



Health Financial Systems

User Manual

Cost Report Software

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version 5.0.9

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1 Welcome

This User Manual contains detailed information about the Health Financial Systems cost report software. This manual is for all users of our software, especially those who prepare cost reports. HFS is approved by the Center for Medicare and Medicaid Studies (CMS) as an official vendor of eleven different cost report software systems. This manual is applicable to ten of those eleven subsystems:

- CORF/CMHC (2088-17 & 2088-92)
- ESRD (265-11 & 265-94)
- FQHC (224-14)
- HHA (1728-20 & 1728-94)
- Home Office (287-22 & 287-05)
- Hospice (1984-14 & 1984-99)
- Hospital (2552-10 & 2552-96)
- OPO (265-94)
- RHC (222-17 & 222-92)
- SNF (2540-10 & 2540-96)

This manual does not discuss the Interns & Residents Information System (IRIS) program or the HCRIS Database. There is a separate manual dedicated to the IRIS software and HCRIS Database.

This manual is also intended for HFS clients who use our California cost report systems, CHDR and LTCIR. HFS is approved by the State of California, Health Care Access and Information (HCAI) as an official vendor of the California healthcare reporting software systems. There are some differences between the functions available in the California systems and the Medicare systems, but those differences are relatively few and insignificant. Such differences are identified, as applicable, throughout this manual.

This manual is extensive and contains detailed descriptions of the software functions, features and utilities. Many topics include step-by-step instructions on how to use the functions, features and utilities.

The software is a Windows based application and that means that those of you who are familiar with how to use other Windows based applications will immediately be able to begin using the software without reading this manual.

For those of you who are new to HFS cost report software products, we offer these convenient resources to help you quickly learn how to use the software.

Getting Started

- See [Installation](#) chapter to learn to setup/update the software.
- Review [What's New & Different](#)
- Work through [Feature Tutorials](#) to familiarize yourself with the software.
- Read [Frequently Asked Questions](#) on HFS website for answers to questions.

Learning More

- Read about: [Medicare Auditor](#); [Management Reports](#); [PS&R](#); [AAI](#); [Batch AAI](#); [Data Extractor](#); [Batch Data Extractor](#); [Batch Print](#); [Batch Import](#); Batch Export.
- Visit our website www.hfssoft.com.

Technical Support

- Send an email: support@hfssoft.com
- Call technical support: (888)216-6041

Version

- This is version 5.0.9 of the help/user manual.

The more you know about the software and its features, the easier your job will be. Once you start using our cost report software you will wonder how you ever prepared a cost report without it.

1.1 Copyright

Health Financial Systems

Cost Report Software User Manual

Copyright 2025

Health Financial Systems and International Micro Design, Inc.

The UB-04 Data File [2025], is copyrighted by American Hospital Association (AHA), Chicago, Illinois. No portion of the UB-04 Data File may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior express, written consent of AHA

1.2 Introduction

Since 1981, Health Financial Systems (HFS) has been developing and marketing CMS approved Medicare cost report software. HFS cost report software is used by Medicare health care providers, CPA firms and reimbursement consultants to prepare and submit Medicare cost reports. HFS Medicare cost report software is used to prepare more Medicare cost reports than any other cost report software, making HFS the largest automated cost report software vendor in the United States.

HFS software is used by more Medicare Administrative Contractors (MACs) and Fiscal Intermediaries to accept and audit cost reports than any other cost report software. Most likely, your FI/MAC uses HFS cost report software to process your cost report.

Our users choose HFS software because of its quality, dependability, range of feature, ease of use, and live customer support that is unmatched in the industry. We offer live technical support every hour of every day of the week. Our full-time staff of support professionals have decades of experience with cost reports and the cost report software. We encourage every customers to email us at support@hfssoft.com. or call us at (888) 216-6041. The software is designed to make your job easier. If you are bogged down with a confusing cost report issue or if you're not sure how to do something in the software, contact us. Don't wait until you are frustrated or discouraged. Send us an e-mail or call us and we will be able to answer your questions and resolve any problems you encounter.

At HFS, we make an extra effort to be responsive to the needs and desires of our customers. Many of the features in our software were developed at your request and some of them continue to evolve as a result of input from you. If you have ideas for enhancements or comments about any aspect of the software, please share them with us.

Please use these convenient links to contact us:

- request [Information](#)
- HFS [Sales](#) representative
- technical [Support](#)

We hope you enjoy using our software. On behalf of everyone here at HFS we thank you for choosing our software and we look forward to a long working relationship with you.

1.3 System Requirements

The minimum system requirements for the HFS 32-bit software include:

- ✓ 1.5 GHz or higher - x86 or x64 compatible processor;
- ✓ 1.5 gigabytes (GB) or more for 32-bit OS (Recommend 3GB or more);
- ✓ 4 gigabytes (GB) or more for 64-bit OS (Recommend 8GB or more);
- ✓ 1.5 gigabytes (GB) of free space;
- ✓ floppy, USB drives and/or CD/DVD writable;
- ✓ keyboard and mouse or some other compatible pointing device;
- ✓ 1024x768 or higher resolution monitor (Recommend 1920x1080 at 100%);
- ✓ Microsoft Windows 8.1/10, or later operating systems;
- ✓ Internet Explorer 9.0 or later, 32-bit browser only. Internet functionality requires Internet access (fees may apply);
- ✓ Microsoft XML Core Services (MSXML) version 3.0 and 6.0;
- ✓ Adobe Reader version 8 or higher.

For a complete listing of all system requirements click this link to be taken directly to the .pdf: <https://www.hfssoft.com/doc/SystemRequirements.pdf>.

