



Help & Manual[®] 3.0

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Title page 1

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This page intentionally starts on an odd page, so that it is on the right half of an open book from the readers point of view. This is the reason why the previous page was blank (the previous page is the back side of the cover)

Alabama Home Office Cost Report Solution

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Last not least, we want to thank EC Software who wrote this great help tool called HELP & MANUAL which printed this document.

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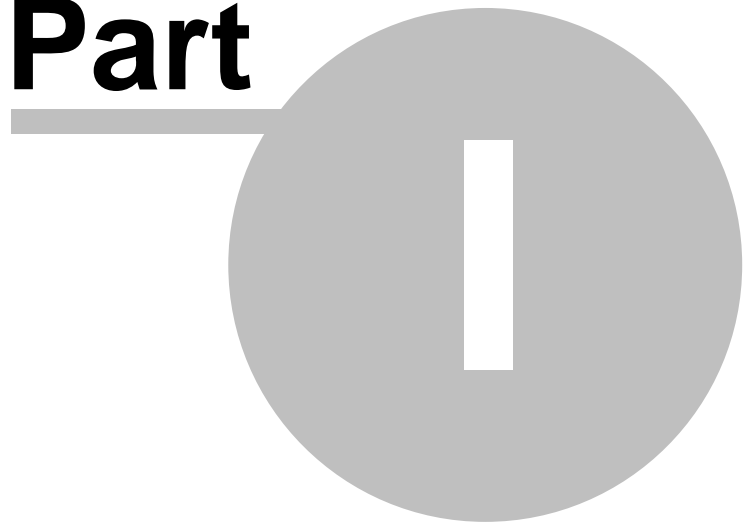
Foreword

This is just another title page
placed between table of contents
and topics

Top Level Intro

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Part



1 Getting Started

1.1 Welcome

Welcome to the Alabama Home Office Cost Report Software Solution designed and programmed by MediMax Technologies. (See [MediMax Technologies](#))

[Create A New Home Office Cost Report Filing Requirements](#)
[Import General Ledger Data](#)
[Bring Data Forward From Prior Year](#)

[Support](#)
[Download to Diskette \(Save\)](#)
[Reimbursement Questions](#)
[Official State Announcements \(Notifications\)](#)

1.2 Software Installation

To obtain the software free of charge, go to the MediMax Technologies' website and download it.

We recommend that you download the software to your desktop. Then double click on the file to start the installation process. The software will unzip and the installation process will begin. In most cases you should accept the default installation settings.

1.3 Reimbursement Questions

All reimbursement questions should be directed to the Provider Audit & Reimbursement Division (334) 242-2313 at the Alabama Medicaid Agency.

[MediMax Technologies is available only to assist you with questions on software installation and how to use the software.](#)

Please refer all reimbursement questions to the Alabama Medicaid Agency.

1.4 Filing Requirements

Every provider is required to file a complete Uniform Cost Report for each fiscal year ending June 30th.

Home Office cost allocations must be supported by a "State of Alabama Home Office Cost Report" to be considered for inclusion in a per diem rate.

The complete Uniform Cost Report(s) must be submitted to the following address:

Mailing Address Alabama Medicaid Agency
Provider Audit Division
Post Office Box 5624
Montgomery, AL 36103-5624

Delivery Address Alabama Medicaid Agency
Provider Audit Division
501 Dexter Avenue
Montgomery, AL 36104

One printed copy of the cost report(s) with an original signature must be submitted on or before September 15th. And, one copy of the data files on diskette must be included as well.

To create the diskette containing the data files, please see [Download to Diskette \(Save\)](#).

1.5 Amended Cost Reports

If you have to file an AMENDED cost report, be certain and click the AMENDED button on Page 1 – General Information.

To see the AMENDED button on Page 1, click [General Information](#).

1.6 Extension of Time to File Cost Report

You can download the request for an "Extension of Time to File" Adobe PDF file from the MediMax website at www.medimax.com.

Download the extension request, complete the form, sign it, and mail it to the following address:

Mailing Address

Alabama Medicaid Agency
Provider Audit Division
Post Office Box 5624
Montgomery, AL 36103-5624

Delivery Address

Alabama Medicaid Agency
Provider Audit Division
501 Dexter Avenue
Montgomery, AL 36104

Extension requests must show justification for the delay and must be received prior to the report's due date.

Top Level Intro

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top-level chapter starts

Part



2 File

2.1 File

If you click on FILE, you will be able to perform the following tasks:

To select an existing cost report, click on [Locate or Select A Home Office Cost Report](#).

To create a new cost report, click on [Create A New Home Office Cost Report](#).

To delete a cost report, click on [Delete A Home Office Cost Report](#).

To import GL ASCII text file, click on [Import General Ledger Data](#).

To print a cost report, click on [Printing](#).

To locate the printer setup, click on [Printer Setup](#).

To exit, click the "x" in the upper right hand corner or click FILE then EXIT.

You can also exit by clicking on the EXIT icon in the upper right task menu bar.

2.2 Create A New Home Office Folder

To begin work on a NEW home office cost report, select FILE then select "Create A New Home Office Folder."

Enter the required information in each of the three fields. When entering the fiscal year end, please note that the year is 4 digits. That is, xx/xx/ccyy or 12/31/2003.

