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

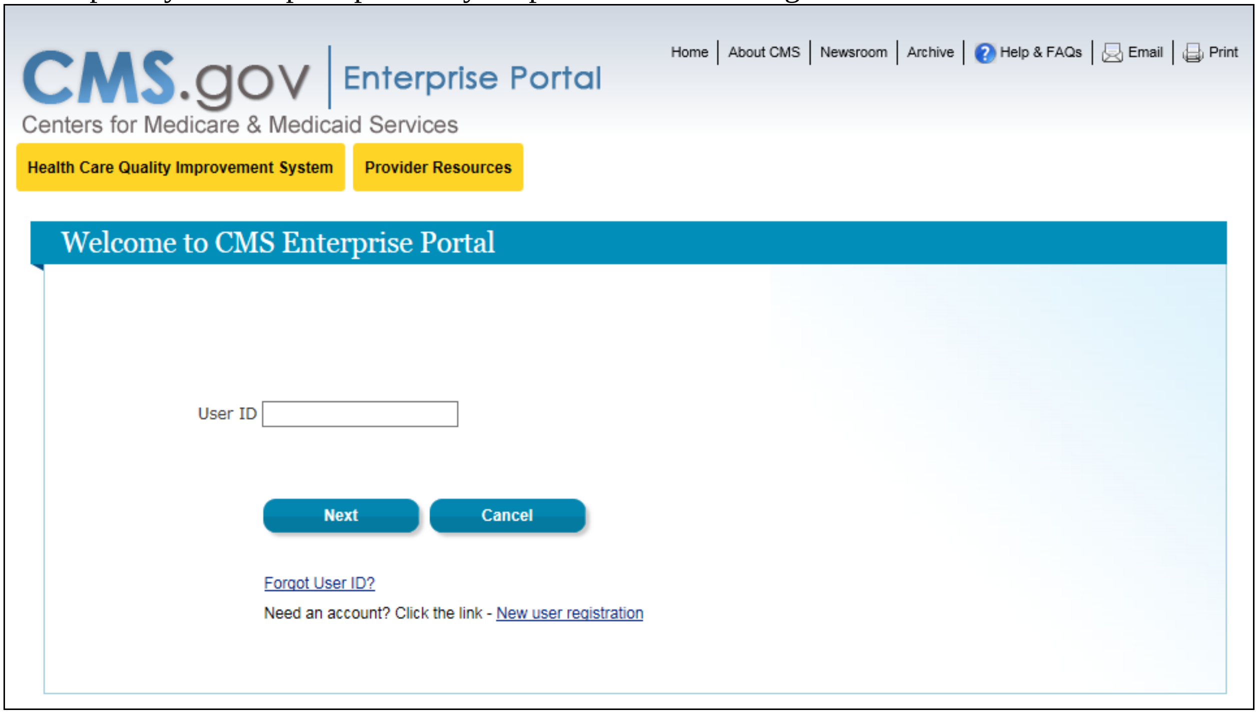
You must produce the Summary PS&R reports needed to file your cost report ending on or after January 31, 2009. There are many variations of report requests that can be made in the new system, which you may customize as you become familiar with system (see user guides and training materials).

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/.

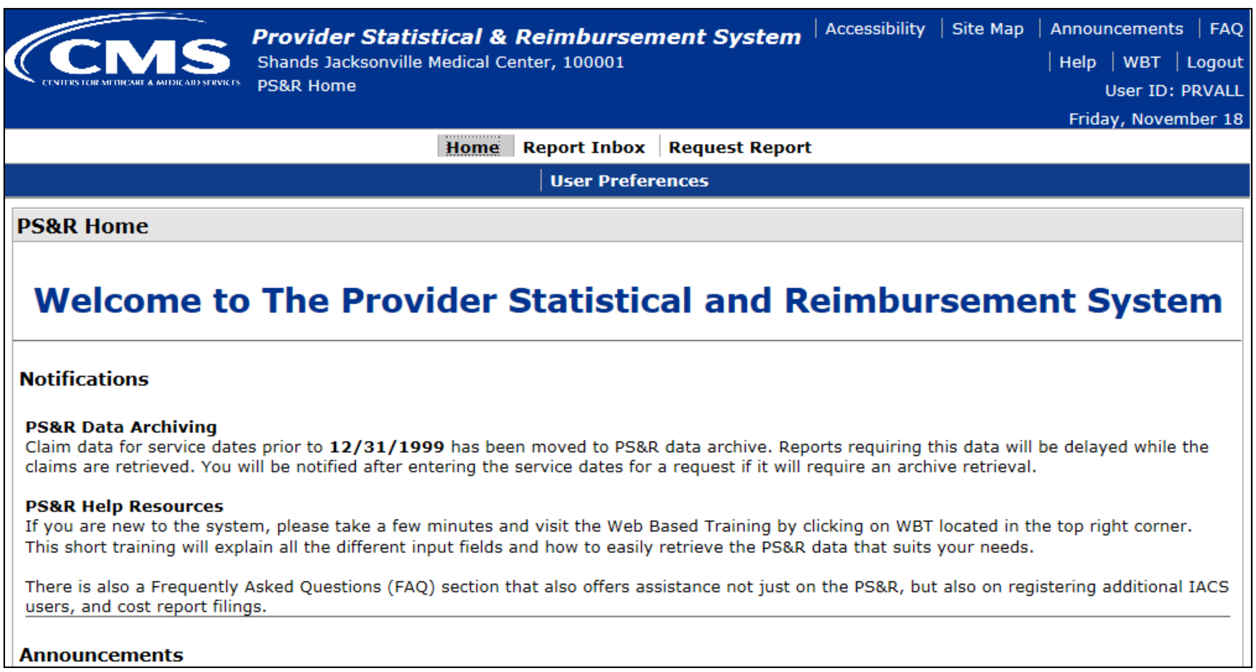
Requesting Summary Reports

- 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 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.

