

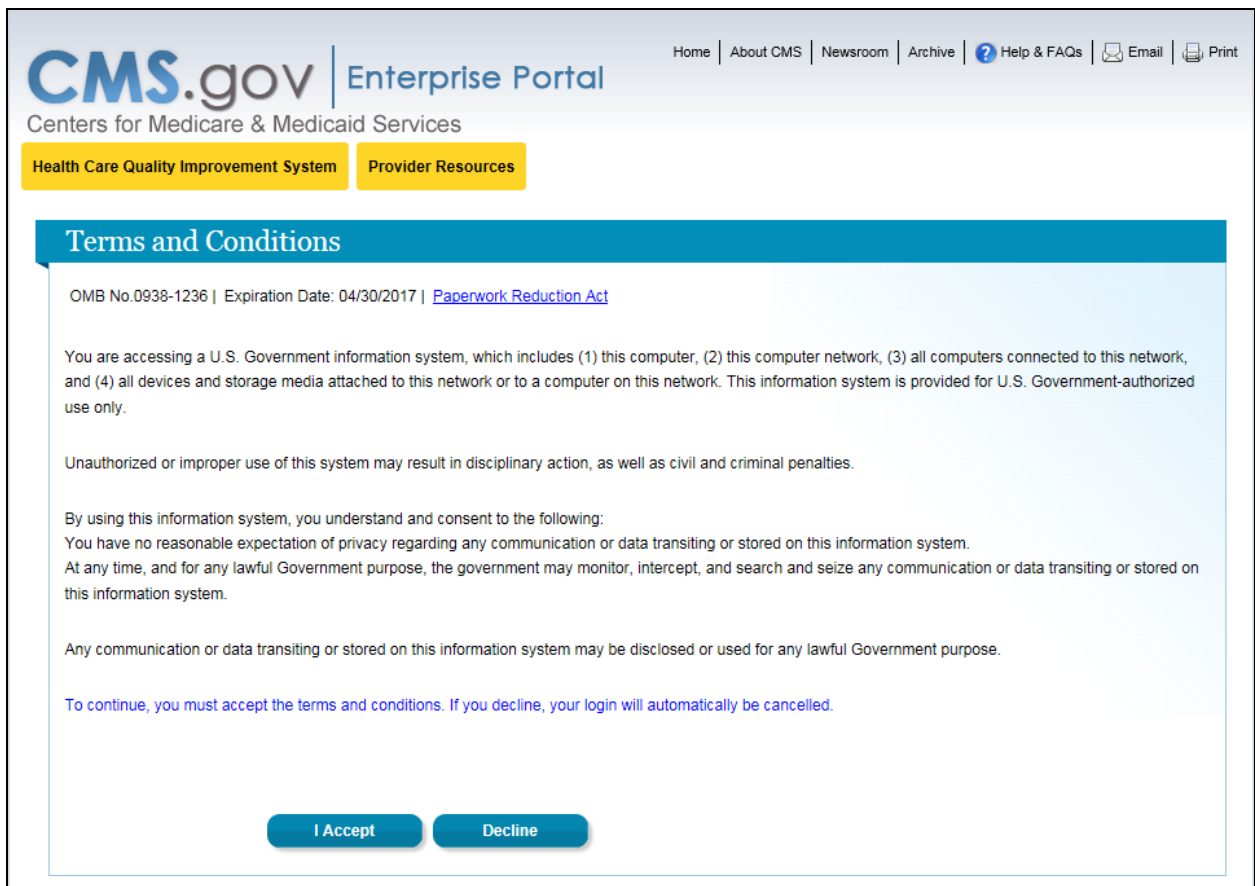
## Provider Statistical and Reimbursement System (PS&R) Quick Guide – Providers V3.0

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 EIDM ID and password, and have obtained approval to access the PS&R system. If you have any questions pertaining to EIDM 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 EIDM Terms and Conditions screen will appear; review and accept the terms to continue.



The screenshot shows the CMS.gov Enterprise Portal interface. At the top, there is a navigation bar with links for Home, About CMS, Newsroom, Archive, Help & FAQs, Email, and Print. Below the navigation bar, the CMS.gov logo and "Enterprise Portal" text are displayed, along with the text "Centers for Medicare & Medicaid Services". Two yellow buttons are visible: "Health Care Quality Improvement System" and "Provider Resources". The main content area is titled "Terms and Conditions" and contains the following text:

OMB No.0938-1236 | Expiration Date: 04/30/2017 | [Paperwork Reduction Act](#)

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:  
You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system.  
At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.

Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

To continue, you must accept the terms and conditions. If you decline, your login will automatically be cancelled.

At the bottom of the screen, there are two buttons: "I Accept" and "Decline".

- The following user ID prompt will appear; provide your EIDM User ID and click “Next”, at which point you’ll be prompted for your password and a “Log In” button.

- 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.

**Summary Report Request**

*\* Indicates Required Field*  
 Select the corresponding radio button to select reports By Service Type, By Report Group, or By Report Type. After selections are made, choose the Continue button to proceed.

**2. Select Report(s)**

**By Service Type**

Exclude 329 and 339 Patient CBSA Visit Section     Include 110 DRG Section     Include 1000 Report

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**By Report Group**  
 Search:

Available Report Groups (Hold Ctrl to select multiple)      \* Selected Report Groups (Hold Ctrl to select multiple)

<input type="text" value="11x"/> <input type="text" value="12x"/> <input type="text" value="13x"/> <input type="text" value="14x"/> <input type="text" value="18x"/>	<input type="button" value="&gt;&gt;"/>  <input type="button" value="&lt;&lt;"/>	<input type="text"/>
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Exclude 329 and 339 Patient CBSA Visit Section     Include 110 DRG Section     Include 1000 Report

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**By Report Type**  
 Search:

Available Report Types (Hold Ctrl to select multiple)      \* Selected Report Types (Hold Ctrl to select multiple)

<input type="text" value="110 IP - PART A"/> <input type="text" value="115 IP - FEE REIMBURSED"/> <input type="text" value="118 IP - PART A MANAGED CARE"/> <input type="text" value="119 IP - PPS INTERIM BILLS"/> <input type="text" value="11A IP - PART A (MSP-LCC)"/>	<input type="button" value="&gt;&gt;"/>  <input type="button" value="&lt;&lt;"/>	<input type="text"/>
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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.

**Summary Report Request**

*\* Indicates Required Field*  
 Populate the Service Periods table below by using one of the following methods: Apply Dates by Interval to Service Periods, Apply Dates by Period to Service Periods, or manually enter service dates into the Service Periods table. Select paid dates and choose the Continue button to proceed.

**3. Enter Service Periods (Format: MM/DD/YYYY)**

Apply Dates by Interval to Service Periods:

Interval:  Period 1 Start Date:

Apply Dates by Period to Service Periods:

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

**Service Periods: (At least one Period's From and To Dates must be completed for each Provider)**

Provider ID	Period 1 Exclude <input type="checkbox"/>	Period 2 Exclude <input type="checkbox"/>	Period 3 Exclude <input type="checkbox"/>	Period 4 Exclude <input type="checkbox"/>
100001 FYE: 0630	From: <input type="text" value="07/01/2004"/> To: <input type="text" value="06/30/2005"/>	From: <input type="text" value="07/01/2005"/> To: <input type="text" value="06/30/2006"/>	From: <input type="text" value="07/01/2006"/> To: <input type="text" value="06/30/2007"/>	From: <input type="text" value="07/01/2007"/> To: <input type="text" value="06/30/2008"/>
105961 FYE: 0630	From: <input type="text" value="07/01/2004"/> To: <input type="text" value="06/30/2005"/>	From: <input type="text" value="07/01/2005"/> To: <input type="text" value="06/30/2006"/>	From: <input type="text" value="07/01/2006"/> To: <input type="text" value="06/30/2007"/>	From: <input type="text" value="07/01/2007"/> To: <input type="text" value="06/30/2008"/>
107125 FYE: 0630	From: <input type="text" value="07/01/2004"/> To: <input type="text" value="06/30/2005"/>	From: <input type="text" value="07/01/2005"/> To: <input type="text" value="06/30/2006"/>	From: <input type="text" value="07/01/2006"/> To: <input type="text" value="06/30/2007"/>	From: <input type="text" value="07/01/2007"/> To: <input type="text" value="06/30/2008"/>

**4. Enter Paid Dates (Format: MM/DD/YYYY)**

Include all Paid Dates available at time of report generation

From:  \* To:

- 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.