Many HFS customers install and use the software in non-Windows environments (e.g., Citrix). The software works in various types of network operating environments, but it is developed in and for Microsoft Windows-based personal computers. HFS cost report software is not compatible with Apple computers, although some HFS customers run the software on their Apple computers by installing a virtual instance of a Windows operating system and then they run the cost report software in the virtual instance of Windows.

1.4 What's New & Different?

This section describes some of the main differences between the new 32-bit software and previous versions of HFS cost report software. Every attempt has been made to make the software look and feel like previous versions, while adding enhancements to make the software more flexible, more powerful and easier to use. By "New", we mean relatively new, not necessarily new this year.

SaFE Server

When you create an ECR file you now have the option of submitting your cost report and your ECR files to our SaFE server. We will run your file through an automated version of an acceptance review. Our web database will import your electronic submission and give you a report. This process validates the encryption code on both the EC and PI files. Next, we check the data in the EC file for validity. The EC file is converted to an HFS file and calculated. All CMS edits and the settlement calculation is checked and compared. Finally, all data in the EC file are compared with the values created in the HFS data file. We cannot guarantee that this check will catch everything but it's a great review. At this point, the pre-scan is in no way associated with the MAC's Acceptability process and has no way of checking signatures or data filed outside of the cost report.

We will keep your data and store it under your account. You will have access to your data. We have also expand our New Report Wizard feature to look at your web account for prior year data to start your next year's cost report. Consider SaFE a great back up location of your data. Your file will not be shared with anyone outside of HFS. Your cost report will only become public data when the MAC submits your data to the CMS HCRIS database and CMS releases that data to the public. We are testing this process to see if it would be useful to MACs. At this point we will not send your data to the MACs. If we are successful in automating this process and the MACs are interested in the pre-scan automation, we will notify you and ask permission to share your data with your MAC.

New Data File Format

With the introduction of the 2552-10, 2540-10, 265-11, 1984-14, 1728-94, 222-92 and 224-14 cost report systems HFS introduced a new type of data file that replaced the .mcr file we used for many years. The .mcr data files were indexed data files and were susceptible to corruption anytime their indexes were damaged. Our software included the Restore/Reorganize utility to repair damaged files and rebuild their indexes. In the new cost report systems HFS uses XML data files. These new data files are .mcrx files. The .mcrx files are not susceptible to corruption or data loss. We introduced this new data file format in 2010 and there has never been a single instance of a .mcrx file that was corrupted. Bad or missing data file records are no longer an issue.

Long File Names

You are no longer limited to an eight digit file name. HFS still reserves the extension of your file name but you may use of the other 256 characters.

Open Multiple Files

You can open two or more cost reports in one session of the HFS software. You can switch between open cost reports by clicking on the drop down box in the bottom right of your screen.

Check for Updates

The system is Internet accessible. You will select the **Check for Updates** option and the system will see if there are any updates you need to download. If updates are available, you will be prompted to install the updates. The update installer will shut down the software, download the update files, install the updates and restart your software. When the program restarts the opening screen will display the version notes for the update(s) that were just installed.

Net Sync for Multi-User Sites

This feature replaces our Version Checker feature. The feature runs faster and uses a more reliable installation process.

Task Pane

The Task Pane is located on the right-hand side of the main user interface screen. The purpose of the Task Pane is to provide an easy access location for you to perform common tasks, such as opening or creating files, reviewing edits, and checking for software updates or news from the HFS web site.

Customizable Tool Bar

The toolbar is not new to the software, but the ability to customize it to suit your needs is. Virtually all commands that appear on the menu are accessible through the tool bar. Items on the tool bar may be added or removed, and even the order of those items can be customized. This is great for including only those items you need, while hiding those you don't need. You can even hide the entire toolbar if you prefer not to see it.

Software Preferences and Options

The Options screen has been reformatted to show you all of the available options in a "tree" structure, rather than in tabbed format. Options for all features are located in this one place so you always know where to find them. In addition to the format change, new options have been added, such as the *Headlines* option. To explore these options, click the **Options** menu and then select **Preferences**.

Improved Cut, Copy and Paste

These features perform like other Windows programs. If you are pasting multiple cells of data into your report you can just click the first cell and the system will paste all of the information. Also, if the source of your data is formatted with commas or decimal places the system will automatically convert it to our screen format with no commas and no decimal places.

Add and Delete Line Buttons

These buttons detect if the worksheet is appropriate for adding or deleting cost centers or lines. While viewing some forms you can add or delete lines. You can also add lines to the adjustment forms and the balance sheet form.

2 Install & Update the Software

In this section you will learn how to install the cost report software and how to perform periodic updates in the future.

See also:

[Installation](#)

[Check for Updates](#)

[Network Synchronization](#)

[Uninstall](#)

2.1 Installation

1. To install the software, you must have administrative rights on your computer.
2. Open your Internet browser and go to our website www.hfssoft.com. At the top of the main page you will see a series of links. Select the “Downloads” link.