The Home Office "Number" is designed to be a unique number. We suggest that you use your federal identification number. If you do not have a home office federal identification number, we suggest that you then use your home office telephone number.

Once you have entered the required three fields and clicked ADD, the software will then do two things. First, it will create a new subdirectory under the program's data directory. Then it will create a set of empty data files and place them into this new subdirectory.

Your entered data for this home office is saved in the data files located in this newly created subdirectory.

MediMax strongly suggests that you **DOWNLOAD** or **SAVE** your data onto a diskette each day for backup purposes.

To create a backup of your data files (save), go to [Download to Diskette \(Save\)](#).

2.3 Select An Existing Home Office Folder

To begin work on a previously created home office cost report, you have two choices.

The first way is to click on HOME OFFICE and then click on the cost report that you wish to work with.

The second way is to click on FILE then click on " Select An Existing Home Office Folder." Then make your selection from those listed in the dialog box and click OPEN.

2.4 Delete A Home Office Folder

To delete a cost report, go to FILE and then select "Delete An Existing Home Office Folder."

NOTE: Before you Delete A Home Office folder, MediMax Technologies strongly recommends that you SAVE the data files to a diskette or CD. The SAVE process is located under the UTILITIES section of the software program. To create a backup of your data files, go to Download to Diskette (Save).

To delete the home office folder, you must enter the home office number and the home office fiscal year end EXACTLY as it was created. Be careful here. Remember the year is 4 digits.

Please note that the deletion or removal process is complete. That is, the data files will be totally removed and then the subdirectory or folder is removed.

2.5 Exit

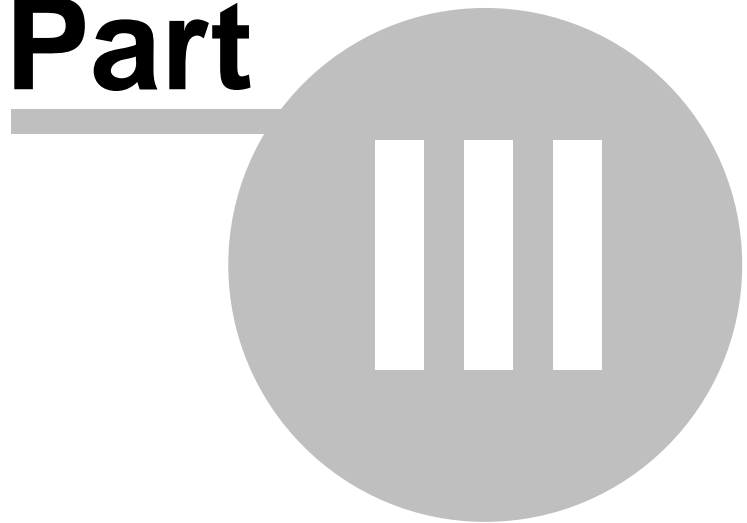
There are three ways to exit the program.

- Click the "x" in the upper right hand corner of the screen.
- Click the "exit" icon in the menu task bar.
- Click FILE then click EXIT.

Top Level Intro

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top-level chapter starts

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3 Home Offices

3.1 Listing of Home Office Cost Reports

By clicking on the HOME OFFICE menu item on the taskbar, you get a listing of the home office cost reports on your system.

Normally, the home office cost reports will be listed in the following manner:

"Federal identification number_month/day/year"

Examples would be "721234567_06/30/2002"
 "632345678_06/30/2001"
 "633456789_06/30/2001"

SPECIAL NOTE: You can easily navigate between cost reports by simply clicking on the desired cost report.

Each cost report's data files are stored in subdirectories with the same file name.

(In some cases where a federal identification number is not available, a home office cost report preparer might use the home office facility's main telephone number.)

Top Level Intro

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top-level chapter starts

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4 Data Input

4.1 Schedules & Forms Listing

The Alabama Home Office cost report consists of the following schedules and forms:

- Information
- Schedule 1 – Schedule of Managed and Owned Facilities
 - Nursing Facilities
 - Other Facilities
- Schedule 2 – Balance Sheet and Equity Capital
 - Assets
 - Liabilities and Equity
- Schedule 2 – A – Explanation of Adjustments to Schedule 2
- Schedule A – Statement of Revenues and Allowable Costs
- Schedule A - 1 – Adjustments to Allowable Costs
- Schedule A – 2 – Revenues
 - Related
 - Non-Related
- Schedule A – 3 – Allocation Statistics
- Schedule A – 4 - Direct Allocation of Costs
- Schedule A – 5 – Allocation of Pooled Allowable Costs
- Schedule A – 6 – Owners/Relatives Compensation and Related Organizations' Cost
 - Part 1. Compensation to Owners
 - Part II. Compensation to Relatives
 - Part III. Cost Incurred From Transactions
- Schedule A – 7 – Free-Form Worksheet of Explanations and Comments
- Certification – Information and Certification

4.2 General Information

Complete the required information as appropriate.

Complete question 6 only if the period is less than 12 months or the fiscal year ending period is not June 30th.

Under the type of organization, the software allows only one item to be selected.

Special Note: If this is an amended return, you must check the "amended return button" in the upper right hand corner of the screen.

