Med-Calc Software

HHA MCR Cost Report Form 1728 T-18

Read-Me Document

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Getting Started

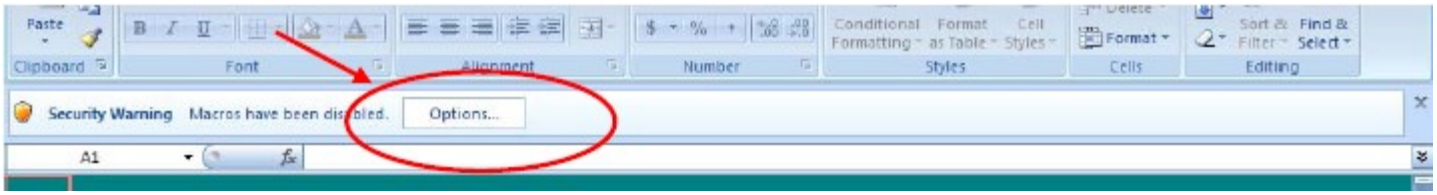
Please check out our website for tutorials on popular features of our software: www.ppsassistant.com/tutorials

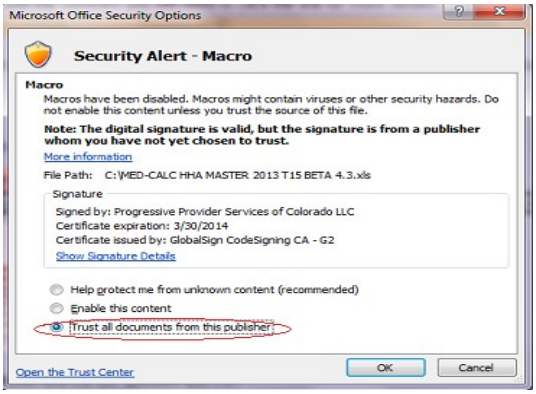
Macro Security

Macros are an integral part of the Med-Calc software and it is vital that they are enabled for the software to function properly.

Microsoft Excel 2007:

This is the security warning that appears on the message bar when opening the file in Excel 2007. Users can click the Options button and then 'Trust All Documents From this Publisher'.



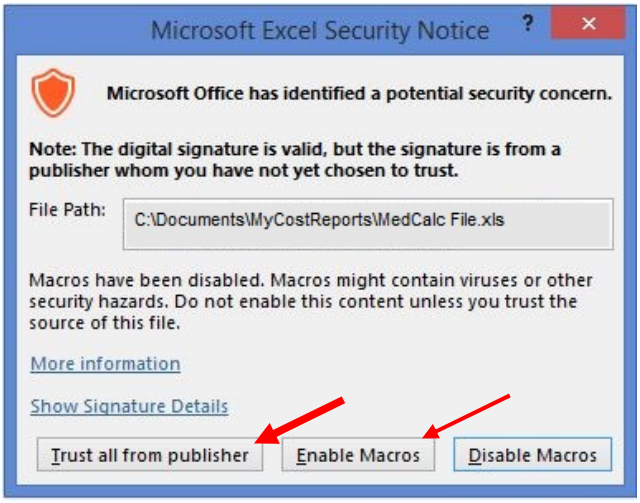


IMPORTANT – PLEASE NOTE:

Progressive Provider Services has been in business since 1983 and all our products are digitally signed by GlobalSign – an independent source verifying the integrity of our company.

Microsoft Excel 2010 and Later

The security warning that will appear may indicate:



In order for the software to work, you must at least click "Enable Macros". Since our software is verified by GlobalSign, we recommend clicking "Trust all from publisher".

Alternatively, you may get the following security warning:

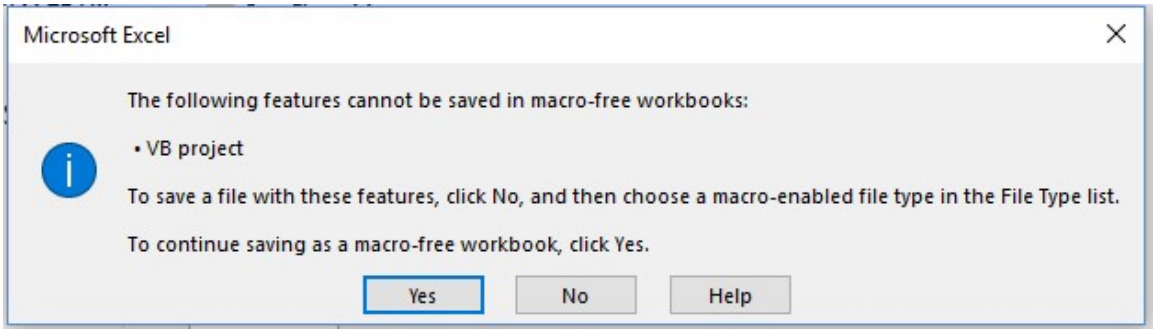
Click the link. Choose the option to Edit anyway.

To enable, click 'Enable Content'.

Saving a New File

After the macros are enabled, the Welcome tab will be shown and the user will be prompted to save the file using the 'Save As' option. Do NOT work off of the original software file as that should be left as a Master in case of need.