**Summary Report Request**

Select report format and choose the Continue button to proceed.

**5. Select Report Format**

PDF  
 CSV  
 PDF & CSV

Separate Files by Provider

PDF is not an accessible form of report. Users with accessibility needs, please use the CSV format.

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

**Summary Report Request**

Confirm report request details and choose the Submit button to request the report.

[Printer Friendly Version](#)

**6. Confirm Report Request**

Note: This request will generate up to 20 Summary Report(s).

Report Request ID: PRVALL-S-1273100

\* Your Request Name: (100 character max) PRVALL-S-1273100

Requested Provider(s): 100001, 105961, 107125

Requested Report(s): 110, 115, 118, 119, 11A, 11K, 11R, 11S, 11T, 11U, 11V, 120, 122, 125, 12A, 12P, 12Z, 130, 132, 135, 13A, 13P, 13Z, 140, 142, 145, 14A, 14P, 180, 18A, 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, 410, 710, 712, 715, 71A, 71P, 720, 725, 72A, 730, 732, 735, 738, 73A, 73P, 740, 742, 745, 74A, 74P, 750, 752, 755, 75A, 75P, 760, 762, 765, 76A, 76P, 770, 772, 775, 778, 77A, 77P, 810, 81A, 81P, 820, 82A, 82P, 831, 832, 835, 83A, 83P, 83Z, 850, 852, 855, 85A, 85C, 85Z, D01, D02

Reports Being Submitted for Processing:<sup>†</sup> 100001: 110, 118, 11A, 120, 125, 12P, 130, 132, 135, 13P, 13Z, 14P  
105961: 210, 220, 225  
107125: 322, 329, 332, 339, 399

110 DRG Section: NOT Requested

Patient CBSA Section: Requested

Format: PDF

Files Separated by Provider: No

Paid Dates: Include all Paid Dates available at time of report generation

Service Periods:

Provider ID	Period 1	Period 2	Period 3	Period 4	Exclude Provider
100001	From: 07/01/2004 To: 06/30/2005	From: 07/01/2005 To: 06/30/2006	From: 07/01/2006 To: 06/30/2007	From: 07/01/2007 To: 06/30/2008	<input type="checkbox"/>
105961	From: 07/01/2004 To: 06/30/2005	From: 07/01/2005 To: 06/30/2006	From: 07/01/2006 To: 06/30/2007	From: 07/01/2007 To: 06/30/2008	<input type="checkbox"/>
107125	From: 07/01/2004 To: 06/30/2005	From: 07/01/2005 To: 06/30/2006	From: 07/01/2006 To: 06/30/2007	From: 07/01/2007 To: 06/30/2008	<input type="checkbox"/>

The 1000 and/or 399 report(s) may be blank if the component reports have no data for the dates requested.

<sup>†</sup>The reports listed here for each provider are being submitted for processing as they have the potential to return data (though won't necessarily); all other report/provider combinations are not being submitted for processing as there is no data available for these request parameters.

Save Request as Favorite  
Favorite Name: (100 character max) FAV-PRVALL-S-1273100

- 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).



Home **Report Inbox** Request Report

**Summary Report Inbox** Detail Report Inbox Miscellaneous Report Inbox


### Summary Report Inbox

†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.

A Data Definition Document for each report can be found in Appendix E of the PS&R User Manual.

Delete	Request Name	Request Date	PDF	CSV	Status	Days Left in Inbox <sup>†</sup>
<input type="checkbox"/>	PRVALL-S-1273100	11/18/2016	Y	-	Queued	-
<input type="checkbox"/>	PRVALL-S-1273067	11/07/2016	 <a href="#">(PDF, 207 KB)</a>	-	Complete	10
<input type="checkbox"/>	PRVALL-S-1273066	11/07/2016	 <a href="#">(PDF, 208 KB)</a>	-	Complete	10

Refresh Delete

 Compressed or Archived files can be opened and uncompressed with any free zip utility that should be installed on your computer. Documents in PDF format require the [Adobe Acrobat Reader®](#).

PDF is not an accessible form of report. Users with accessibility needs, please use the CSV format.