4.3 Summary of Managed and Owned Facilities

Schedule 1 - Nursing Facilities Tab – Enter only nursing homes in this section of the form.

Schedule 1 - Other Facilities Tab – Enter all non-nursing homes in this section of the form.

When appropriate, the software will automatically carry these nursing facilities and other facilities to other schedules.

4.4 Balance Sheet and Equity Capital

Schedule 2 – Balance Sheet

In each tab, assets & liabilities & equity, enter the balance per books in column 1.

Or, you can import them using the [Import General Ledger Data](#) feature.

To change the account title "Other" in the account description, press Ctrl/F5 at the same time and enter the new account description. These rows are line 6, 36, 37, 42, 51, 52, 57, 62, 63, and 68.

Adjustments to the Balance Sheet accounts are entered on Schedule 2 – A. The software program will transfer these amounts from Schedule 2 – A to Schedule 2, Column 2.

4.5 Explanation of Adjustments to Balance Sheet

Adjustments to the Balance Sheet (Schedule 2) are entered here.

Column 2 – Enter the adjustment amount in this column. You can enter either a positive or (negative) amount.

Column 3 – Enter the appropriate line number from Schedule 2 (Balance Sheet) here.

The software program will automatically carry the dollar amount entered in column 2 to Schedule 2 and place that amount on the line number entered in column 3.

4.6 Statement of Revenues and Allowable Costs

On Schedule A the revenues per books are transferred automatically from the grand total amounts on Schedule A-2. The same applies for the headings in columns 6, 7, and 8.

Expense amounts in column 2 can be entered directly or entered using the general ledger ASCII text import feature. (See [Import General Ledger Data](#))

Adjustments to Allowable Costs, column 3 amounts, are entered on Schedule A-1. The software program will transfer these amounts from Schedule A-1 to Schedule A.

Direct Allocation of Costs, column 4 amounts, should be entered on Schedule A-4. You must manually transfer these amounts from Schedule A-4 to Schedule A, column 4.

Column 5 is calculated by summing columns 2, 3, and 4.

4.7 Adjustments to Allowable Costs

In making your adjustments to allowable costs, you must first indicate whether the adjustment is based on "cost" as denoted by an "A" in the first column or based on "revenues" as denoted by a "B" in the first column.

Enter the adjustment amount in the second column. The amount can be positive or negative.

In the third column enter the line number from Schedule A that the adjustment amount should be automatically posted to. The software will carry the amount to Schedule A automatically.

[Press Ctrl/F5 to change "Other \(Specify\)" account description for Lines 8 through 14 and lines 23 through 29.](#)

4.8 Revenues

Schedule A-2 is revenues. Revenues are broken out between "Related" revenues and "Non-Related" revenues.

List related revenues under the related tab and non-related revenues under the non-related tab.

Totals for each tab are listed at the bottom of the screen as "Subtotal" while the total of all revenues is listed at the bottom as "Grand Total."

The "Grand Total" amounts are automatically transferred from Schedule A-2 to Schedule

A. These amounts are placed in column 2, lines 1 through 8.

By pressing Ctrl/F5 you can change the columnar headings on columns 6 through 8. These headings will also be transferred to Schedule A.

4.9 Allocation Statistics

Column 1 – Chain Component: The software program pulls this information from Schedule 1. Nursing homes will pull first and then non-nursing entities.

Column 2 – Accumulated Costs: Use this column **ONLY** if the Home Office owns and/or manages entities that are not nursing facilities. Enter accumulated costs for each and every entity for the cost report period.

Column 3 – Accumulated Costs Percentage (%): The software program will calculate this percentage based on the accumulated cost amounts entered into column 2.

Column 4 – Allocation \$ dollars: The software program will calculate this amount by multiplying the percentage in column 3 times the pooled cost amount (column 5) on line 38 of Schedule 5.

Column 5 – Patient Days: Enter patient days for **nursing facilities only** for cost report period.

Column 6 – Allocation Dollars: This column is used only if the Home Office owns and/or manages entities other than nursing facilities. The software program pulls this information from Column 4 for nursing facilities only.

Column 7 – Patient Days Percentage (%): The software program computes this percentage.

Column 8 – Facility Allocation Dollars: The software program computes this dollar amount.

Allocation Rules for Home Offices that have Non-nursing facilities:

The first allocation of pooled costs is spread based on the accumulated costs of each and every entity. The costs allocated to nursing facilities are brought over from column 4 to column 6. Once the patient days are entered, the allocated costs are further re-allocated based on these patient days. In this scenario, all columns will contain data with columns 4 and 6 being equal.

Allocation Rules for Home Offices that have only nursing facilities:

In this scenario, pooled costs are allocated based on patient census days.

4.10 Direct Allocation of Costs

Directly allocated costs are entered on Schedule A-4.

Enter the allocation basis for each type of directly allocated costs.

You must transfer these directly allocated amount totals to Schedule A, column 4.

Press Ctrl/F5 to change heading descriptions in column 2 through 9.

[To enter the "basis" used in each column](#), place your cursor near the right side of the cell. Then "click" to make the selection box appear. Select one of the listed items or type in one of your own.

4.11 Allocation of Pooled Allowable Costs

Schedule A-5 is for the allocation of Pooled Allowable Costs.

