Medicare Part A Cost Report: New Interim Rate, Tentative, and Final Settlement Documentation Availability in MCreF

Tuesday, April 26, 2022

Presenters:
Owen Osaghae, CMS
Jolene Nguyen, CGI Federal
Acronyms in this Presentation

- BSO - Backup Security Official
- CCN - CMS Certification Number
- CMHC - Community Mental Health Center
- ECR - Electronic Cost Report
- IDM - Identity Management system
- ESRD - End Stage Renal Disease
- FQHC - Federally Qualified Health Center
- FTE - Full Time Equivalent
- FYB - Fiscal Year Begin
- FYE - Fiscal Year End
- GME - Graduate Medical Education
- HHA - Home Health Agency
- Histolab - Histocompatibility Laboratory
- HO - Home Office
- IME - Indirect Medical Education
- IPPS - Inpatient Prospective Payment System
- IRIS - Intern and Resident Information System
- IRR - Interim Rate Review
- LPIC - Limited Purpose Insurance Company
- MAC - Medicare Administrative Contractor
- MCR - Medicare Cost Report
- MCRf - Medicare Cost Report e-Filing system
- MFA - Multi-Factor Authentication
- NPR - Notice of Program Reimbursement
- OPA - Organ Procurement Agency
- PHI - Protected Health Information
- PII - Personally Identifiable Information
- PS&R - Provider Statistical and Reimbursement System
- RHC - Rural Health Clinic
- SNF - Skilled Nursing Facility
- SO - Security Official
- STAR - System for Tracking Audit and Reimbursement
- TS - Tentative Settlement
Meeting Overview

- Introduce updated Medicare Cost Report e-Filing system (MCReF): new Interim Rate, Tentative, and Final Settlement documentation availability

- Communicate additional resources and information available
• Introductions

• Background and Overview

• MCReF Walkthrough and Detailed Overview

• Ongoing Outreach and Education

• Q&A
Business Overview

• The Medicare Cost Report (MCR) is used to determine Part A providers’ annual Medicare reimbursable cost.

• Providers use a variety of sources (including Provider Statistical and Reimbursement system (PS&R) claim reimbursement data) to create their MCR.
  – There are about 50,000 MCRs submitted each year that account for over $200 Billion of Medicare reimbursement.

• Regulation specifies deadline for submitting an acceptable cost report

• Medicare Administrative Contractors (MACs) have requirements for receiving, accepting, reviewing, auditing, and finalizing cost reports.
History of Cost Report Submission and Receipt Process

Most cost reports are mailed or hand-delivered; a few were transmitted via MAC portals.

**Historically**

**MCREF**

**May 2018**

MCREF Launches
Allows Part A providers to electronically transmit (e-File) their MCR package

**April 2020**

Dashboard Status Tracker
Allows Part A providers to track their MCRs through the settlement process

**October 2020**

Bulk e-Filing
Allows for multiple cost report submissions simultaneously

**May 2021**

Expanded e-Filing Materials Tracking
Allows for new user-friendly upload feature

**April 2022**

Settlement Documentation
Allows for new Interim Rate, Tentative, and Final Settlement Documentation
MCReF Usage

- **Since 5/1/2018:**
  - Over 78,000 successful submissions from over 7,000 distinct users
  - Median Submission Time: 3.8 seconds
  - Over 2,300 providers were able to correct errors with their MCR prior to submission and without the need for correspondence with their MAC, and potentially avoiding the rejection of their MCR
  - Tentative Settlement payments issued faster on average for MCReF submissions versus non-MCReF submissions
- **CY2022 to date:** 64% of all MCR submissions were e-Filed via MCReF
- **A few quotes received from MCReF users:**
  - “I am loving the cost report submission season! MCReF is awesome!”
  - “This is a great, centrally located tool for cost report filing statuses, especially when you have multiple facilities and multiple fiscal years.”
  - “Finally started using it this year, and kicking myself for not doing it sooner!”
  - “...I have been involved in cost reporting since 1983. This is the best initiative that I have seen from CMS to help providers and be more efficient.”
CMS Goal

- Expand the use of Medicare Cost Report e-Filing system (MCReF)
  - Improve e-filing functionality
  - Increase transparency to providers through cost report tracking
MCReF – High Level System Changes

• MCReF updated to display information on Interim Rate Reviews and to make documentation relating to Interim Rates, Tentative Settlements, and Final Settlement available to view and download
  – Remains accessible by your IDM PS&R Security Official (SO), Backup Security Official (BSO), and MCReF Approved Cost Report Filer.
Advantages of MCREF for Providers

- One process for all providers via one submission portal
  - Available to all Part A providers regardless of MAC
  - Beneficial to chain organizations which have providers at multiple MACs, and any time you change MACs
  - Reduces confusion, delays, and time you spend on administrative processes

- Direct feedback on the receivability of your MCR submission

- Tentative Settlement payments issued faster on average for MCREF submissions

- Live updates on cost report status from submission through desk review and final settlement
Updated MCReF System
MCReF Detailed Overview

- System Login: https://mcref.cms.gov

- Access is controlled by IDM
  - Restricted to IDM PS&R SOs / BSOs / MCReF Approved Cost Report Filers
  - Existing PS&R SOs / BSOs already have access
  - Any organization without access to PS&R must register a PS&R SO with IDM.
  - Note: If you want to use MCReF, keep your IDM accounts in good-standing.
    - Includes password updates and timely replacement of SOs.
    - IDM credential issues are not a valid reason for late MCR filing.

