Med-Calc
Hospice 1984-14 T3 Read-Me Document

Getting Started

We highly recommend watching our recorded webinar on the topic of the new hospice software features, found on our tutorials page:
https://ppsassistant.webex.com/ppsassistant/ldr.php?RCID=56bdb4e036dae641878cc9947be36795

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

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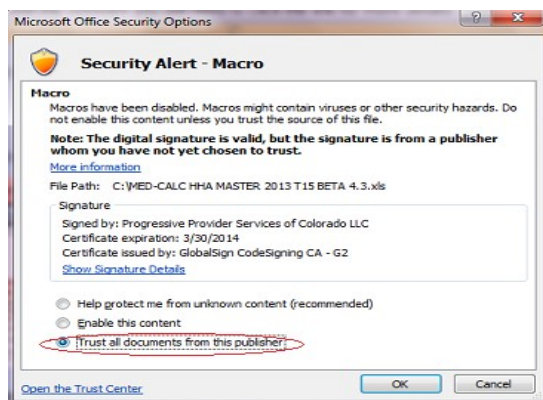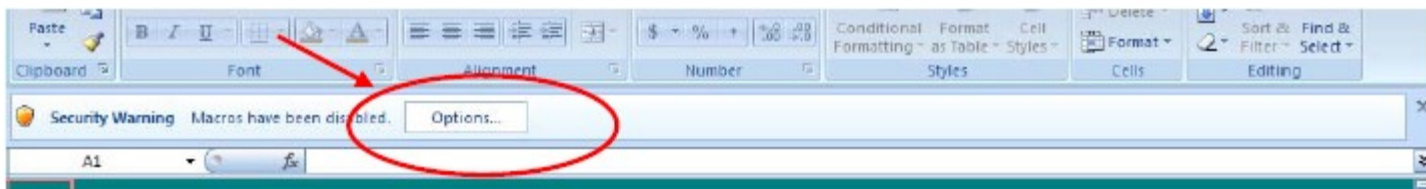
IMPORTANT – PLEASE NOTE:
Progressive Provider Services has been in business since 1983 and all of our products are digitally signed by GlobalSign – an independent source verifying the integrity of our company.

Microsoft Excel 2010 and Later

The security warning that will appear may indicate:
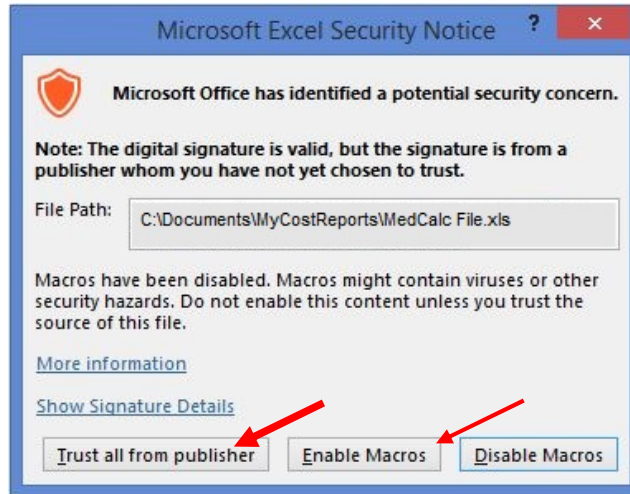
In order for the software to work, you must at least click "Enable Macros". Since our software is verified by GlobalSign, we recommend clicking "Trust all from publisher".

