



Home Health Agencies — *Frequently Asked Questions*

The Non- Institutional Reimbursement Unit of The Georgia Department of Community Health receives cost reports and sets rates for home health agencies. The following are frequently asked questions home health agencies typically have for the Non-Institutional Reimbursement Unit:

1. Q. Whom do I notify if I have a change of address?

A. It is imperative to notify the Georgia Department of Community Health Provider Enrollment Unit at enrollment@dch.ga.gov to ensure any necessary documentation is mailed to the correct address.

2. Q. When is my cost report due?

A. Pursuant with *Part II Policies and Procedures for Home Health Services* Section 1001.1 Cost Reports, “Each agency must submit an electronic copy of its as-filed Medicare cost report and a completed Medicaid Cost Data Form (provided by the Department). These documents must be received by the Department within one hundred fifty (150 days) after each agency’s fiscal year end.” Click here for the [CMS Home Health Cost Reporting Instructions](#).

3. Q. Where can I find the Medicaid Cost Data Forms?

A. The Medicaid Cost Data Forms (Appendices C and D) can be found under the Providers home health section of the DCH website [by clicking here](#).

4. Q. May I submit my cost report via email?

A. Yes, you may submit your electronic cost report to the following email address to: DCH_NIR@dch.ga.gov.

5. Q. In what format should I submit my cost report?

A. A freestanding cost report ([CMS 1728 Form](#)) and a hospital-based cost report ([CMS-2552 Form](#)) are to be submitted in Microsoft Excel format. Appendices C and D are also to be sent in Microsoft Excel format.

6. Q. What are my rates?

A. To view your rates, go to <https://www.mmis.georgia.gov/portal/> to log into the Provider Portal.

7. Q. I have more questions, whom do I ask?

A. If you have any question(s) not answered above, please submit them to one of the email addresses listed in the Contacts section below.