

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

You must produce the Summary PS&R reports needed to file your cost report ending on or after January 31, 2009. There are many variations of report requests that can be made in the new system, which you may customize as you become familiar with system (see user guides and training materials).

Note: This guide assumes that you have already obtained your IACS ID and password, and have obtained approval to access the PS&R system. If you have any questions pertaining to IACS and/or obtaining approval for PS&R access, please review the PS&R webpage, <http://www.cms.hhs.gov/psrr/>.

Requesting Summary Reports:

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

U.S. Department of Health & Human Services www.hhs.gov

CMS Centers for Medicare & Medicaid Services

Individuals Authorized Access to the CMS Computer Services (IACS)

Login to IACS

The Federal Information Security Management Act (FISMA) of 2002 requires that the local system used to access CMS Computer Systems has up-to-date operating system patches and is running anti-virus software.

You must have an IACS User ID and Password to login.
If this is your first time logging in, please use the User ID and the one-time password that was e-mailed to you by IACS.

Effective September 29, 2006, your password will be set to expire every sixty days. In the event your password does expire, you will be prompted to change your password. For further assistance, contact your CMS help desk.

Enter your User ID and password, and then click **Login**. If you can't remember your password, click **Forgot your password?**

User ID

Password

[Forgot your password?](#)

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

CMS Provider Statistical & Reimbursement System [Site Map](#) [Announcements](#) [FAQ](#) [Help](#) [WBT](#) [Logout](#)

SHANDS JACKSONVILLE MEDICAL CENTER, 100001
PS&R Home User ID: VARPROV
Wednesday, April 08

[Home](#) [Report Inbox](#) [Request Report](#)

[User Preferences](#)

PS&R Home

Welcome to The Provider Statistical and Reimbursement System

Announcements

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.

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.

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

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)

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.

- Enter Service Dates - the system will default to your cost report periods. Please review these dates to ensure they are accurate, and the defaulted periods have not overlapped. If full cost report periods are needed, you should not need to change these amounts. However, you may change the date ranges if needed.
- Note:** If period “splits” are needed for cost reporting, you will need to modify the date ranges.
- Enter Paid Dates - leave default “Include all Paid Dates available at time of report generation” selection if you want all paid date ranges. If you need specific Paid Date ranges then populate the “From” and “To” dates.
- 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. You may select a PDF file (which can be easily read and printed), a CSV file (data file that can be imported to other software such as Excel), or both.

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

Summary Report Request

6. Confirm Report Request

Report Request ID: VARPROV-S-1000364
 Your Request Name: VARPROV-S-1000364
 Requested Provider(s): 100001, 102300, 105961, 107125
 Requested Report(s): 110, 115, 118, 119, 11A, 120, 122, 125, 12A, 12P, 12Z, 130, 132, 135, 13A, 13P, 13Z, 140, 142, 145, 14A, 14P, 210, 21A, 220, 222, 225, 22A, 22P, 22Z, 230, 232, 235, 23A, 23P, 23Z, 24P, 322, 329, 32M, 332, 339, 33M, 340, 342, 345, 34A, 34P, 399, 720, 725, 72A, 831, 832, 835, 83A, 83P, 83Z
 No Data Available: *
 100001: 115, 119, 122, 12A, 12Z, 13A, 140, 142, 145, 14A, 720, 725, 72A, 831, 832, 835, 83A, 83P, 83Z
 102300: 132, 135, 13A, 72A, 831, 832, 835, 83A, 83P, 83Z
 105961: 21A, 222, 22A, 22P, 22Z, 230, 232, 235, 23A, 23P, 23Z, 24P
 107125: 32M, 33M, 340, 342, 345, 34A, 34P

110 DRG Section: NOT Requested
 Patient CBSA Section: Requested
 Format: PDF & CSV

Note: This request will generate up to 23 Summary Report(s). The 1000 and/or 399 report(s) may be blank if the component reports have no data for the dates requested.
 *Data does not exist for the Provider - Report combinations listed as 'No Data Available' for the chosen Service/Paid Date Periods; therefore no report(s) will be generated for these providers/reports.

Save Request as Favorite
 Favorite Name: (50 Char.) FAV-VARPROV-S-1000364

- 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).

Summary Report Inbox

Delete	Request Name	Request Date	PDF	CSV	Status	Days Left in Inbox*
<input type="checkbox"/>	VARPROV-S-1000364	04/08/2009	Y	Y	Processing	-

*After 21 calendar days with a Status of "Complete" or "Error", the report request will no longer appear in this inbox. If the Status is "Complete", it is your responsibility during these 21 days to save the reports to your own computer.