Alternatively, you may get the following security warning:

Click the link. Choose the option to Edit anyway.
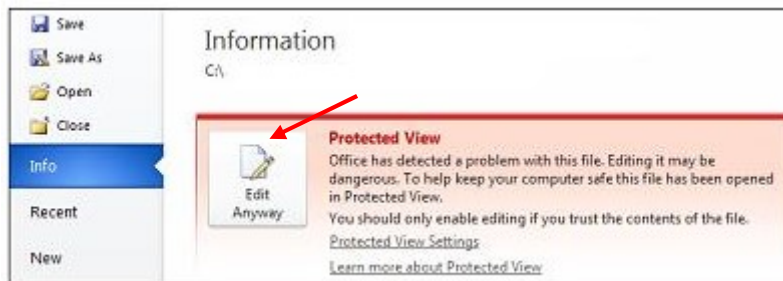
To enable, click 'Enable Content'.
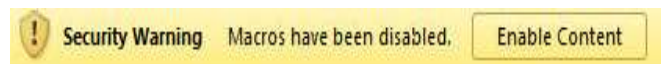
Saving a New File

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 copy in case of need.
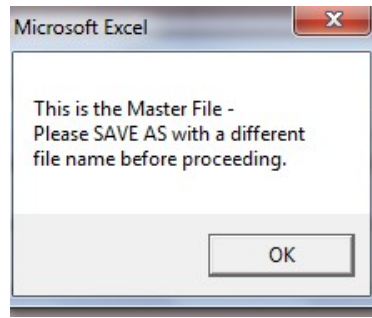
You <u>may</u> also get the following message:
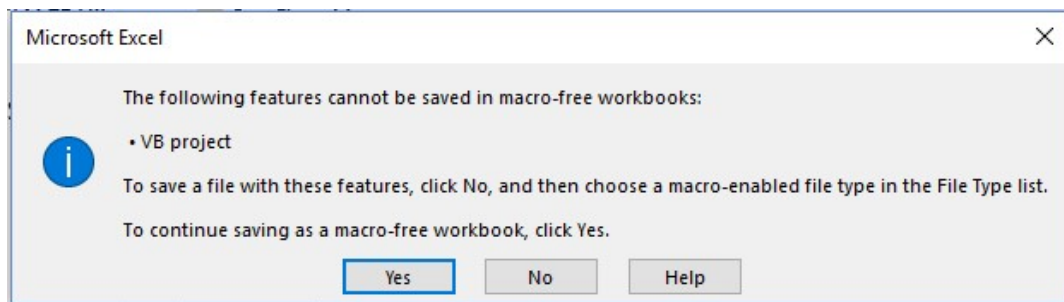
<center>**Always answer <u>NO</u> to this question.**</center>
If Yes is selected, all macros will be removed from the software which would remove software functionality.

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, resaving as a macro-enabled workbook will not revert to include the macros.
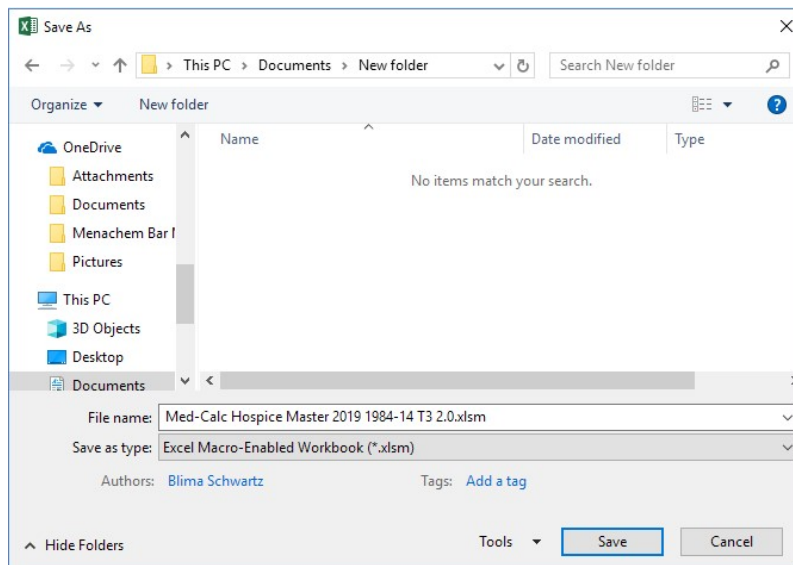
Med-Calc Toolbar