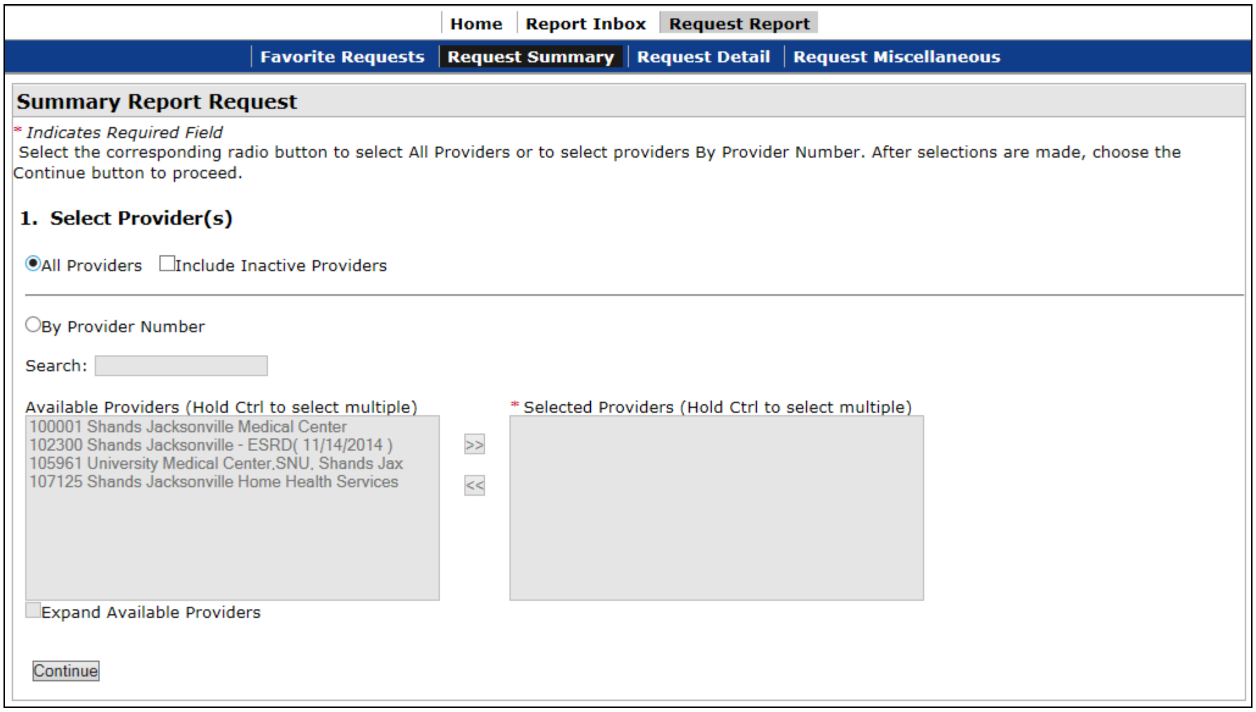


- Once logged in, you will be navigated to the main PS&R homepage as shown below.



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.

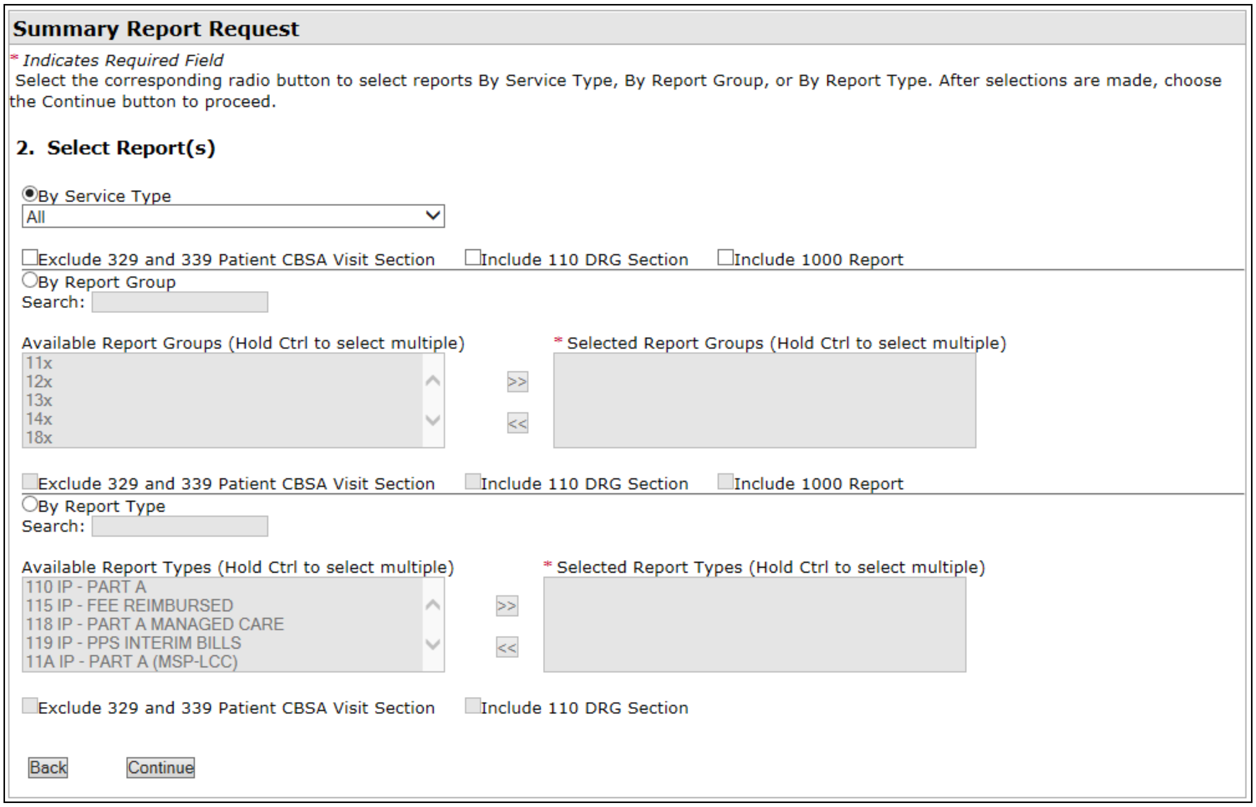
- Select “Request Summary” and you will be navigated to the following “Select Provider(s)” screen as shown below, if you are a parent provider.