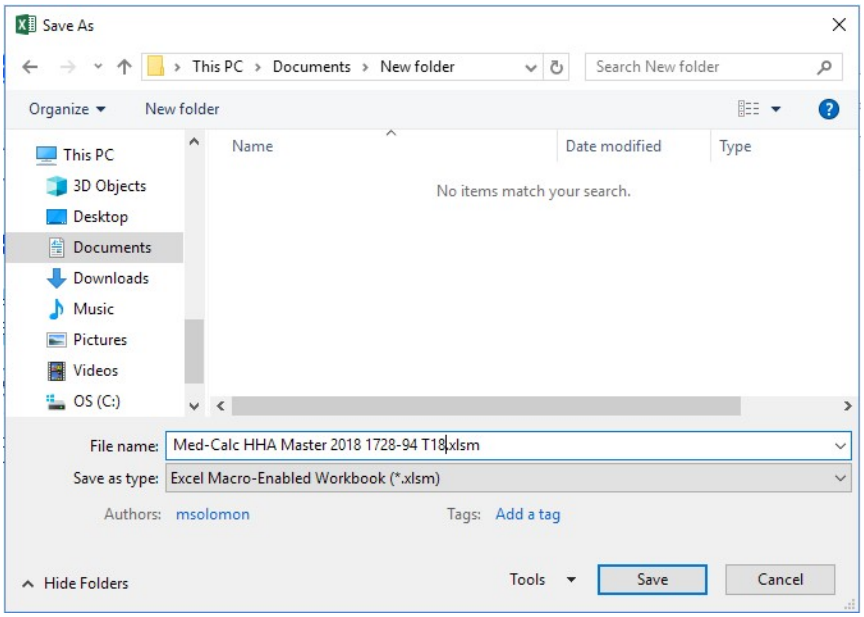
You may also get the following message:



Always answer NO to this question.

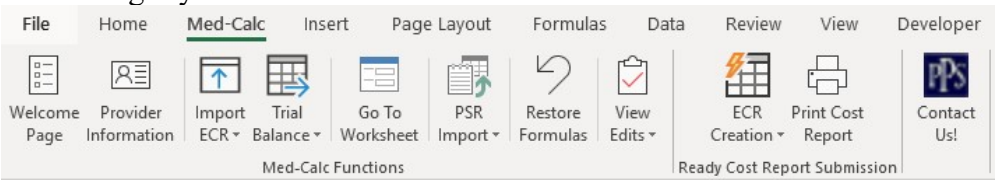
If Yes is selected, all macros will be removed from the software which would remove software functionality.

The safest method to save your work is to always do a 'Save'. By default, the file will be saved as a '.xlsm' file. If you need to do a 'Save As', the file should be saved as an Excel Macro-Enabled Workbook. This means an '.xlsm' extension and not '.xlsx' or '.xls'. Once macros have been removed, re-saving as a .xlsm format will not revert to include the macros.



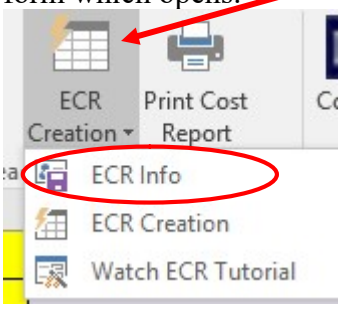
Med-Calc Toolbar

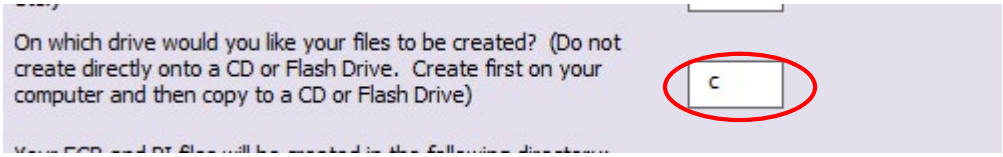
With the release of T17 Version 5.0 going forward, we are proud to include the Med-Calc toolbar located on the Excel ribbon on the top of your screen. Use the buttons to easily perform cost report related functions and view or change information. Please note that in the explanations below, if you are using Excel 2007, the appearance of the buttons will differ slightly from the illustrations shown.



Creating Med-Calc Software Files and Folders

The first step is to determine which drive the Cost Report files will be saved in. By default, the folders will be created on the C: drive. To change to a different drive, click the "ECR Creation" button on the Med-Calc toolbar at the top of your screen, and select "ECR Info" from the drop-down menu. Enter the drive letter on the form which opens.





Alternatively, you may click the link which will bring you to the Provider Info tab. Enter the preferred drive letter in cell D8.

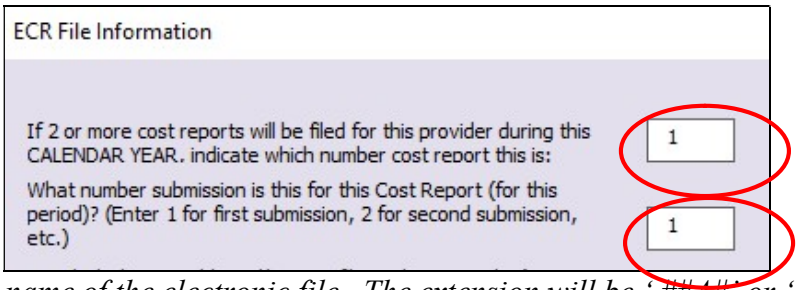
There are two folders and a file that need to be setup before beginning. This is now done automatically during the ECR creation process. If they do not already exist on your computer from previous cost reports, the following will be created when you create your ECR files:

[Drive]:\MedCalc\HHA
[Drive]:\ MedCalc\HHA\PI

There is also a file that will be automatically downloaded from our website to the MedCalc folder called medcalc2.exe. (For operating systems prior to Windows Vista, the file will be called medcalc.exe.)

