



STATE OF MARYLAND

DHMH

Office of Health Services
Medical Care Programs

Maryland Department of Health and Mental Hygiene
201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary

December 15, 2009

**-- IMPORTANT --
NOTICE**

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TO: Administrators, Medicaid Nursing Facilities

FROM: Stephen Hiltner *SEH*
Supervisor, Nursing Home Program

NOTE: **It is imperative that these instructions are given to the staff member responsible for completing your facility's Annual Medicaid Wage Survey**

RE: **Annual Medicaid Wage Survey Instructions**

It has come to our attention that for some facilities the **the last 2-week pay period in September 2009 will include the Labor Day Holiday.**

If your facility's payroll falls into this category, please do not use that period. In this instance only, you should use the very next pay period—which will include a few October days.

When sending in your wage survey, please note in the e-mail if your facility fell into this category.

Thank you.