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



## Requesting Detail Reports

- From any 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 the “Request Detail” option.
- Select “Request Detail” and you will be navigated to the following message

The screenshot shows a web interface with a top navigation bar containing 'Home', 'Report Inbox', and 'Request Report'. Below this is a secondary menu with 'Favorite Requests', 'Request Summary', 'Request Detail', and 'Request Miscellaneous'. The main content area has a grey header with the word 'ATTENTION'. The text below reads: 'You have selected the 'Request Detail' option. The PS&R Detail report includes patient specific data on an individual claim basis. The other PS&R Request type is for a Summary report, which can be utilized for reconciliation and cost report filing purposes. The Summary reports were previously issued to you by your servicing FI/MAC, usually on a monthly basis. If you are trying to request a PS&R Summary report, please select the 'Request Summary' option to continue ordering your PS&R Summary reports. If you do have the need to request a Detail PS&R report, please click Continue.' A 'Continue' button is located at the bottom left of the message box.

- If you are confident that you need a Detail report after reading the message, use the “Continue” button and you will be navigated to the following “Select Provider(s)” screen if you are a parent provider

The screenshot shows a form titled 'Detail Report Request'. It includes a red asterisk indicating a required field and instructions to transfer provider(s) from the Available Providers field to the Selected Providers field. The form is divided into two main sections: '1. Select Provider(s)' and a search area. The search area has a 'Search:' label and an input field. Below the search area are two lists of providers. The 'Available Providers (Hold Ctrl to select multiple)' list contains: '100001 Shands Jacksonville Medical Center', '102300 Shands Jacksonville - ESRD( 11/14/2014 )', '105961 University Medical Center,SNU, Shands Jax', and '107125 Shands Jacksonville Home Health Services'. The 'Selected Providers (Hold Ctrl to select multiple)' list is currently empty. Between the two lists are two arrow buttons: a right-pointing arrow (>>) and a left-pointing arrow (<<). At the bottom left of the form is an 'Expand Available Providers' 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.

**Detail Report Request**

*\* Indicates Required Field*  
 Select the corresponding radio button to select reports By Service Type, By Report Group, or By Report Type. After selections are made, choose the Continue button to proceed.

**2. Select Report(s)**

By Service Type  
 All

Include 998 Report     Exclude PHI on Report(s)

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By Report Group  
 Search:

Available Report Groups (Hold Ctrl to select multiple)

11x 12x 13x 14x 18x	<input type="button" value="v"/> <input type="button" value="^"/>	* Selected Report Groups (Hold Ctrl to select multiple)
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Include 998 Report     Exclude PHI on Report(s)

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By Report Type  
 Search:

Available Report Types (Hold Ctrl to select multiple)

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)	<input type="button" value="v"/> <input type="button" value="^"/>	* Selected Report Types (Hold Ctrl to select multiple)
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Exclude PHI on Report(s)

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

**Detail Report Request**

*\* Indicates Required Field*  
 Populate the Service Periods table below by using one of the following methods: Apply Dates by Interval to Service Periods, Apply Dates by Period to Service Periods, or manually enter service dates into the Service Periods table. Enter paid dates and choose the Continue button to proceed.

**3. Enter Service Periods (Format: MM/DD/YYYY)**

Apply Dates by Interval to Service Periods:

Interval:  Period 1 Start Date:

Apply Dates by Period to Service Periods:

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

**Service Periods:**

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

**4. Enter Paid Dates (Format: MM/DD/YYYY)**

\* 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.

### Detail Report Request

*\* Indicates Required Field*  
 Select report format and enter contact information. Choose the Continue button to proceed.

**5. Select Report Format**

PDF  
 CSV

**6. Enter Contact Information**

Primary

\* First Name:

\* Last Name:

\* Phone #: (123-456-7890 or 1234567890)

\* E-mail: (e.g. contact@domain.gov)

Fax #: (123-456-7890 or 1234567890)

Reason for Request: (250 character max)

Secondary

First Name:

Last Name:

Phone #: (123-456-7890 or 1234567890)

E-mail: (e.g. contact@domain.gov)

Fax #: (123-456-7890 or 1234567890)

Reason for Request: (250 character max)

PDF is not an accessible form of report. Users with accessibility needs, please use the CSV format.

- 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

### Detail Report Request

*\* Indicates Required Field*  
 Confirm report request details and choose the Submit button to request the report.

[Printer Friendly Version](#)

#### 7. Confirm Report Request

Note: This request will generate up to 224 Detail Report(s).