Please note that some antivirus and antimalware software erroneously block the medcalc2.exe file from being downloaded. If you have any difficulty running the ECR creation once your cost report is complete, please contact PPS for assistance.

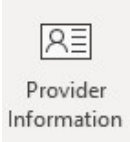
If your facility is required to file more than one cost report for this cost reporting period (such as where there is a change of ownership), indicate whether this is the first or second report of the year by entering 1 or 2 in the appropriate textbox on the ECR Info Form. If you are re-filing the cost report for *this particular period*, indicate what number filing this is in the appropriate textbox. (This information may also be entered on the Prov.info tab, see below for details.)

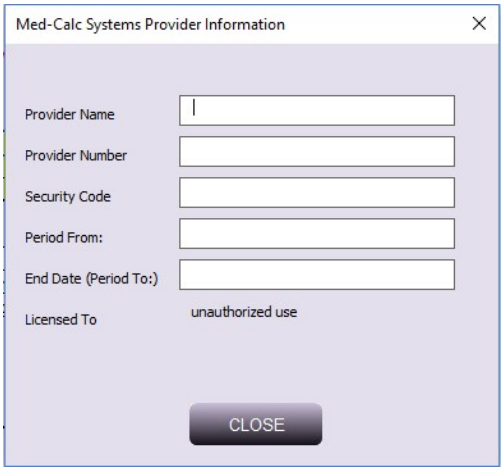


(FYI: This will impact the name of the electronic file. The extension will be '.##A#' or '.##B#' where ## indicates the last two digits of the year, A indicates the first cost report or B indicates the second cost report, and the last # indicates the amount of times the cost report for this period has been amended.)
By default, the first cost report is assumed.

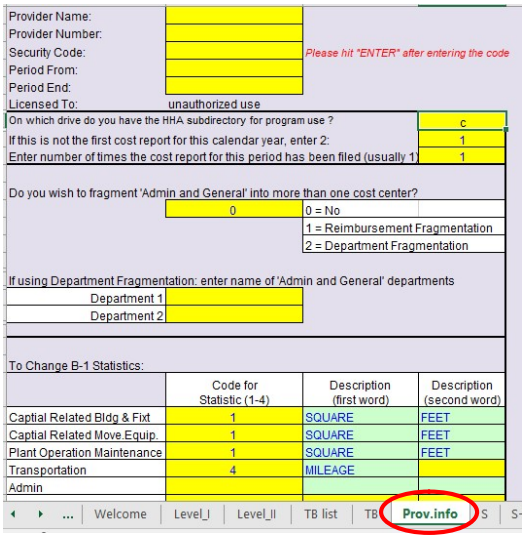
Provider Info Form/ Tab

It is recommended to complete the Provider Information first. Information from this form will flow to the rest of the cost report. You may do so by choosing the "Provider Information" option from the Med-Calc toolbar.





Alternatively, you may enter this information on the Prov.Info worksheet, by clicking the Prov.info tab at the bottom of the screen.



By default, the software is licensed as 'unauthorized use'. Upon entering a valid security code, which can be obtained by purchasing the software online or from Med-Calc Customer Support, the Medicare provider number will appear in this space and it will allow for an Electronic file to be created.

You may also use the Provider Info tab to change the default statistic codes for B-1, in the "To Change B-1 Statistics" section.

If you have not already entered this information on the ECR Info form: If your facility is required to file more than one cost report for this cost reporting period (such as where there is a change of ownership), indicate whether this is the first or second report of the year by entering 1 or 2 in cell D10. If you are re-filing the cost report for *this particular period*, indicate what number filing this is in cell D11.
(FYI: This will impact the name of the electronic file. The extension will be '.##A#' or '.##B#' where ## indicates the last two digits of the year, A indicates the first cost report or B indicates the second cost report, and the last # indicates the amount of times the cost report for this period has been amended.)

By default, the first cost report is assumed.

Restoring Formulas

Any input cell that has a formula which was overridden can be restored to the original formula. This applies to cells that are light yellow and light green. (See **'Color Codes'** below.) If the formula has been overridden, the font color will change to purple and the formula can be restored by pressing F11, if necessary.

You may choose a restore option from the form which opens by pressing the "Restore Formulas" button on the Med-Calc toolbar. A 'Restore All Formulas' button is also located on the Welcome Screen. This button will allow the software to pull information from the TB tab if it is populated and overwrite any manually entered information.

WARNING:
Do NOT use this button if your intention is to use manual input for Forms A, B-1, F, or F-1.
It will cause all the manually entered data to be lost.