- Updates coming to IDM
  - Requirement to update passwords every 60 days is going away this summer.
  - Multi-factor authentication being required in June.
MCReF Login via IDM

Sign In

Username

Password

I agree to our Terms & Conditions

Sign In

OR

New User Registration

Forgot your Password, User ID or Unlock your account?
MCReF Login via IDM

Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your account.

- Okta Verify
  - Use a push notification sent to the mobile app.
    - Setup

- Google Authenticator
  - Enter single-use code from the mobile app.
    - Setup

- SMS Authentication
  - Enter a single-use code sent to your mobile phone.
    - Setup

- Voice Call Authentication
  - Use a phone to authenticate by following voice instructions.
    - Setup

- Email Authentication
  - Enter a verification code sent to your email.
    - Setup
## Updated Home Page

### Medicare Cost Report e-Filing System (MCREF)

#### Home

**Filters**
- **Quick Search**
- **Fiscal Year End**
  - From
  - To
- **CR Status**
  - FYE Not Elapsed (4)
  - Pending Receipt (12)
  - Processing (3)
  - Reopening/Appeal (1)
  - Complete (23)

### Bulk e-Filing Issue(s)
- **Warning** (1)
- **Error** (2)

#### Table

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## Fiscal Year End Filters

- **From:**
- **To:**

### CR Status Filters

- FYE Not Elapsed (5)
- Pending Receipt (12)
- Processing (3)
- Reopening/Appal (1)
- Complete (23)

### Bulk e-Filing Issues

- **Error:** (2)

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Updated View Details Page

View Details
Back to Search Results

11-1111 Sample Hospital #1 - 12/31/2020
Jurisdiction 1 - Sample MAC

CR Status: Reopening/Appeal

- Interim Rate
  - 2 Completed
    - Review Date: 05/03/2020
    - Documentation: View All
    - Review Date: 05/08/2020
    - Documentation: View All

- Submission
  - Accepted

- Tentative Settlement
  - Issued
    - Submission #: 1
    - Letter Date: 04/01/2021
    - Documentation: View All

- Review
  - Desk Review Complete

- NPR
  - Issued
    - NPR Date: 06/01/2021
    - Documentation: View All

- Reopenings/Revised NPRs
  - 1 of 2 Open
Updated View Details Page

View Details

Back to Search Results

11-1111 Sample Hospital #1 - 12/31/2020
Jurisdiction 1 - Sample MAC

CR Status: Reopening/Appeal

Interim Rate
2 Completed

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# Documentation Details

## Interim Rate - 05/03/2020

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<tr>
<td>IRR TEST DOCUMENT.DOCX</td>
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[Download All]

[Back to View Details]
New Documentation Details Page

Documentation Details

Back to View Details

Interim Rate - 05/08/2020

Published On: 05/08/2020
Updated On: 05/10/2020

File Name

- EXAMPLE - INTERIM RATE OVERPAYMENT.PDF
- IRR TEST DOCUMENT.DOCX

Download All

Back to View Details
MCReF Individual E-File Walkthrough
MCReF Walkthrough – Home Page

Medicare Cost Report e-Filing System (MCReF)

Home Bulk e-File

Home

Filters

Quick Search

Fiscal Year End

From

To

CR Status

☐ FYE Not Elapsed (4)
☐ Pending Receipt (12)
☐ Processing (3)
☐ Reopening/Appal (1)
☐ Complete (23)

Bulk e-Filing Issue(s)

☐ Warning (1)
☐ Error (5)

Provider #

Provider Name

FYE

Cost Report Status

Action

11-1111 Sample Hospital #1 12/31/2022 FYE Not Elapsed
22-2222 Sample Hospital #2 12/31/2022 FYE Not Elapsed
33-3333 Sample Hospital #3 12/31/2022 FYE Not Elapsed
44-4444 Sample Hospital #4 12/31/2022 FYE Not Elapsed
11-1111 Sample Hospital #1 12/31/2021 Pending Receipt E-File CR
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33-3333 Sample Hospital #3 12/31/2018 Pending Receipt E-File CR
44-4444 Sample Hospital #4 12/31/2018 Pending Receipt E-File CR
11-1111 Sample Hospital #1 12/31/2017 Processing E-File CR
22-2222 Sample Hospital #2 12/31/2017 Processing E-File CR
33-3333 Sample Hospital #3 12/31/2017 Processing E-File CR
44-4444 Sample Hospital #4 12/31/2017 Processing E-File CR