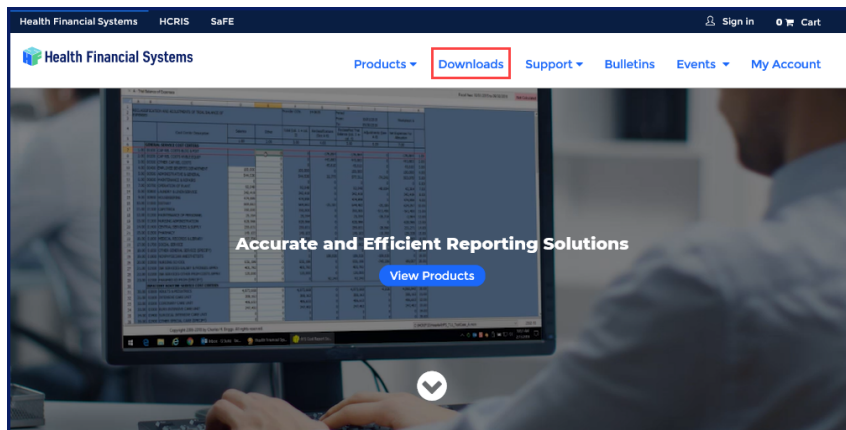


Figure 1 - Downloads link on main page

3. You will be prompted to enter your username and password.

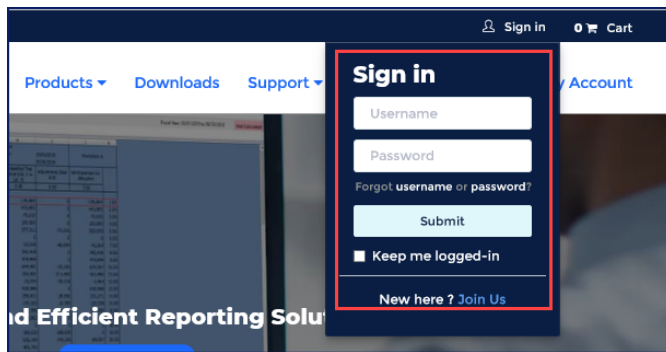


Figure 2 - Sign In

4. If you cannot remember your username, click the appropriate link, and enter your email address to have your username sent to you. If you forgot your password, click on the link to have an email sent to you that will enable you to reset your password.
5. If you are a new user and do not have a username or password, click on the “Join Us” link to register as a new user and obtain a username and password.
6. After you enter your username and password click the Submit button. After your username and password are verified you will see the Download Center.

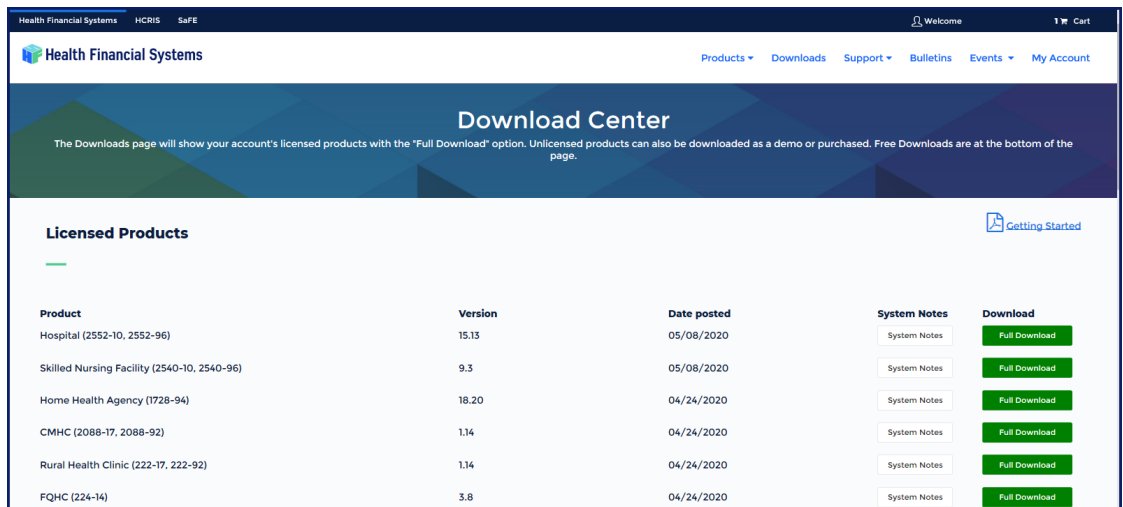


Figure 3- Download Center

7. The software products that you have licensed will display a button with the caption “Full Download”. Other software products will only be available to download as demos. Find the software product you purchased and click the “Full Download” button. Respond to the various prompts you will see during the process. By default, the setup program will install the software to C:\MCRIF32, unless you specify a different location. The program may be installed on and

run from a network drive, but we do not recommend it because the software generally runs faster from your hard drive.

8. After the installation is complete, you can start the software by double clicking on the blue/green HFS desktop icon.



Figure 4 - HFS Desktop Icon

9. If the software does not start when you click the blue/green icon, you may need to run the program as an administrator. Depending on your operating system, right click on the HFS desktop icon and select “Properties” then chose “Run as Administrator” or “Run in Administrative Mode”. The software should startup normally.
10. In the future you will receive email notification of any updates to your software. When you receive notice of an update, perform the Check for Updates procedure by selecting “Check for Updates” from the Help menu in the software. In addition to this, when you open your HFS software, if an update is available, an update bar will appear at the bottom of your software alerting you to update.

