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

The Provider Statistical & Reimbursement System (PS&R) contains various report features. The following describes how to order the Summary Report which is used in preparing the Medicare cost report.

An approved **PS&R User** can order reports. Access to the PS&R is controlled through the Enterprise Identity Management (EIDM) website. If access is needed, refer to the article, **PS&R - Obtain Access through EIDM**, for instructions.

A. Login to PS&R

Use the following link to login to the PS&R: https://psr-ui.cms.hhs.gov/psr-ui

The **Terms and Conditions** screen will appear (see below). To continue, review and accept the terms and **Accept**. (Please refer to the arrow below.)

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The **Welcome to CMS Enterprise Portal** screen will appear. Enter your **User ID** and **Password** as established in registering for EIDM (or obtained previously through the Individuals Authorized Access to the CMS Computer Services (IACS) system).

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Select Log In.

B. Order Summary Report

After logging in, the **Welcome to The Provider Statistical and Reimbursement System** screen will appear. In the banner line at the top of the screen – select **Request Report.**



On the next screen, select Request Summary.

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

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Confirm report request details and choos	e the Submit butto	on to request the re	port.				
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5. Confirm Report Request							
Note: This request will generate up to 1 So	ummary Report(s)						
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* Your Request Name: (50 character mx)		mpany Name					
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Save Request as Favorite							
Favorice Name: (50 character max)							
Back Submit							

8. It takes a few hours to a couple of days to process your report request. To see if your report is ready, log back into the system and click the link for "Report Inbox"

CMS Provider Statistical & Reimbursement System	Accessibility	Site Map	Announcement	FAQ		
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User Preferances						
PS&R Home						
Welcome to The Provider Statistical and Reimburg	sement Sy	stem				
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 will require an archive retrieval.	retrieved. You will b	e notified a	fter entering the s	ervice date	s for a re	quest if it
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 PS&R data that suits your needs.	training will explain a	II the diffe	rent input fields ar	1d how to e	asily retri	ieve the
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 filin	gs.				
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						
 The new system is referred to as CLOM 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 as a link. Just click on it and it will download to your computer.

5. 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:
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Apply Dates by Period to Service Periods:
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Service Periods: (At least one Period's From and To Dates must be completed for each Provider) Period 1 Period 2 Period 3 Period 4 10 Exclude Exclude From: To: From: 01/01/2014 From: To: To: To: FYE: 12/31/2014 To: To: To: To: To: Service From: 0 To: To: To: To: To: FYE: 12/31/2014 To: To: To: To: To: To: Service From: To: To: To: To: To: To: Service Note: MM/DD/YYYY) To: To: To: To: To:
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6. Click the button for *PDF & CSV* under item #4 and continue.

Provider Statistical & Reimbursement System	Accessibility	Site Map	Announcements	FAQ	Help W	3T Logou
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Home Report Inbox Request Report						
Favorite Request Summary Request Detail Request Miscella	neous					
Summary Report Request						
Select report format and choose the Continue button to proceed.						
4. Select Report Format						
spr CSV 9 PDF & CSV Theorem was by Provider						
Baok Continue						
PDF is not an accessible form of report. Users with accessibility needs, please use the CSV format.						

3. Then click on the "Request Summary" link

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Favorite Requests: (1 o	of 100 in use)+							
Remove Favorite	Favorite Name	Saved Date V	Category		Recent	ly Run		
				Request Na	me	Req	uest Dat	e
⁺ You are allowed to save up to Refresh Remove	100 reports as favorites. It is your responsit	vility to manage your favorites list ar	nd ensure that you do not	exceed the limit.				

 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 continue.

	* Indicates Required Field Select the corresponding radio button to select reports By Service Type, By Report Group, or By Report Type. After selections are made, choose the Continue button to
	1. Select Report(s)
	By Service Type All
	Exclude 329 and 339 Patient CBSA Visit Section Include 110 DRG Section Include 1000 Report
	Search:
	Available Report Groups (Hold Ctrl to select multiple) 11x Selected Report Groups (Hold Ctrl to select multiple) 12x >>
	13x 14x 18x
	exclude 329 and SS9 Patient CBSA Visit Section Include 110 DRG Section Include 1000 Report
1	By Report Type Search:
	Available Report Types (Hold Ctrl to select multiple) BID HOSPICE - NON-HOSPITAL BASED (MSP-LCC) BID HOSPICE - NON-HOSPITAL BASED - OPPS B20 HOSPICE - HOSPITAL BASED - For Home Health Agencies see Note
	82A HOSPICE - HOSPITAL BASED (MSP-LCC) 82P HOSPICE - HOSPITAL BASED - OPPS
	Exclude 329 and 339 Patient CBSA Visit Section Enclude 110 DKS Section
	Continue

Note: For Home Health Agencies scroll down and select all reports that start with HHA and move them to the next box using the arrows >> between the boxes. When done select Continue.

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	Document for each report can be f	ound in Appendix E of the	PS&R User Ma			
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	CZEC316-S-2655462	03/04/2016	(PDF, 143 KB)	CSV	Complete	21
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- o Click on the item in the **PDF or CSV** column to open the files
- o After opening the files save the files containing the report to your desktop.

Send both files (**PDF and CVS**) by e-mail to: **cruz@costreportcpa.com** so we can start working on your cost report.

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