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: <u>https://psr-ui.cms.hhs.gov/psr-ui.</u>
- The following IDM log-in screen will appear, log-in using your IDM ID and password.

U.S. Department of Health & Human Services	w.hhs.gov
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 system patches and is running anti-virus software.	e operating
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 chang password. For further assistance, contact your CMS help desk.	e your
Enter your User ID and password, and then click Login. If you can't remember your password, click Forgot your password?	
User ID	
Password	
Login Forgot your password?	

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

Provider Statistical & Reimbursement System SHANDS JACKSONVILLE MEDICAL CENTER, 100001 PS&R Home	Site Map Announcements FAQ Help WBT Logout User ID: VARPROV Wednesday, April 08
Home Report Inbox Request Report	
User Preferences	
PS&R Home Welcome to The Provider Statistical and Announcements There are no announcements to view at this time.	Reimbursement System
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.

Provider Statistical & Reimbursement System SHANDS JACKSONVILLE MEDICAL CENTER, 100001	Site Map	Announcements	FAQ Help WBT Logout User ID: VARPROV Wednesday, April 08
Summary Report Request			
Favorite Requests Request Summary Request Detail			
Summary Report Request			
1. Select Provider(s)			
O All Providers Include Inactive Providers			
By Provider Number Search: 100001 SHANDS JACKSONVILLE MEDICAL CENTER 105961 UNIVERSITY MEDICAL CENTER, SNJ, SHAND 105961 UNIVERSITY MEDICAL CENTER, SNJ, SHAND 107125 SHANDS JACKSONVILLE HOME HEALTH SER Expand Continue			

• 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 & Reimburs shands Jacksonville medical center,	sement System			Site Map	Announcements	FAQ Help WBT Logo User ID: VARPR
Summary Report Request						Wednesday, April
	- 1466 - 47	Home Report Inbox Reques	st Report			
	Favorit	e Requests Request Summary	Request Detail			
Summary Report Request						
. Select Report(s)						
O By Service Type						
Exclude 329 and 339 Patient CBSA Visit Section	Include 110 DRG Section	Include 1000 Report				
O By Report Group Search:						
11x A						
Exclude 329 and 339 Patient CBSA Visit Section	Include 110 DRG Section	Include 1000 Report				
OBy Report Type Search:						
110IP - PART A 115 IP - FEE REIMBURSED 118 IP - PART A MANAGED CARE 119 IP - PPS INTERIM BILLS 11A IP - PART A (MSP-LCC)	~					
Exclude 329 and 339 Patient CBSA Visit Section	Include 110 DRG Section					
Back Continue						

• Once you click continue you will be navigated to the following "Select Dates" screen.

	Summary Report Reque	st							Wednesday,
				Home	Report Inbox Request F	eport			
				Favorite Request	Request Summary	lequest Detail			
Select Se	rvice Periods (D	efault is Prov	ider EVE at 1 Ve	ar Intervals F	ormat: MM/DD/				
Delettoel	The Ferrous (D			ur interrus, r	ormati 1111/00/	,			
Ipdate Servic	e Dates by Interva	12	M Barad 1 6	that Dates	Apply				
itervait.			Pendu 1 2	care bace.					
pdate Servic	e Dates by Period:								
	Period 1		Period 2		Period 3	Per	iod 4		
rom:		From:		From:		From:		Apply	
0:		To:		To:		To:			
date Servic	e Dates by Provide	r(s):		Renad 2		Derived 2		Rapined 4	
Provider ID	Ex	clude		Exclude		Exclude		Exclude	
02300	From: 07/01/2004		From: 07/01/20	05 🔳	From: 07/01/2	006 📰	From: 07/01/2	007 💼	
VE: 0620	To: 06/30/2005		To: 06/30/20	06 🔲 🔲	To: 06/30/2	007 📑 📄	To: 06/30/2	006 📑 📄	
TE. 0030					07101 /	006 51	From: 07/01/2	007 51	
)5961	From: 07/01/2004		From: 07/01/20	05	From: 07/01/2		i fonti e fe fe		
05961 YE: 0630	From: 07/01/2004 To: 06/30/2005		From: 07/01/20 To: 06/30/20	05 0 06	From: 07/01/2 To: 06/30/2	007	To: 06/30/2	008 📑 🗖	11
05961 YE: 0630	From: 07/01/2004 To: 06/30/2005 From: 07/01/2004		From: 07/01/20 To: 06/30/20 From: 07/01/20	05 0 06 0 05 0	From: 07/01/2 To: 06/30/2 From: 07/01/2	007 🗉 🗖	To: 06/30/2 From: 07/01/2	008 💿 💼	

- 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).

CIMS Provider Statistical & Reimbursement System	Site Map Announcements FAQ Help WBT Logo User ID: VARPR
SHANDS JACKSONVILLE MEDICAL CENTER, 100001 Summary Report Reguest	Wednesday, April
Home Report Inbox Request Report	
Favorite Requests Request Sommary Request De	ietail .
Summary Report Request	
5. Select Report Format	
O PDF	
O CSV ⊚ PDF & CSV	
Separate Files by Provider	
Back Continue	

• Once selection is made click "Continue" in order to navigate to the confirmation page as shown below

SHANDS JACKSONVILLE MED	VICAL CENTER, 100001 User IC Wednesd	lay, April 0
	Home Report Inbox Request Report	
	Favorite Requests Summary Request Detail	
C		
Summary Report Request		
6. Confirm Report Request		
Report Request ID:	V4RPBOV-5-1000364	~
Your Request Name: (50 Char.)	VARPR0V-S-1000364	
Requested Provider(s):	100001 , 102300 , 105961 , 107125	1
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, 832	
No Data Available:*	100001: 115, 119, 122, 124, 122, 134, 140, 142, 145, 144, 720, 725, 724, 831, 832, 835, 834, 83P, 832 102300: 132, 135, 135, 724, 831, 832, 835, 834, 83P, 832 105961: 214, 225, 724, 22P, 227, 230, 232, 235, 234, 23P, 232, 24P 107125: 32M, 33M, 430, 432, 435, 344, 34P	
110 DRG Section:	NOT Requested	
Patient CBSA Section:	Requested	
Format:	PDF & CSV	
Files Personned by Desider	Sta	M
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 - Re	eport combinations listed as 'No Data Available' for the chosen Service/Paid Date Periods; therefore no report(s) will be generated for these providers/reports.	8
Save Request as Favorite		
Favorite Name: (50 Char.) FAV-VARPE	R0V-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).

CMS/ Pr	ovider Statistical & Reimburseme ANDS JACKSONVILLE MEDICAL CENTER, 1000	ent System			Site Map Ann	iouncements FAQ Help WBT Logout User ID: VARPROV Wednesday, April 08
	name y regare maak	Home R	eport Inbox Request Report			
		Summary Reg	port Inbox Detail Report Inbo:			
Summary Rep	ort Inbox					
Delete	Request Name	Request Date	PDF	CSV	Status	Days Left in Inbox* 🔻
	VARPROV-S-1000364	04/08/2009	y	×	Processing	
*After 21 calendar reports to your own Refresh Delete	days with a Status of "Complete" or "Erro I computer.	r", the report request will no longer	appear in this inbox. If the	e Status is "Complete",	, it is your responsibility o	during these 21 days to save the

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