Color Codes

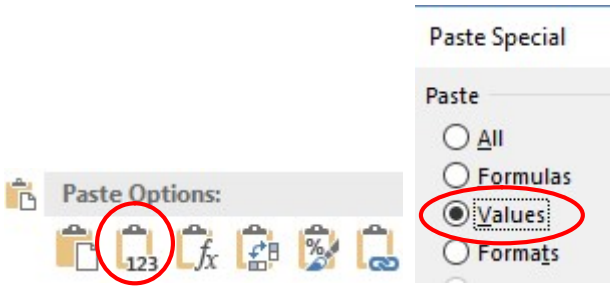
Bright Yellow cell:	Indicates input cells
Light Yellow cell:	Indicates cells that allow input but have formulas that bring information from the Trial Balance
Light Green cell:	Indicates a cell has a formula, but it can be manually overridden if another method is desired
Blue cell:	Indicated cell used in PSR download. Manual input allowed.
Blue font:	Standard input
Purple font:	Indicates that a formula in this cell has been overridden.

Navigation

You may also navigate quickly to a worksheet by pressing the "Go To Worksheet" button on the Med-Calc toolbar. On the 'Welcome' tab, there are quick links to specific worksheet series, forms and reports. Otherwise, this software can be used like any Excel spreadsheet. It is possible to quickly switch worksheets using the tabs on the bottom.

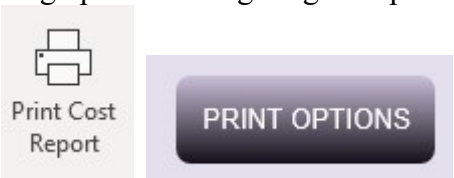
Moving Cells

It is **not** recommended to move cells using '*Edit*' → '*Cut*' or *right click* → *'Cut*' or '*Control+ X*' as it may interfere with the formulas. If done unintentionally and caught right away, it may be rectified by pressing the Undo button. <u>The best method to use for copying cells is '*Edit* → *Copy*' or *'Right click* → *Copy'* or '*Control + C*' and then '*Paste Special Values'* where desired.</u>



Printing

On the Med-Calc toolbar, there is a "Print Cost Report" button, and on the 'Welcome' tab there is a 'Print Options' button. Clicking either will bring up a window giving the option to print one of the following:



- Cost Report Form 1728 (*all worksheets in the Cost Report*)
- Reports (Direct Cost, Overhead Costs, Medicare Costs & Reimb. tabs)

You will then be prompted to choose a printer.

Notes and Work papers

Included in the software package are two unprotected sheets. These give the user the option to take notes, make calculations, and create work papers all within the same file!

(More pages are also available to be added upon request.)

Worksheet B-1

It is important to note that the square footage information will automatically be populated in all columns which have square feet selected as the statistic. This is applicable for:

- Capital Related Building & Fixtures
- Capital Related Movable Equipment
- Plant Operations and Maintenance

As mentioned above - if you wish to change any default statistics, this can be done on the 'Provider Info' tab.

Level I & Level II Errors

All Level I errors must be corrected before an electronic file can be created. Level II errors should be addressed but can be left if they can be justified to the Contractor. Med-Calc software also includes Warnings, which bringing to the user's attention to potential issues within the Cost Report.

On the 'Welcome' tab, the number of errors and warnings will be displayed.

- Click on the 'Level I' tab to view Level I errors.
- Click on the 'Level II' tab to view Level II errors and warnings.

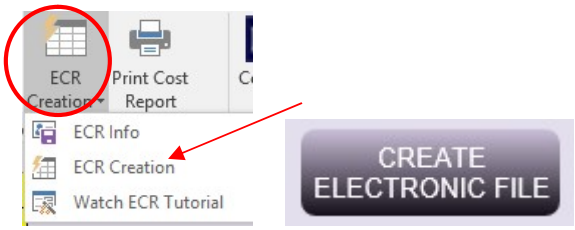
You may also view edits by clicking the "View Edits" button on the Med-Calc toolbar and selecting Level I or Level II from the drop-down menu.

Level Errors may be printed by clicking on the "Print Level Edits" button on the Level Errors pages.

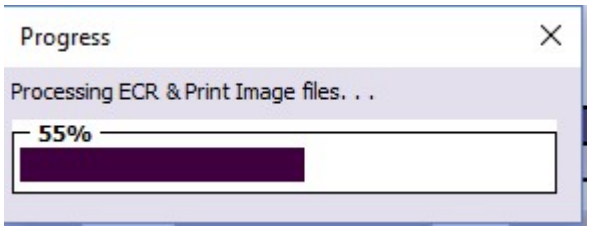
Create the Electronic Files

To create an electronic file, complete all forms on the cost report, clear any Level I errors, and verify that any Level II errors and warnings can be justified. Also, make sure that there is a valid Med-Calc security number on the Provider Info tab. This is a number specific to each provider. To obtain a new security code, contact Progressive Provider Services at (800) 447-2540.

To create the actual Electronic File, choose "ECR Creation" from the Med-Calc toolbar and then "Create ECR" from the drop-down menu. Alternatively, you may go to the 'Welcome' tab and press the 'Create Electronic File' button.