PDF files can be viewed and printed using [Adobe Reader](#) software

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

Requesting Detail Reports:

- 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 Detail” option.
- Select “Request Detail” and you will be navigated to the following “Select Provider(s)” screen if you are a parent provider

The screenshot shows the 'Detail Report Request' screen. At the top, there is a navigation bar with 'Home', 'Report Inbox', and 'Request Report' (highlighted). Below this is a sub-navigation bar with 'Favorite Requests', 'Request Summary', and 'Request Detail' (highlighted). The main content area is titled '1. Select Provider(s)'. It features a search box, a list of providers on the left, and an empty box on the right. The providers listed are: 100001 SHANDS JACKSONVILLE MEDICAL CENTER, 102300 SHANDS JACKSONVILLE - ESRD, 105961 UNIVERSITY MEDICAL CENTER, SNU, SHAND, and 107125 SHANDS JACKSONVILLE HOME HEALTH SER. There are '>>' and '<<' buttons between the boxes. Below the list is an 'Expand' checkbox and a 'Continue' button.

- Select a provider or multiple providers, move them to the right box, 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.

The screenshot shows the 'Detail Report Request' screen. At the top, there is a navigation bar with 'Home', 'Report Inbox', and 'Request Report' (highlighted). Below this is a sub-navigation bar with 'Favorite Requests', 'Request Summary', and 'Request Detail' (highlighted). The main content area is titled '2. Select Report(s)'. It features three sections: 'By Service Type' with a dropdown menu set to 'All', 'By Report Group' with a search box and a list of report groups (11x, 12x, 13x, 14x, 21x), and 'By Report Type' with a search box and a list of report types (110 IP - PART A, 115 IP - FEE REIMBURSED, 118 IP - PART A MANAGED CARE, 119 IP - PPS INTERIM BILLS, 11A IP - PART A (MSP-LCC)). There are '>>' and '<<' buttons between the boxes. Below each section are 'Include 998 Report' and 'Exclude PHI on Report(s)' checkboxes. At the bottom are 'Back' and 'Continue' buttons.

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

3. Select Service Periods (Note: Period 1 From and To dates are required. Format: MM/DD/YYYY)

Update Service Dates by Interval:
Interval: Period 1 Start Date:

Update Service Dates by Period:

Period 1	Period 2	Period 3	Period 4
From: <input type="text"/>	From: <input type="text"/>	From: <input type="text"/>	From: <input type="text"/>
To: <input type="text"/>	To: <input type="text"/>	To: <input type="text"/>	To: <input type="text"/>

Update Service Dates by Provider(s):

Provider ID	Period 1	Period 2	Period 3	Period 4
100001 FYE: 0630	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>
105961 FYE: 0630	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>

4. Select Paid Dates

From: To:

- Enter Service Dates in the “From” and “To” boxes for Period 1.
- Enter Paid Dates: Leave default values if you want to include all paid date ranges. If you need specific Paid Date ranges then populate the “From” and “To” dates.
- Once all the dates have been selected click “Continue” at the bottom of the page.
- You will be navigated to the “Select Report Format” and “Provide Contact Information” screen, as shown below.

5. Select Report Format

PDF
 CSV

6. Provide Contact Information
*Required fields

Primary		Secondary	
*First Name:	<input type="text"/>	First Name:	<input type="text"/>
*Last Name:	<input type="text"/>	Last Name:	<input type="text"/>
*Phone #:	<input type="text"/>	Phone #:	<input type="text"/>
*E-mail:	<input type="text"/>	E-mail:	<input type="text"/>
Fax #:	<input type="text"/>	Fax #:	<input type="text"/>
Reason for Request:	<input type="text"/>	Reason for Request:	<input type="text"/>

- You may select a CSV file (data file that can be imported to other software such as Excel) or PDF file (which can be easily read and printed). Note – Detail Reports can be very large and may exceed limits established for PDF files. The CSV files are much easier to use for data analysis, as they can be imported to other software.
- Insert your contact information into the required fields (shown with red asterisks) and click “Continue” at the bottom of the page.
- Once selection is made click “Continue” in order to navigate to the confirmation page as shown below

CMS Provider Statistical & Reimbursement System
SHANDS JACKSONVILLE MEDICAL CENTER, 100001
User ID: VARPROV
Tuesday, April 14

