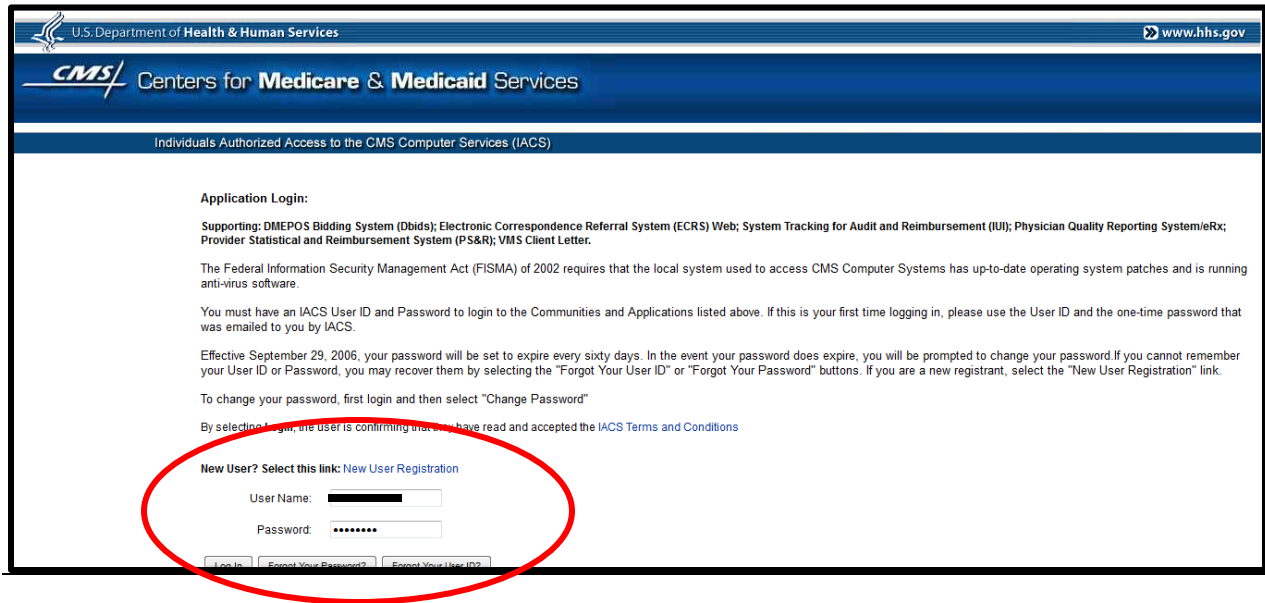


## How to Get the PS&R for your Medicare Cost Report

PS&R stands for Provider Statistical and Reimbursement System. It's wise to pull a PS&R report when you submit information for your Medicare Cost Report. For cost reports submitted for fiscal years beginning on or after October 2014, the PS&R report will be required.

Here's how to pull it:

1. Go to <https://psr-ui.cms.hhs.gov/psr-ui> and login with your user name and password. Your biller is the person most likely to have your login information.



U.S. Department of Health & Human Services [www.hhs.gov](http://www.hhs.gov)

**CMS** Centers for Medicare & Medicaid Services

Individuals Authorized Access to the CMS Computer Services (IACS)

**Application Login:**  
Supporting: DMEPOS Bidding System (Dbids); Electronic Correspondence Referral System (ECRS) Web; System Tracking for Audit and Reimbursement (IUJ); Physician Quality Reporting System/eRx; Provider Statistical and Reimbursement System (PS&R); VMS Client Letter.

The Federal Information Security Management Act (FISMA) of 2002 requires that the local system used to access CMS Computer Systems has up-to-date operating system patches and is running anti-virus software.

You must have an IACS User ID and Password to login to the Communities and Applications listed above. If this is your first time logging in, please use the User ID and the one-time password that was emailed to you by IACS.

Effective September 29, 2006, your password will be set to expire every sixty days. In the event your password does expire, you will be prompted to change your password. If you cannot remember your User ID or Password, you may recover them by selecting the "Forgot Your User ID" or "Forgot Your Password" buttons. If you are a new registrant, select the "New User Registration" link.