Facility names are brought forward from Schedule A-3.

Column 2, Percentage is from transferred from Schedule A-3, Patient Days Percentage.

Press Ctrl/F5 to change heading descriptions in columns 2 through 9.

4.12 Owners/Relatives Compensation and Related Organizations' Cost

Schedule A-6 has three sections as follows:

- Part 1. – Compensation To Owners
- Part 2. – Compensation To Relatives
- Part 3. – Costs Incurred From Transactions

Enter the appropriate information in each of the three sections.

4.13 Free-Form Worksheet of Explanations and Comments

Schedule A – 7 – Free-Form Worksheet of Explanations and Comments has been added to the cost report this year.

This free-form page can be used for multiple purposes. Comments and/or clarifications can be entered here.

For example: "Patient days for ABC Nursing Home were only 6,200 on Schedule A-3 since we owned the facility for only two (2) months."

Also, you can schedule items where not enough lines are present in the software.

For example:

Accounts Payable – Trade	\$ 37,800	
Accounts Payable – Visa	\$ <u>2,600</u>	
Accounts Payable – Total	\$ <u>40,400</u>	to Schedule 2, Line 42

The free-form field width is 80 characters across or per line. Remember that small letters and capital letters utilize different amounts of space.

4.14 Information and Certification

Fill in each blank as appropriate.

The blank lines are provided for any exceptions to be noted.

Remember to have the cost report properly notarized prior to submission and to download your data files onto a diskette for submission as well. (See [Download to Diskette \(Save\)](#))

4.15 Empty and Re-populate Table

The "Empty and Re-populate" feature allows the user to bring forward Nursing Facility and non-Nursing Facility names.

The purpose of this feature is to eliminate the necessity of having to enter the same information over and over such as facility or entity names.

This feature also allows the user to "Empty" all data fields on these pages as well.

You can find this feature on Schedules A-3, A-4, and A-5.

Top Level Intro

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Part



5 Printing

5.1 Run Validation Checks

To run the validation edits, go to UTILITIES and then select RUN VALIDATION CHECKS.

The Validation Edits are provided to assist the preparer in checking the accuracy of the data input.

You should always "Run" the Validation Edits prior to printing a cost report.

To examine the individual Validation Edits, go to [Validation Edits](#).

5.2 Printing

To access the PRINT routines, click FILE then PRINT. (You can also click the printer icon on the task bar.)

Once you have accessed the print routines,

- you can SELECT ALL pages to print,
- you can SELECT A RANGE OF PAGES to print, or
- you can SELECT MULTIPLE INDIVIDUAL pages to print.

You can SELECT to send the pages directly to the SCREEN and then to the to the PRINTER or you can send the pages directly to the PRINTER.

SPECIAL OPTIONS:

Generate .PDF File – By selecting what pages you want and clicking on the "Generate .PDF File," you can create a read-only Adobe Portable Document File.

Blank Forms – By selecting what pages you want and clicking on the "Print Blank Report Schedules," you can create a set of blank forms.

Change Printer Properties – By selecting the "Change Printer Properties," the PRINTER SETUP menu appears. You can then change printers.

5.3 Printer Setup

Please note that there are no printer drivers in the MediMax software. MediMax Technologies' software uses your Windows (2000, NT, 98, ME, XP) default printer.

Should you want to change to another printer, there are two ways to do so:

You can select FILE then select PRINTER SETUP to change printer.

Or, you can select FILE then PRINT then select CHANGE PRINTER PROPERTIES.

MediMax recommends that you always pay attention to the printer selected before starting a print job. Cost reports take a lot of time to print on a deskjet or inkjet printer. Cost reports are best printed on laserjet printers.

5.4 Create A Portable Document File (PDF)

To create an Adobe Portable Document File (PDF), select FILE then select PRINT.

Then select the page or pages that you wish to include. Finally, click on the "Generate .PDF File."

An Adobe PDF is a read-only single file. Use this feature to save a copy of the cost report on your desktop, to make a read-only backup, or to email a copy to someone.

Top Level Intro

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6 Utilites

6.1 Bring Data Forward From Prior Year

If you used MediMax Technologies' software to prepare a prior cost report, you can bring forward information from that cost report to the next cost report.

First create the current cost report and then select UTILITIES and then BRING FORWARD PRIOR YEAR'S DATA TO CURRENT YEAR.

A dialog box will appear allowing you to locate and select the prior cost report.

6.2 Electronic Submission

To create the electronic submission diskette, see [Download to Diskette \(Save\)](#).

6.3 Submit Home Office Cost Report to State

In submitting your provider's cost report data to the Alabama Medicaid Agency, it is now necessary that you submit your provider's data files.

To create the diskette containing the data files, click on UTILITIES and then select "Download Data TO Diskette (Save).

Once you have placed a blank diskette in the floppy disk drive, click the DOWNLOAD button.

Be certain to properly label the backup (save) diskette with the provider name, the federal identification number, and the period ending date.

SPECIAL NOTE: Place only one (1) set of data files on a diskette.

6.4 Upload Data From Diskette (Restore)

SPECIAL NOTE: To upload or RESTORE your data files, you MUST have created them by downloading or saving them using this software.