Show 20 entries Export To Excel
MCReF Walkthrough – Home Page

*Note: If you are unable to locate your CCN or Fiscal Year End in the table:
  • Confirm that the SO of your organization has properly registered the CCN in question within IDM and that you are registered to the organization with an IDM role which grants e-Filing privileges.
  • If so, and you still don't see what you're looking for, contact your MAC.
### Home

**Filters**

- Quick Search: [Search]
- Fiscal Year End From: [Enter Date]  To: [Enter Date]

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MCReF Walkthrough – Individual e-File

Medicare Cost Report e-Filing System (MCReF)

Back to Search Results

e-File Cost Report Materials

* Indicates Required Field
+ Indicates a newly added or updated file

Provider 11-1111 Sample Hospital #1

Fiscal Year End 12/31/2021

Medicare Utilization Full

First Cost Report Submission Yes
(No cost report submission has been previously recorded for this Provider and Fiscal Year End.)

Cost Report Materials

Do not encrypt or password-protect uploaded files (including files within ZIP/archive files). This website is a secure portal for transmission of MCR materials (including PIT/PHT).

Required Files: ECR, Print Image, Signed Certification Page

There are currently no files within the Cost Report Materials Table. To add one or multiple files, please click on the "Add File(s)" button above.

I acknowledge that this represents an official submission of my Medicare cost report to my servicing Medicare Administrative Contractor (MAC) and the Centers for Medicare and Medicaid Services (CMS), subject to all rules and regulations pertaining to Medicare cost report submissions (e.g., filing deadlines).

Reset Submit

Note: Once ‘Submit’ is clicked, this transaction cannot be stopped. Closing the browser window or navigating to another webpage will not cancel this e-filing.
MCReF Walkthrough – Individual e-File

[Image of the Medicare Cost Report e-Filing System (MCReF) page]

- **Back to Search Results**

**e-File Cost Report Materials**

- * Indicates Required Field
- + Indicates a newly added or updated file

**Provider**

11-1111 Sample Hospital #1

**Fiscal Year End**

12/31/2021

**Medicare Utilization**

- Full

**First Cost Report Submission**

Yes

(No cost report submission has been previously recorded for this Provider and Fiscal Year End.)

**Cost Report Materials**

Do *not* encrypt or password-protect uploaded files (including files within ZIP/archive files). This website is a secure portal for transmission of MCR materials (including PII PHI).

Required Files: ECR, Print Image, Signed Certification Page

- ![Add File(s)](Add File(s))

**File Category**

**File**

There are currently no files within the Cost Report Materials Table. To add one or multiple files, please click on the “Add File(s)” button above.

- * I acknowledge that this represents an official submission of my Medicare cost report to my servicing Medicare Administrative Contractor (MAC) and the Centers for Medicare and Medicaid Services (CMS), subject to all rules and regulations pertaining to Medicare cost report submissions (e.g. filing deadlines).

- ![Reset](Reset)
- ![Submit](Submit)

Note: Once ‘Submit’ is clicked, this transaction cannot be stopped. Closing the browser window or navigating to another webpage will not cancel this e-filing.

Back to Search Results
### e-File Cost Report Materials

* Indicates Required Field
+ Indicates a newly added or updated file

<table>
<thead>
<tr>
<th>Provider</th>
<th>11-1111 Sample Hospital #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year End</td>
<td>12/31/2021</td>
</tr>
</tbody>
</table>

**Medicare Utilization**
- Full

**First Cost Report Submission**
- Yes

(No cost report submission has been previously recorded for this Provider and Fiscal Year End.)

### Cost Report Materials

Do **not** encrypt or password-protect uploaded files (including files within ZIP/archive files). This website is a secure portal for transmission of MCR materials (including PII/PHI).

**Required Files:** CSR, Print Image, Signed Certification Page

---

There are currently no files within the Cost Report Materials Table. To add one or multiple files, please click on the "Add File(s)" button above.

---

* I acknowledge that this represents an official submission of my Medicare cost report to my servicing Medicare Administrative Contractor (MAC) and the Centers for Medicare and Medicaid Services (CMS), subject to all rules and regulations pertaining to Medicare cost report submissions (e.g. filing deadlines).

Note: Once ‘Submit’ is clicked, this transaction cannot be stopped. Closing the browser window or navigating to another webpage will not cancel this e-filing.

---

[Back to Search Results]
MCReF Walkthrough – Individual e-File

Note: Once 'Submit' is clicked, this transaction cannot be stopped. Closing the browser window or navigating to another webpage will not cancel this e-filing.

Back to Search Results
MCReF Walkthrough – Individual e-File

**Provider**: 1111 Sample Hospital #1

**Fiscal Year End**: 12/31/2021

**Medicare Utilization**: Full

**First Cost Report Submission**: Yes
(No cost report submission has been previously recorded for this Provider and Fiscal Year End.)

