

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

If you should have any questions regarding this checklist or data collection effort, please feel free to contact either the SCCT office at 800-876-4195 or Denise Garris at dgarris@scct.org or 202-527-1069.