To change your password, first login and then select "Change Password"

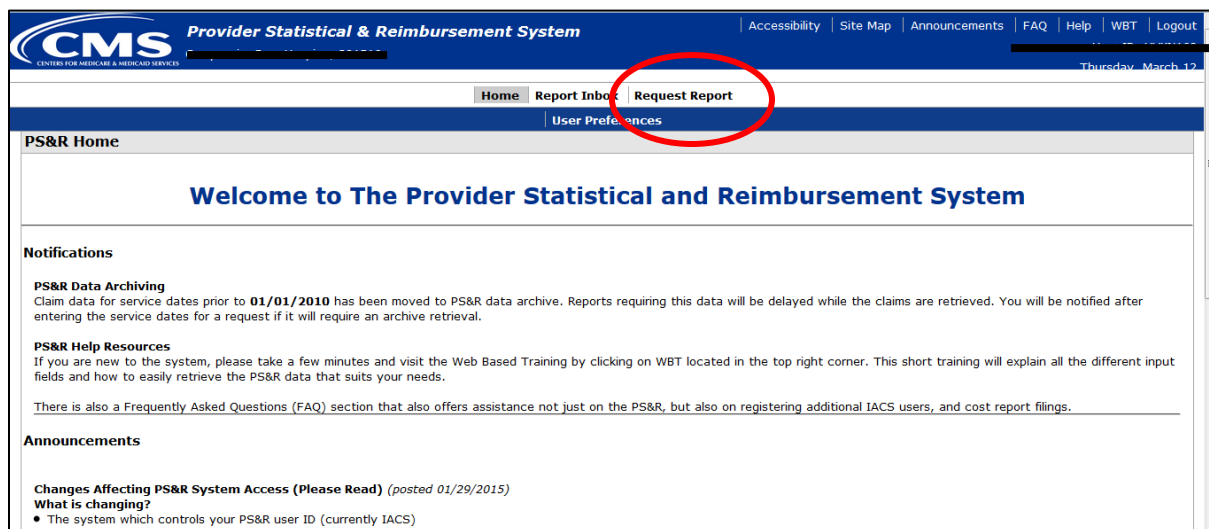
By selecting [Login](#), the user is confirming that they have read and accepted the [IACS Terms and Conditions](#)

**New User? Select this link: [New User Registration](#)**

User Name:

Password:

2. Click on the "Request Report" link



**CMS** Provider Statistical & Reimbursement System [Accessibility](#) [Site Map](#) [Announcements](#) [FAQ](#) [Help](#) [WBT](#) [Logout](#)

Thursday, March 12, 2015

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**PS&R Home**

**Welcome to The Provider Statistical and Reimbursement System**

**Notifications**

**PS&R Data Archiving**  
Claim data for service dates prior to **01/01/2010** has been moved to PS&R data archive. Reports requiring this data will be delayed while the claims are retrieved. You will be notified after entering the service dates for a request if it will require an archive retrieval.

**PS&R Help Resources**  
If you are new to the system, please take a few minutes and visit the Web Based Training by clicking on WBT located in the top right corner. This short training will explain all the different input fields and how to easily retrieve the PS&R data that suits your needs.

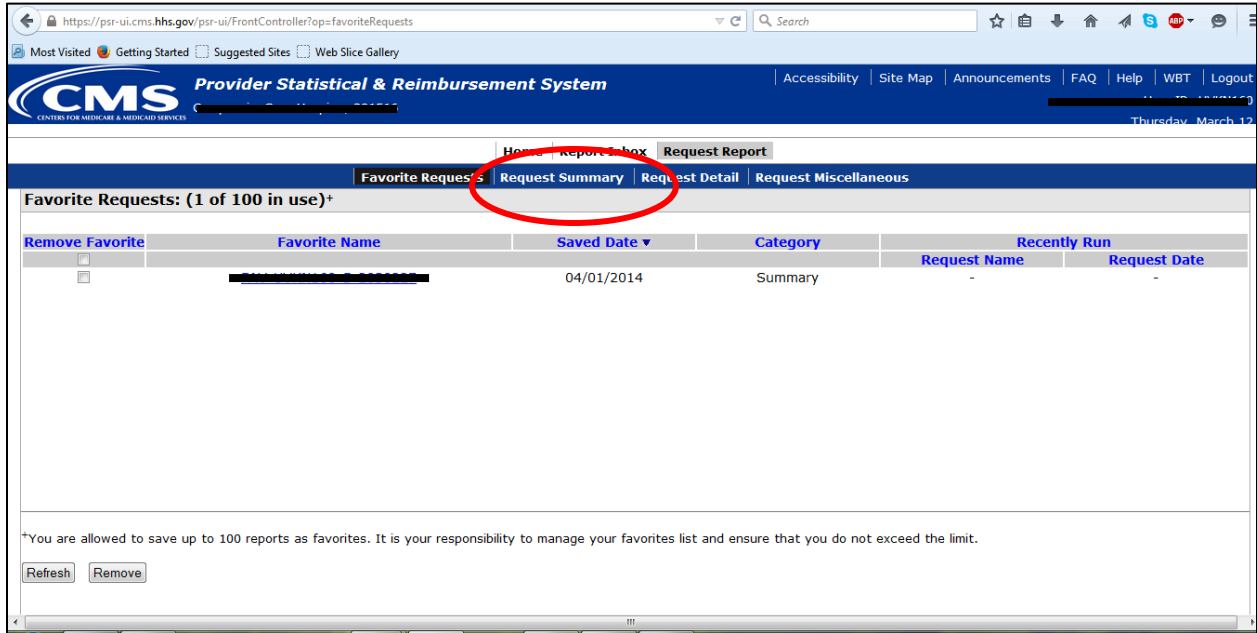
There is also a [Frequently Asked Questions \(FAQ\)](#) section that also offers assistance not just on the PS&R, but also on registering additional IACS users, and cost report filings.

