Submit ARR Financial Report to HSB

Visit the portal (https://dohlicensing.nj.gov) and navigate to top of the homepage.



Please follow the instructions below for submitting Admissions and Revenue (ARR) online:

1. Please create an account on the portal *https://dohlicensing.nj.gov* . (For instructions related to creating an account, please <u>click here</u>)

2. Once the account is created sign in to portal; please <u>click here</u> to go to sign in page. (For instructions related to sign in, please click here)

3. Once you logged in, please click on My Facilities to access the list of facilities that you are assigned to.

After clicking on My Facilities, the portal will take you to the list of facilities that have been assigned to you.

•	Contact Us	Facility -	My Facilities	📕 👤 John Smith 👻
-	-	1.		

4. Please click on the facility for which you want to submit the ARR data from the My Facilities list.

NOTE: If you are unable to see the facility you are assigned to, please call us on (609) 633-6832 or email us at *gmesa@doh.nj.gov*.

5. Click on Admissions and Revenue Report (ARR) tab. This will show you the Admissions and Revenue Report (ARR) that needs to be updated and submitted.

NOTE: If you are unable to see the ARR on your facility screen, please call us on (609) 633-6832 or email us at *gmesa@doh.nj.gov*.

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	Home / Facility Information			
Facility Count: 4 Facility List	Facility Beds Services Information Name Information Name Information Information License Detail Information Information License Detail Information Information Contact Details Mailing Address Information	Counties Related Facilities Address Effective Date Phone#	Accreditations Admissions & F	Revenue Report (ARR) 5 Inspection Schedule Email
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	Home / Facility Information			
Facility Count: 4	Facility Beds Services C	Counties Related Facilities Report Status Audit Review	Accreditations Admissions & Created On 5/10/2019	Revenue Report (ARR)

6. To view the Fiscal Year Report for the selected Hospital, click the button next to the Created On Date of the Fiscal Year which you wish to enter the ARR data, and click on "View Details".

7. The facility information is displayed (7.1) and the ARR data fields (7.2)

Facility Information				
Legal Name	Assessment		License Number	
Care One at Raritan Bay Medic	al Center FY2020		23098	
Facility Email	ARR Email			
Financial Data		æ		
<u>Financial Data</u> Admissions	Net Revenue		Total Gross Revenue	
Financial Data Admissions Rehab 1234	Net Revenue Inpatient *		Total Gross Revenue Net Total	
Financial Data Admissions Rehab 123 *	Net Revenue Inpatient * 4564	654,365	Total Gross Revenue Net Total \$1,124,483.00	
Financial Data Admissions Rehab 1200 Other 200	4564 Net Revenue Inpatient * S Outpatient *	654,365	Total Gross Revenue Net Total \$1,124,483.00 MICU (Mobile Intensive Care	
Financial Data Admissions Rehab 123* Other 23* 490	A564 S Outpatient * 379861 S	654,365	Total Gross Revenue Net Total \$1,124,483.00 MICU (Mobile Intensive Care Unit) *	7.
Financial Data Admissions Rehab 1 2 3 * Other 2 3 * 490 SNF (Skilled Nursing Facility	4564 Net Revenue Inpatient * \$ Outpatient * \$ 379861 \$	654,365	Total Gross Revenue Net Total \$1,124,483.00 MICU (Mobile Intensive Care Unit) * \$654,684,510	7.
Financial Data Admissions Rehab 1 2 3 * Other 2 3 * Other 2 3 * SNF (Skilled Nursing Facility)	Net Revenue Inpatient * 4564 \$ 0utpatient * 379861 \$ 2** SNF Revenue * 549494 \$	654,365 5,464 464,654	Total Gross Revenue Net Total \$1,124,483.00 MICU (Mobile Intensive Care Unit) * \$ 654,684,510 SNRPC (Services Not Related to Patient Care) **	7.

7.1 This section displays the facility information.

NOTE: Please ensure that the ARR email address(es) is(are) correct to ensure that future email correspondence is sent to the correct email address(es).

7.2 Please enter the ARR data for each of the Admissions, Net Revenue, and MICU and SNRPC revenue values. Total Gross is calculated by Net Total + MICU + SNRPC.

- SNF = Skilled Nursing Facility
- MICU = Mobile Intensive Care Unit
- SNRPC = Services Not Related to Patient Care

For Admissions:

- Must exclude all Same Day Surgery as defined in NJAC 8:31B-3.11.
- Exclude patients transferred from other units within the Hospital for all services.

For SNRPC:

• Refer to Financial Elements, NJAC 8:31B-4.16, 4.64 and 4.65 for items to be included, and attach itemized schedule.

Supporting Documents Add files	w folder
There are no folders or files to display.	7.3
Please attach supporting documentation (financial statements, general ledger, revenue report, census etc.) for the revenue admissions reported above.	ie and
Notes	
Notes There are no notes to display.	7.4

7.3 If you have supporting documentation to submit with your ARR data, click "Add Files" and upload the documents.

7.4 If you wish to add a note to your submission, you can do so by clicking "Add Note" and entering your note.

8. Certification.

Next you will certify that the ARR data you are about to submit is accurate without any intentional misinformation.

<u>Certification</u>			
Failure to report accordance with state law and misrepresentation or falsification of any informa	regulation may result in a daily penalty being assessed past the submissi ation contained within this cost report may result in civil and criminal pen	ion due date. (N.J.S.A. 26:2H-18.57; N.J.A.C. 8:31B-1 et seq.; N.J.A.C. 8:43E-1 et seq.). Intentio alties.	··· 8.1
Certification by Officer or Administrator of t	he Covered Facility		
Report Prepared By Outside Consultant? No Yes			8.2
I hereby certify that I have read the above sta details prepared from the books and records Certified By	tement have provided the correct information as required. I acknowledge of the facility in accordance with the applicable instructions, except as n Title	that the information given are to the best of my knowledge and behalf, it is true, correct and o oted. " Telephone Number "	omplete
Rahul Swain	ВА	(123) 456-7890	

8.1 Statute regarding the requirement of submitting the ARR data and attesting to the fact that the data is correct and without intentional misrepresentation.

8.2 If the report used to submit the ARR data was prepared by an outside consultant, click "Yes" and fill in the required fields (Consultant Name, Email, Phone, Title and Company Name).

8.3 By clicking the checkbox you are certifying that you have read the above statement (8.1) and are providing correct information as required. The Certified By and Title should be filled in with your information. Enter a valid contact phone number in the Telephone Number field.

8.4 When you are ready verify the ARR data and submit, click the "Save" button first, and then the "Submit" button. If you wish to just save your data without submitting, click the "Save" button. To cancel and not save any data, click the "Close" button.

NOTE: You will receive a confirmation email once the ARR is submitted successfully.