SCCT Data Collection Checklist

(choose whichever collection method works best for your institution)

Revenue Code Worksheet – Detailed Inputs

- ☐ Cost/Time Elements – excel sheet
  - ☐ Enter values in staff time allocation
    - __ enter inputs for Staff type in minutes
    - __ enter inputs for Staff Costs
    - __ verify total staff time and costs – per CPT code
  - ☐ Enter values for Supplies components
    - __ enter inputs for units – either total number or volume (i.e. ml)
    - __ enter inputs for acquisition costs in applicable cells
    - __ verify supplies inputs and costs – per CPT code
  - ☐ Enter values for Equipment components
    - __ enter inputs for equipment utilized per test/per code
    - __ enter inputs for equipment costs in applicable cells
    - __ verify equipment inputs and costs – per code

- ☐ Verify calculated totals at bottom of sheet
- ☐ Ensure contact data and institution information is entered on the sheet

Charge Center Allocation

- ☐ Work with accounting office to review Charge master
- ☐ Obtain Total Procedure Cost (based on individual hospital Cost to Charge Ratio)
  - __ Remember to review the costs both in the outpatient center and those in the Emergency Room
- ☐ Ensure contact data and institution information is entered on the sheet

APC Code Technical Median Cost

- ☐ Work with accounting office to review costs reported from:
  - __ appropriate cost center for each CPT code (75571, 75572, 75573 and 75574)
  - __ ensure that all appropriate revenue codes are captured
- ☐ Ensure contact data and institution information is entered on the sheet