**Cost Report Materials**
Do not encrypt or password-protect uploaded files (including files within ZIP/archive files). This website is a secure portal for transmission of MCR materials (including PII/PHI).

Required Files: ECR, Print Image, Signed Certification Page

Add File(s)

<table>
<thead>
<tr>
<th>File Category</th>
<th>File</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECR</td>
<td>EC111111.21A1 (67 KB)</td>
</tr>
<tr>
<td>Print Image</td>
<td>PI111111.21A1.pdf (627 KB)</td>
</tr>
<tr>
<td>Signed Certification Page</td>
<td>S1084911111.21A1.pdf (627 KB)</td>
</tr>
<tr>
<td>IRS</td>
<td>A111111.2012-12-31.08F (1 KB)</td>
</tr>
<tr>
<td>IRS</td>
<td>M111111.2012-12-31.08F (1 KB)</td>
</tr>
</tbody>
</table>

**Other Documents**

- Other | Additional CR Material.png (15 KB) |
- Other | FinancialStatements.xlsx (83 KB) |
- Other | WorkingTrialBalance.xlsx (83 KB) |

I acknowledge that this represents an official submission of my Medicare cost report to my servicing Medicare Administrative Contractor (MAC) and the Centers for Medicare and Medicaid Services (CMS), subject to all rules and regulations pertaining to Medicare cost report submissions (e.g. filing deadlines).

Note: Once "Submit" is clicked, this transaction cannot be stopped. Closing the browser window or navigating to another webpage will not cancel this e-filing.

Back to Search Results
In addition to allowing users to re-categorize after uploading, each supporting document has a shared file naming convention that, if followed, allows the system to automatically categorize all files.

For example:
- Files that begin with "BDPolicy" (case insensitive), regardless of what comes after, the system will recognize as a Bad Debt Collection Policy. Some variations include:
  - "BDPolicy.pdf"
  - “bdpolicy_Policy per exec guidance.docx”
  - "BDPOLICY - 2020 Bad Debt guidelines.xlsx"

A full list of documents and their naming convention can be found in the MCRenF User Manual (located within the system).
**MCReF Walkthrough – Individual e-File**

**Provider**: 11-1111 Sample Hospital #1  
**Fiscal Year End**: 12/31/2021

**Medicare Utilization**: Full

**First Cost Report Submission**: Yes  
(No cost report submission has been previously recorded for this Provider and Fiscal Year End.)

**Cost Report Materials**

*Do not* encrypt or password-protect uploaded files (including files within ZIP/archive files). This website is a secure portal for transmission of MCR materials (including PIU/PHI).

*Required Files: ECR, Print Image, Signed Certification Page*

---

<table>
<thead>
<tr>
<th>File Category</th>
<th>File</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Acceptability Documents</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECR</td>
<td>211111121A1 (67 KB)</td>
<td>Remove</td>
</tr>
<tr>
<td>Print Image</td>
<td>P1111111121A1.pdf (627 KB)</td>
<td>Remove</td>
</tr>
<tr>
<td>Signed Certification Page</td>
<td>SIDRAGE11111121A1.pdf (627 KB)</td>
<td>Remove</td>
</tr>
<tr>
<td>IRIS</td>
<td>A1111112012-31-DBF (1 KB)</td>
<td>Remove</td>
</tr>
<tr>
<td>IRIS</td>
<td>P1111111112-31-DBF (1 KB)</td>
<td>Remove</td>
</tr>
<tr>
<td><strong>Supporting Documents</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expense/Revenue Groupings</td>
<td>ExpRevGrp.doc (627 KB)</td>
<td>Remove</td>
</tr>
<tr>
<td>PSAR Crosswalk</td>
<td>PSARCrosswalk.doc (627 KB)</td>
<td>Remove</td>
</tr>
<tr>
<td><strong>Other Documents</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Additional CR Material.png (15 KB)</td>
<td>Remove</td>
</tr>
<tr>
<td>Other</td>
<td>FinancialStatements.xlsx (83 KB)</td>
<td>Remove</td>
</tr>
<tr>
<td></td>
<td>WorkingTrialBalance.xlsx (83 KB)</td>
<td>Remove</td>
</tr>
</tbody>
</table>

---

**Note:**
- **I will Center**:  
- **Financial Statements or Justification**:  
- **Reset**

**Back to Search Results**

---

*Closing the browser window or navigating to another webpage will not cancel this e-filing.*
MCReF Walkthrough – Individual e-File

Provider: 11-1211 Sample Hospital #1  
Fiscal Year End: 12/31/2021

Medicare Utilization: Full

First Cost Report Submission: Yes  
(No cost report submission has been previously recorded for this Provider and Fiscal Year End.)