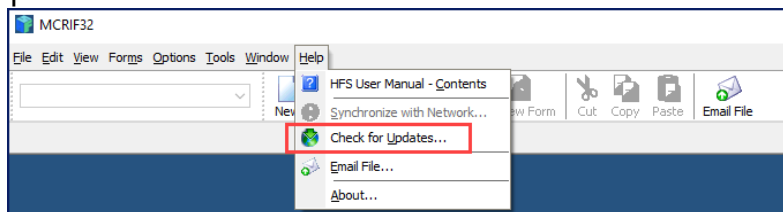


Figure 5 - Check for Updates

11. You can access our user manual and the CMS cost report instructions from within the software while working on a cost report by clicking on Help and selecting either *CMS Instructions* or *HFS User Manual - Contents*. Clicking on *Contents* will open the online user manual. The user manual help can also be accessed by clicking on the Help topic in the Task Pane. Press F1 while you are working on your cost report to open the CMS Instructions for the worksheet you are currently working on.
12. You can contact our customer support team Monday through Friday (excluding holidays) between the hours of 5:00 a.m. (EST) until 5:00 p.m. (PST) by calling (888) 216-6041 or by email

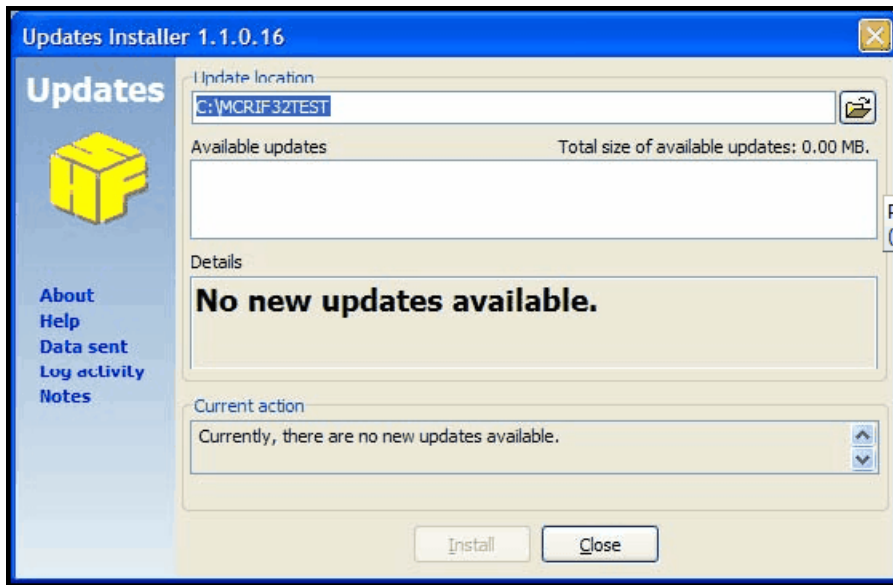
(support@hfssoft.com). We encourage you to call and ask questions. Using the software should be a pleasant experience. If you cannot figure something out, just call us. We probably know the answers to your questions. We welcome your questions and we appreciate any comments and feedback. You can submit comments and feedback by clicking on “Submit Feedback” under Help in the Task Pane.)

2.2 Check for Updates

The importance of periodically updating your cost report software cannot be sufficiently emphasized. CMS regularly publishes instructions to cost report vendors regarding software changes. These changes do not occur at predictable intervals. What is predictable is that mandatory changes will always happen and you may or may not be aware of them. It is a certainty that if you don't update your software, your cost report will not reflect recent changes. Depending on the seriousness of the changes or of the impact the changes have on the cost report, your cost report may be incomplete and incorrect because you used outdated software to prepare your report. When you submit your cost report to your FI/ MAC, your cost report may be rejected and the MAC may withhold Medicare payments to the provider, and if the problem persists, the MAC may treat any payments to the provider during the cost report period as over payments and require the provider pay back all payments for the year.

You can easily prevent this from happening if you check for updates when you have not used the software for a few months, or even weeks. You should also check for updates before you finalize and submit your completed cost report to your MAC. If there are updates available, install them. Don't put it off until later. Install the updates, restart the software, open your cost report and recalculate it to see if there are any new edits or any unexpected reimbursement impacts. Then you can be confident that the cost report you submit was prepared using the most current available version of the program.

The software is designed to communicate with our servers and determine if you need to download and install updates. You do not have to visit the HFS website to perform updates. Registered users will receive periodic email notifications of updates. The software can be updated while using the cost report software. On the **Help** menu, select **Check for Updates**. You will be prompted to enter your username and password. Enter your username and password and click **OK**. The **Updates Installer** dialog box will open after your username and password are verified.



If there are any updates to download they will be displayed in the **Available Updates** section. Click **Install** to download and install the available update(s). The update installer will ask your permission to close the cost report software. Click **OK** to close the cost report software and proceed to download and install the updates. The installer program will download the updates. After the download is complete, the install program will start and the updates will be installed. When the update installer is finished click **Close**. The cost report software will re-start automatically and you may resume working on your cost report.

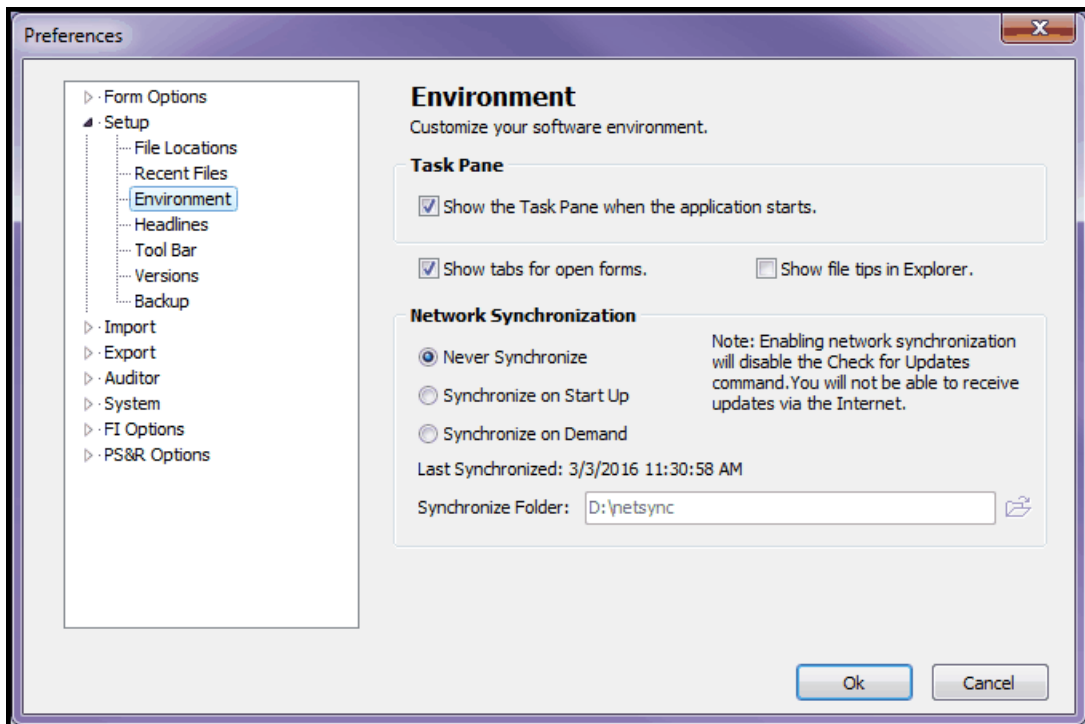
2.3 Network Synchronization - for Multi User Sites