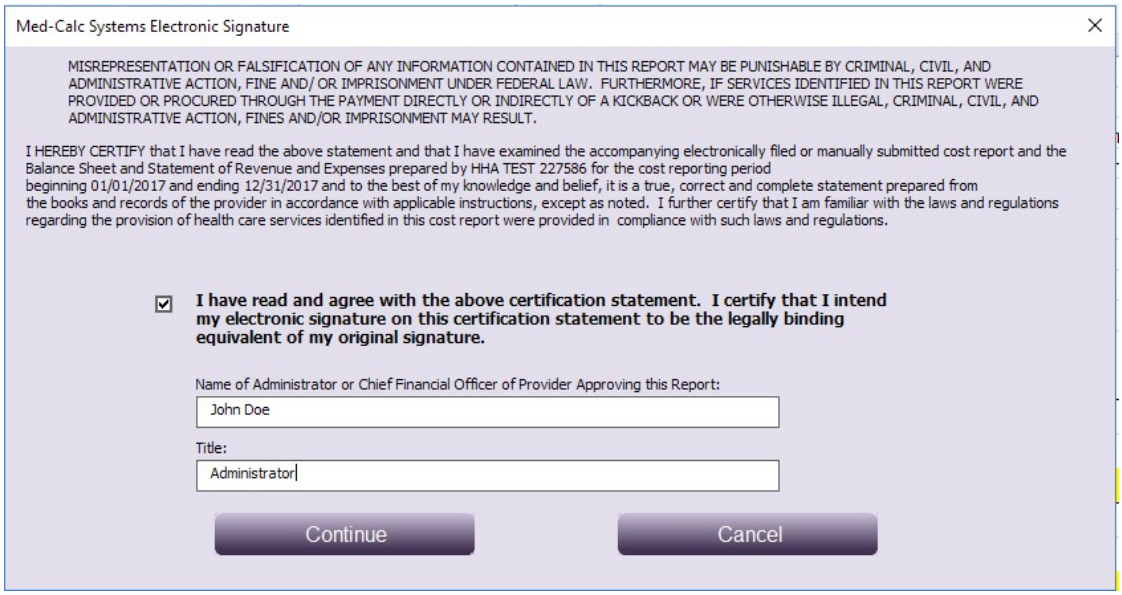
A progress bar will show 'Processing ECR and Print Image Files'. This might take a few moments (depending on the computer's speed).



The software will place two files on your hard drive - one beginning with HH and the other beginning with PI. If your operating system is Windows Vista or higher, your PI file will end with a .pdf extension and be a pdf file.

At this point, you will be prompted as to whether you would like to sign the cost report electronically. In order to do so, if you are not the signer, you must have obtained permission from the signer.

If you choose to sign electronically, a form will pop up. The form will contain the statement you are signing, a checkbox to allow electronic signing, and fields for the name and title of the signer. Make sure to fill out all fields and then click continue.

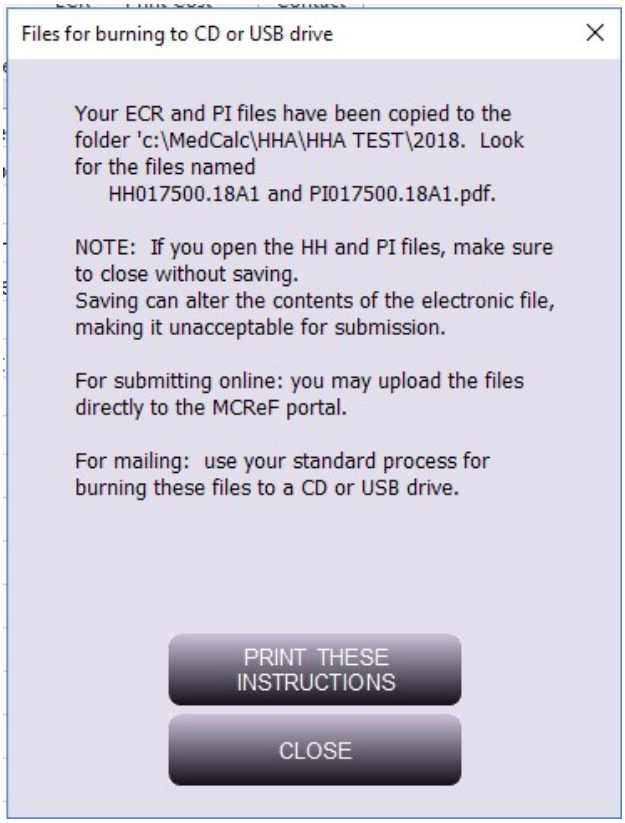


You will be prompted to choose a printer for the Signature page. *Do not cancel this prompt!* The original, matching, signed signature page to your ECR file *must* be submitted with the HH and PI files, in hard copy, with original signature. If you are submitting online via the MCReF portal, you will still need to submit a copy of the signature page. In this case, the checkbox on the signature page should be checked, and the name and title of the signer should be filled in, along with the date signed. The page may then be printed to a PDF file or printed and scanned back into the computer to upload on the MCReF portal.

The files which were created can be found in the following location:

[Drive Selected]:MedCalc\HHA*Facility Name\Cost Report Year*

The files will then need to be manually copied from your computer and burned onto a CD, copied to a flash drive, or uploaded to the MCReF portal.



IMPORTANT – PLEASE NOTE:

Do not open the electronic files after they are created, as this may alter the date and time or encryption code required by the Intermediary.
Do not burn the files directly to a CD. First create them, then *copy* them to a CD/ flash drive *without any subdirectories.* Instead of copying to a CD or flash drive, you may upload them directly via the MCReF portal, and they will be sent to your MAC.