To UPLOAD or RESTORE your data files, select UTILITIES and then select "UPLOAD data FROM diskette (Restore)."

Place the diskette containing the data files in your floppy disk drive. Then click the UPLOAD button.

6.5 Validation Edits

Validation edits are provided to assist the preparer in checking the accuracy of data input.

1. Reconciliation of Revenue/Income: Each line amounts entered on Schedule A, Column 2, Lines 1 – 9 should equal the corresponding column total for each line entered on Schedule A – 2, Columns 1 – 9.
2. Reconciliation of Direct Costs: The amount on Schedule A, Column 4, Line 38 should equal Schedule A – 4, Column 10, Total.
3. Reconciliation of Allocation of Pooled Allowable Costs: The amount on Schedule A - 3, Column 8, Total should be equal to Schedule A – 5, Column 10, Total.

NOTE: You should always run the Validation Edits prior to printing a cost report.

6.6 Download to Diskette (Save)

SPECIAL NOTE: Place only one set of data files on a single diskette. That is, use one diskette per set of data files.

To DOWNLOAD or SAVE your data files, click on UTILITIES and then select "Download Data TO Diskette (Save).

Once you have placed a blank diskette in the floppy disk drive, click the DOWNLOAD button.

Be certain to properly label the backup (save) diskette with the home office name, the home office identification number, and the period ending date.

SPECIAL NOTE: It is this diskette that will be submitted to the Alabama Medicaid Agency.

6.7 Import General Ledger Data

GENERAL NOTES AND INSTRUCTIONS:

This import procedure accepts standard ASCII text data in two different formats; tab delimited, or comma delimited. Typically, most newer general ledger packages on the market today allow the user to export general ledger account information in one or both of these delimited formats. Also, the user may have the option to selectively choose which general ledger fields to export, and to indicate what order to arrange these fields within the output text file.

Older general ledger packages may not provide this same degree of flexibility, but they do provide export capability in some fashion. In this latter instance, a spreadsheet program (Excel, Quattro Pro, or Lotus 1-2-3) usually provides a means by which the general ledger data can be "dumped into" or "brought into" a spreadsheet as an intermediate step, so the data can then be rearranged into columns and given columnar formats (text values, whole dollars, dollars and cents, etc.). Once the data are formatted correctly within the spreadsheet, the user can select the spreadsheet's "Save As ..." or "Export ..." option, and then select either the tab delimited or comma delimited output option. Tab delimited is the recommended approach as indicated below in the last paragraph.

EXPECTED IMPORT FORMAT:

Once a home office is selected (as shown across the program's main screen on the icon tool bar), any number of relevant general ledger accounts can be transferred through this import procedure to load the selected home office's cost report revenue and expense line item balances. This import procedure will correctly accumulate and post one or multiple general ledger account balance(s) directed to any one specific line item within the cost report when it is necessary to do so. **This import procedure expects the general ledger account data to specifically have all the data fields listed below, to be in the field # sequence (columnar arrangement) listed below, and to be formatted as indicated below:**

Field # 1 - "Sequence number" is the number assigned by this software to each and every usable cost report line item within the cost report. It is used specifically as a "general ledger-to-cost report line item" cross-reference number for this version of the cost reporting software only. This sequence number must be accurately entered for each general ledger account being transferred, and it must be contained within the first column of the import data exactly as it appears in the column headed "Seq#" located in the table that can be viewed in the white-space window immediately below this window. Separate Seq#s have been assigned to allow cross-reference importing to both beginning and ending balance(s) for balance sheet line items.

Field # 2 - "Dollar Amount" is the general ledger trial balance amount. Since all cost report line item amounts are recorded in whole dollars, this is the expected format. However, to provide additional flexibility, this import procedure will accept trial balance amounts, including cents (to two decimal places with the decimal point included within the amount field). In the event cents are included, this import procedure will first round the amount to the nearest whole dollar, and then accumulate and post the rounded amount to the designated cost report line item. The dollar (and cents) amount must not include a dollar-sign, nor have commas separating hundreds from thousands, etc. Any negative amount must have only a leading minus sign. Enclosing a negative amount within brackets or parenthesis, or any other form of punctuation, or placement of punctuation, is not acceptable. The dollar amount field must be contained within the second column of the import data.

Field # 3 - "G/L Account Number" is the account number originating within the user's general ledger package. Any format is acceptable. The G/L account number can be up to 15 positions in length, and it must be contained within the third column of the import data.

Field # 4 - "G/L Account Description" is the account description originating within the user's general ledger package. Any format is acceptable. The G/L account description can be up to 60 positions in length, and it must be contained within the fourth column of the import data.

HINTS ON SELECTING either TAB DELIMITED or COMMA DELIMITED FORMAT:

One additional consideration in choosing the proper type of delimiting character is to determine whether the user's general ledger data to be transferred already contains either embedded tab or comma character(s) within the Dollar Amount, G/L Account Number or G/L Account Description data fields. For example, if a general ledger account description is "Salaries, Administrator", and the user chooses a comma delimited format, then the imported result could simply appear as "Salaries", not "Salaries, Administrator", since the field-embedded comma following the word Salaries might be picked up as an end-of-field delimiter. Therefore, choosing the tab delimited option is probably a safer bet since it is very unlikely that a tab character would be found within any of these three fields.