Cost Report Materials:
Do not encrypt or password-protect uploaded files (including files within ZIP/archive files). This website is a secure portal for transmission of MCR materials (including PHI/PII).
Required Files: ECR, Print Image, Signed Certification Page

---

File Category

- Acceptability Documents
  - ECR
  - Print Image
  - Signed Certification Page
  - IRIS

- Supporting Documents
  - Expense/Revenue Groupings
  - PSRA Crosswalk
  - Other
  - Financial Statements or Justification
  - Working Trial Balance

- Other Documents
  - Additional OR Material

---

I acknowledge that this represents an official submission of my Medicare cost report to my serving Medicare Administrative Contractor (MAC) and the Centers for Medicare and Medicaid Services (CMS), subject to all rules and regulations pertaining to Medicare cost report submissions (e.g. filing deadlines).

Note: Once 'Submit' is clicked, this transaction cannot be stopped. Closing the browser window or navigating to another webpage will not cancel this e-filing.

Read to Proceed?  
Submit

---

Remove
# E-Filing Fields

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider</td>
<td>Indicates the provider currently selected for e-filing a cost report</td>
</tr>
<tr>
<td>Fiscal Year End</td>
<td>Indicates the fiscal year end currently selected for e-filing a cost report</td>
</tr>
<tr>
<td>Medicare Utilization</td>
<td>Allows the provider to select the Medicare Utilization level of the MCR being e-Filed. Options include: ‘Full’, ‘Low’, and ‘No’.</td>
</tr>
<tr>
<td>First Cost Report Submission</td>
<td>Indicates whether or not an MCR has already been recorded as received by the provider’s MAC for the selected Provider/FYE.</td>
</tr>
<tr>
<td>Cost Report Materials table</td>
<td>Used to upload all materials needed to submit a complete MCR package. This may include Acceptability Documents (such as an ECR or Print Image), Supporting Documents (such as PS&amp;R Crosswalk or Working Trial Balance), and/or any other undesignated files collectively as “Other Documents”.</td>
</tr>
</tbody>
</table>
# Key Cost Report Materials

<table>
<thead>
<tr>
<th>File Category</th>
<th>Description</th>
</tr>
</thead>
</table>
| **ECR**       | The electronic cost report file (also known as the 'EC', 'SN', 'HH', 'OP', 'HS', 'RD', 'RF', 'FQ', or 'CM' file)  
  **System-required:** For all providers filing a Full Medicare Utilization MCR **except** Home Offices (HOs) and Limited Purpose Insurance Companies (LPICs)  
  **Format:** A single file generated using a current version of CMS-certified ECR vendor software that is not a PDF, ZIP file or other archive file type  
  **File limit:** 1 MB |
| **Print Image** | The human-readable copy of the cost report, also known as the “PI file” (for Home Offices: the 287-05 cost statement)  
  **System-required:**  
  • For all providers filing a Full or Low Medicare Utilization MCR **except** LPICs.  
  • If an ECR file is uploaded to the ECR row  
  **Format:** Any human-readable format generated using a current version of CMS-certified ECR vendor software that is not a ZIP file or other archive file type  
  **File limit:** 10 MB |
# Key Cost Report Materials

<table>
<thead>
<tr>
<th>File Category</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Signed Certification Page** | The electronically-signed Worksheet S certification page (for Home Offices: the 287-05 Schedule A)  
**System-required:** For all providers except LPICs  
**Format:** Any human-readable format, including encryption codes, generated using a current version of CMS-certified ECR vendor software that is not a ZIP file or other archive file type  
**File limit:** 10 MB |
| **IRIS**               | The Interns and Residents Information System (IRIS) files required for teaching hospitals claiming GME/IME Full Time Equivalents (FTEs) on their cost report  
**System-required:** Not presently required by the system, but may do so in the future  
**Format:** A set of "M" (Master) and "A" (Assignment) DBF files  
**File limit:** 1 MB |
| **Cover Letter**       | A document describing the nature of the submission or any other information about the submission which the provider wishes to communicate to the MAC up front  
**System-required:** For all revised MCRs  
**Format:** Any human-readable format that is not a ZIP file or other archive file type  
**File limit:** 10 MB |
e-Filing Submission:

- The system will perform “receivability” validations to confirm if your MCR is fundamentally sound (e.g., all required MCR Material files are included, in valid format, and within the size limits; attached files must be virus/malware free, have valid filenames, must not be blank/empty).

- If any error is displayed, your MCR will not be received.
  - Not considered rejections and do not follow CMS’ formal MCR rejection processes.

- If the submission passes all “receivability” validations, you will be directed to a Confirmation screen. This screen will display the following:
  - A success message stating that your MCR is received
  - Your e-Postmark date in Eastern Time, unique e-Filing ID, and all selections for the submission just made

- Confirmation screen: save a copy of this screen’s content for your records
MCReF Additional Details

- You will be warned if:
  - MCR submission is late
  - You try to upload an MCR generated with outdated software
  - There are any potentially missing documents in CR materials

- Timely receipt of the cost report will be measured based on 11:59 PM ET for the provider’s cost report due date

- Files uploaded are *not* to be encrypted or password protected. MCReF is a secure portal for transmission of MCR materials (including PII/PHI)