If you did not choose the electronic signature option while creating the ECR files, you may still do so. You will need to check the checkbox on the signature page (Worksheet S) and fill in the name, title, and date information

I HEREBY CERTIFY that I have read the above statement and that I have examined the accompanying electronically filed or manually submitted cost report and the Balance Sheet and Statement of Revenue and Expenses prepared by MED-CALC SNF #06-5259 for the cost reporting period beginning 01/01/2018 and ending 12/31/2018 and to the best of my knowledge and belief, it is a true, correct and complete statement prepared from the books and records of the provider in accordance with applicable instructions, except as noted. I further certify that I am familiar with the laws and regulations regarding the provision of health care services, and that the services identified in this cost report were provided in compliance with such laws and regulations.

☐ I have read and agree with the above certification statement. I certify that I intend my electronic signature on this certification statement to be the legally binding equivalent of my original signature.

ECR ENCRYPTION:
01/03/2019 04:21:15 AM
4KtUKXYpCVZJiheLRDUSyLloYweHa0
nXkWj07uVUmsc4wk3.VGnkySibBPmW
Jmwc0kr3lj0mER.C

PRINT FILE ENCRYPTION:
01/03/2019 04:23:24 AM
TrrIf2ZWlcpdENmm3XYqarX2mLTPa0
CY55s0pqWmDBY6mF3JK13UI:M.UI6n
GTpb0KwpBn0ILJm1

(SIGNED) _____
CHIEF FINANCIAL OFFICER OR ADMINISTRATOR OF PROVIDER

_____
TITLE

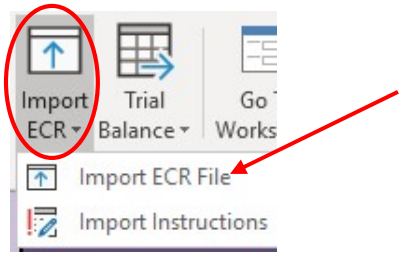
_____
DATE

Template/ Download Feature Tips:

To set up a template for your current cost report or recreate last year's cost report with the current year's software:

- Locate the electronic file from the previous year's cost report. This is NOT an Excel file. This is an 'ASCII' format file with a filename beginning with HH, followed by the provider number, which was submitted to your Intermediary. If you only have the actual Med-Calc Excel Cost Report file, create another electronic file onto the Hard Drive (as if burning to a CD). Then proceed using the newly created file, which can be found under *[dir]:\MedCalc\HHA\Facility Name\Cost Report Year.*

- From the Med-Calc toolbar, click the "Import ECR" button and choose the "Import ECR File" option.



- Alternatively, From the 'Welcome' page, click on the 'Download ECR' button to bring you to the 'Download' tab.

- A 'Download Options' window will appear giving two choices:
  1) *Download ID & demographics only –*
  This will download the Provider Info, worksheet S-2 and the B-1 square footage information only to use as a template for your current year cost report.

  2) *Download complete cost report –*
  This is helpful if you don't have the prior year's cost report and would like to see it / obtain a printout.

- An 'Import Data' window will open and bring you to an 'Open' dialog box.

- Open the ECR file that you located in the first step.

- In column A should display a copy of the ECR file. Verify that the provider number is correct and then click 'yes'.

- The Cost Report will be filled out with no data entry required. If successful, a window will open that says *'Last year's data populated into template'.*

PLEASE NOTE:

The security code will need to be reentered on the Provider Info tab.

You can find this on your prior year cost report Provider Info tab or in your records. If the software was ordered from our website, you can find the security code in your orders information.

To prepare the cost report to bring in the current year's financial information:

- If a complete prior year cost report was inadvertently downloaded and you would like to input the current year's Trial Balance, all trial balance formulas must be restored. This can be done using the restore form opened by pressing the Restore Formulas button on the Med-Calc toolbar (see above) to restore worksheets A, B, F, and F-1 and then restoring all PS&R worksheets, as well. If, after the restore, any number on those pages is still in purple font, this may be old data.

A new Trial Balance can now be downloaded into this cost report from the TB tab, or can be input manually

directly into worksheets A, F, or F-1.

Instructions for using the Trial Balance Download Feature:

Benefits of using the Trial Balance Download Feature:

- **Accuracy** –
  Using the actual Trial Balance file rather than manual input minimizes the potential for errors.

- **Efficiency** –
  Once Cost Report codes are assigned to the Trial Balance accounts, these codes can be used from one year to the next – only need to change the amounts in subsequent years.

- **Clarity** –
  Using the sort and subtotal features allow the totals of the accounts being assigned to the various lines of the cost report to be seen clearly.

If codes have already been assigned to the Trial Balance in a prior year, they can be easily brought in by creating a lookup table. Please contact our office for more information.

Instructions:

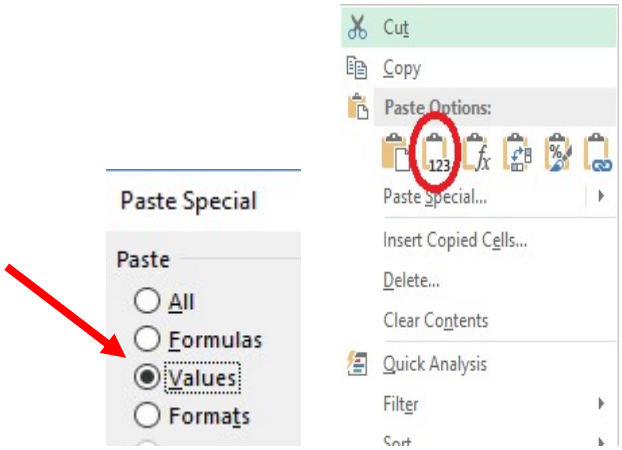
Set up your Trial Balance file:

