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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Terms and Conditions	
OMB No.0938-1236 Expiration Date: 04/30/2017 Paperwork Reduction Act	
You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.	
Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.	
By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.	
Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.	
To continue, you must accept the terms and conditions. If you decline, your login will automatically be cancelled.	
I Accept Decline	
Home CMS.gov Enterprise Portol A federal government website managed by the Centers for Medicare & Medicaid Services 7500 Security Boulevard, Baltimore, MD 21244	
CMS & HHS Websites Tools Helpful Links	
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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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CMS.gov			Tools Helpful Links	Tools Helpful Links Acronyms Web Policies & Important Links	Tools Helpful Links Accounts Web Policies & Important Links

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 choose the Submit button to request the report.							
Printer Friendly Version	rinter Friendly Version						
5. Confirm Report Request							
Note: This request will generate up to 1 So	ummary Report(s)						
Report Request ID:							
* Your Request Name: (50 character mx)	PSR 2014 - Your Co	mpany Name					
Requested Provider(s):	4516						
Requested Report(s):	810						
Format:	PDF						
Files Separated by Provider:	No		<i>c</i>				
Paid Dates:	Include all Paid D	ates available at tin	ne of report gener	ation		-	
Service Periods:	Provider ID	Period 1	Period 2	Period 3	Period 4	4	
		From: 01/01/2014	From: N/A	From: N/A	From: N/A		
		101 12/01/2011	101 10/1	101 101	ion intro		
Save Request as Favorite	Save Request as Favorite						
Favorice Name: (55 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	Help \	WBT Log
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Hone Report Inbox Report						
User Preferances						
PS&R Home						
Welcome to The Provider Statistical and Reimbur	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 an will require an archive retrieval.	e retrieved. You will be	notified a	fter entering the s	ervice date	es for a re	equest 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.	t training will explain al	l the differ	rent input fields ar	1d how to e	easily retr	rieve 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 user	s, and cost report filing	s.				
Announcements						
Changes Affecting PS&R System Access (Please Read) (posted 01/23/2015) What is changing?						
• The system which controls your PS&R user ID (currently IACS) • The new system is referred to as FIDM						
 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:
Interval: Year Period 1 Start Date: Apply
Apply Dates by Period to Service Periods:
Period 1 Period 2 Period 3 Period 4
From: III From: III From: III To: III To: III To: III
Provider Period 1 Period 2 Period 3 Period 4 10 Exclude Exclude Exclude Exclude From: 10/1/2014 From: From: From: From: FYE: 1231 To: 12/31/2014 To: To: To: To: FYE: 1231 To: 12/31/2014 To: To: To: To: S. Enter Paid Dates (Format: MM/DD/YYYY) To: To: To: To: To:
Include all Paid Dates available at time of report generation
To: 03/12/2015
Back Continue Reset

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
					Thursda	v March 1
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 DF & 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

+ https://psr-ui.cms.hhs.gov/psr-	ui/FrontController?op=favoriteRequests		▽ C Q Search	☆ 自 ♣	- A 🔕 💿 - 😕 🗄
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Favorite Requests: (1 o	of 100 in use)+				
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			,	Request Name	Request Date
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+You are allowed to save up to Refresh Remove	100 reports as favorites. It is your responsi	bility to manage your favorites list an	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 OBy Report Group Search:
	Available Report Groups (Hold Ctrl to select multiple) 11x 12x 13x 14x 18x 18x 10 Detict Open Victor 9, the data to pop operation
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Ł	Available Report Types (Hold Ctrl to select multiple) MA HOSPICE - NON-HOSPITAL BASED (MSP-LCC) 81P HOSPICE - HOSPITAL BASED (MSP-LCC) 820 HOSPICE - HOSPITAL BASED - OPPS 820 HOSPICE -
	Exclude 329 and 339 Patient CBSA Visit Section Enclude 110 DK6 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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	Home	Report Inbox Detail	Request Inbox Request	Report Adminis	stration	
	Sum	mary Report Inbox De	tail Report Inbox Misce	ellaneous Report I	nbox	
Summary Re	eport Inbox					
⁺ After 21 calenda hese 21 days to s	r days with a Status of "Complete" save the reports to your own comp	or "Error", the report requ	iest will no lon appear in	this int If the St	tatus is 'mplete",	it is your responsibility during
A Data Definition	Document for each report can be f	ound in Appendix E of the I	PS&R User Ma			
	Request Name	Request Date	PDF	CSV	Status	Days Left in Inbox+ 🔻
	CZEC316-S-2655550	03/04/2016	Y	Y	Queued	-
	CZEC316-S-2655477	03/04/2016	🔁 (PDF, 143 КВ)	-	Complete	21
	CZEC316-S-2655462	03/04/2016	2 (PDF, 143 KB)	CSV	Complete	21
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Compressed of Adobe Acrobat Re	r Archived files can be opened and ader®.	uncompressed with any fr	ee zip utility that should be	installed on your co	mputer. Documents	in PDF format require the
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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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