- 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
All

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

○ By Report Group
Search:

Available Report Groups (Hold Ctrl to select multiple)
11x
12x
13x
14x
18x

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* Selected Report Groups (Hold Ctrl to select multiple)

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

○ 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)

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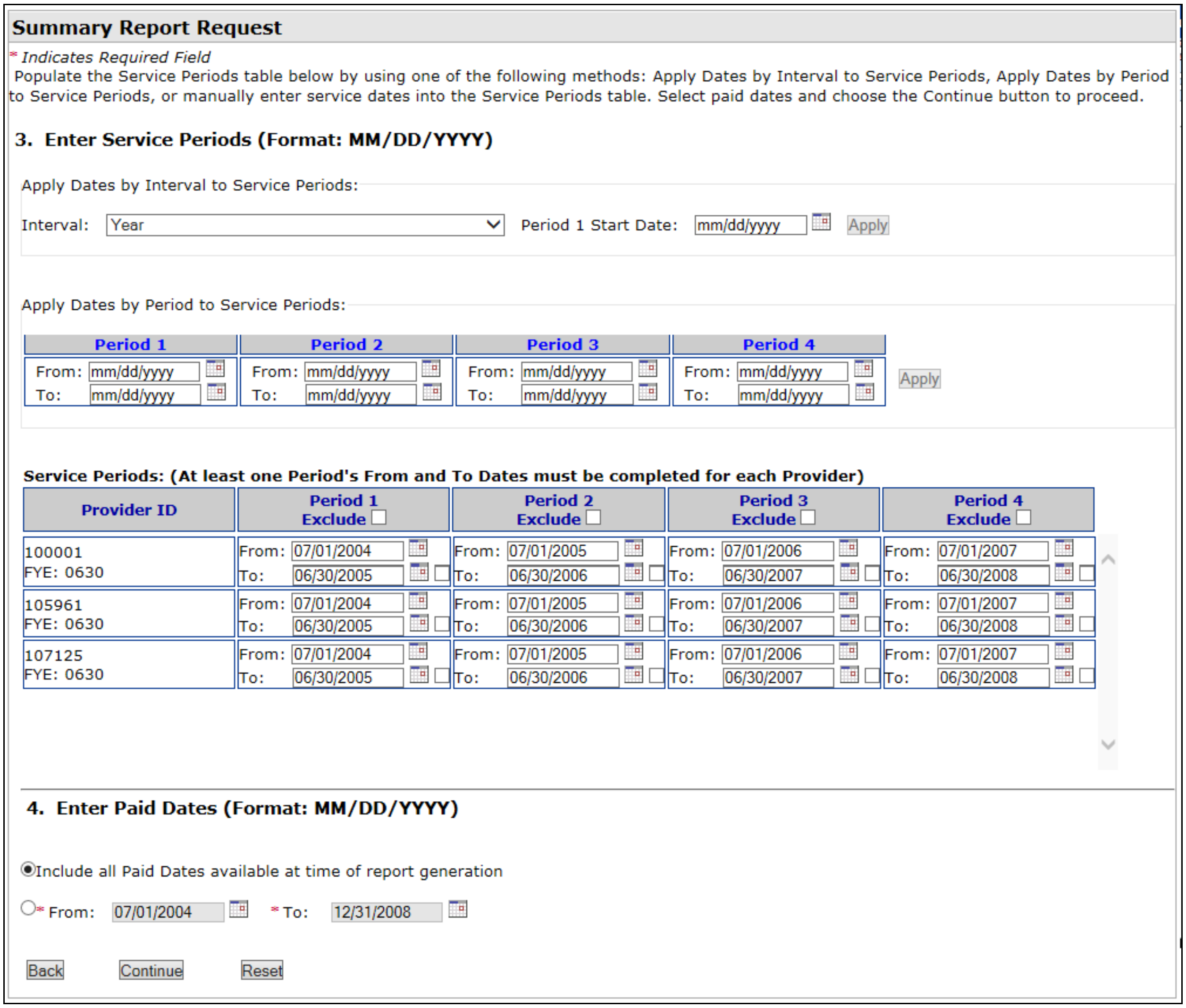
* Selected Report Types (Hold Ctrl to select multiple)

☐ 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 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: Year Period 1 Start Date: mm/dd/yyyy Apply

Apply Dates by Period to Service Periods:

Period 1	Period 2	Period 3	Period 4
From: mm/dd/yyyy	From: mm/dd/yyyy	From: mm/dd/yyyy	From: mm/dd/yyyy
To: mm/dd/yyyy	To: mm/dd/yyyy	To: mm/dd/yyyy	To: mm/dd/yyyy