**Announcements**

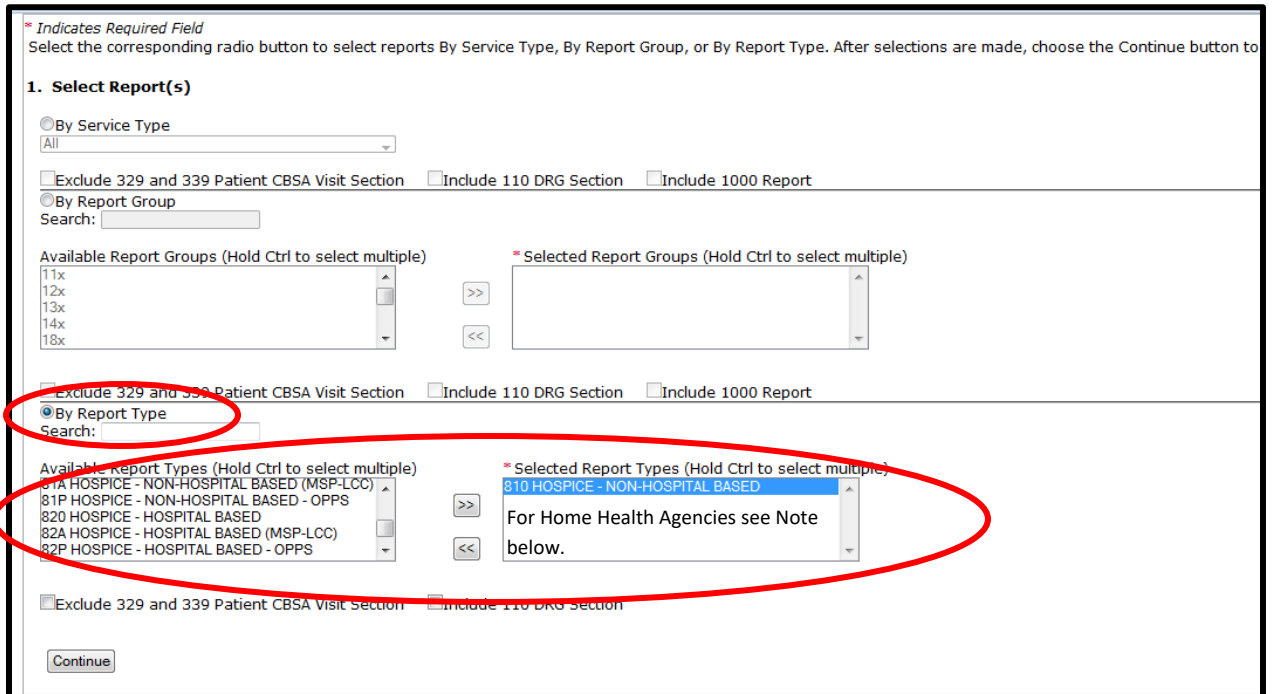
**Changes Affecting PS&R System Access (Please Read)** (posted 01/29/2015)  
**What is changing?**

- The system which controls your PS&R user ID (currently IACS)
- The new system is referred to as FPM

3. Then click on the “Request Summary” link



4. Select the “By Report Type” button. It should be the default. Then scroll down the available report types and select “810 Hospice – Non-Hospital Based” if that describes your organization. Click to highlight then click on the double right arrows to move it to the “Select Report Types” box. Then select continue.



Note: For Home Health Agencies scroll down and select all reports that start with HHA then click on the double right arrows to move it to the “Select Report Types” box. Then select continue.

- On the next page under Item #2 make sure the Interval is set to "Year". Don't worry about the Period 1 Start Date. In the seconds set of boxes make sure at least one of them is set for your fiscal year. A little lower in item #3 just select the button named "Include all paid Dates available at time of report generation". Then continue.

