

Med-Calc

Home Office Read-Me Document

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PPS

MED-CALC COST REPORT FOR HOME OFFICE (287-05) - CMS Approved
 WINDOWS VERSION 4.2 - COPYRIGHT 2015
 (Need Help? Call 1-800-447-2540)

Print All Sheets

WORKSHEETS

A	B Series	C	Summary	MacroSecurity
D	E Series	F Series	Notes	
G	J	J	Workpapers	

WARNINGS

0 WARNINGS - clear warnings before submitting to Intermediary

COLOR CODE

YELLOW = INPUT AREA
 ORANGE = SPECIAL INSTRUCTIONS (beware before inputting)
 VIOLET FONT = FORMULA HAS BEEN OVERRIDDEN AND MAY BE RESTORED WITH F11

WARNING

It is not recommended to cut any cells by using Edit-Cut / right click of mouse / CTRL+X, as this may interfere with formulas. If you notice immediately, you can use the undo command (which is valid for several keystrokes)

CONTACT US

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Navigation: Welcome | Warnings | HO info | A1 | A2-3 | B | B-1 | B-2 | C | D | E | E-1

Getting Started

Please checkout our website for tutorials on popular features of our software.

Macro Security

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

Microsoft Excel 2003:

To set macro security in Excel 2003, select Tools → Macro → Security

When the macro security level in Excel is set to Low (not recommended), macros can be run without prompting. When macro security is set to Medium, Excel displays a dialog box asking if you want to enable macros. When macro security is set to High (the recommended macro security setting for all users), Excel allows you to run only those macros that are digitally signed or stored in the Excel startup (XLStart) folder.

Med-Calc Software is digitally signed by Global Sign and so a setting of high or medium is acceptable.

Note: The file may have to be closed and reopened to have the option of enabling macros.

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’.

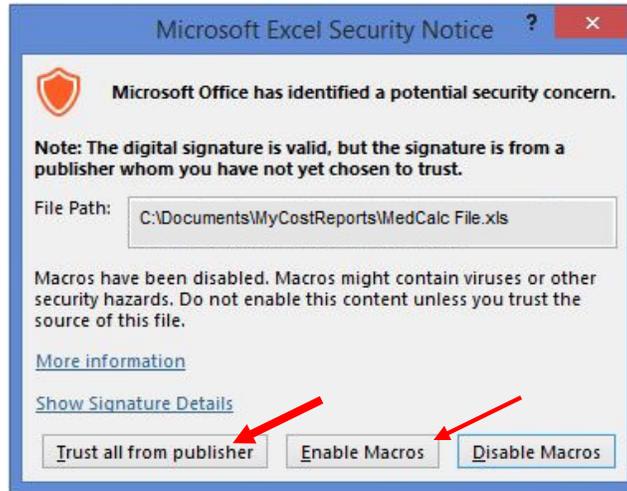


IMPORTANT – PLEASE NOTE:

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

Microsoft Excel 2010 - Excel 2016

The security warning that will appear may indicate:

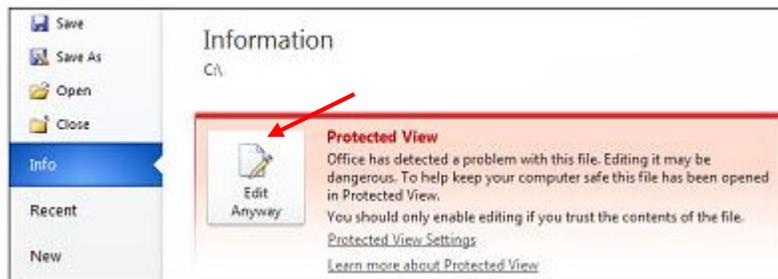


In order for the software to work, you must at least click "Enable Macros". Since our software is verified by GlobalSign, we recommend clicking "Trust all from publisher".

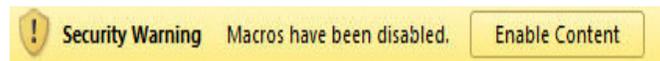
Alternatively, you may get the following security warning:



Click the link. Choose the option to Edit anyway.



To enable, click 'Enable Content'.

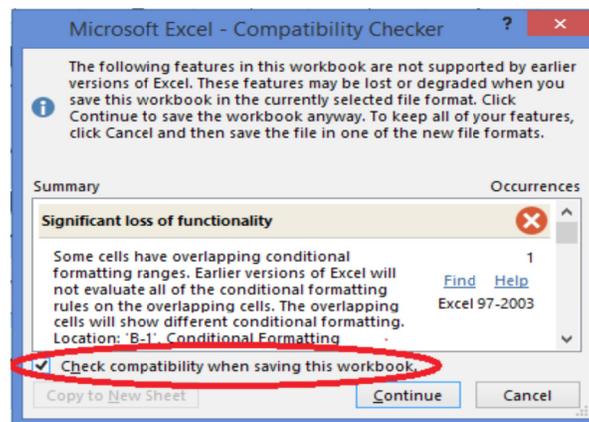


Saving a New File

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 copy in case of need.