Apply

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

Provider ID	Period 1 Exclude	Period 2 Exclude	Period 3 Exclude	Period 4 Exclude
100001 FYE: 0630	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
105961 FYE: 0630	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
107125 FYE: 0630	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

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

Include all Paid Dates available at time of report generation

* From: 07/01/2004 * To: 12/31/2008

Back Continue Reset

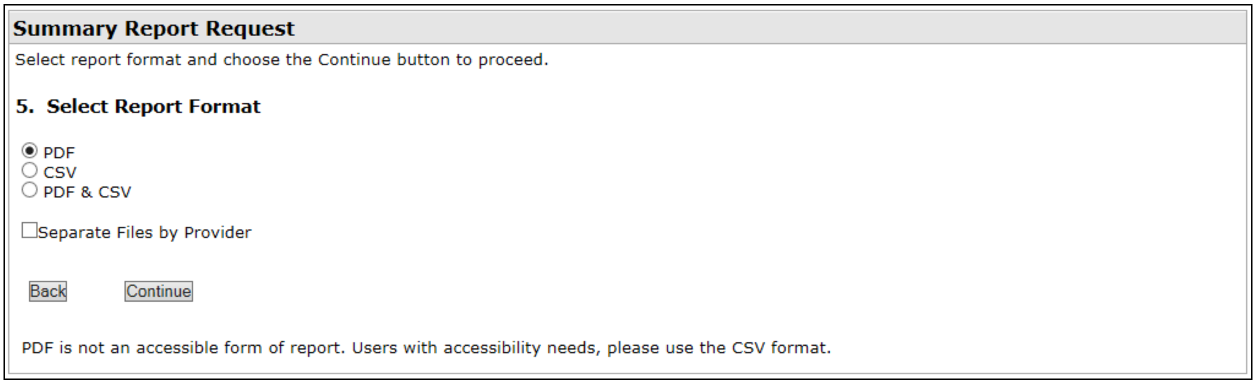
- Enter Service Dates - the system will default to your cost report periods. Please review these dates to ensure they are accurate, and the defaulted periods have not overlapped. If full cost report periods are needed, you should not need to change these amounts. However, you may change the date ranges 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

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:+	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	☐
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	☐
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	☐

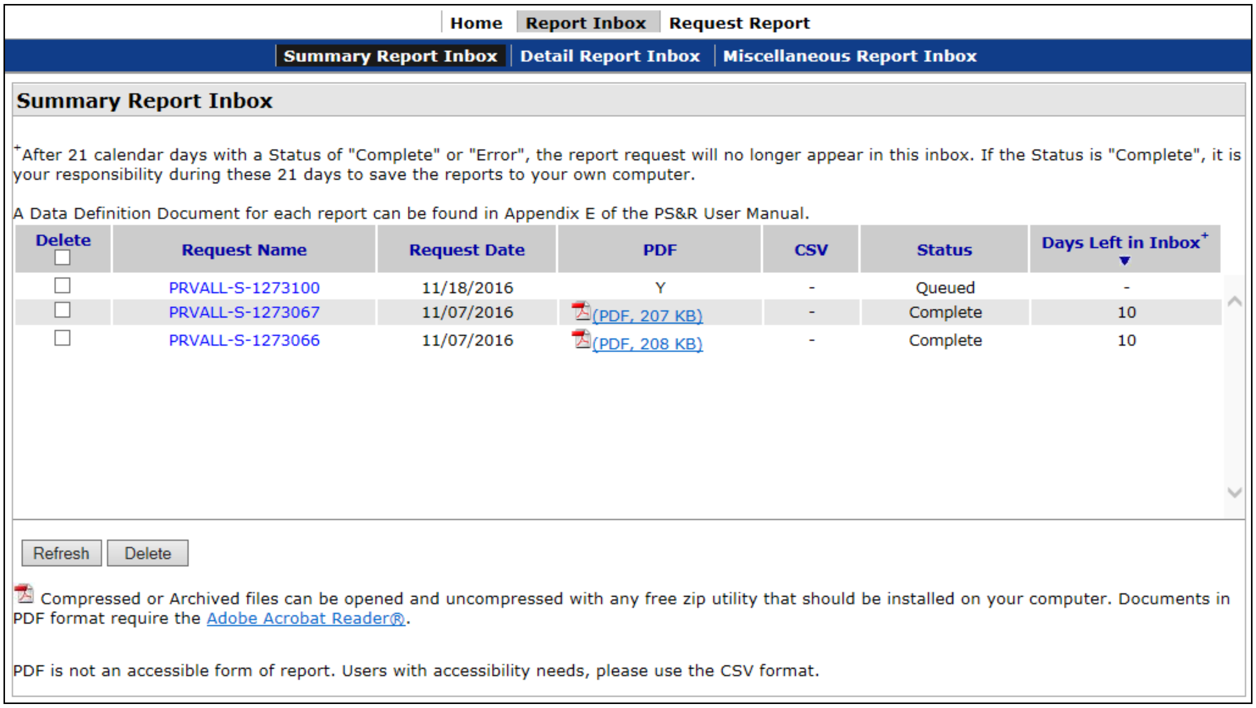
The 1000 and/or 399 report(s) may be blank if the component reports have no data for the dates requested.
+The reports listed here for each provider are being submitted for processing as they have the potential to return data (though won't necessarily); all other report/provider combinations are not 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

Back Submit

- 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.