Home Office Cost Report Line Items for Version 1.0 - Release April, 2003.

Version 1.0 Conforms to the state of Alabama Medicaid Agency's Revisions to 3/31/2003.

Assignment of sequence numbers (Seq #) is a means by which G/L account balances and G/L account descriptions can be directly imported into this software product.

Line Item Descriptions beginning with an asterisk are not valid cost report line items for import purposes.

Import Specifications:

ASCII Text File, Tab Delimited, Record Format as Follows:

Field # 1: Seq # (1st column below; cross-reference to specific CR schedule and line item)

Field # 2: G/L Account Trial Balance - Positive or Negative Number - Dollars (and Cents)
 Field # 3: G/L Account Number - User Assigned Ledger Account Number
 Field # 4: G/L Account Description - User Assigned Ledger Account Description

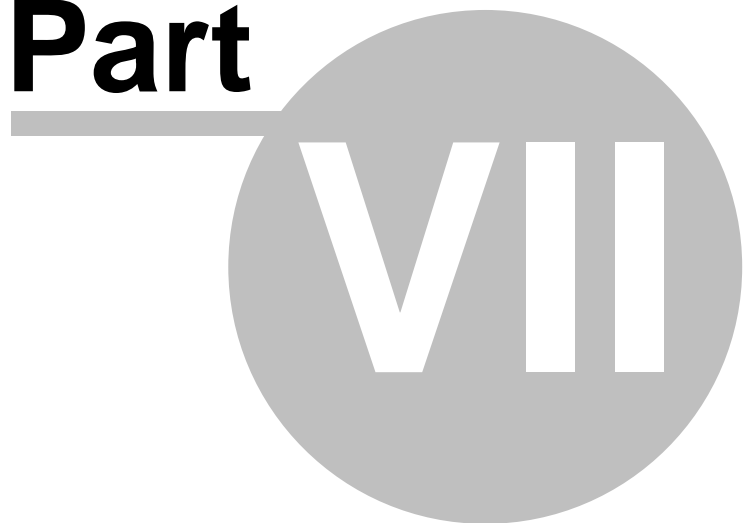
Seq #	Sched #	Line Item Description
100		*** Balance Sheet & Equity Capital - Schedule 2 (Page 1 of 2)
150		* CURRENT ASSETS:
200	Sched2	1. Cash on hand or in bank
300	Sched2	2. Savings Deposits or Certificates of Deposit
400	Sched2	3. Short-term Investments
500		* Accounts & Notes Receivable
600	Sched2	4. Employees & Owners
700	Sched2	5. Intercompany
800	Sched2	6. Other
900		* Less: Allowances for Doubtful Accounts
1000	Sched2	8. Interest Receivable
1100	Sched2	9. Inventories
1200	Sched2	10. Prepaid Expenses
1300	Sched2	11. Other Current Assets
1400		* SUM OF LINES 1 THROUGH 11
1500		* FIXED ASSETS:
1600	Sched2	13. Land
1700	Sched2	14. Land Improvements
1800	Sched2	15. Less: Accumulated Depreciation
1900		* Buildings & Fixed Equipment
2000	Sched2	16. Home Office
2100	Sched2	17. Nursing Homes
2200	Sched2	18. Less: Accumulated Depreciation
2300	Sched2	19. Leasehold Improvements
2400	Sched2	20. Less: Accumulated Depreciation
2500	Sched2	21. Transportation Equipment
2600	Sched2	22. Less: Accumulated Depreciation
2700	Sched2	23. Movable Equipment
2800	Sched2	24. Less: Accumulated Depreciation
2900	Sched2	25. Capitalized Leases
3000	Sched2	26. Less: Accumulated Depreciation
3100		* SUM OF LINES 13 THROUGH 26
3200		* OTHER ASSETS:
3300	Sched2	28. Long-term Investments
3400	Sched2	29. Investments in Subsidiaries
3500	Sched2	30. Deposits & Advances
3600	Sched2	31. Deferred Loan Costs & Finance Charges
3700	Sched2	32. Deferred Taxes
3800	Sched2	33. Organization Cost
3900	Sched2	34. Goodwill
4000	Sched2	35. Escrow Funds
4100	Sched2	36. Other:
4200	Sched2	37. Other:
4300		* SUM OF LINES 28 THROUGH 37
4400		* TOTAL ASSETS
4430		*** Balance Sheet & Equity Capital - Schedule 2 (Page 2 of 2)
4460		* CURRENT LIABILITIES
4500		* Accounts & Notes Payable:
4600	Sched2	40. Intercompany
4700	Sched2	41. Employees & Owners
4800	Sched2	42. Other:
4900	Sched2	43. Current Portion of Long-term Debt
5000	Sched2	44. Accrued Salaries & Bonuses
5100	Sched2	45. Accrued Employee Benefits
5200	Sched2	46. Accrued Payroll & FICA Taxes
5300	Sched2	47. Accrued Income Taxes
5400	Sched2	48. Accrued Other Taxes
5500	Sched2	49. Accrued Interest Payable
5600	Sched2	50. Dividends Payable
5700	Sched2	51. Other (Specify)
5800	Sched2	52. Other (Specify)
5900		* SUM OF LINES 40 THROUGH 52
6000		* LONG-TERM LIABILITIES
6100	Sched2	54. Notes Payable

