

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

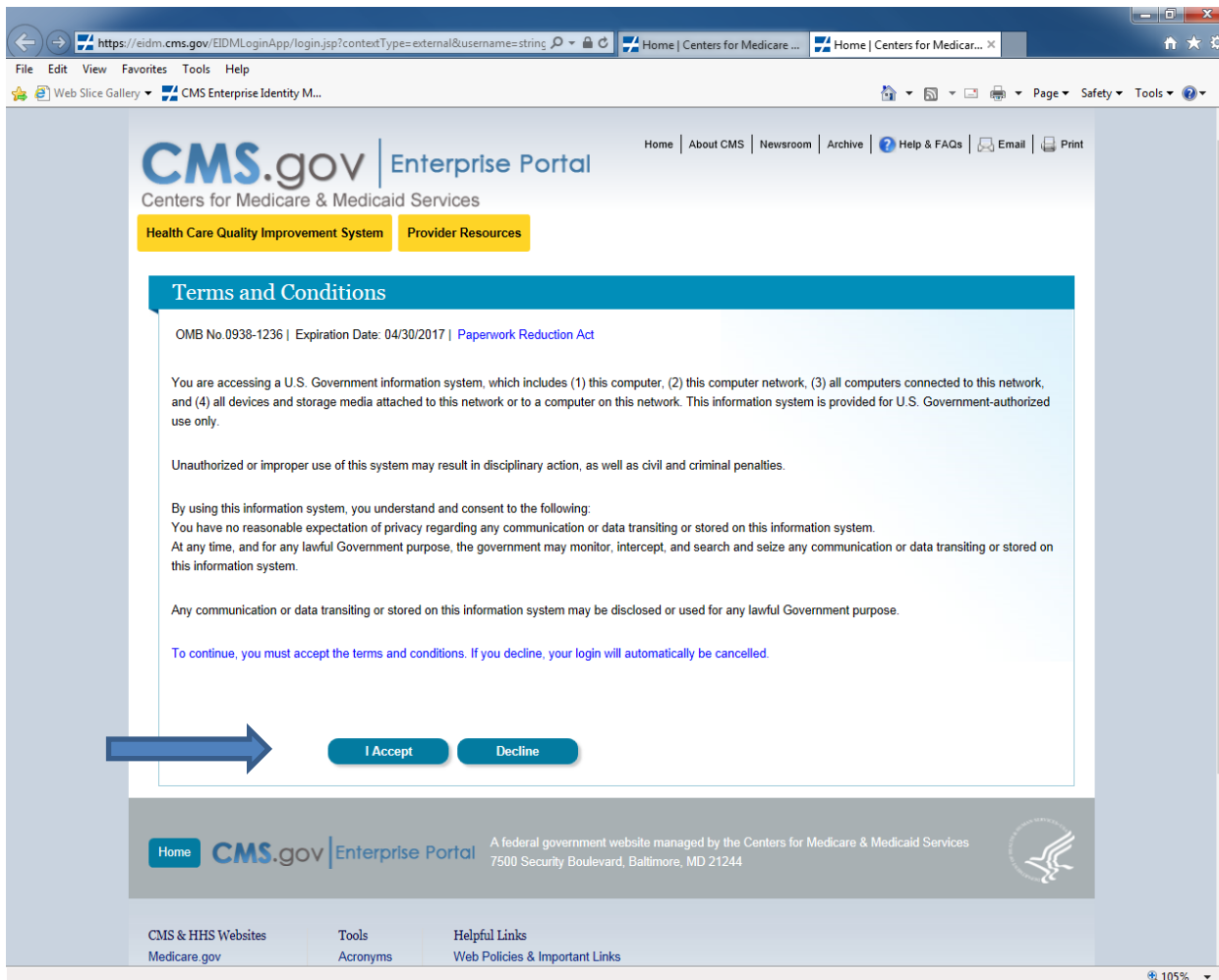
The Provider Statistical & Reimbursement System (PS&R) contains various report features. The following describes how to order the Summary Report which is used in preparing the Medicare cost report.

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.