With the release of T2 Version 3.0 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.
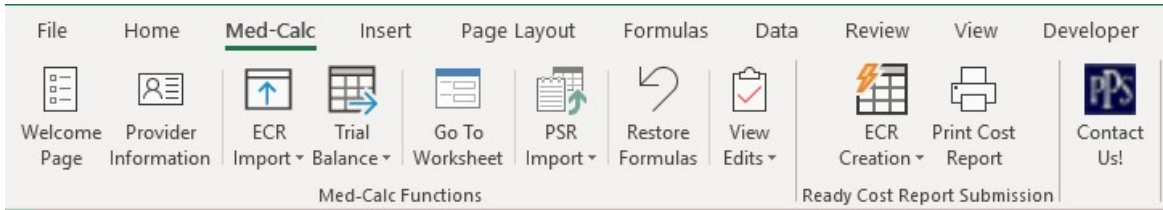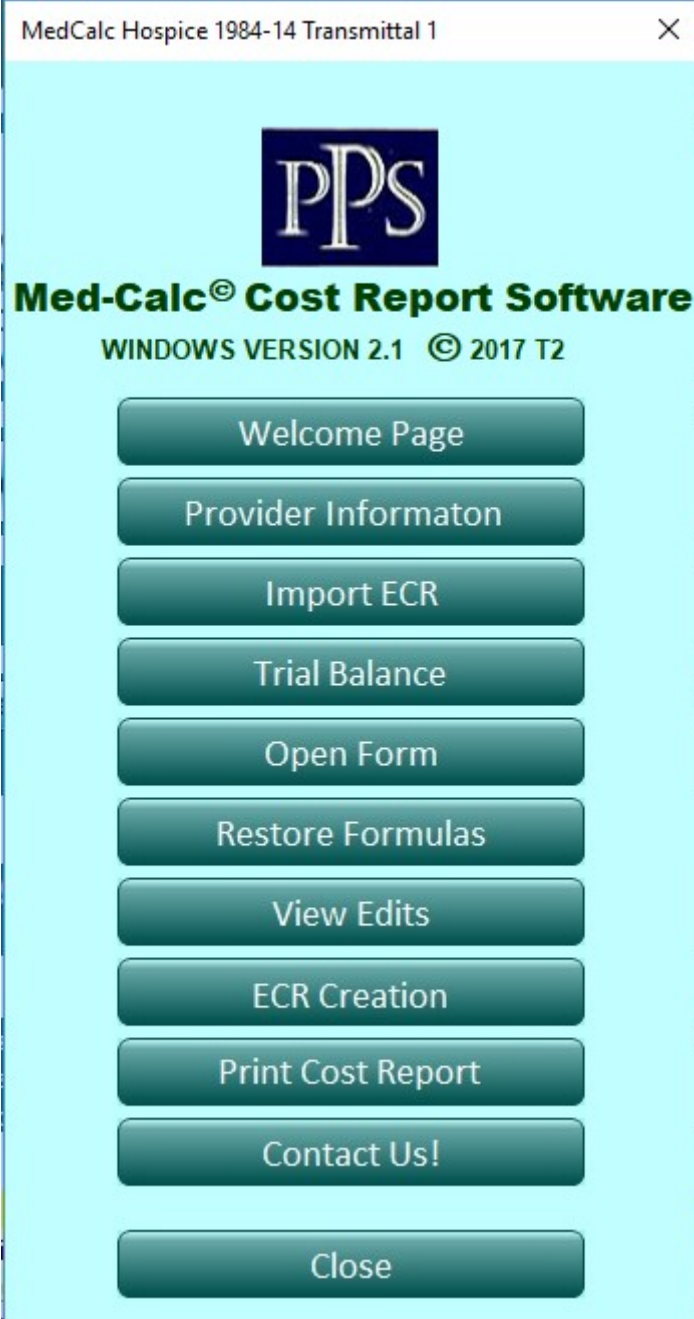
All of the toolbar features may also be accessed by clicking on the "Show Menu" button on each page of the software. A drop-down menu will then appear
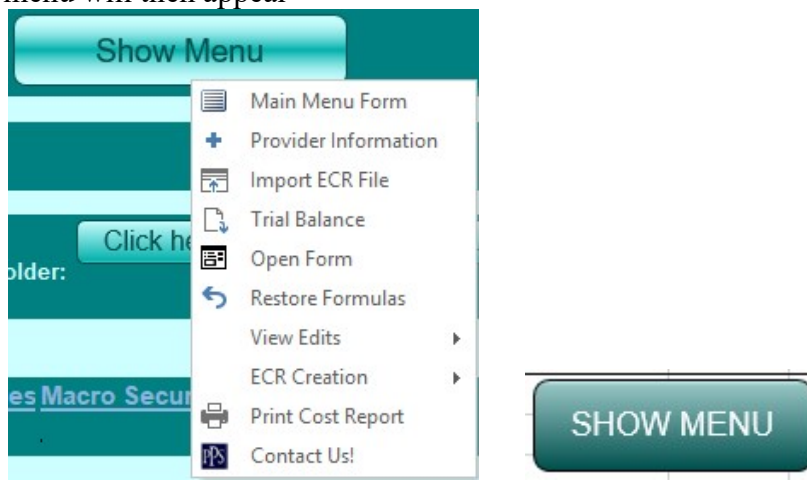
Main Menu Form