- Duplicate submissions will be rejected by the MAC; only the first MCR received by the MAC will be processed.
<table>
<thead>
<tr>
<th>Provider #</th>
<th>Provider Name</th>
<th>FYE</th>
<th>Cost Report Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-1111</td>
<td>Sample Hospital #1</td>
<td>12/31/2022</td>
<td>FYE Not Elapsed</td>
<td></td>
</tr>
<tr>
<td>22-2222</td>
<td>Sample Hospital #2</td>
<td>12/31/2022</td>
<td>FYE Not Elapsed</td>
<td></td>
</tr>
<tr>
<td>33-3333</td>
<td>Sample Hospital #3</td>
<td>12/31/2022</td>
<td>FYE Not Elapsed</td>
<td></td>
</tr>
<tr>
<td>44-4444</td>
<td>Sample Hospital #4</td>
<td>12/31/2022</td>
<td>FYE Not Elapsed</td>
<td></td>
</tr>
<tr>
<td>11-1111</td>
<td>Sample Hospital #1</td>
<td>12/31/2021</td>
<td>Pending Receipt</td>
<td>E-File CR</td>
</tr>
<tr>
<td>22-2222</td>
<td>Sample Hospital #2</td>
<td>12/31/2021</td>
<td>Pending Receipt</td>
<td>E-File CR</td>
</tr>
<tr>
<td>33-3333</td>
<td>Sample Hospital #3</td>
<td>12/31/2021</td>
<td>Pending Receipt</td>
<td>E-File CR</td>
</tr>
<tr>
<td>44-4444</td>
<td>Sample Hospital #4</td>
<td>12/31/2021</td>
<td>Pending Receipt</td>
<td>E-File CR</td>
</tr>
<tr>
<td>11-1111</td>
<td>Sample Hospital #1</td>
<td>12/31/2020</td>
<td>Pending Receipt</td>
<td>E-File CR</td>
</tr>
<tr>
<td>22-2222</td>
<td>Sample Hospital #2</td>
<td>12/31/2020</td>
<td>Pending Receipt</td>
<td>E-File CR</td>
</tr>
<tr>
<td>33-3333</td>
<td>Sample Hospital #3</td>
<td>12/31/2020</td>
<td>Pending Receipt</td>
<td>E-File CR</td>
</tr>
<tr>
<td>44-4444</td>
<td>Sample Hospital #4</td>
<td>12/31/2020</td>
<td>Pending Receipt</td>
<td>E-File CR</td>
</tr>
<tr>
<td>11-1111</td>
<td>Sample Hospital #1</td>
<td>12/31/2019</td>
<td>Pending Receipt</td>
<td>E-File CR</td>
</tr>
<tr>
<td>22-2222</td>
<td>Sample Hospital #2</td>
<td>12/31/2019</td>
<td>Pending Receipt</td>
<td>E-File CR</td>
</tr>
<tr>
<td>33-3333</td>
<td>Sample Hospital #3</td>
<td>12/31/2019</td>
<td>Pending Receipt</td>
<td>E-File CR</td>
</tr>
<tr>
<td>44-4444</td>
<td>Sample Hospital #4</td>
<td>12/31/2019</td>
<td>Pending Receipt</td>
<td>E-File CR</td>
</tr>
<tr>
<td>11-1111</td>
<td>Sample Hospital #1</td>
<td>12/31/2018</td>
<td>Pending Receipt</td>
<td>E-File CR</td>
</tr>
<tr>
<td>22-2222</td>
<td>Sample Hospital #2</td>
<td>12/31/2018</td>
<td>Pending Receipt</td>
<td>E-File CR</td>
</tr>
<tr>
<td>33-3333</td>
<td>Sample Hospital #3</td>
<td>12/31/2018</td>
<td>Pending Receipt</td>
<td>E-File CR</td>
</tr>
<tr>
<td>44-4444</td>
<td>Sample Hospital #4</td>
<td>12/31/2018</td>
<td>Pending Receipt</td>
<td>E-File CR</td>
</tr>
</tbody>
</table>
Bulk e-File Cost Report Materials

* Indicates Required Field

Cost Report Materials
Upload in a structured zip file per guidance (see Section 4.1.1 of the User Manual). Do not encrypt or password-protect the uploaded file (including files within). This website is a secure portal for transmission of MCR materials (including PHI).

Choose File
No file chosen

I acknowledge that this represents an official submission of my Medicare cost report to my servicing Medicare Administrative Contractor (MAC) and the Centers for Medicare and Medicaid Services (CMS), subject to all rules and regulations pertaining to Medicare cost report submissions (e.g. filing deadlines).