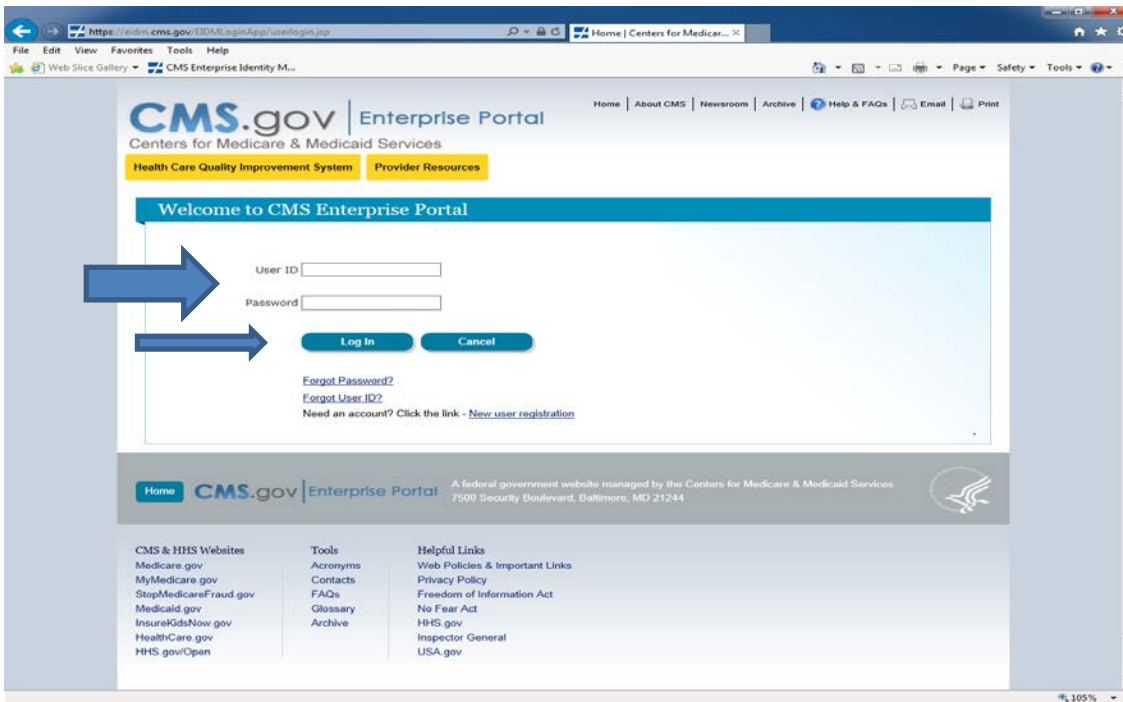
A. Login to PS&R

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.)



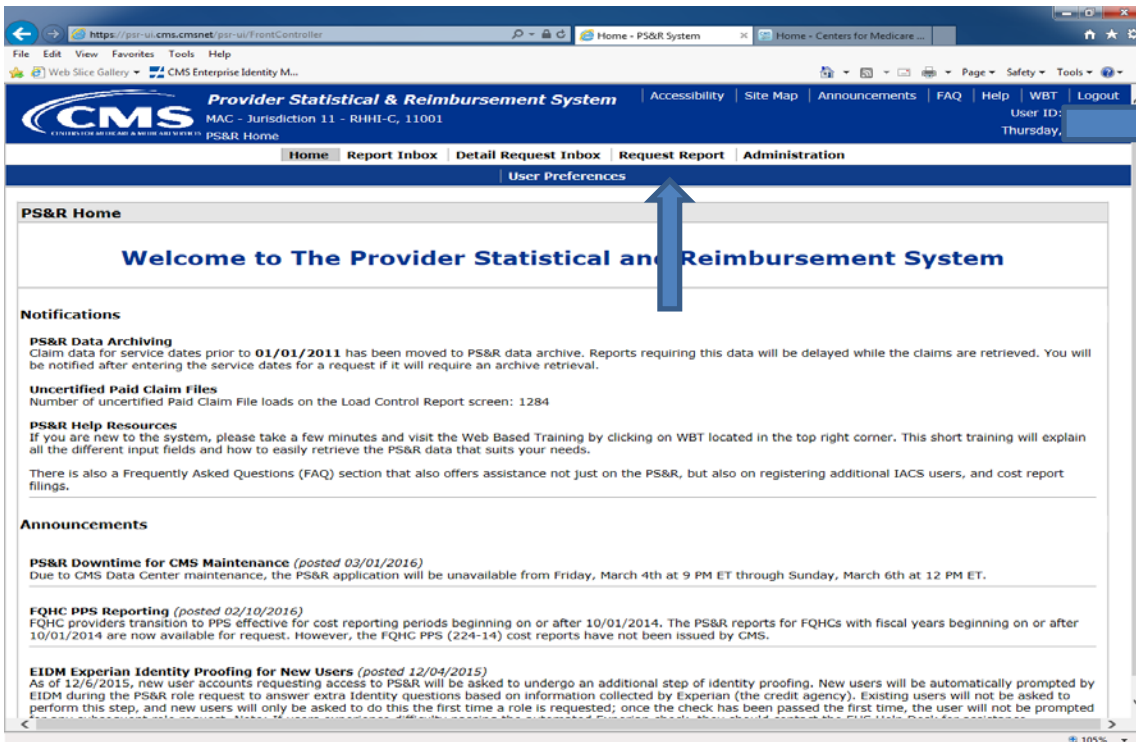
The **Welcome to CMS Enterprise Portal** screen will appear. Enter your **User ID** and **Password** as established in registering for EIDM (or obtained previously through the Individuals Authorized Access to the CMS Computer Services (IACS) system).