The next screen will show our new Main Menu form. You can use this form to navigate to all of our old features plus our many new ones. All features on this form may also be accessed through the Add-Ins ribbon at the top of your screen or from the drop-down menu on each page.

Choose one of the options from this form to proceed, or simply close the form. Options will be discussed later in greater detail.

Provider Information

At this point, if you have not yet entered your provider number, end date, and a valid security code, you will be prompted to do so:

Click "OK" to proceed. You will then see the following form:

Fill in your information, including the Med-Calc security code which you received upon purchasing your software, and close the form.

Once you have entered a valid security code, provider number, and cost report dates, "Licensed To" will be followed by your facility number. Until you do so, "unauthorized use" will appear instead of your number.

Information from this form will flow to the rest of the cost report.

Please note: You may also choose to enter your provider information on the "Prov.Info" tab of our software, as has been done in all previous versions of our software (see below).

You may also access this form at any time from the Med-Calc toolbar, the Main Menu form, or the drop-down menu form on each page.
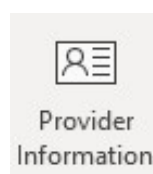
Provider Info tab

As mentioned, you may also enter your facility information on the Provider Info tab first. We recommend filling in the provider information either on the Provider Info form or the Prov.Info tab before proceeding with your cost report, as information from this form will flow to the rest of the cost report.

Note: If you have entered your Provider Information on the Provider Information form, and changed your ECR information on the ECR Info form, you do not need to use this tab at all.

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.

You may also enter information regarding your ECR file on this tab, or choose the ECR Creation, ECR Info option from the Med-Calc toolbar, Main Menu form, or drop-down menu located on each page of your file.
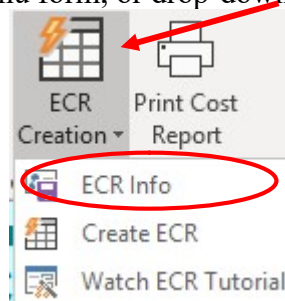
Creating Med-Calc Software Files and Folders