Network Synchronization is designed for use by clients with multiple users. This feature will allow one computer or workstation to be updated and all other computers will be updated automatically, based on the software installed on the administrator's computer. This feature assumes that there will be an "administrator" responsible for keeping the designated workstation up to date. The administrator will install the latest software to a local hard drive or network location. When the update or install is complete, the administrator must "publish" files to a shared network location that will update the rest of the workstations with the updates installed by the administrator. To start the Netsync program, click the Windows **Start** button. Select **All Programs** and point to **Health Financial Systems** and select **HFS Admin Suite**. You can also locate the HFS Admin Suite.exe file in the C:\MCRIF32 directory and establish an icon on your desktop.

If you have done this before, you will see the Date of Last Publication. You may

optionally enter a description in the **Note to Users** box. Your users will see this note when they synchronize their software. The New Publication Date will default to today's date. This field is important because it is used as a control mechanism to help the client machine recognize new network content. If the date is not what you want, enter the date manually, or use the pop-up calendar. Click the **Publish for Network Synchronization** button to create the files your users need to synchronize their software to the network. Because the new publication data will overwrite any existing publication data you will be asked to confirm that you want to publish new files. Below is the screen of the Admin Suite.

Two files will be created: Netsync.exe and Netsync.xml. These files will be copied to a network location. The network folder must be visible to your users through a mapped drive. Next setup the other computers to "Synchronize" with this network location. The other computers must have the cost report software installed. Open the software. On the **Options** menu select **Preferences**, then click **Setup** and choose **Environment**.



Specify the synchronization folder in the **Synchronize Folder** box. This must be the folder where the Netsync files were copied. You may choose how the software synchronizes with the network. The **Synchronize on Start Up** option will cause the software to check the network for the latest updated software each time the software starts. If you choose **Synchronize on Demand**, the software can be manually synchronized by selecting **Synchronize on Demand** on the **Help** menu. If

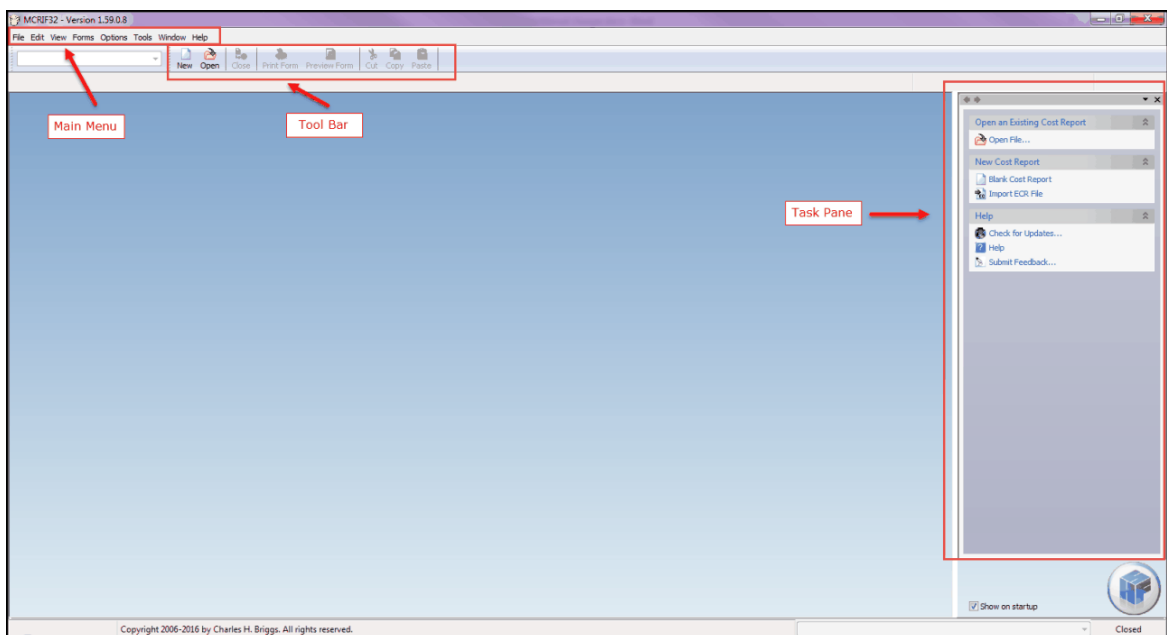
there are updates available, the software will close and the updater program will run. After the update is complete, your software is ready to use.