Bring the Trial Balance into Excel. Remove any empty lines and arrange the columns of the TB file as follows:

ABC Health Care Center		**03/31/04**
ACCT #	**ACCT DESCRIPTION**	**AMOUNT**
100300	CASH-PAYROLL	(85,565.44)
100400	CASH-COMMERCE	151,727.70
100450	CASH - LOCK BOX	74,706.22
100475	CASH – OPERATING	8,462.56
100900	SECURITY DEPOSITS	46,076.65
102200	PETTY CASH	350.00

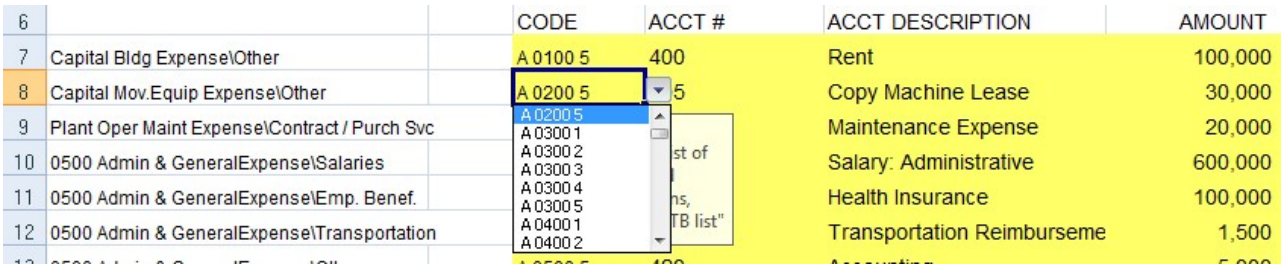
Bring the Trial Balance into Med-Calc software:

Copy and paste the three columns of this Trial Balance file into the 'TB' tab of the cost report. It is suggested to paste only the *values* so that the format of the software remains. To do this, copy the information as normal from the Excel file. In the Med-Calc software, right-click in the account # column on the first line of input and choose to 'Paste Special'. Select to paste 'Values' and then click OK.



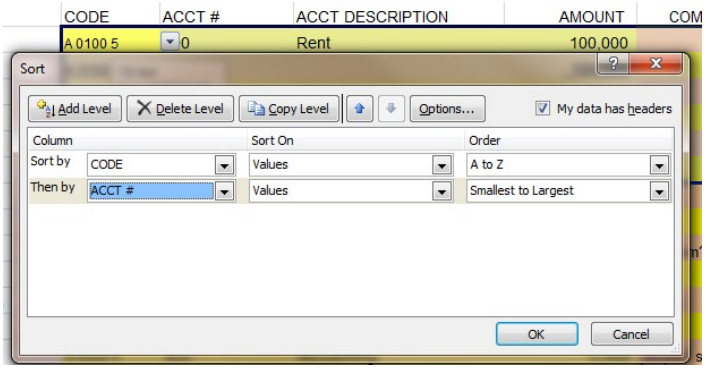
Assign Cost Report Codes to the Trial Balance:

In the 'Code' column, there is a drop down menu with a choice of codes to assign to each account number. When a code is chosen in Column C, the corresponding Line Description is automatically shown in Column A. This helpful feature makes sure that the Trial Balance is being coded to the correct line in the cost report. There is also a column for comments, such as which accounts require an adjustment or a reclassification.



Sort by Code:

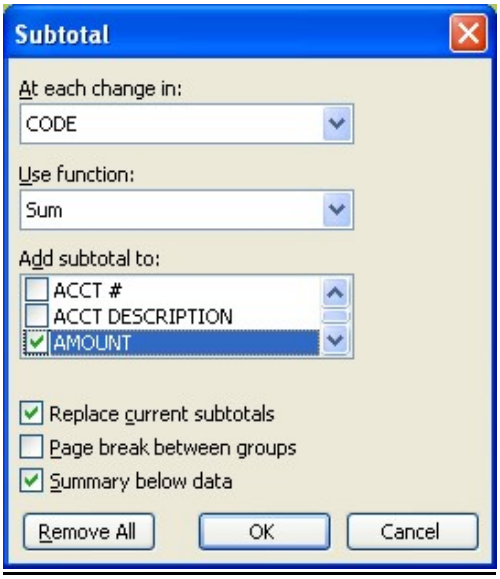
Select the rows and columns of Trial Balance, including the column headers, and sort the data by code. *(From the Toolbar, chose the 'Data' tab, then select 'Sort'. A window will pop up with Sort Options. On the bottom select 'Header Row'. On the first line 'Sort by' – Select 'Code' from the list and select ascending. On the next line, you may wish to choose an additional sort of account number. Click 'OK'.)*



Assign Subtotals:

Select the rows and columns of Trial Balance including the column headers. From the Toolbar, select 'Data', then select 'Subtotal'. A window will pop up with Subtotal Options.

- The first option is ‘At each change in:’ – select ‘Code’
- Next, at the ‘Use Function:’ field’ – select ‘Sum’
- The next box asks for ‘Add subtotal to:’ – check the ‘Amount’ box. Verify that no other box is checked
- The bottom check boxes are per the user’s discretion. Progressive Provider Services recommend that the first and the third box be checked.
- Then click ‘OK’. You should see your trial balance nicely highlighted on the subtotal lines.