When a file is saved in Excel 2007 and later, a Compatibility Checker message may display warning that a significant loss of function may result if it is saved in an earlier version. **This is normal.** Click 'Continue' to save your work. There is a check box that can be unchecked as not to always receive the compatibility checker warning on that specific file.



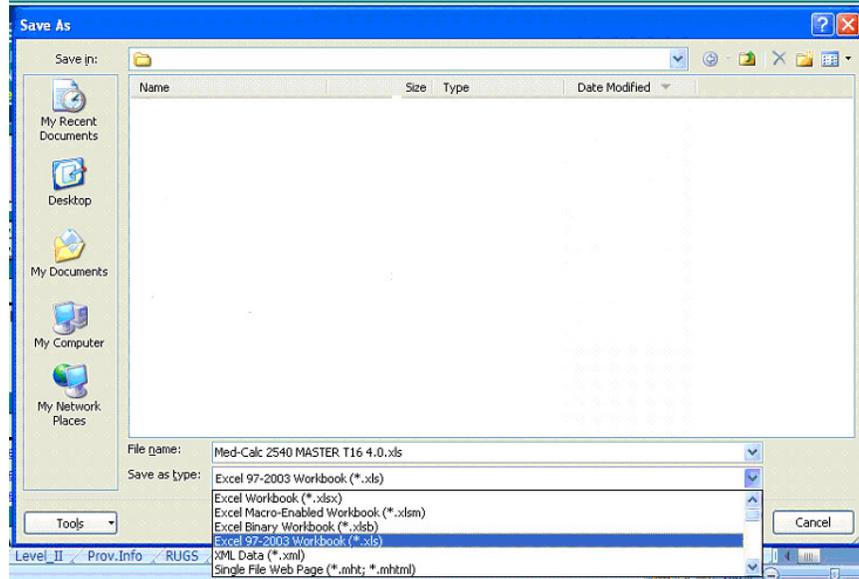
You may also get the following message:



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 '.xls' file. If you need to do a 'Save As', the file should be saved as an Excel 97-2003 Workbook. This means an '.xls' extension and not '.xlsx' or '.xlsm'. Once macros have been removed, resaving as a 97-2003 format will not revert to include the macros.



HO Info Tab

It is recommended to complete the HO Info tab first. Information from this form will flow to the rest of the cost report.

4	Home Office Name:	
5	Period From:	
6	Period To:	
7	Home Office Number:	
8	Med-Calc Security Code:	
9	Licensed To:	unauthorized use
10		
11	Please note: REPORT WILL NOT COMPUTE	
12	WITHOUT CORRECT SECURITY CODE.	
13	FOR HELP, CALL 1-800-447-2540	

By default, the software is licensed as 'unauthorized use'. Upon entering a valid security code, which can be obtained 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.

Color Codes

- Yellow cell: Indicates input cells
- Orange cell: Indicates cells that have special instructions
- Purple font: Indicates that a formula in this cell has been overridden.

Navigation

This software can be used like any Excel spreadsheet. On the 'Welcome' tab, there are quick links to specific worksheet series, forms and reports. 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. The best method to use for copying cells is 'Edit → Copy' or 'Right click → Copy' or 'Control + C' and then 'Paste' where desired.

Printing

On the 'Welcome' tab, there is a 'Print All Sheets' button. Clicking it will bring up a window where you can choose which printer to use. It is also possible to print a specific worksheet by clicking on 'File' and then 'Print' while on that page.

Notes and Workpapers

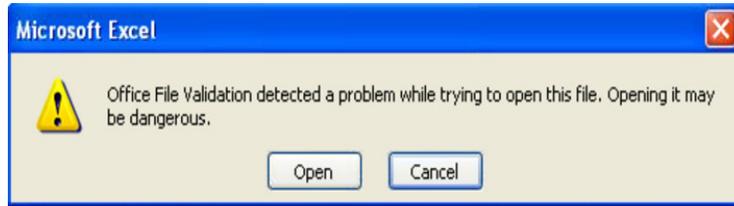
Included in the software are two unprotected sheets. They give the option to take notes, make calculations, and create work papers all within the same file! (*More pages are available to be added upon request.*)

Warnings

Med-Calc software includes warnings which calls attention to potential issues within the Cost Report.

Troubleshooting:

A user may see an Excel message as follows:



The Office File Validation feature was added to Office 2003 as an update during 2011. Depending on whether all updates have been added, it may or may not be in effect. It turns out that applying the Office File Validation to Office 2003 has caused problems opening Excel files, particularly over a network.

Here is a link that describes the problem:

<http://answers.microsoft.com>

There is Microsoft Support article that describes how to work around the problem by disabling the add-in for Excel. Please note that an easy way to remove the message is to use the 'Fix It' tool described in Method 3 and Method 4:

<http://support.microsoft.com/kb/2570623>

CMS Cost Report Instructions

Instructions for completing the cost report can be downloaded from <http://www.cms.hhs.gov/Manuals/> Select 'Paper Based Manuals' from the left column and then chose 'Provider Reimbursement Manual – 15-2. From there, select Chapter 10 – Home Office Cost Report.

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 solomon@ppsassistant.com.