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

Detail Report Request

7. Confirm Report Request

Report Request ID: VARPROV-D-1000429
 Your Request Name: (50 Char.) VARPROV-D-1000429
 Requested Provider(s): 100001 , 105961
 Requested Report(s): 110 , 115 , 118 , 119 , 11A , 120 , 122 , 125 , 12A , 12P , 12Z , 130 , 132 , 135 , 13A , 13P , 13Z , 140 , 142 , 145 , 14A , 14P , 210 , 21A , 220 , 222 , 225 , 22A , 22P , 22Z , 230 , 232 , 235 , 23A , 23P , 23Z , 24P , 720 , 725 , 72A , 831 , 832 , 835 , 83A , 83P , 83Z
 Phi Excluded: No
 Format: CSV
 Paid Dates: 03/01/2004 to 04/09/2008
 Contact Info: Primary
 First Name: Test
 Last Name: Test

Note: This request will generate up to 92 Detail Report(s).

Save Request as Favorite
 Favorite Name: (50 Char.) FAV-VARPROV-D-1000429

Back Submit

- 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 and click “Detail Inbox” in the secondary menu (we expect reports to be generated within 24 hours of the request).

CMS Provider Statistical & Reimbursement System
SHANDS JACKSONVILLE MEDICAL CENTER, 100001
User ID: VARPROV
Tuesday, April 14

Home | Report Inbox | Request Report
Summary Report Inbox | Detail Report Inbox

Detail Report Inbox

Request Name	Request Date	Status*	Days Left in Inbox** ▼
VARPROV-D-1000429	04/14/2009	Pending	-
VARPROV-D-1000368	04/08/2009	Pending	-

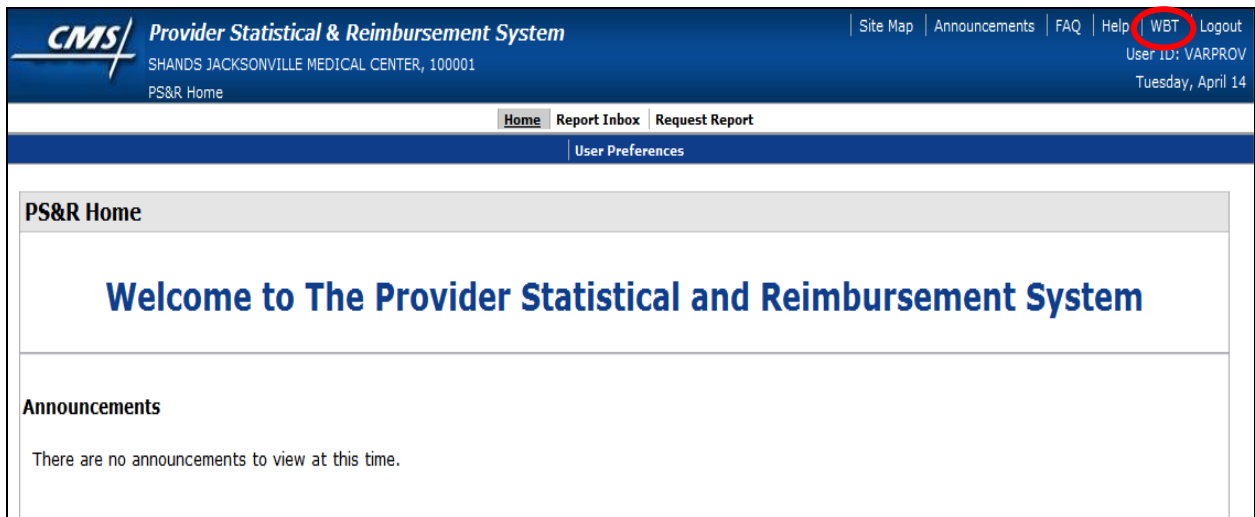
*A request with a Status of "Complete" or "Complete/Modified" has been reviewed and successfully generated by your FI/MAC. Please allow ample time for your FI/MAC to package and ship the reports.
 **After 21 calendar days with a Status of "Complete", "Complete/Modified", "Declined" or "Error", the report request will no longer appear in this inbox.

Refresh

Note: Detail reports will stay in “Pending” status until your responsible FI/MAC approves the request. Once it is approved and generated, your FI/MAC will send you the detail reports in CD format. FIs/MACs will continue to charge a reasonable fee for Detail Report requests in excess of one per year.

Accessing Web Based Training (WBT):

- In order to access WBT, click on the link (shown below with red circle) on the top right side of the page.



- Once the link is clicked the, following WBT main menu will open up in your browser as a separate window. You can then click on any chapter you wish to get the training.

