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