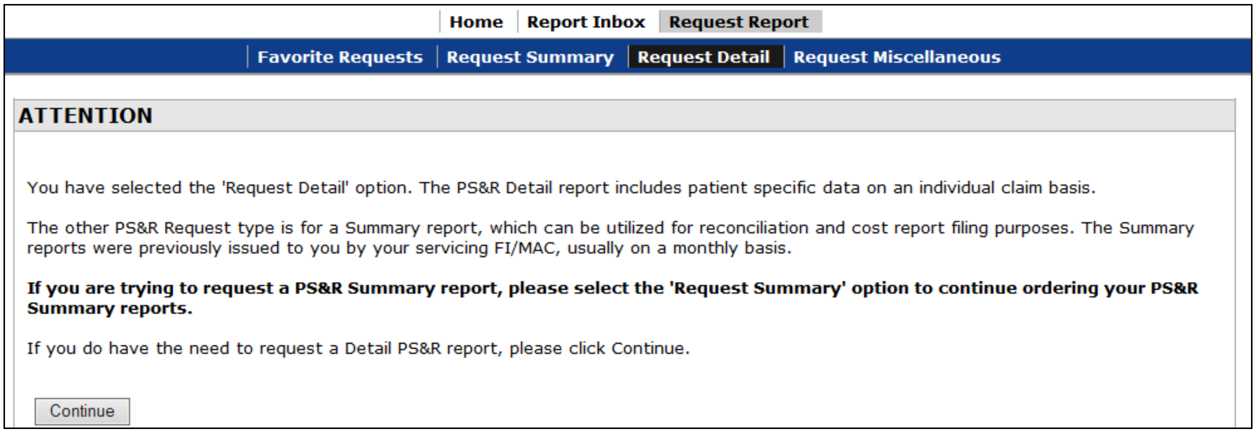
- In order to go to the inbox, click “Report Inbox” from the top navigation menu. Default menu should be “Summary Inbox” and you should automatically see all your summary requests and their status, as shown on the following screen shot (we expect reports to be generated within 24 hours of the request).



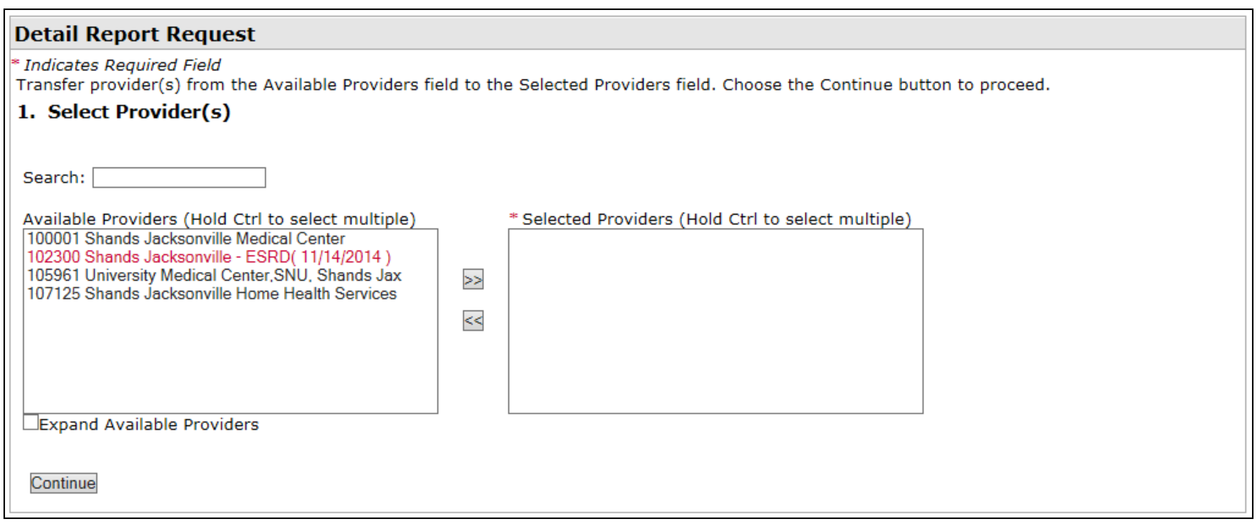
- Once completed, you can click the file to download or view.

