



## Reporting for Provider Relief Fund (PRF)

The PRF Reporting Portal opens on January 15th.

We have put together a game plan for your organization covering the reporting requirements for HHS and to maximize both your time and the amount of PRF payments that you'll be able to keep.

With the passage of additional COVID relief bills on December 21, 2020 several last minute changes were made to the provider relief fund. We expect numerous FAQs from HHS to address these changes in lost revenue calculations and transfer of targeted distributions prior to the reporting portal opening this week.

### WEEKLY INSIGHTS

Every day this week – check the [HHS Reporting & Auditing page](#) for updates and login information. While we don't yet know what website will be used to report, it would be good to make sure your Optum login still works at the [CARES act application and attestation portal](#).

At this point, you should have your primary components accumulated for reporting as the portal opens and you can start to calculate an estimate of how much of your funds you will be able to keep. Other information will be needed such as personnel metrics by labor category, patient metrics such as admissions, telehealth visits, in-person visits and facility metrics such as available beds in med surg, critical care and other areas.

### KEY TAKEAWAYS:

**Monday:** Accumulate your PRF payments by Tax ID

**Tuesday:** Calculate lost revenues and determine how much of your PRF payments you can keep

**Wednesday:** Accumulate all other awards and payments from COVID patients

**Thursday:** Begin working on COVID expenses

**Friday:** Try to login to the reporting portal and set up basic user information

### QUESTIONS? Contact us.

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# Weekly Insights

**Monday, 1/11** – Accumulate your PRF payments by Tax ID in one place and make sure you understand the total amount of funds you've received to date. You can check this number to the [CDC's Data.gov website](#) that shows what you have attested.

**Tuesday, 1/12** – Calculate lost revenues and determine how much of your PRF payments from Monday you can keep with this calculation below. This will also give your organization guidance on how much work is needed identifying COVID expenses in later step.

The definition of lost revenues has been expanded in recent COVID relief legislation, and while the phrase “any reasonable method” was used to describe lost revenues calculation, we recommend you begin with these two calculations to see which one creates a greater loss.

Calculation 1 – Calendar year (CY) 2020 net revenue less CY 2019 net revenue

Calculation 2 – CY 2020 net revenue less CY 2020 budgeted net revenue

See our last update on lost revenues for more details and adjustments you may be able to make to this calculation based on past [HHS FAQs](#).

**Wednesday, 1/13** – Accumulate all other awards and payments from COVID patients that HHS refers to as “Other Assistance.” These amounts will be used to reduce your COVID expenses. HHS has a [website accumulating awards](#) that are not part of the PRF. This would include any PPP funds, FEMA awards, interest earned on holding PRF payments, State and local awards for COVID as well as payments from Medicare, Medicaid, commercial insurance and the HRSA Uninsured COVID patient fund. See our last update on other assistance and remember that HHS considers PRF payments the payer of last resort [here](#).

**Thursday, 1/14** – Begin working on COVID expenses. Spend today focused on non-payroll COVID expenses. HHS has supplied broad categories of Healthcare and General & Administrative expenses that can be used. Review expense items and look and gather the expenses used to “prevent, prepare for and treat COVID patients.” Review listings of assets purchased this year as the full purchase price is allowable, not just the depreciation expense.

**Friday, 1/15** – Try to login to the reporting portal and set up your basic user information. Then, continue work on COVID expenses with a focus on payroll expenses. Identify employees across all departments (direct nursing care, ancillary areas, administrative areas) who spent time in support of activities to prevent, prepare for and treat COVID patients. Hazard pay is one area that has been specifically mentioned by HHS as an allowable expense. And remember that there is a cap on compensation that you can claim per employee of \$197,300. See our last update on accumulating COVID expenses [here](#) and see this succinct one-page summary of allowable expenses from HHS [here](#).