6200		* Mortgage Payable:
6300	Sched2	55. On Home Office
6400	Sched2	56. On Nursing Home Properties
6500	Sched2	57. Other
6600	Sched2	58. Capitalized Lease Obligations
6700		* Loans From Owners:
6800	Sched2	59. Prior to 7/1/1966
6900	Sched2	60. On or After 7/1/1966
7000	Sched2	61. Unsecured Loans
7100	Sched2	62. Other (Specify)
7200	Sched2	63. Other (Specify)
7300		* SUM OF LINES 54 THROUGH 63
7400		* EQUITY:
7500	Sched2	65. Capital Stock
7600	Sched2	66. Paid-in Capital
7700	Sched2	67. Retained Earnings
7800	Sched2	68. Other (Specify)
7900		* SUM OF LINES 65 THROUGH 68
8000		* TOTAL LIABILITIES & EQUITY
8050		*** Statement of Revenues and Allowable Costs - Schedule A (Page 7)
8100		* REVENUES/INCOME
8200	SchedA	1. Management & Accounting
8300	SchedA	2. Maintenance
8400	SchedA	3. Rental & Leasing
8500	SchedA	4. Sale of Supplies
8600	SchedA	5. Interest Income
8700	SchedA	6. Other (Specify)
8800	SchedA	7. Other (Specify)
8850	SchedA	8. Other (Specify)
8900		* TOTAL REVENUE/INCOME
9000		* EXPENSES:
9100	SchedA	10. Salaries
9200	SchedA	11. Employee Insurance
9300	SchedA	12. Pension/Profit/ESOP/Retirement
9400	SchedA	13. Payroll Taxes
9500	SchedA	14. Depreciation/amortization
9600	SchedA	15. Rental & Leasing
9700	SchedA	16. Utilities
9800	SchedA	17. Telephone
9900	SchedA	18. Repairs & Maintenance
10000	SchedA	19. Taxes & Licenses
10100	SchedA	20. Contracted Services
10200	SchedA	21. General Insurance
10300	SchedA	22. Supplies & Postage
10400	SchedA	23. Legal & Accounting
10500	SchedA	24. Advertising/Public Relations
10600	SchedA	25. Travel/Entertainment
10700	SchedA	26. Transportation
10800	SchedA	27. Convention/Education/Seminars
10900	SchedA	28. Directors' Fees
11000	SchedA	29. Contributions
11100	SchedA	30. Dues & Subscriptions
11200	SchedA	31. Interest
11300	SchedA	32. Centralized Laundry
11400	SchedA	33. Centralized Maintenance
11500	SchedA	34. Centralized Purchasing
11600	SchedA	35. Other (Specify)
11700	SchedA	36. Other (Specify)
11800	SchedA	37. Other (Specify)
11900		* TOTAL EXPENSES
12000	SchedA	* Incomes Taxes
12100		* NET INCOME/(LOSS)

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7 Help Files

7.1 Getting Help

To get software assistance, click on [Support](#).

To get answers to reimbursement questions, click on [Reimbursement Questions](#).

To access the internal help files, press the F1 key while inside the software.

7.2 Help Topics

MediMax Technologies has created help files that are separated into chapters with topics. To access the help files, go to HELP and select "Help Table of Contents."

You can search using the table of contents, the keyword index, or do a word search.

7.3 Searching the Help Files

To search the help files, go to HELP and select "Search for Help on." There are three ways to search the help files.

You can search using the table of contents, the keyword index, or do a word search.

7.4 Tab Key Usage

In the Windows operating system, the "tab" key is used to navigate through different fields. If the "enter" key does not work, please use the "tab" key.

7.5 Help Keyword Search

To keyword search the help files, go to HELP and select "Search for Help on."

You can search using the table of contents, examine the keyword index, or do a single word search.

7.6 Display or Screen

If you are having trouble seeing columns 9 or 10 on your screen, you should adjust your display resolution.

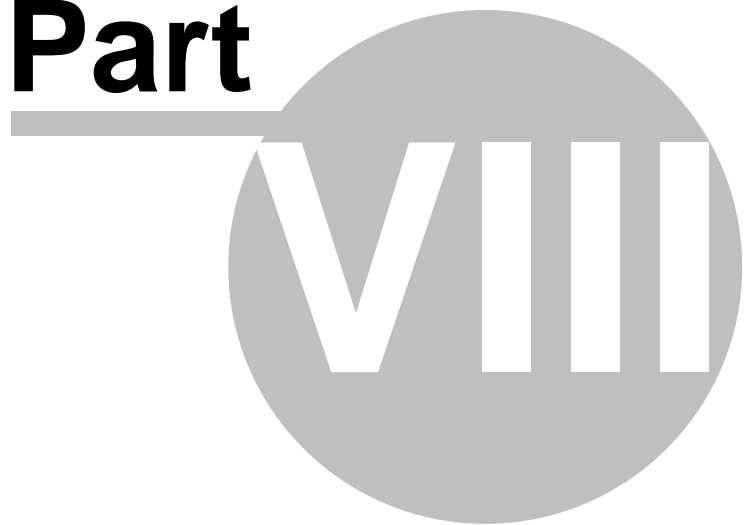
That is, you must increase the screen resolution on your computer.