2.4 Uninstall the Software

You can uninstall the software by clicking the Windows **Start** button and selecting **Control Panel**. Windows XP users will then select **Add/Remove Programs**. Vista and Windows 7 users will select **Programs**. Windows will show you a list of all currently installed programs. Scroll down the list for MCRIF32 preceded by a yellow HFS icon. You may also find entries for the various cost report modules, such as 2552-10 or 287-22 or 2540-10. Select the program you want to uninstall and click **Change/Remove** or **Uninstall**.

3 The User Interface

Start the HFS Medicare cost report software by double clicking on the yellow HFS icon on your desktop (Medicare Cost Report Interface 32). Alternatively, you can start the software by clicking the Windows **Start** button, point to **[All] Programs** and **Health Financial Systems** then select **Medicare Cost Report Interface 32**. The cost report program will start and you will see the **User Interface** screen.



See also:

[Task Pane](#)

[File Information](#)

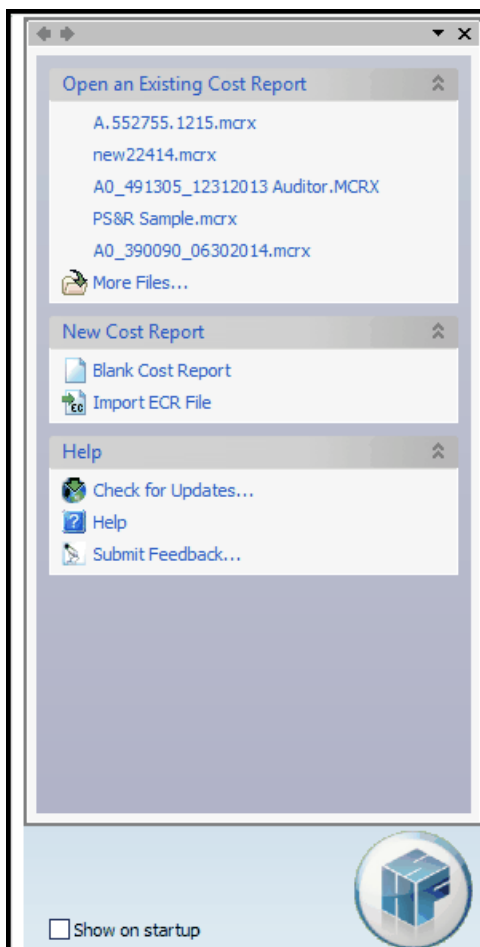
[Calculate Indicator](#)

[Data File Drop Down Box](#)

[Tool Bar](#)

3.1 Task Pane

The **Task Pane** is located on the right-hand side of the screen.

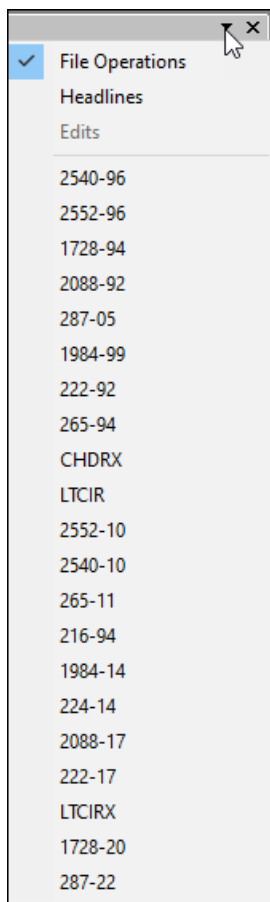


The **Task Pane** provides easy access to information and common tasks, such as opening or creating files, reviewing edits, and checking for and downloading software updates from the HFS website. By default, the Task Pane is displayed each time you start the software. However, you can close the **Task Pane** by clicking the **Close (X)** button in the upper right corner. If you don't want the Task Pane to show each time you start the program, remove the check mark from the

Show on Startup *check* box in the bottom left hand corner. The following options are available in the Task Pane:

- [Opening an Existing Cost Report File](#)
- [Open a New Cost Report](#)
- [Import an ECR file](#)
- [Check for Updates](#)
- HFS Cost Report Help
- Submit Feedback

If you click the **Down Arrow** (?) (located to the left of the **Close (X)** button) the menu options shown below will be displayed.



Click **File Operations** to return to the initial **Task Pane** screen. You can set up links or references to certain websites that may help you with your cost-report preparation.

Click **Headlines** to display links to web addresses. Click on the hyperlinks to open the corresponding websites in an internet browser window. The **Edits** and **Forms** options are only available when you are in a cost report. The **Edits** pane shows

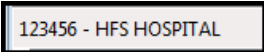
the edits from the most recent calculate.

Click any of the form sets available (such as 2552-10, 287-22, and so on) to open the specific **Task Pane** view for the selected cost report form set.

See also: [Task Pane Options](#)

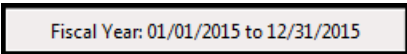
3.2 File Information

After you open a cost report, the screen will display information about the data file you opened.




123456 - HFS HOSPITAL

The top left of the screen will show you the provider number and name.



Fiscal Year: 01/01/2015 to 12/31/2015

The top right of the screen will show you the fiscal period for this report.



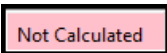
C:\\Desktop\\new255210.mcrx

2552-10

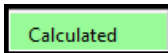
The directory path and file name of the open cost report is displayed on the lower right border of the screen, as is the CMS form number for the type of cost report you are working on.

3.3 Calculate Indicator

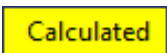
In the top right of the screen is a calculate indicator.



