

Provider Statistical and Reimbursement System (PS&R) Quick Guide - Providers

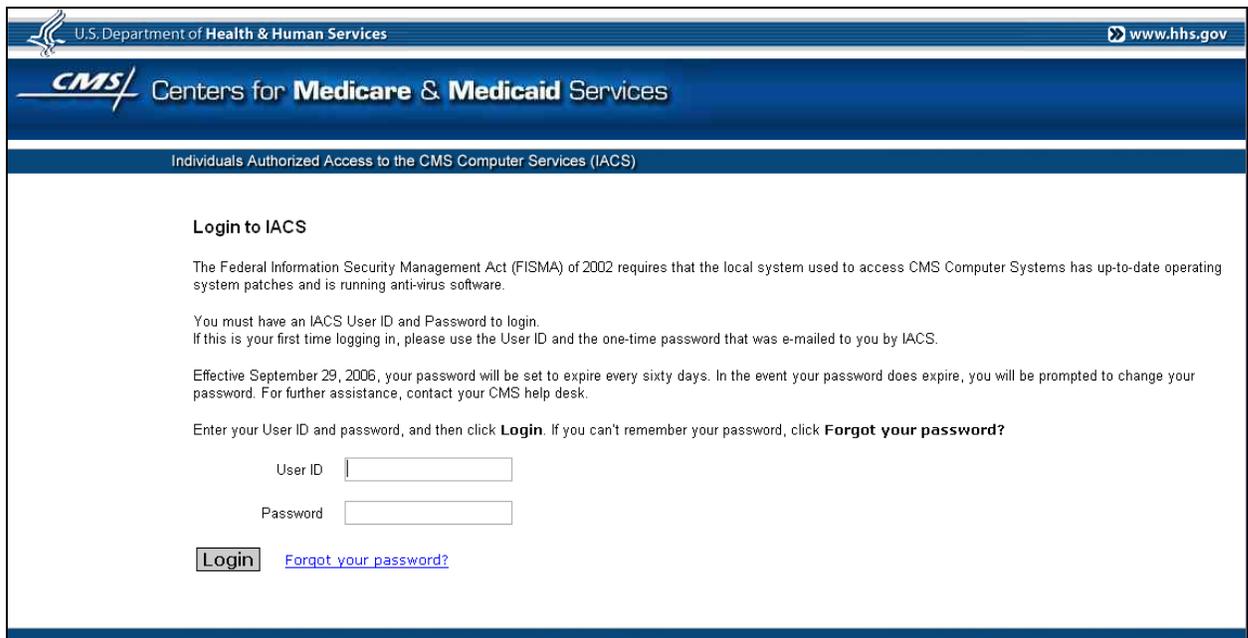
You must produce the Summary PS&R reports needed to file your cost report

Note: This guide assumes that you have already obtained your IDM ID and password, and have obtained approval to access the PS&R system. If you have any questions pertaining to IDM and/or obtaining Security Official approval for PS&R access, please contact us for the EUS PSRSTARR Registration whitepaper.

You can also call the EUS helpdesk at 866-484-8049 opt 2.

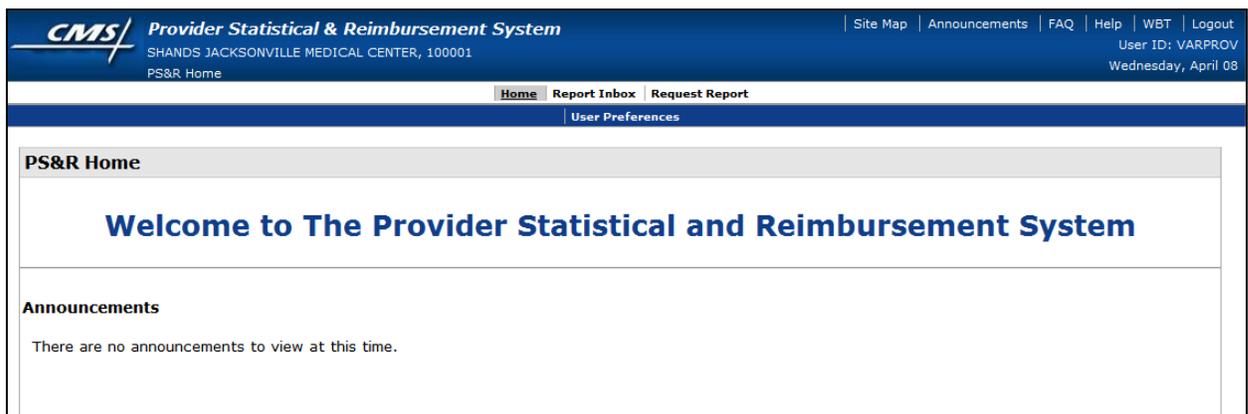
Requesting Summary Reports:

- Access PS&R using the following URL: <https://psr-ui.cms.hhs.gov/psr-ui>.
- The following IDM log-in screen will appear, log-in using your IDM ID and password.



The screenshot shows the login page for the IACS system. At the top, it features the U.S. Department of Health & Human Services logo and the CMS logo for Centers for Medicare & Medicaid Services. Below the header, it states "Individuals Authorized Access to the CMS Computer Services (IACS)". The main heading is "Login to IACS". A notice mentions the FISMA 2002 requirements for system security. It instructs users to have an IACS User ID and Password, and provides instructions for first-time users. A note about password expiration (September 29, 2006) is also present. The login form includes fields for "User ID" and "Password", a "Login" button, and a link for "Forgot your password?".

- Once logged in, you will be navigated to the main PS&R homepage as shown below.



The screenshot shows the main PS&R homepage. The header includes the CMS logo and "Provider Statistical & Reimbursement System" for SHANDS JACKSONVILLE MEDICAL CENTER, 100001. Navigation links for Site Map, Announcements, FAQ, Help, WBT, and Logout are visible. The user ID is VARPROV and the date is Wednesday, April 08. The main navigation bar contains links for Home, Report Inbox, Request Report, and User Preferences. The main content area is titled "PS&R Home" and features a large blue heading: "Welcome to The Provider Statistical and Reimbursement System". Below this, there is an "Announcements" section stating "There are no announcements to view at this time."

From this screen, select “Request Report” from the top navigation bar. Once you select this option you will see a second menu underneath the top navigation bar with “Request Summary” option.

- Select “Request Summary” and you will be navigated to the following “Select Provider(s)” screen as shown below, if you are a parent provider.

CMS Provider Statistical & Reimbursement System
SHANDS JACKSONVILLE MEDICAL CENTER, 100001
Summary Report Request

Site Map | Announcements | FAQ | Help | WBT | Logout
User ID: VARPROV
Wednesday, April 08

Home | Report Inbox | Request Report
Favorite Requests | Request Summary | Request Detail

Summary Report Request

1. Select Provider(s)

All Providers Include Inactive Providers

By Provider Number

Search:

100001 SHANDS JACKSONVILLE MEDICAL CENTER
102300 SHANDS JACKSONVILLE - ESRD
105961 UNIVERSITY MEDICAL CENTER, SNU, SHAND
107125 SHANDS JACKSONVILLE HOME HEALTH SER

>> <<

Expand

- Select “All” providers and click “Continue” at the bottom of the page. You will be navigated to the “Select Report(s)” screen.

Note: If you are a subunit or a freestanding hospital you will not see this page and will be directly navigated to “Select Report(s)” screen.

- On the “Select Report(s)” screen, shown below, select “By Service Type”, and then “All” from the drop-down menu, and click “Continue” at bottom of page.