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.
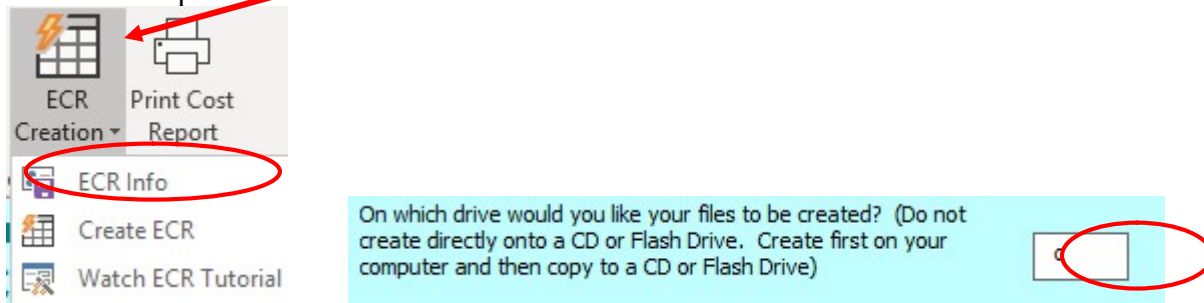
Alternatively, you may click the button which will bring you to the Provider Info tab. Enter the preferred drive letter in cell F12.

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\Hospice
> [Drive]:\ MedCalc\Hospice\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.

To enter ECR Information on the Provider Info tab:
Enter the drive for creating the ECR files (see below for more information) in cell F12.

If your facility is required to file more than one cost report for this cost report year, indicate whether this is the first or second report of the year by entering 1 or 2 in cell D69.

If you have already submitted a cost report for this period, but are required to re-submit, enter the number of the submission in cell D73.
(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 * indicates 1 for first filing of this cost report, 2 for second filing of this cost report, and so on.)*

By default, the first cost report and first submission are 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. Please note that in some versions of Excel, the font color may not remain purple, due to Excel issues.

Should you wish to restore an entire worksheet, or several or all of the worksheets, choose the "Restore Formulas" option from the Med-Calc toolbar, drop-down menu on each page, or Main Menu form.
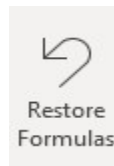
The following form will then appear:

Select the form or forms on which you wish to restore the formulas and click "Restore Selected Sheets" or click "Restore all Worksheets". Click "Close" to close the form.

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 font:	Standard input
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.

In addition, you may now navigate to the form of your choice by selecting "Go To Worksheet" from the Med-Calc toolbar or "Open Form" from the Main Menu form or drop-down menu on each page.
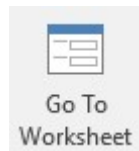
The following form will then appear:

Choose the form/ page which you wish to open and click "Open Form", click "Cancel" to return to the Main Menu form, or click "Close" to close without navigating to a different form/ page.

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.
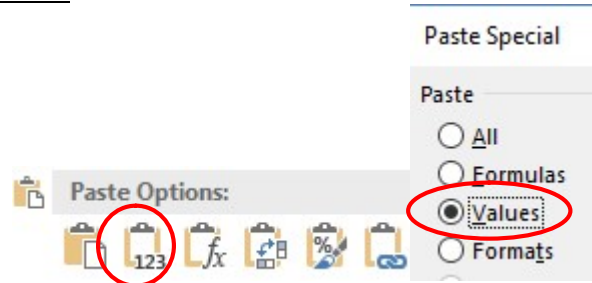
Printing

On the Main Menu form, Med-Calc toolbar, and drop-down menu on each page, there is a 'Print Cost Report' button. Clicking it will bring up a window giving the option to choose a printer. Once you choose the printer, the cost report will print to the printer of your choice.

It is also possible to print a specific worksheet by clicking on 'File' and then 'Print' while on that page.

Level Errors (see later) may also be printed by clicking on the "Print Level Edits" button on the Level Errors pages.

Notes and Workpapers

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

We are pleased to provide automatic functionality for Worksheet B-1 stats. If you select one of the pre-programmed statistics from the dropdown box at the top of the B-1 column corresponding to the cost center for which you are entering stats, the statistics will automatically populate in the light green cells of that column.