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”.

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): 214516

Requested Report(s): 810

Format: PDF

Files Separated by Provider: No

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

Service Periods:

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

Save Request as Favorite
Favorite Name: (50 character max) [REDACTED]

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 | Announcements | FAQ | Help | WBT | Logoff

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

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 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 as a link. Just click on it and it will download to your computer.

- 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"/>
██████████ FYE: 1231	From: 01/01/2014 To: 12/31/2014	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> 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.

CMS Provider Statistical & Reimbursement System | Accessibility | Site Map | Announcements | FAQ | Help | WBT | Logout

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

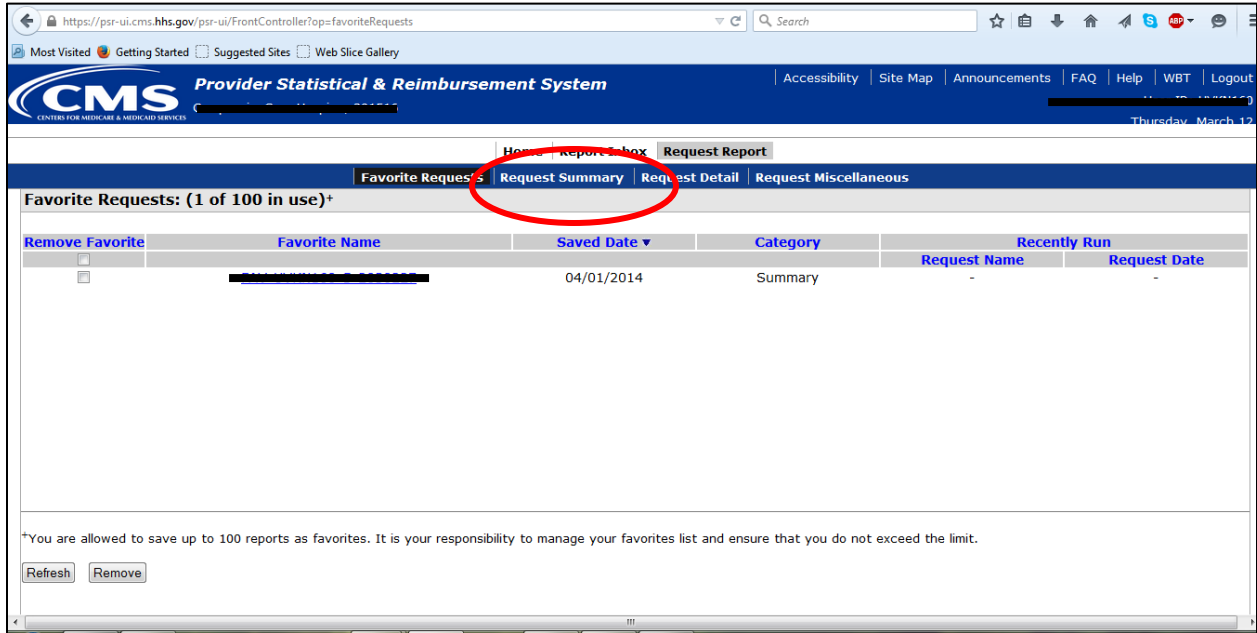
CSV

PDF & CSV

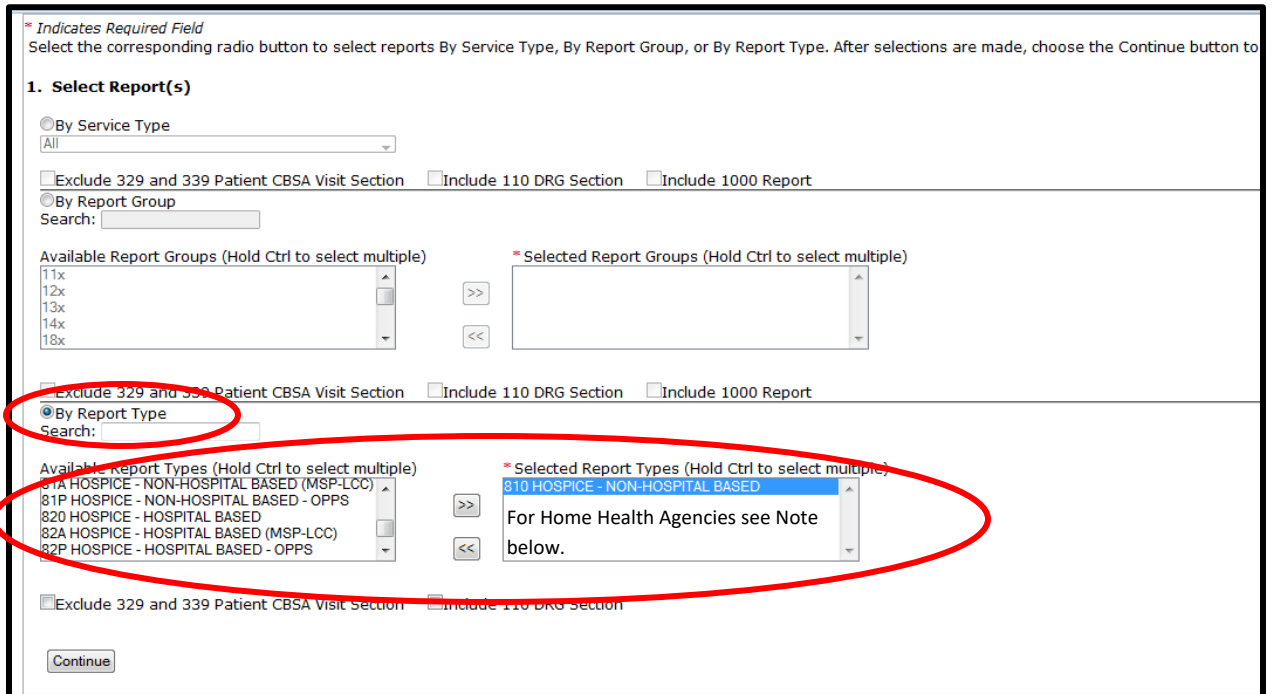
Generate Reports by Provider

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

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 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.

Provider Statistical & Reimbursement System
 MAC - Jurisdiction 11 - RHHI-C, 11001
 Summary Report Inbox

Home Report Inbox Detail Request Inbox Request Report Administration
 Summary Report Inbox Detail Report Inbox Miscellaneous Report Inbox

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"/>	CZEC316-S-2655550	03/04/2016	Y	Y	Queued	-
<input type="checkbox"/>	CZEC316-S-2655477	03/04/2016	(PDF, 143 KB)	-	Complete	21
<input type="checkbox"/>	CZEC316-S-2655462	03/04/2016	(PDF, 143 KB)	CSV	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.

- 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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