Requesting Detail Reports

- From 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



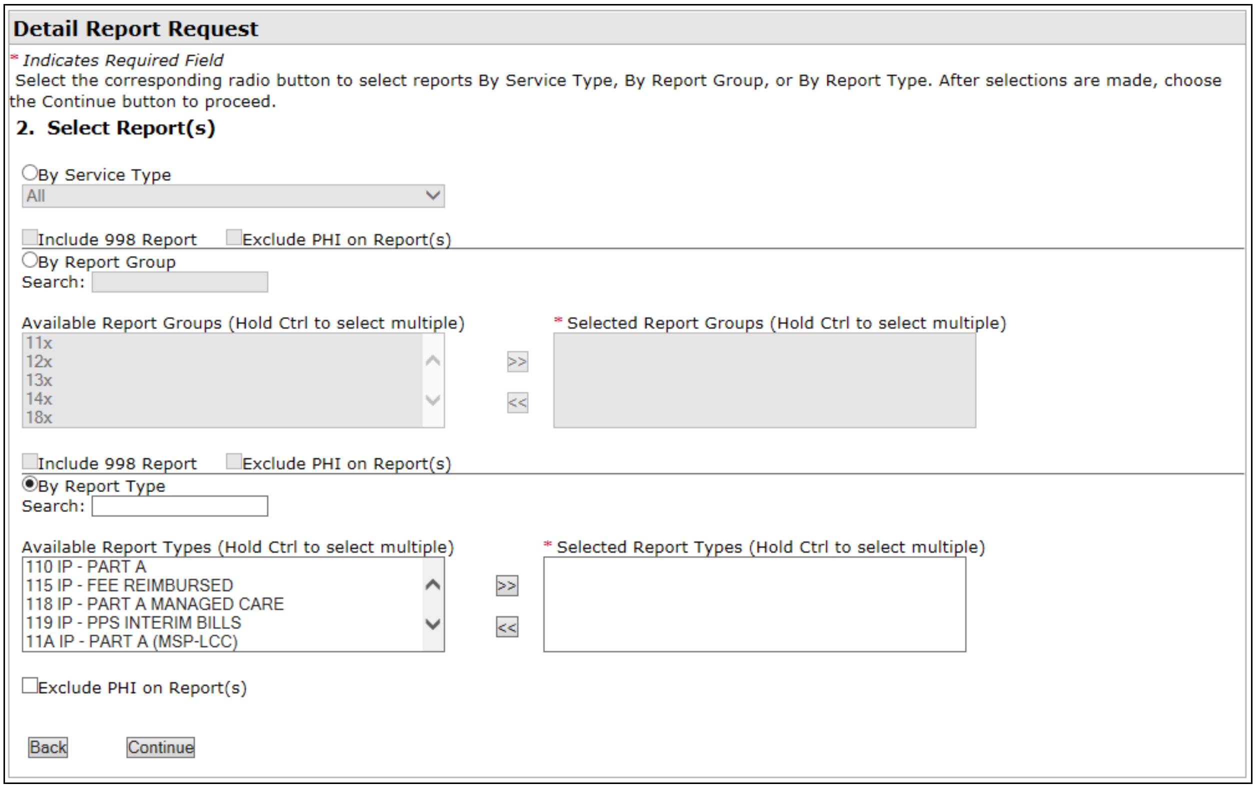
- If you are confident that you need a Detail report after reading the message, use the "Continue" button and you will be navigated to the following "Select Provider(s)" screen if you are a parent provider



- 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)

By Report Group

Search:

Available Report Groups (Hold Ctrl to select multiple)

11x
12x
13x
14x
18x

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* Selected Report Groups (Hold Ctrl to select multiple)

Include 998 Report   Exclude PHI on Report(s)

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)

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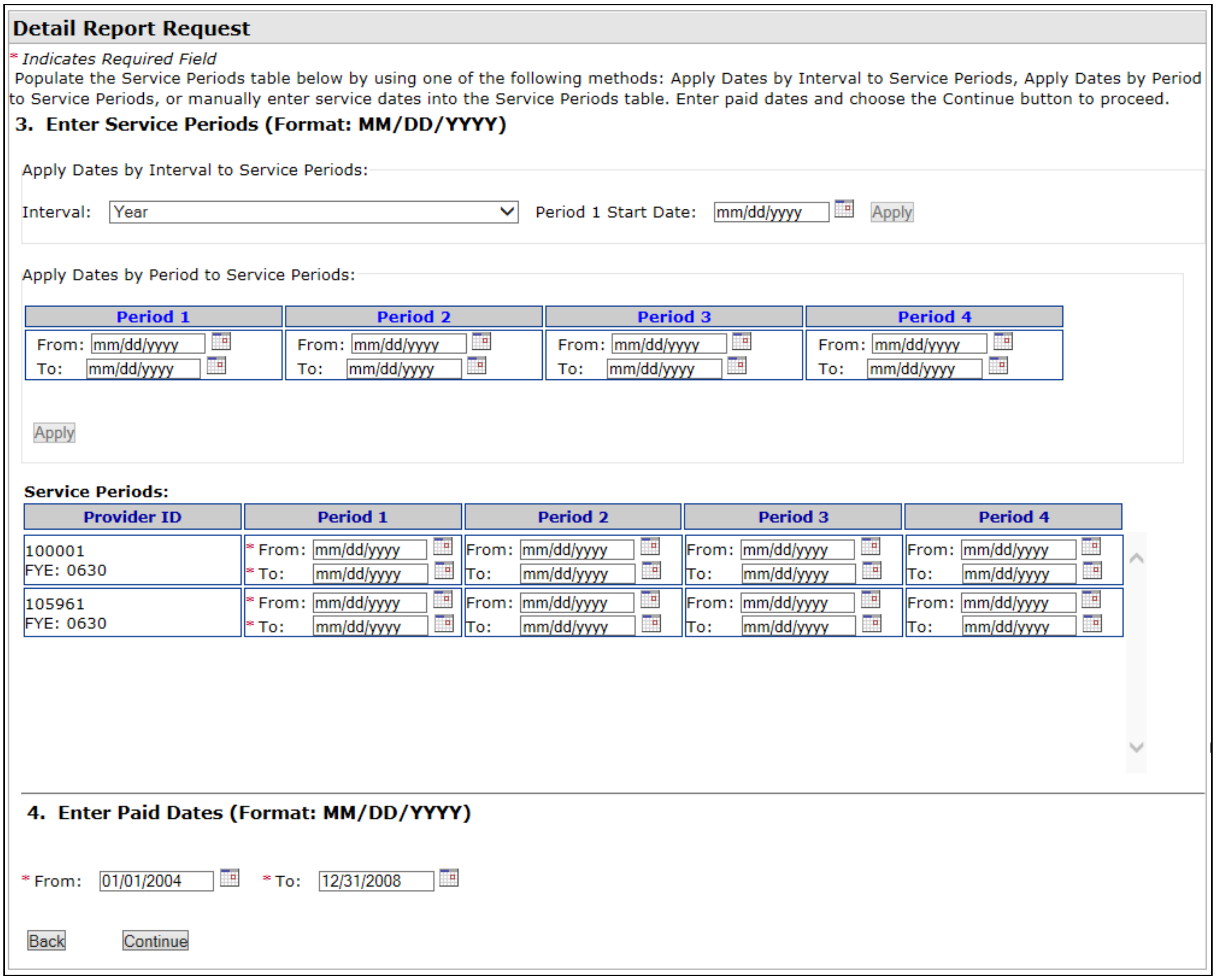
* Selected Report Types (Hold Ctrl to select multiple)