Report Request ID: PRVALL-D-1273101

\* Your Request Name: (100 character max)

Requested Provider(s): 100001, 105961

Requested Report(s): 110, 115, 118, 119, 11A, 11K, 11R, 11S, 11T, 11U, 11V, 120, 122, 125, 12A, 12P, 12Z, 130, 132, 135, 13A, 13P, 13Z, 140, 142, 145, 14A, 14P, 180, 18A, 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, 410, 710, 712, 715, 71A, 71P, 720, 725, 72A, 730, 732, 735, 738, 73A, 73P, 740, 742, 745, 74A, 74P, 750, 752, 755, 75A, 75P, 760, 762, 765, 76A, 76P, 770, 772, 775, 778, 77A, 77P, 810, 81A, 81P, 820, 82A, 82P, 831, 832, 835, 83A, 83P, 83Z, 850, 852, 855, 85A, 85C, 85Z, D01, D02

Phi Excluded: No

Format: CSV

Paid Dates: 01/01/2004 to 12/31/2008

Contact Info: Primary

First Name: John  
 Last Name: Doe  
 Phone #: 123-456-7890  
 E-mail: john@doe.net  
 Fax #: -  
 Reason for Request: -

Service Periods:

Provider ID	Period 1	Period 2	Period 3	Period 4	Exclude Provider
100001	From: 07/01/2004 To: 06/30/2005	From: N/A To: N/A	From: N/A To: N/A	From: N/A To: N/A	<input type="checkbox"/>
105961	From: 07/01/2004 To: 06/30/2005	From: N/A To: N/A	From: N/A To: N/A	From: N/A To: N/A	<input type="checkbox"/>

Save Request as Favorite  
 \* Favorite Name: (100 character max)

- 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).

<a href="#">Home</a>	<a href="#">Report Inbox</a>	<a href="#">Request Report</a>
<a href="#">Summary Report Inbox</a>	<a href="#">Detail Report Inbox</a>	<a href="#">Miscellaneous Report Inbox</a>

### Detail Report Inbox

\*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. A Data Definition Document for each report can be found in Appendix E of the PS&R User Manual.

Request Name	Request Date	Status*	Days Left in Inbox+ ▼
<a href="#">PRVALL-D-1273101</a>	11/18/2016	<a href="#">Awaiting Approval</a>	-

**Note:** Detail reports will stay in “Awaiting Approval” 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.

**CMS** *Provider Statistical & Reimbursement System* Accessibility | Site Map | Announcements | FAQ  
CENTERS FOR MEDICARE & MEDICAID SERVICES Shands Jacksonville Medical Center, 100001  
PS&R Home Help **WBT** Logout  
User ID: PRVALL  
Friday, November 18

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

**PS&R Home**

## Welcome to The Provider Statistical and Reimbursement System

**Notifications**

**PS&R Data Archiving**  
Claim data for service dates prior to **12/31/1999** has been moved to PS&R data archive. Reports requiring this data will be delayed while the claims are retrieved. You will be notified after entering the service dates for a request if it will require an archive retrieval.

**PS&R Help Resources**  
If you are new to the system, please take a few minutes and visit the Web Based Training by clicking on WBT located in the top right corner. This short training will explain all the different input fields and how to easily retrieve the PS&R data that suits your needs.

There is also a Frequently Asked Questions (FAQ) section that also offers assistance not just on the PS&R, but also on registering additional IACS users, and cost report filings.

**Announcements**

- 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.

**CMS**  
CENTERS for MEDICARE & MEDICAID SERVICES

PS&R WBT  
Version 1

**What the New PS&R Can Do**

- PS&R Workflow**
- Log In and Out of PS&R**
- Navigate in PS&R**
- Request a Summary Report**
- Request a Detail Report**
- Use the Report Inbox**
- Use PDF and CSV Reports**
- Use Favorites**

**Welcome to the PS&R Provider Training.**

The first time you take this training, we recommend that you take the topics in order (top to bottom).

Most topics in this training are interactive, but buttons are available to help you manage your navigation through the topic.

The course navigation buttons are:

- Rewind** returns the user to the first slide in the topic.
- Pause** will halt a running demonstration or timed sequence. Click the same button to **Play**.
- Back** takes the user to the previous slide.
- Forward** takes the user to the next slide in the sequence.
- Exit** closes the topic and returns to the course menu.

To start a topic, click the topic title.