

USER GUIDE

FOR THE

IMPROPER MEDICARE FEE-FOR-SERVICE PAYMENTS

REPORT

TABLE OF CONTENTS

| | |
|---|---|
| INTRODUCTION..... | 1 |
| Getting Started..... | 1 |
| VIEWING THE IMFP REPORT..... | 1 |
| The IMFP Report Overview Page..... | 1 |
| View the IMFP Report..... | 1 |
| Helpful Hints for Viewing the IMFP Report..... | 2 |
| Sorting Tables in the IMFP Report..... | 2 |
| Viewing Charts in the IMFP Report..... | 2 |
| Viewing Endnotes in the IMFP Report..... | 3 |
| PRINTING THE IMFP REPORT..... | 3 |
| Helpful Hints for Printing the IMFP Report..... | 3 |

INTRODUCTION

The Improper Medicare Fee-for-Service Payments Report is a web-based tool that has been developed to allow users to view the Improper Medicare FFS Payments Reports online. Each May and November, CMS publishes the report for the public's use and information.

This document is intended to provide users with instructions on the various features and functions of the Improper Medicare Fee-for-Service Payments Report.

GETTING STARTED

To access the Improper Medicare Fee-for-Service Payments (IMFP) Report, please perform the following steps:

1. Open an internet browser (e.g., Internet Explorer) and enter the URL http://www.cms.gov/apps/er_report/.
2. This will take you to the **Improper Medicare Fee-For-Service Payments (IMFP) Report Overview** page which gives the option of selecting any one of the **Reports** listed in the left-hand navigation bar.
3. Click on a link Month and Year of the desired report.
4. Once the report period has been chosen, the reports for that period will appear in the **Related Links inside CMS** section of the page.
5. Click on the link to the desired report element (i.e., the May 2008 Appendix Report - Printer Version).
6. In the **Downloads** section, you are able access to the User Guide; in the **Related Links Outside CMS** and **Related Link Inside CMS** the user can gain access to relevant links to related information.
7. At the bottom of this page, the user has access to the **Help with File Formats and Plug-Ins** and the **Submit Feedback** links. Information regarding **Page Last Modified** is also available.

VIEWING THE IMFP REPORT

THE IMFP REPORT OVERVIEW PAGE

The overview page allows users to select a particular report period to view. A link to the user guide is also included on this page.

VIEW THE IMFP REPORT

To view a report, users should:

1. Navigate to a particular report, using the method described in the **Getting Started** section of this guide.
2. The user will be brought to the first page of the report selected. The report is organized by chapters, with a link to each chapter in the left hand navigation bar. Click on the chapter link to view that section of the report.

HELPFUL HINTS FOR VIEWING THE IMFP REPORT

Printer Version vs. non-Printer Version – The Printer Version of the report will open a new window and display the entire report all on one web page. The left-hand navigation options will not display. The reports tend to be large so it may take awhile for your system to fully load the printer version.

Chapters and Sections –The left-hand navigation bar lists chapters and sections of the reports. Users can use the links to navigate more quickly through the report. Only one chapter is displayed at a time. The section links will allow users to jump to a particular part of the chapter rather than having to scroll there.

Back to Top link – A “back to top” link is located at the bottom of each sub-section for quick navigation back to the top of the page.

IMFP Report Help – A link to the IMFP Report User Guide is located in the left-hand navigation bar.

SORTING TABLES IN THE IMFP REPORT

The columns of some of the tables in the IMFP Report are sortable. If the table can be sorted, there will be a “Sort This Table” link in the top right-hand corner of the table. When users click on this link, the table will display in a pop-up window. Three different methods can be used to sort IMFP Report tables: (1) Up and down arrow icons will display between the header and the first row of each column in the table; (2) column and direction (ascending/descending) selection lists will display above the table; and (3) the table column headers can also be clicked.

To sort using the up and down arrow icons, please perform the following steps:

1. Select the “Up” arrow at the top of the desired column to sort it in ascending order.
2. Select the “Down” arrow at the top of the desired column to sort it in descending order.
3. Click on the <Close This Window> button at the bottom of the pop-up window to return to the report.

To sort using the column and direction selection lists, please perform the following steps:

1. Select the desired column name from the Column selection list.
2. Select either “Ascending” or “Descending” in the Direction selection list.
3. Click on the <Sort> button and the selected column will be sorted in the selected direction in the table.
4. Click on the <Close This Window> button at the bottom of the pop-up window to return to the report.

To sort using the column headers, please perform the following steps:

1. Locate the desired column in the table and click on the column header to sort it in ascending order.
2. Click on the column header again to sort it in descending order.
3. Click on the <Close This Window> button at the bottom of the pop-up window to return to the report.

VIEWING CHARTS IN THE IMFP REPORT

There are two ways for users to view the chart data in the IMFP Report. To view the chart data, users should use the following steps:

1. Hover the mouse over a bar, line, or pie slice of a chart and the associated value will display. For stacked bar charts, hover the mouse over each color section of the bar and the values for that section will display.
2. Users can also click on the “d” link in the lower right corner to view a list of all of the values in the chart.

VIEWING ENDNOTES IN THE IMFP REPORT

Endnotes display in the IMFP Report four ways. To view endnotes, users can use the following steps:

1. Hover the mouse over the endnote in the report text and the endnote text will display.
2. Click on the endnote in the report text. The endnote text will display in a pop-up window.
3. Scroll to the bottom of the page to view the list of endnotes that are in the chapter.
4. Click on the **Endnotes** link in the left-hand navigation bar to view a list of all endnotes in the report.

PRINTING THE IMFP REPORT

Printer-friendly versions of the IMFP Report and Appendix are available to users. To print a report element, users should follow these steps:

1. Navigate to a particular report using the method described in the **Getting Started** section of this guide. Under the **Related Links inside CMS** heading, click the “Printer Version” link.
2. On the browser toolbar, click on “File”.
3. Scroll down and select the “Print Preview” option to preview how the report will print.
4. If the print preview looks correct, click on “Print. If the preview indicates that the report might cut off, return to the Print Version of the IMFP Report and click on the “Printing Tips” link.

HELPFUL HINTS FOR PRINTING THE IMFP REPORT

Printing Tips – The “Printing Tips” link located in the top left corner of the Print Version of the report provides some advice on printing the report with Internet Explorer.

Options available in the Printer Version – The Table of Contents and Index of Key Items are hyperlinked to the corresponding sections in the report in the Printer Version.

Allow time for the report to build – The IMFP Reports are large documents. It will take a few moments for the system to build the printer-friendly version of the report.