Exclude PHI on Report(s)

Back   Continue

- 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: Year   Period 1 Start Date: mm/dd/yyyy   Apply

Apply Dates by Period to Service Periods:

Period 1	Period 2	Period 3	Period 4
From: mm/dd/yyyy To: mm/dd/yyyy	From: mm/dd/yyyy To: mm/dd/yyyy	From: mm/dd/yyyy To: mm/dd/yyyy	From: mm/dd/yyyy To: mm/dd/yyyy

Apply

Service Periods:

Provider ID	Period 1	Period 2	Period 3	Period 4
100001 FYE: 0630	* From: mm/dd/yyyy * To: mm/dd/yyyy	From: mm/dd/yyyy To: mm/dd/yyyy	From: mm/dd/yyyy To: mm/dd/yyyy	From: mm/dd/yyyy To: mm/dd/yyyy
105961 FYE: 0630	* From: mm/dd/yyyy * To: mm/dd/yyyy	From: mm/dd/yyyy To: mm/dd/yyyy	From: mm/dd/yyyy To: mm/dd/yyyy	From: mm/dd/yyyy To: mm/dd/yyyy

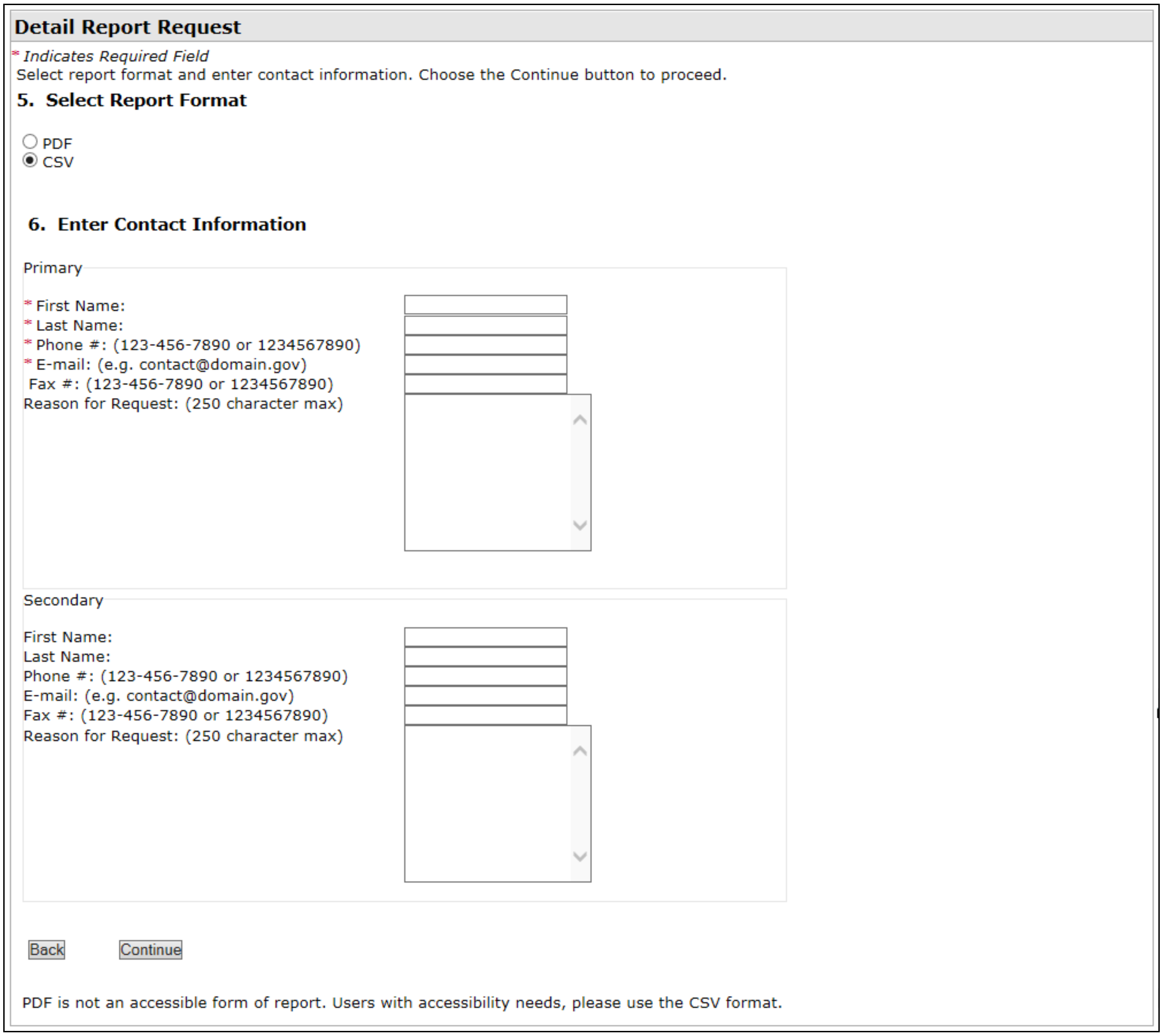
4. Enter Paid Dates (Format: MM/DD/YYYY)

* From: 01/01/2004   * To: 12/31/2008

Back   Continue

- 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)

Back Continue

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)	PRVALL-D-1273101
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:

