

**Accounting and Reporting Systems Section**

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## Instructions and FAQs for HOSPITAL CHARGEMASTER SITE

Welcome to OSHPD's Hospital Chargemaster site, where you can view or download chargemasters and related pricing documents submitted by California hospitals from 2005 to present. AB 1627 (Chapter 582, Statutes of 2003) and AB 1045 (Chapter 532, Statutes of 2005) established and amended, respectively, the Payers' Bill of Rights, and requires each hospital to submit: 1) a charge description master, 2) a list of average charges for 25 common outpatient procedures, and 3) an estimate of the percentage increase in gross revenue due to price changes. Submissions are due every July 1<sup>st</sup> using prices in effect on June 1<sup>st</sup> of that year.

OSHPD adopted regulations that require each hospital to submit the required documents in MS Excel (.xls) or comma separated value (.csv) file format. Cover letters and/or comments submitted by hospitals are provided in MS Word (.doc), rich text format (.rtf), standard text (.txt), and/or portable document format (.pdf).

If you have any questions or are unable to access a file, please contact our Healthcare Information Resource Center (HIRC) at (916) 326-3802 or [HIRCweb@oshpd.ca.gov](mailto:HIRCweb@oshpd.ca.gov)

### **Search Instructions**

#### **Select a Facility**

The site allows you to search for a hospital, select a reporting year, and change the order of the search results. You can click on the **Search** button at any time. Keep in mind that faster search results will be produced by more specific selection criteria.

- There are three ways to search for a hospital, by entering its: 1) full or a partial name, 2) the nine-digit OSHPD facility number, or 3) selecting the first letter of the hospital's name from the drop-down box. *Hint: To select all hospitals, leave all three fields blank.*
- Select a **Year** from the drop-down box. To speed-up search results, do not select "All Years" unless you are searching for specific hospitals.
- Use the **Sort by** drop-down box to change search results to hospital name or OSHPD facility number. By default, search results are by year and hospital name.



## Filenames

The statutes do not give OSHPD the authority to require a specific format for the submitted files. However, we were able to adopt regulations that require hospitals to submit documents in specified file formats (.xls or .csv). As a result, submissions between hospitals may not always be comparable.

Each filename begins with the nine-digit OSHPD facility number, followed by a description and the reporting year. Below is a list of the filenames used on this site along with a general description of the file's contents.

<u>Filename</u>	<u>Description</u>
CDM_ALL	This file contains all three required documents (chargemaster, charges for 25 common outpatient procedures, and percentage change in gross revenue due to price changes), and was submitted as a single Excel file with multiple worksheets.
CDM	This file includes only the charge description master.
CDM_Rx	This file is a charge description master that only includes drugs.
Common 25	This file includes only the list of charges for 25 common outpatient procedures. To provide data comparability, OSHPD developed a standard reporting form from which hospitals could select any 25 outpatient procedures to report charges. About 80% of the hospitals voluntarily used this form.
PCT_CHG	This file includes the estimated percentage change in gross revenue due to price changes, since the previous chargemaster was submitted.
Comments	This file typically contains general comments made by the hospital during its submission. In some cases, the percentage change in gross revenue is described here or multiple comment files exist.

## View and/or Save a Submission

- To view and/or save a submission, locate hospital and click on desired document under File Name.
- In File Download window, click **Open** to view contents or **Save** to download file.

**Important Note:** All documents available on this site have the same default filename (e.g., cdm.xls, cdm.doc, cdm.rft, etc.). When saving a file, it is advised that you change the filename to identify facility, reporting year, and file description. This is particularly important if you are downloading more than one file of the same file type.

## **Frequently Asked Questions**

### **Q1. When are chargemasters due and how often is the site updated?**

A1. By law, chargemasters and related pricing information are due each July 1 using prices in effect on June 1 of that year. OSHPD reviews each submission prior to its release. It is anticipated that new reporting cycles will be added by October 1 each year. Minor updates to the site will be made throughout the year to accommodate new and revised submissions.

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### **Q2. Why do some hospitals report no charge information for outpatient procedures, while others report less than 25 procedures?**

A2. Some hospitals provide minimal, if any, outpatient services, particularly those that are licensed as acute psychiatric hospitals or operate as specialty hospitals. When charges for less than 25 outpatient procedures are reported, OSHPD contacts the hospital to confirm and document situation.

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### **Q3. Why do some hospitals not appear in search results?**

A3. Excluding invalid search criteria, there are several valid reasons, including: 1) the hospital did not submit the required documents; 2) the hospital location operates under a consolidated license and is not required to report separately; or 3) the hospital is exempt from reporting (only applies to licensed Chemical Dependency Recovery Hospitals and Psychiatric Health Facilities)

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### **Q4. Does OSHPD provide a CD/DVD product that contains all documents? If so, is there a charge for this product?**

A4. Yes, OSHPD can produce a standard CD/DVD product that contains all hospital submissions for each reporting cycle. Please contact HIRC at (916) 326-3802 or at [HIRCweb@oshpd.ca.gov](mailto:HIRCweb@oshpd.ca.gov) for ordering and pricing information.

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### **Q5. Who do I contact if I have questions about a facility and/or a document?**

A5. If you have general or technical questions about this site, a facility, or a document, please contact HIRC at (916) 326-3802 or at [HIRCweb@oshpd.ca.gov](mailto:HIRCweb@oshpd.ca.gov). If HIRC is unable to answer your question, they will contact appropriate data program representatives.