	CAP REL	CAP REL	EMPLOYEE		ADMINIS-	PLANT	LAUN
	BLDG	MVBLE	BENEFITS		TRATIVE &	OP &	& LIN
	& FIX	EQUIP	DEPARTMENT		GENERAL	MAINT	
	SQUARE FEET	OTHER ▼	GROSS SALARIES ▼	RECONCILIATION	ACCUM. COST	SQUARE FEET ▼	FACIL-T
		DOLLAR VALUE ←					
Cost Center Descriptions	1	2	3	4A	4	5	6
CE COST CENTERS							
el Costs - Bldg & Fixt	-						
el Costs - Mvble Equip		-					
yee Benefits Department		0	-				
strative & General		0	0	-	-		
peration & Maintenance		0	0	0	0	-	
y & Linen Service		0	0	0	0	0	
keeping		0	0	0	0	0	
		0	0	0	0	0	
g Administration		0	0	0	0	0	

To change a stat, simply type over it, turning the font from blue to violet.

As on our other worksheets, if you have overridden a formula and wish to restore to the original, calculated value, highlight the cell/s and press F11. You may also restore the entire sheet using the "Restore Formulas" option explained earlier from the Main Menu form, Add-Ins toolbar, or dropdown menu on each page.

Should you wish to use a statistic other than the pre-programmed stats, choose "OTHER" from the dropdown box at the top of the B-1 column corresponding to your cost center. The cell below the drop-down box will now turn yellow. Enter the label for the statistic in the yellow box (e.g., Nursing Hours, Dollar Value, or Mileage).

Enter the stats manually into each applicable cell.

Please note that switching the dropdown box from "Other" to a pre-programmed stat will overwrite all the values entered in the entire column with the calculated statistics.

Also note that selecting "Other" with a pre-programmed stat will not be treated as the pre-programmed stat. For example, if Other is selected and "Square Feet" is entered in the space provided, this will not act as an automated stat. No square feet will be populated unless manually entered.

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 the edits by choosing the "View Edits" option from the Main Menu form, Med-Calc toolbar, or drop-down menu on each page.

View
Edits ▾

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, go to the Med-Calc toolbar, Main Menu form, or drop-down menu on each page and choose the "ECR Creation", "Create ECR" option.
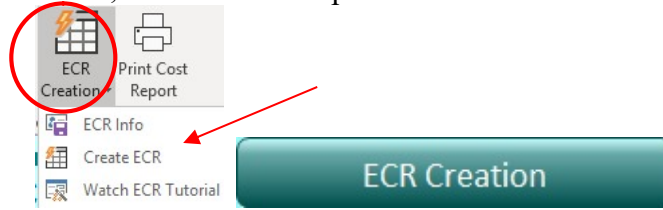
A progress bar will show 'Processing ECR and Print Image Files'. This might take a few moments (depending on the computer's speed).
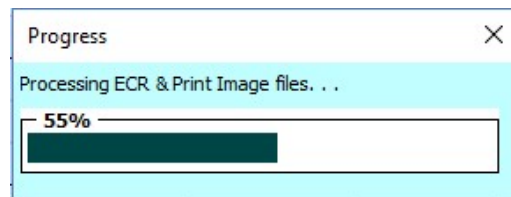
The software will place two files on your hard drive - one beginning with HS and the other beginning with PI.

Med-Calc is pleased to inform you that our software now creates your PI file as a PDF. This will result in much shorter ECR creation time for you and make the file easier for your intermediary to process. When looking for your PI file, look for a file with a .pdf extension.

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 mailed HS and PI files, in hard copy, with original signature. If uploading files online, a scanned or PDF copy of the signature page must be submitted.