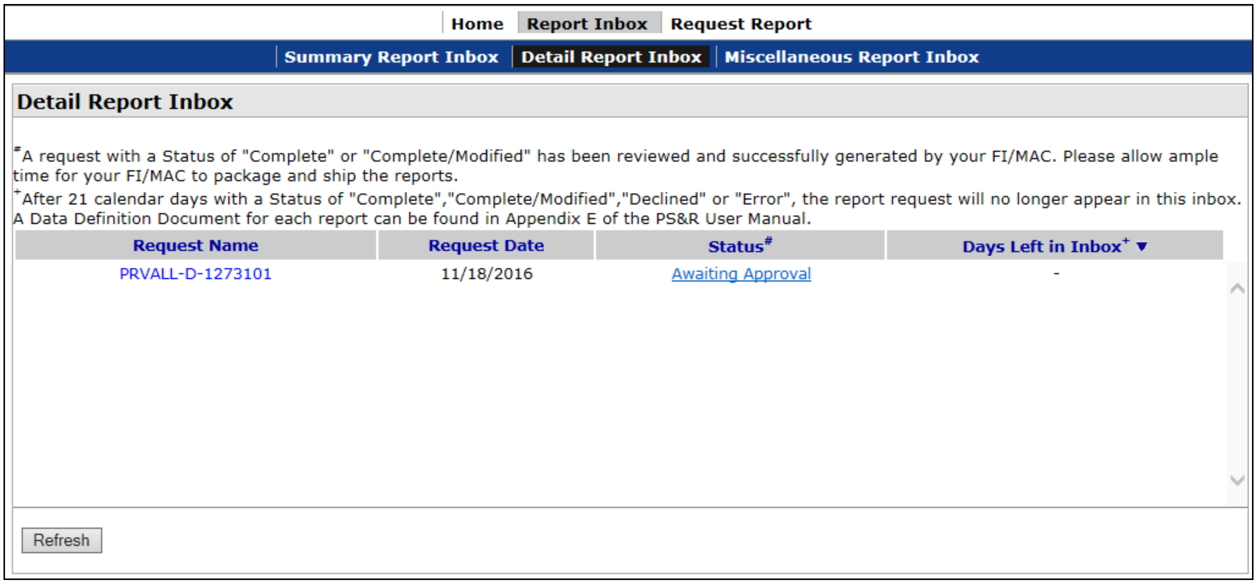
Provider ID	Period 1	Period 2	Period 3	Period 4	Exclude Provider
100001	From: 07/01/2004 To: 06/30/2005	From: N/A To: N/A	From: N/A To: N/A	From: N/A To: N/A	☐
105961	From: 07/01/2004 To: 06/30/2005	From: N/A To: N/A	From: N/A To: N/A	From: N/A To: N/A	☐

☐ Save Request as Favorite
* Favorite Name: (100 character max) FAV-PRVALL-D-1273101

Back Submit

- 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.

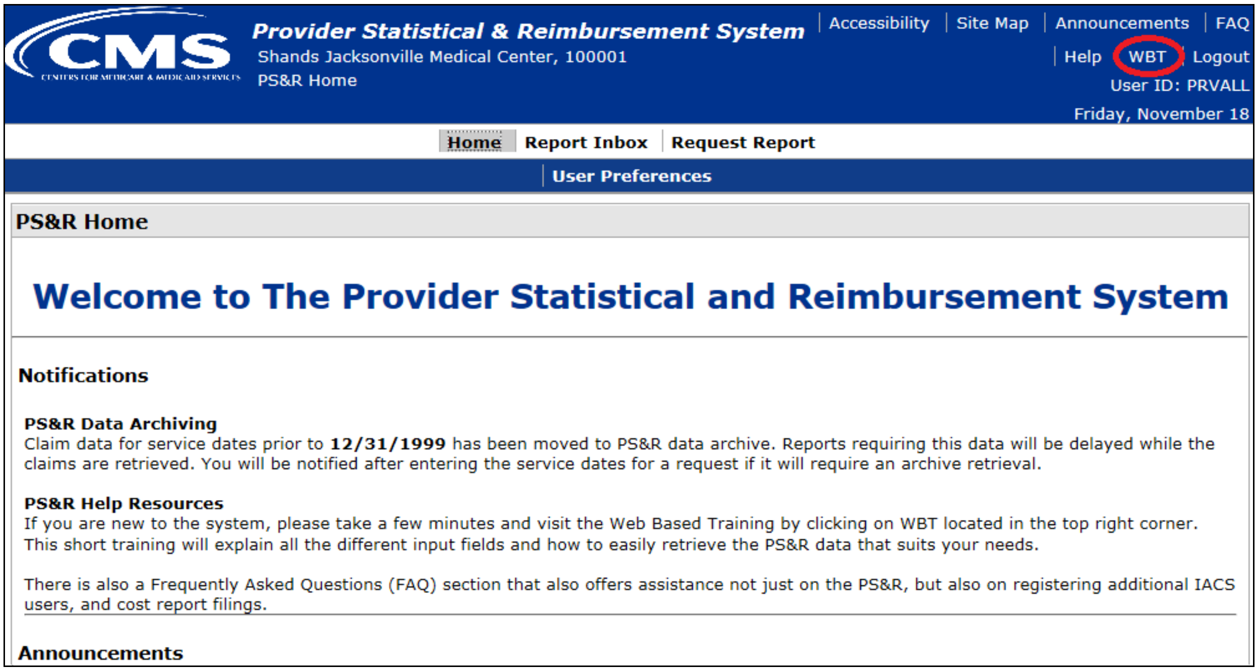
- In order to go to the inbox, click “Report Inbox” from the top navigation and click “Detail Inbox” in the secondary menu (we expect reports to be generated within 24 hours of the request).



Note: Detail reports will stay in “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.



- 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.