Basic instuctions

1 Start by balancing the total (pink highlighted rows 123, 134) and the admin (purple highlighted rows 149
These numbers should be off by the same number, hopefully 1 negative and 1 positive.
2 Balance total and admin by adjusting the admin percentage (yellow highlighted rows 153, 154) By adjus
the total and admin balances will get closer to zero.
3 Periodically plug the admin or total remaining balance in exhibit 1, row 86 on the expenditures tab.
4 Continue to adjust the admin percentage and plug in the different until the difference is zero.
5 Managed Care (MC) and Fee-For-Service (FFS) should be off by the same number, hopefully 1 postive
6 Plus these balances into rows 13 and 16 to adjust these differences to zero.
7 Anything remaining in green (row 149) should be plugged into row 146

), 150).

sting the percentage higher or lower,

and 1 negative.