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.

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

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.

- 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.

- 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

- 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.

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

- 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.

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

- 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.

- 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

- 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).

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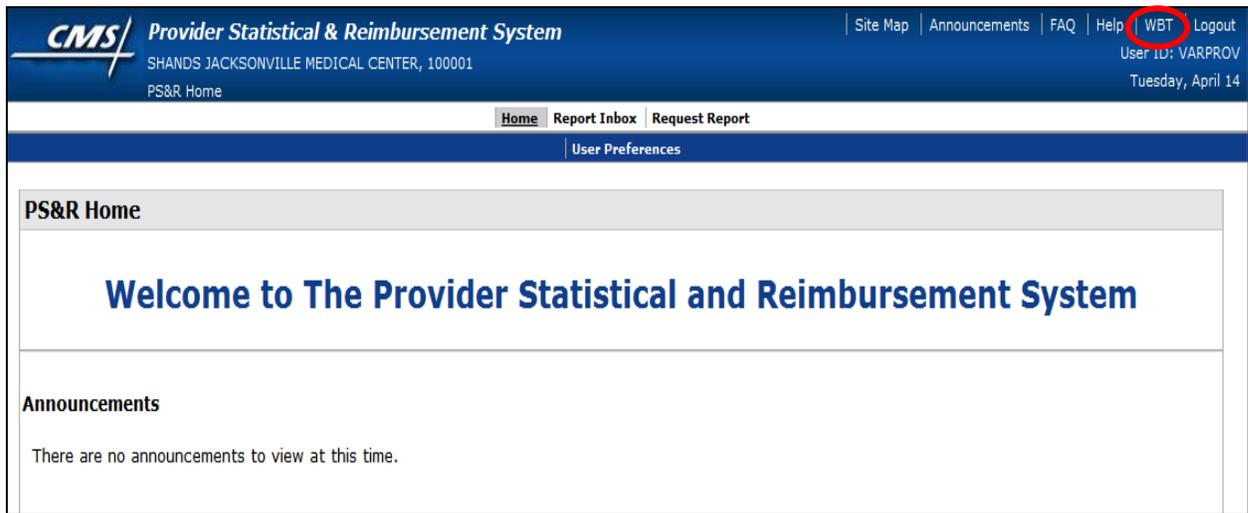
- Once the link is clicked the, following WBT main menu will open up in your browser as a separate window. You can then click on any chapter you wish to get the training.