be submitted.
3. If the allocation percentage to radiology, laboratory and drugs is misstated on the Medicare cost report filed with the fiscal intermediary, please adjust the allocation statistics for these items on Worksheet B-1 before recalculating the cost allocation on Worksheet B, Part I. Additionally, indicate on the bottom of the reconciliation form whether overhead was allocated to radiology, laboratory and drugs on the original Medicare cost report filed with the fiscal intermediary and whether changes to the allocation statistics have been made on the adjusted Medicare cost report by circling Yes or No.