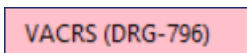
Not Calculated



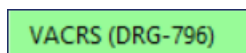
Calculated



Calculated



VACRS (DRG-796)



VACRS (DRG-796)

Any data entry or edits on a cost report form will be interpreted by the program as a change to your cost report file and the **Calculate** box will show “Not Calculated” The button will turn to “Calculated” after you calculate the cost report. Click the **Calculate** button or, on the **Tools** menu select **Calculate**. Clicking on the **Calculate** box will not calculate your cost report.

A yellow calculated icon means the file is calculated but has level I edit(s).

VACRS (DRG-796) calculate indicators relate to the State of Virginia worksheets. These indicators will only show if 'Virginia VACRS is selected on worksheet S-2, Part IX line 10.

3.4 Data File List Box

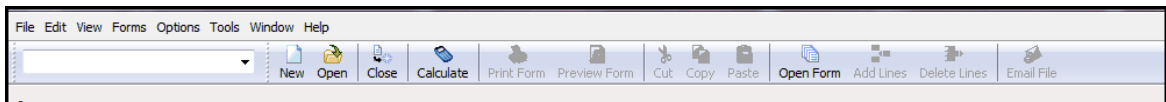
The Data File list is box located on the lower right edge of your screen, to the immediate left of the text box that displays the CMS form set number.



The Data File list box displays the path and file name of the open cost report data file. If you have more than one file open, you can click on the down arrow and select another open cost report. You can have two or more cost reports open at the same time. The Data File list box will display the name of the cost report file that presently has the "focus." For example, if two cost reports are open, and one form is open in each cost report, and both forms are displayed by splitting the screen horizontally, the Data File list box will display the name of the cost report file that corresponds to the form that the cursor is active within.

3.5 Tool Bar

By default, the system displays the following buttons on the **Tool Bar**.



To customize the **Tool Bar**, open the **Options** menu, click **Preferences** and select **Setup Tool Bar**.

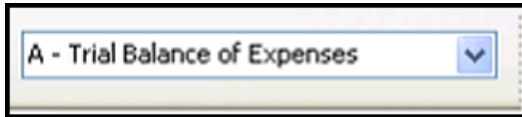
Note: Some buttons are not active unless a cost report file is open.

Starting from the left hand side of the **Tool Bar** and working to the right, the following are the default items on the **Tool Bar**.

Worksheet List Box



You can enter the name of a worksheet (A, A-6, B-1, etc.) in this box. After you type the name of the worksheet and press ENTER, the worksheet will open on your screen. If you enter an invalid worksheet name, the system will open the **Open Forms** dialog box and highlight the name of the worksheet in the list that is most similar to worksheet name you typed. Select a worksheet from the list to open the worksheet.



This box remembers all the forms that you opened during the current session. If you close a form you can re-open it by clicking the down arrow and selecting it from the list.

	<p>New, Open, Close</p> <p>Click to create a new file, open an existing file or close the current file. HFS saves data as you enter it so when you close a cost report all data is saved. There isn't a separate "Save" command.</p>
	<p>Calculate</p> <p>Click the Calculate button to calculate the cost report. After the report is calculated, all edits will be displayed in the Calculation Edits dialog box and all calculated changes will be reflected throughout the cost report.</p>
	<p>Print Form, Preview Form</p> <p>Click these buttons to quickly Print or Print Preview the active worksheet. The active worksheet is the worksheet visible on your screen. When you click these buttons, the form is instantly printed or previewed. The usual preliminary option dialog boxes are skipped.</p>
	<p>Cut, Copy, Paste</p> <p>These buttons perform the Cut, Copy, and Paste commands. Use them to manipulate data within in worksheet or between worksheets and applications.</p>
	<p>Open Form</p> <p>Click to open the Open Forms dialog box.</p>
	<p>Add Lines, Delete Lines</p> <p>Click these buttons to add or delete lines. When you click either button the Cost Center and Statistics Setup dialog box will open, enabling you to add and delete lines. You can only add and delete lines to/from certain worksheets.</p>

**Email File**

Click this button to send a cost report file to HFS Support for help.

See also: [Toolbar Options](#)

4 The Main Menu

In the upper left region of the cost report user interface screen you will see a standard Windows menu bar, with various drop-down menu commands.

See also:

[File Menu](#)

[Edit Menu](#)

[Forms Menu](#)

[Options Menu](#)

[Tools Menu](#)

[View Menu](#)

[Window Menu](#)

[Help Menu](#)

4.1 The File Menu

The File menu contains various commands:

[New](#)

[New Report Wizard](#)

[Open](#)

[Recent Files](#)

[Save As](#)

[Close](#)

[Close All](#)

[Backup](#)

[Batch](#)

[SaFE Download](#)

[Print](#)

[Import](#)

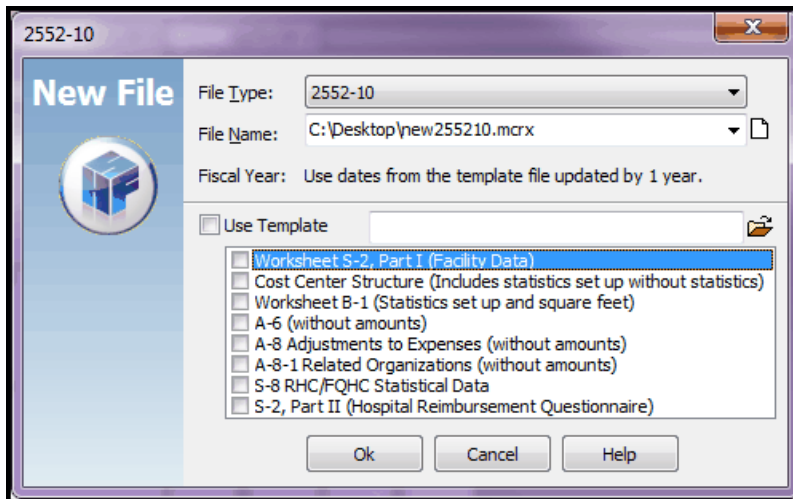
[Export](#)

[Exit](#)

Each of these commands are discussed in the topics that follow this section.