Submit

Note: Once 'Submit' is clicked, this transaction cannot be stopped. Closing the browser window or navigating to another webpage will not cancel this e-filing. All issues and statuses of the resulting upload will be found on the e-File History page once your upload is complete.
### File Example File Name Guidance

<table>
<thead>
<tr>
<th>File Type</th>
<th>Example File Name</th>
<th>Guidance</th>
</tr>
</thead>
</table>
| **Main uploaded ZIP file**       | Cost-Report-Materials.ZIP | The single ZIP file containing a folder for each MCR submission. There is no restriction on how the uploaded ZIP file is named.  
**Format:** A single ZIP file  
**File limit:** 1 GB |
| **Folder per submission**        | 111111_2019-12-31_Full | A well-named folder containing the cost report materials for a specific Provider/FYE.  
- Provider # – 6-character CMS Certification Number (without a dash, ‘111111’ not ‘11-1111’)  
- FYE – Fiscal Year End of the cost report being submitted, with the 4-digit year, followed by the month, and then day, separated by hyphens (yyyy-mm-dd)  
- Medicare Utilization – “Full”, “Low”, or “No”. If this is not included, the system will assume the submission is a Full Medicare Utilization submission.  
- The Provider #, FYE, and Medicare Utilization should each be separated by a single underscore (_) |
MCReF Walkthrough – Bulk e-File – Bulk Upload
MCReF Walkthrough – Bulk e-File – Bulk Upload

Success Message
Success S0003: Files have been uploaded and processing has begun. To see the status of the uploaded files, navigate to the e-File History page.

Bulk e-File Cost Report Materials

* Indicates Required Field

Cost Report Materials
Upload in a structured Zip file per guidance (see Section 4.1.1 of the User Manual). Do not encrypt or password-protect the uploaded file (including files within). This website is a secure portal for transmission of MCR materials (including PII/PHI).

Choose File: No file chosen

☐ * I acknowledge that this represents an official submission of my Medicare cost report to my servicing Medicare Administrative Contractor (MAC) and the Centers for Medicare and Medicaid Services (CMS), subject to all rules and regulations pertaining to Medicare cost report submissions (e.g. filing deadlines).

Submit

Note: Once 'Submit' is clicked, this transaction cannot be stopped. Closing the browser window or navigating to another webpage will not cancel this e-filing. All issues and statuses of the resulting upload will be found on the e-File History page once your upload is complete.
### e-File History

**Include**
- Most Recent per Provider/FYE
- All History

**Filters**
- Upload ID
- Upload File Name
- Upload Date From: mm/dd/yyyy
- Upload Date To: mm/dd/yyyy
- Uploaded By
- Provider #
- Fiscal Year End From: mm/dd/yyyy
- Fiscal Year End To: mm/dd/yyyy

**Address All Warnings**

<table>
<thead>
<tr>
<th>Upload ID</th>
<th>Upload File Name</th>
<th>e-Filing Folder Name</th>
<th>Upload Date and Time</th>
<th>Uploaded By</th>
<th>Provider #</th>
<th>FYE</th>
<th>Load Status</th>
<th>Warning Errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>447</td>
<td>CostReports.zip 3193308</td>
<td>222222_2019-12_31 FULL</td>
<td>10/08/2020 3:56 PM ET</td>
<td>USER, SAMPLE</td>
<td>22-2222</td>
<td>12/31/2019</td>
<td>Success</td>
<td></td>
</tr>
<tr>
<td>447</td>
<td>CostReports.zip 3193304</td>
<td>222222_2019-12_31 FULL</td>
<td>10/08/2020 3:56 PM ET</td>
<td>USER, SAMPLE</td>
<td>33-3333</td>
<td>12/31/2019</td>
<td>Error</td>
<td></td>
</tr>
<tr>
<td>447</td>
<td>CostReports.zip 3193228</td>
<td>222222_2019-12_31 FULL</td>
<td>10/08/2020 3:56 PM ET</td>
<td>USER, SAMPLE</td>
<td>44-4444</td>
<td>12/31/2019</td>
<td>Warning</td>
<td></td>
</tr>
</tbody>
</table>

- **Warning C459:** One or more documents were identified as potentially needing to be included with the cost report materials.
- **Error C432:** Signed Certification Page required.
- **Error B445:** Files not in folder
- **Warning R1006:** ECR - More recent CR transmittal available.
- **Success**
MCReF Additional Details

- Effective 1/2/2019, only 2 CMS-approved methods of MCR submission:
  - Electronic submission via MCReF
  - Physical submission via mail or hand-delivery

- All MCRs for Fiscal Year Ends on or after 12/31/2017 can be eFiled via MCReF, with the following exceptions that may need to be mailed or hand-delivered:
  - MCRs that would satisfy CMS' Acceptability Criteria but would not pass the “Receivability” checks must be filed via mail or hand-delivery (e.g., a single cost report with more than 350 MB of documentation).