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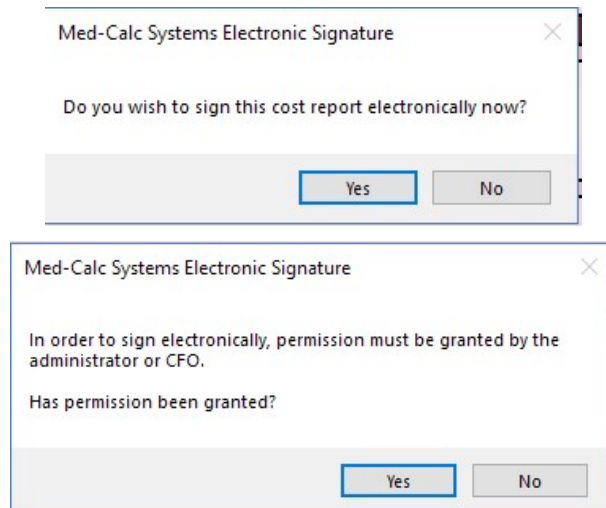
If you choose to sign electronically, a form will pop up. The form will contain the statement you are signing, a checkbox to allow electronic signing, and fields for the name and title of the signer. Make sure to fill out all fields and then click continue.

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 HS 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/Hospice/*Facility Name*
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 online portal.

IMPORTANT – PLEASE NOTE:

Do not unnecessarily open the electronic files after they are created, as this may alter the
date and time required by the Intermediary and may render your encryption invalid.
Do not create your files directly on your CD or flash drive. First create them on your hard drive, and then copy
them *without any subdirectories* to a CD or flash drive or upload them directly to the MCReF portal. 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 certification statement and that I have examined the accompanying electronically filed or manually submitted cost	
repot and the Balance Sheet and Statement of Revenue and Expenses prepared by Provider: HOSPICE TEST CCN: 01-1590 for	
the cost reporting period beginning 01/01/2018 and ending 12/31/2018 and that to the best of my knowledge and belief, this report and statement	
are true, correct, complete and 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:	
1/8/19 4:47:33 AM	
ZDNatmQMLewu.ma83.ia9yCvmLkL10	Chief Financial Officer or Administrator of Provider(s)
vcM9b0zszdrxclwXKPHZtOHkRWAGu4	
Oxil0UDbTL0.aojZ	
	Signed:
PRINT FILE ENCRYPTION:	
1/8/19 4:49:24 AM	Title
ikLJlpdoEjpGcQuEDf1QQOd03Xne20	
r1wGO0gb0RO6b8zQDg9HaU:TYcdQLq	Date:
xOD10CcamC0BfPfp	

Template Import/ 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 the letters **HS**, followed by the provider number, which was submitted to your Intermediary.   If you only have the actual Excel Cost Report file, create another electronic file either onto the Hard Drive (as if burning to a CD). Then proceed using the newly created file, which can be found under [dir]:\MedCalc\Hospice.

- From the Main Menu form, Med-Calc toolbar, or drop-down menu on each page, click on the 'Import ECR' button to bring you to the 'Download' tab.
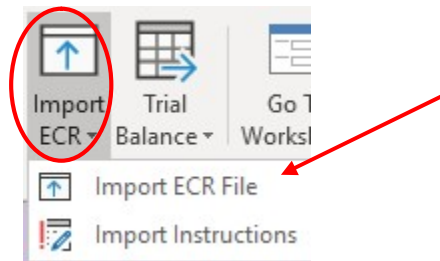
- An 'Import Data' window will open and bring you to an 'Open' dialog box.

- 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.
- A 'Download Options' window will appear giving two choices:
    1) *Download ID & demographics only –*
    This will download the Provider Info, worksheet S-1, I, worksheet S-2 and the B-1 statistics only.

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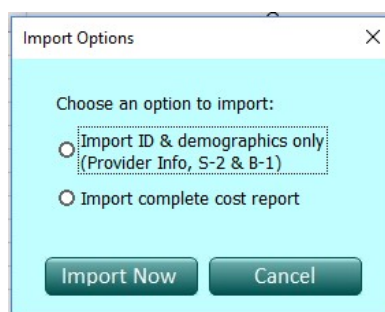
- The Cost Report will be filled out with no data entry required. If successful, a window will open that says *'Last year's data populated into template'.*

PLEASE NOTE:
The security code will need to be reentered on the Provider Info tab.
You may find this security code in your previous file, in your records, or, if the software was purchased from our website, on your "My Orders" page.