To solve this problem, increase your resolution on your computer, go to the DISPLAY setting under CONTROL PANEL (SETTINGS).

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8 Support

8.1 Support

Support is available from 9 AM until 4 PM (CST) except during lunch and on state approved holidays.

The telephone support line is (318) 263-9474.

When no one is able to answer or we are working out of the office, please call the beeper & answering service number (318) 242-2028.

At times it might be necessary for you to email us with questions or submit you data files for us to replicate your problem. Our email addresses are as follows:

Gary Carlisle gary@medimax.com
Dean Anderson dean@medimax.com

Other emergency and weekend telephone numbers are available at the MediMax website address: www.medimax.com.

8.2 Official State Announcements (Notifications)

To obtain official state announcements and notifications, please go to the MediMax Technologies' website and register (www.medimax.com). Once you have provided the required information, select the individual software products that you wish to receive to be updated about.

Please Note: Simply providing information to download the software is NOT registering. Registering requires that you click the appropriate icon and then additional information and that you select the software or programs that interest you. Once you have properly registered, you will receive an email acknowledgment of the registration.

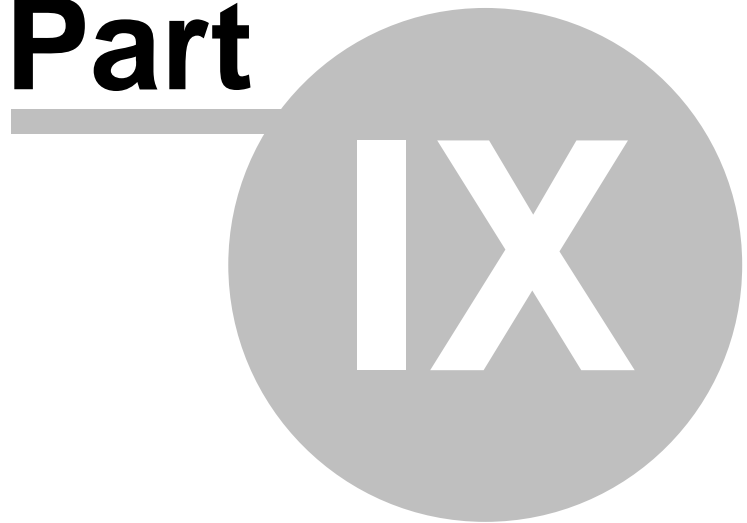
MediMax Technologies will never release your email address to anyone.

MediMax Technologies will restrict emails to those given to us by the Alabama Medicaid Agency and to those that enhance reimbursement and cost reporting.

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9 MediMax Technologies

9.1 Our Mission

Our MISSION is to improve the cost reporting and reimbursement process for our clients.

We fulfill our mission by providing comprehensive software solutions that include cost containment features and process improvement measures. Other features provided by MediMax include web-enabled computer software, paperless electronic filing, storage and retrieval solutions, excellent support services, and client-tailored context sensitive help files.

MediMax Technologies' software solutions are designed to benefit providers, cost report preparers, the reimbursement staff, the audit staff, contract auditors, and administration. We go the extra mile in every phase of the reimbursement process to make things go right and to create win-win situations.

[MediMax Technologies](#)

9.2 Enhancement Request

We are always interested in improving our software.

If you have a suggestion or enhancement request, please send it to our email addresses as follows:

Gary Carlisle gary@medimax.com
Dean Anderson dean@medimax.com

We request that you be very specific and detailed about your requests.

We take all requests seriously and evaluate each one.

9.3 MediMax Technologies

MediMax Technologies is a software development company. Gary Carlisle, CPA, MBA founded the company in 1993 as MediMax Software. In 1996 Dean Anderson PHR, MBA joined the company and the name was changed to MediMax Technologies.

Gary Carlisle is the company's managing partner while Dean Anderson serves as the company's technical partner.

Our office number is (318) 263-9474. Our website's URL is www.medimax.com.

Our address is
MediMax Technologies
2133 Third Street
Post Office Box 178
Arcadia, Louisiana 71001

Gary Carlisle
Dean Anderson
gary@medimax.com
dean@medimax.com

9.4 MediMax Technologies' Website

MediMax Technologies' website is located at www.medimax.com.

You may download software free of charge from this website as appropriate.

Adobe portable document files (PDF) may be present. If so, you may download these files as they are designed to contain cost report instructions and/or frequently asked questions to assist you.

Links to other websites are provided here as well.

9.5 Gary Carlisle

Gary Carlisle is MediMax Technologies' managing partner.

gary@medimax.com

Voice (318) 263-9474
Fax (318) 263-8454
Beeper (318) 242-2028
Home (318) 263-8080

Gary did his undergraduate work Louisiana Tech University and received his MBA from Tulane University. He is a certified public accountant.

9.6 Dean Anderson

Dean Anderson is MediMax Technologies' technical partner.

dean@medimax.com

Voice (318) 869-0075

Dean Anderson did his undergraduate work at the University of Illinois and received his MBA from Tulane University.

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