- Providers will not receive an extension for system issues preventing e-Filing.
Electronic Signature

• 2018 IPPS final rule issued in August 2017, authorizes providers to file with an electronic signature effective for FYEs on/after 12/31/2017.
  • Note: IPPS final rule does not change the authorized signatories (CFR §413.24(f)(4)(iv)(C))

• CMS has released new MCR transmittals which support e-signature for every MCR form (except 287-05: Home Office)
  • An approved form of e-signature (per the 2018 IPPS final rule) is required for signing and subsequently uploading the “Signed Certification Page” in MCRf

• If you file via MCRf using MCR form 287-05 (current Home Office form), which does not support e-signature, you must
  • Upload a scanned copy of the certification page via the “Signed Certification Page” slot.
  • Mail/hand-deliver a hard copy with a signature signed in ink to your MAC which must be received by the MAC within 10-days of MCR submission.
  • Note: forthcoming Home Office form (287-22) will support e-signature. Effective date is still being determined.
• The next few slides provide examples of valid and invalid uses of e-signature
• These examples are not the exhaustive list of all possible valid and invalid uses of e-signature
• Refer to the 2018 IPPS final rule for e-signature guidance
Valid use of e-signature

E-signature checkbox checked and typed First and Last Name

FORM CMS-2552-10

HOSPITAL AND HOSPITAL HEALTH CARE
COMPLEX COST REPORT CERTIFICATION
AND SETTLEMENT SUMMARY

PART I - COST REPORT STATUS

Provider use only
1. Electronically filed cost report
2. Manually submitted cost report
3. If this is a amended report enter the number of times the provider resubmitted this cost report
4. Medicare Utilization. Enter "F" for full or "C" for catastrophic coverage

Contractor use only
5. Cost Report Status
   (1) As Submitted
   (2) Settled without audit
   (3) Settled with audit
   (4) Excluded
   (5) Amended

6. Date Received
7. Contractor No.
8. Initial Report for this Provider CON
9. Final Report for this Provider CON
10. NPI Date
11. Contractor's Vendor Code
12. [If lines 5, column 1, n. 4. Enter number of times resubmitted] 0-9

PART II - CERTIFICATION

MISREPRESENTATION OR FALSIFICATION OF ANY INFORMATION CONTAINED IN THIS COST REPORT MAY BE PUNISHABLE BY CRIMINAL, CIVIL, AND ADMINISTRATIVE ACTION, FINE AND OR IMPRISONMENT UNDER FEDERAL LAW. FURTHERMORE, IF SERVICES IDENTIFIED IN THIS REPORT WERE PROVIDED OR PROCURED THROUGH THE PAYMENT DIRECTLY OR INDIRECTLY OF A KICKBACK OR WERE OTHERWISE ILLEGAL, CRIMINAL, CIVIL, AND ADMINISTRATIVE ACTION, FINE AND OR IMPRISONMENT MAY RESULT.

CERTIFICATION BY CHIEF FINANCIAL OFFICER OR ADMINISTRATOR OF PROVIDER(S)

I HEREBY CERTIFY that I have read the above certification statement and that I have examined the accompanying electronically filed or manually submitted cost report and submitted cost report and the Balance Sheet and Statement of Revenue and Expenses prepared by [Provider Name(s) and Number(s)] for the cost reporting period beginning and ending [start date] and ending [end date] and the best of my knowledge and belief the report and statement are true, correct, complete and prepared from the books and records of the provider in accordance with applicable instructions, except as noted. Further, I certify that I am familiar with the laws and regulations, including the provisions of health care services, and the service in this report were in compliance with such laws and regulations.

[Signature]
Andrew Smith Michaeason III
Chief Financial Officer or Administrator of Provider(s)

Title: CFO
Date: 4/1/2022
Valid use of e-signature

Printed, e-signature checkbox Checked and Signed, Scanned
Invalid use of e-signature

E-signature checkbox not checked

Certificate by Chief Financial Officer or Administrator of Provider(s)

I, [Name], have read and agree with the above certification statement. I certify that I signed my electronic signature on this certification statement to be the legally binding equivalent of my original signature.

Andrew Smith, Michaelson III
Chief Financial Officer or Administrator of Provider(s)

Title: CFO

Date: 4/1/2022
Invalid use of e-signature

Signature must contain First and Last Name
Ongoing Outreach and Education
Ongoing Outreach and Education

• Change Request 10611 – issued 4/30/18


• CMS website posting (https://www.cms.gov/Medicare/Compliance-and-Audits/Part-A-Cost-Report-Audit-and-Reimbursement/MCReF.html), includes links to:
  • How to Request User Roles
  • MCReF User Manual
  • MLN article
  • FAQs

• Documentation Updates (e.g.: 100-06, PRM 15-1 and 15-2, MCR Transmittal Forms, etc...)
Future MCReF Enhancements
Continuing Improvements

• Streamlining Cost Report Revisions
• Logging Reopening Requests
• One-click access to PS&R Summary Reports
Resources

• E-mail questions relating to MCR Erf to:

  OFMDPAOQUESTIONS@CMS.HHS.GOV

• For any questions relating to your IDM account (role requests, passwords, annual certifications, login, etc…) contact EUS Support Helpdesk:
  – Website: https://eus.custhelp.com/app/home
  – e-mail: EUSSupport@cgi.com
  – Phone: 1-866-484-8049 (TTY/TDD: 866-523-4759)
Thank You – Please Evaluate Your Experience

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