CMS Provider Statistical & Reimbursement System
SHANDS JACKSONVILLE MEDICAL CENTER, 100001
Summary Report Request

Site Map | Announcements | FAQ | Help | WBT | Logout
User ID: VARPROV
Wednesday, April 08

Home | Report Inbox | Request Report
Favorite Requests | Request Summary | Request Detail

Summary Report Request

2. Select Report(s)

By Service Type
All

Exclude 329 and 339 Patient CBSA Visit Section Include 110 DRG Section Include 1000 Report

By Report Group

Search:

11x
12x
13x
14x
21x

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Exclude 329 and 339 Patient CBSA Visit Section Include 110 DRG Section Include 1000 Report

By Report Type

Search:

110 IP - PART A
115 IP - FEE REIMBURSED
118 IP - PART A MANAGED CARE
119 IP - PPS INTERIM BILLS
11A IP - PART A (MSP+LCO)

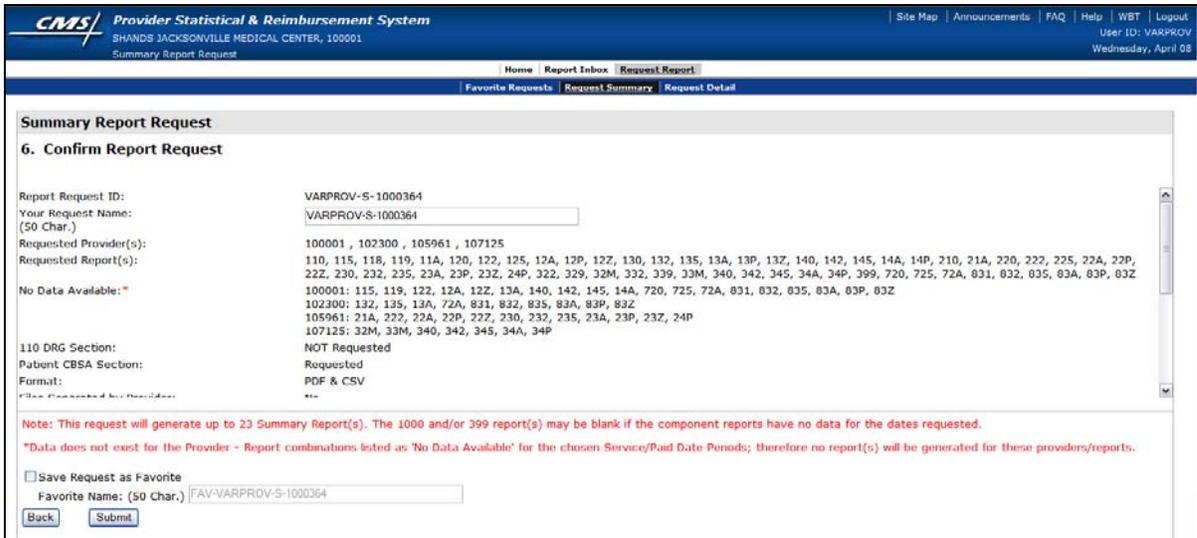
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Exclude 329 and 339 Patient CBSA Visit Section Include 110 DRG Section

- Once you click continue you will be navigated to the following “Select Dates” screen.

- For Interval select "Year" and Period 1 Start Date enter the Begin date of the cost report. Hit "Apply". Please review these dates to ensure they are accurate. If full cost report periods are needed, you should not need to change these amounts. If needed, you may change the dates.
- Click the check-boxes to exclude periods 2, 3, and 4 so that only information pertaining to the cost report period will show on the PS&R.
- Enter Paid Dates - leave default “Include all Paid Dates available at time of report generation” selection if you want all paid date ranges.
- Once all the dates have been selected click “Continue” at the bottom of the page.
- You will be navigated to the “Select Report Format” screen, as shown below. Select the third option to order both PDF file (which can be easily read and printed), and a CSV file (data file that can be imported to other software such as Excel).

- Once selection is made click “Continue” in order to navigate to the confirmation page as shown below



- Confirm your report request information, then click “Submit” to submit your report request for processing,
- Now you can go to your inbox to see the status of your request. You will also use the inbox to download your reports once they are completed.
- In order to go to the inbox, click “Report Inbox” from the top navigation menu. Default menu should be “Summary Inbox” and you should automatically see all your summary requests and their status, as shown on the following screen shot (we expect reports to be generated within 24 hours of the request).



- Once completed, you can click the file to download or view.