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

- If a complete prior year cost report was downloaded and you would like to input the current year's Trial Balance, all trial balance formulas must be restored. This can be done by opening the Restore Formulas form as described above, choosing all of the forms except B-1, and clicking "Restore Selected Sheets". If any numbers on those pages are still a 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 inputted manually directly into the A and F series worksheets.

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.
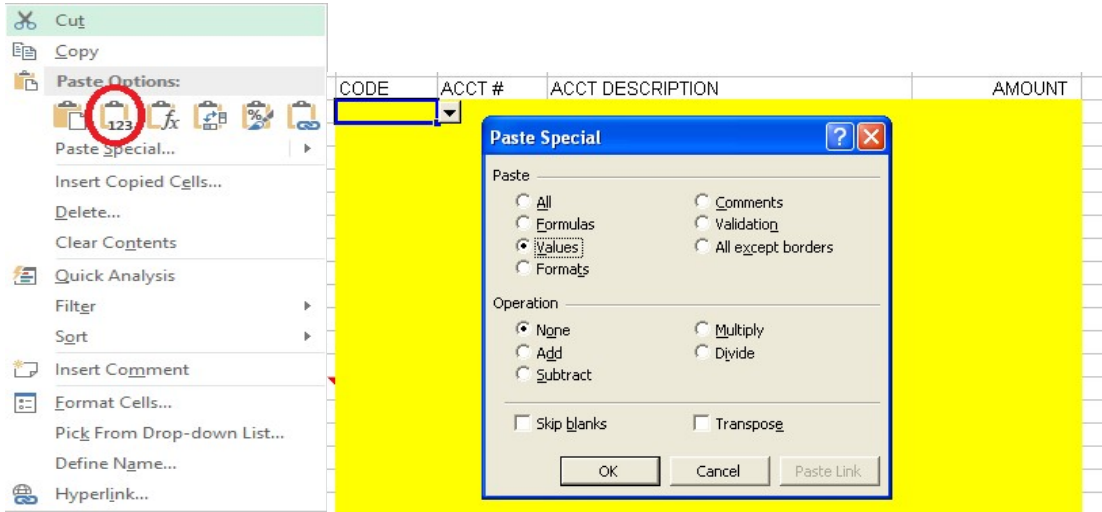
Assign Cost Report Codes to the Trial Balance

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.

	CODE	ACCT #	ACCT DESCRIPTION	AMOUNT
Cash on hand and in banks	F 01		Woodforest National bank	1,667.47
Salaries, wages & fees payable	F 34		Payroll Liabilities	(5,778.51)
Other long term liabilities	F 34 / F 35 / F 36 / F 37		Loan for Start up	(56,660.84)
Other long term liabilities	F 38 / F 39		Loan for Start up:Deposit	(83,500.00)
Fund balance	F 41		Retained Earnings	(6,958.00)
Fund balance	F 42		Retained Earnings adj. for PS&R Income	102,427.95
Fund balance	F 48		Net Loss	48,801.93

Sort, Filter and Subtotal:

To sort by line numbers, click the "Sort, Subtotal, & Filter Zeros" button.

The software will filter out all accounts totaling 0, as well as all blank lines/ any line with a blank value in the account column. Your trial balance will be summed by line number. You now have a sorted and subtotaled trial balance to submit to your intermediary.

Should you wish to undo the sorting and subtotaling, simply click the "Undo Sort, Subtotal, & Filter" button. Your TB will now be sorted by account number.

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 38 – Hospice Cost Report. 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 menu on the left the side.

   - On the right side of the antivirus screen, scroll until you see the 'Exclusions. option.

   - Click the tab that says '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!

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