PS&R Import Feature

Progressive Provider Services is proud to offer an exciting time-saving addition to our HHA software. Previously, information from the PS&R needed to be entered manually into the Medicare cost report. Now the PS&R data can be downloaded into the software from a 'csv' file.

Step 1:

Obtain the PSR from CMS or the Medicare contractor. You will need to obtain an IACS/ EIDM user ID and password. Visit http://www.cms.hhs.gov/psrr/for more information.

To access the PS&R visit: https://psr-ui.cms.hhs.gov/psr-ui

For detailed information view the document for PS&R Quick Guide for Providers.

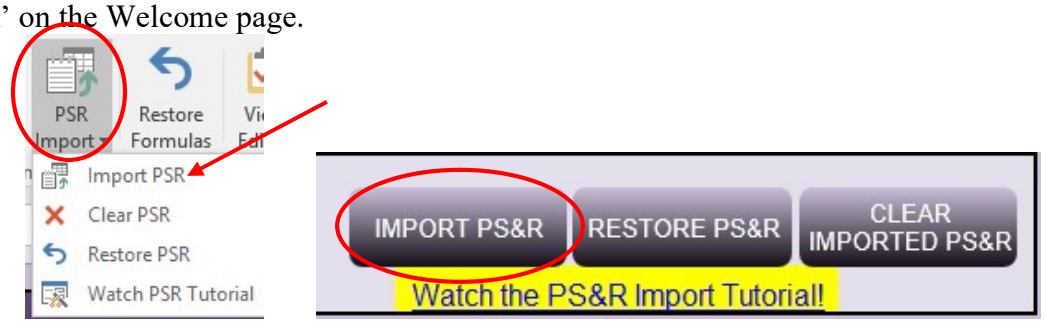
When prompted, request the PS&R in both PDF & CSV format. Note the location of the csv file.

Step 2:

On the Provider Info tab, input the provider name, the provider number, the Med-Calc security code and the cost report period dates.

Step 3:

Import the PS&R by choosing "PSR Import" and then "Import PSR" from the Med-Calc toolbar or by clicking 'Import PS&R' on the Welcome page.



A window will appear that will prompt the user to select the csv file. Select the file that was saved in Step 1 and click "Open". A message will appear when the import is completed.

Data on worksheet S-3, worksheet C, worksheet C III, worksheet D and worksheet D-1 will have numbers brought into the blue cells. If adjustments are needed, it can be done manually.

If any of the downloaded information was unintentionally changed, it can be restored by pressing the F11 key. To restore *all* the data for the PS&R, on the Med-Calc toolbar choose the "Restore PSR" option from the "Import PSR" button drop-down menu or click the 'Restore PS&R' button on the Welcome screen.

If a decision is later made to enter the PS&R data all manually or to use an alternate PS&R file, the imported data already in place can be removed by choosing the "Clear PSR" option from the "Import PSR" button drop-down menu or by pressing the 'Clear PS&R' button on the Welcome screen.

Progressive Provider Services strongly recommends that even if the PS&R file is imported, all of the imported data should still be reviewed.

CMS Cost Report Instructions

Instructions for completing the cost report can be downloaded from **http://www.cms.hhs.gov/Manuals/** Select 'Paper Based Manuals' and then chose 'Provider Reimbursement Manual – 15-2. From there, select 'Chapter 32 Home Health Agency Cost Report (Form 1728-94)'. You may also find a link on our website instructions page: https://www.ppsassistant.com/cms-forms-and-instructions

If the 'Create ECR' process is stopped by AVAST! antivirus:

1. Double click the Avast icon on your desktop to open antivirus program.

2. Click 'Settings'.

3. If you have the free version:
    - Select 'Antivirus' from the side
    - Select 'Exclusions'
    - Click in the textbox which allows you to enter a file path, and then click 'browse'.
    - Navigate to the drive where you are creating the ECR file. This is the drive that is listed on the 'Welcome' screen of the MedCalc software. In most cases, this will be your 'C' drive.
    - Navigate to the 'MedCalc' folder, and select the checkbox next to it.
    - Click 'OK'
    - Click 'OK' again to confirm

4. If you have the regular version of AVAST! (or if you did not see "Antivirus" in step 3-a above):
    - After clicking "Settings" (see 2 above), select "Global Exclusions"
    - Click the 'browse' button next to the textbox where you can enter a path to exclude. (You may first have to click in the textbox, and then click 'browse').
    - Navigate to the drive where you are creating the ECR file. This is the drive that is listed on the 'Welcome' screen of the MedCalc software. In most cases, this will be your 'C' drive.
    - Navigate to the 'MedCalc' folder, and select the checkbox next to it.
    - Click 'OK'
    - Click 'Add'
    - Click 'OK' again to confirm

5. You are now ready to create your electronic file!

If you are using a different anti-virus product, please contact your anti-virus vendor or PPS for support.

Customer Support

We are happy to provide you with excellent customer support. We offer personalized attention to your inquiries and assist you with all software related questions.

Please contact us at: (248) 968-4100 or (800) 447-2540.

E-mail us at blimi@ppsassistant.com or info@ppsassistant.com