**2. Enter Service Periods (Format: MM/DD/YYYY)**

Apply Dates by Interval to Service Periods:

Interval:  Period 1 Start Date:

Apply Dates by Period to Service Periods:

| Period 1                   | Period 2                   | Period 3                   | Period 4                   |
|----------------------------|----------------------------|----------------------------|----------------------------|
| From: <input type="text"/> | From: <input type="text"/> | From: <input type="text"/> | From: <input type="text"/> |
| To: <input type="text"/>   | To: <input type="text"/>   | To: <input type="text"/>   | To: <input type="text"/>   |

**Service Periods: (At least one Period's From and To Dates must be completed for each Provider)**

| Provider ID             | Period 1 Exclude <input type="checkbox"/> | Period 2 Exclude <input type="checkbox"/>              | Period 3 Exclude <input type="checkbox"/>              | Period 4 Exclude <input type="checkbox"/>              |
|-------------------------|---|--|--|--|
| ██████████<br>FYE: 1231 | From: 01/01/2014<br>To: 12/31/2014        | From: <input type="text"/><br>To: <input type="text"/> | From: <input type="text"/><br>To: <input type="text"/> | From: <input type="text"/><br>To: <input type="text"/> |

**3. Enter Paid Dates (Format: MM/DD/YYYY)**

Include all Paid Dates available at time of report generation

From:  \* To:

- Click the button for **PDF & CSV** under item #4 and continue.

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Thursday, March 12, 2015

Home | Report Inbox | Request Report

Favorite Requests | Request Summary | Request Detail | Request Miscellaneous

**Summary Report Request**

Select report format and choose the Continue button to proceed.

**4. Select Report Format**

PDF

CSV

PDF & CSV

Generate Reports by Provider

PDF is not an accessible form of report. Users with accessibility needs, please use the CSV format.

7. A confirmation screen will appear. Just give the report and name and click “Submit”.

**Summary Report Request**

Confirm report request details and choose the Submit button to request the report.

[Printer Friendly Version](#)

### 5. Confirm Report Request

Note: This request will generate up to 1 Summary Report(s).

Report Request ID: [REDACTED]

\* Your Request Name: (50 character max)

Requested Provider(s): 21516

Requested Report(s): 810

Format: PDF

Files Separated by Provider: No

Paid Dates: Include all Paid Dates available at time of report generation

| Provider ID | Period 1                           | Period 2             | Period 3             | Period 4             |
|-------------|------------------------------------|----------------------|----------------------|----------------------|
| [REDACTED]  | From: 01/01/2014<br>To: 12/31/2014 | From: N/A<br>To: N/A | From: N/A<br>To: N/A | From: N/A<br>To: N/A |

Save Request as Favorite

Favorite Name: (50 character max)

8. It takes a few minutes to a day to process your report request. To see if your report is ready, log back into the system later and click the link for “Report Inbox”

**CMS** Provider Statistical & Reimbursement System

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Thursday, March 12, 2015 10:00 AM

Home | **Report Inbox** | Request Report

User Preferences

### PS&R Home

## Welcome to The Provider Statistical and Reimbursement System

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#### Announcements

**Changes Affecting PS&R System Access (Please Read)** (posted 01/29/2015)

**What is changing?**

- The system which controls your PS&R user ID (currently IACS)
- The new system is referred to as EIDM
- This will result in a different way to create new accounts or change passwords to existing accounts
- If you already have an account in EIDM, you may have to use that account for accessing PS&R after the transition

**When is the change effective?**

- February 9, 2015 (**POSTPONED**)

**What is staying the same?**

9. When the report is ready it will show a file under PDF and CVS. Just click on it and download both files to your computer. Send both files (PDF and CVS) by e-mail to: [costreportcpa@gmail.com](mailto:costreportcpa@gmail.com) so we can start working on your cost report.

**Summary Report Inbox**

\*After 21 calendar days with a Status of "Complete" or "Error", the report request will no longer appear in this inbox. If the Status is "Complete", it is your responsibility during these 21 days to save the reports to your own computer.

A Data Definition Document for each report can be found in Appendix E of the PS&R User Manual.

| Delete                   | Request Name                      | Request Date | PDF                           | CSV                 | Status   | Days Left in Inbox |
|--------------------------|-----------------------------------|--------------|-------------------------------|---------------------|----------|--------------------|
| <input type="checkbox"/> | <a href="#">CZEC316-S-2655550</a> | 03/04/2016   | Y                             | Y                   | Queued   | -                  |
| <input type="checkbox"/> | <a href="#">CZEC316-S-2655477</a> | 03/04/2016   | <a href="#">(PDF, 143 KB)</a> | -                   | Complete | 21                 |
| <input type="checkbox"/> | <a href="#">CZEC316-S-2655462</a> | 03/04/2016   | <a href="#">(PDF, 143 KB)</a> | <a href="#">CSV</a> | Complete | 21                 |

Refresh Delete

Compressed or Archived files can be opened and uncompressed with any free zip utility that should be installed on your computer. Documents in PDF format require the [Adobe Acrobat Reader®](#).

PDF is not an accessible form of report. Users with accessibility needs, please use the CSV format.

**NMP Professional Services, Inc.**  
**Phone: 786-372-1155**  
**Fax: 786-558-8461**  
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