4.1.1 New File

Click **New** to open the **New File** dialog box. This is where you enter the details to create a new cost report file. The process is exactly the same as previously described when creating a new file from the **Task Pane**.



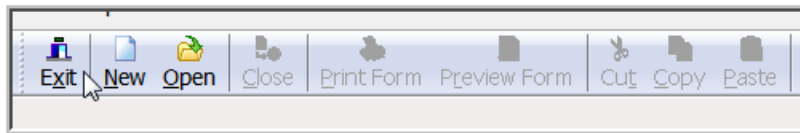
1. In the **File Type** list box, select the type of cost report file you want to create.
2. In the **File Name** text box, enter a file name for the new cost report. Do not accept the default name, which is "New", or "New01", etc... Give your file a meaningful name that will enable you to identify the contents of the file.
3. Click the **Use Template** check box if you want to use a template file to populate your cost report with data as it is created.
4. If you selected the **Use Template** option, click the **Open Folder** or **Browse** button and find the file you want to use as the template and select it.
5. When finished entering information in the dialog box, click **OK** to create and open your new cost report file.

When the file creation process is finished, your screen will sort of go "blank." However, if you look closely, you will notice significant changes occurred in the main User Interface window after you created the new file. There will be screen elements that display information about your new cost report file.

- The file name will appear in the lower right edge of the window.
- The cost report period beginning and ending dates are visible (if present in the template file) in the upper right portion of the screen.

- The provider name is visible beneath the menu bar (if present in the template file).
- The provider number is visible beneath the menu bar (if present in the template file), and
- Some of the Toolbar buttons will be enabled because your cost report is open.

Before any files are opened, the toolbar has limited functionality. It looks like the example below.



When a cost report file is open, the tool bar changes and looks like this:



If you open worksheets the other buttons on the toolbar will be enabled. The Add Lines and Delete Lines buttons are enabled only when you open a worksheet that you can modify by adding and deleting lines.

See also: [Opening a New Cost Report](#)

4.1.2 New Report Wizard

The New Report Wizard is used to help get your current year cost report started by using a prior year cost report. The idea is to transfer prior year data that does not typically change year to year to the new cost report you are creating.

Currently, the only systems available for the New Report wizard are 2552-10, 2540-10, 1728-94, 1728-20, 287-22, 287-05, CHDRX and LTCIRX.

After clicking on File | New Report Wizard you will see a pop-up screen with different options on where your prior year report can be found or not having a prior year report.

The screenshot shows a window titled 'New Report Wizard' with a close button in the top right corner. The subtitle is 'New Report Wizard - Previous Report Location'. The main text reads: 'Your new report can be pre-filled with information contained in a previous report. To use a previous report to start your new report, select from the options below where your previous report is located.' Below this is a question: 'Where is your previous report located?' followed by four radio button options: 'SaFE (you previously submitted a report for storage on SaFE)', 'HFS HCRIS Database (coming soon)', 'Local Computer or Network', and 'I don't have a previous report.'. At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Next'.

The current options are-

- SaFE

This option is for users who have previously submitted their cost report to our SaFE website. If you select this option, you will be prompted to log in with your HFS credentials. Once logged in all cost reports tied to your user account in SaFE will be shown. You can select a report from this list and click the Next button. This next screen allows for the new fiscal year to be entered and also provides a list of check boxes asking which information you would like to have brought into the new cost report from the prior year cost report, select Next to go to the next screen. This final screen asks where you want this cost report file to be saved at and what do you want the file to be named. click Finished when done.

- Local Computer or Network

If your prior year cost report or EC file is located on your computer or facility's shared network drive you would select this option and click Next. The Select local file screen allows you to browse and select the prior year file. Once you have the file in the Template Report text box, click the Next button. This next screen allows for the new fiscal year to be entered and also provides a list of check boxes asking which information you would like to have brought into the new cost report from the prior year cost report, select Next to go to the next screen. This final screen asks where you want this cost report file to be saved at and what do you want the file to be named. click Finished when done.

- I don't have a previous report

No prior year report, that is OK select this option to walk through

setting up a new cost report and select the Next button. This screen presents a drop down box where you can select the type of cost report you want to create, then click Next. On the Cost Report Information screen you will input the Fiscal year and basic data about the facility. Once you have filled in at least the required data (notated by *) click the Next button. This final screen asks where you want this cost report file to be saved at and what do you want the file to be named. click Finished when done.

There is another option but is not currently available-

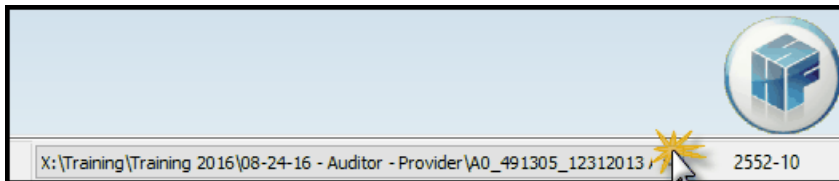
- HCRIS

This option will allow HCRIS users to access the HFS HCRIS online Database to pull and use files from as templates to start their new cost report file.

4.1.3 Open File

Click **Open** to open an existing cost report. The process is exactly the same as previously described when opening an existing cost report from the Task Pane.

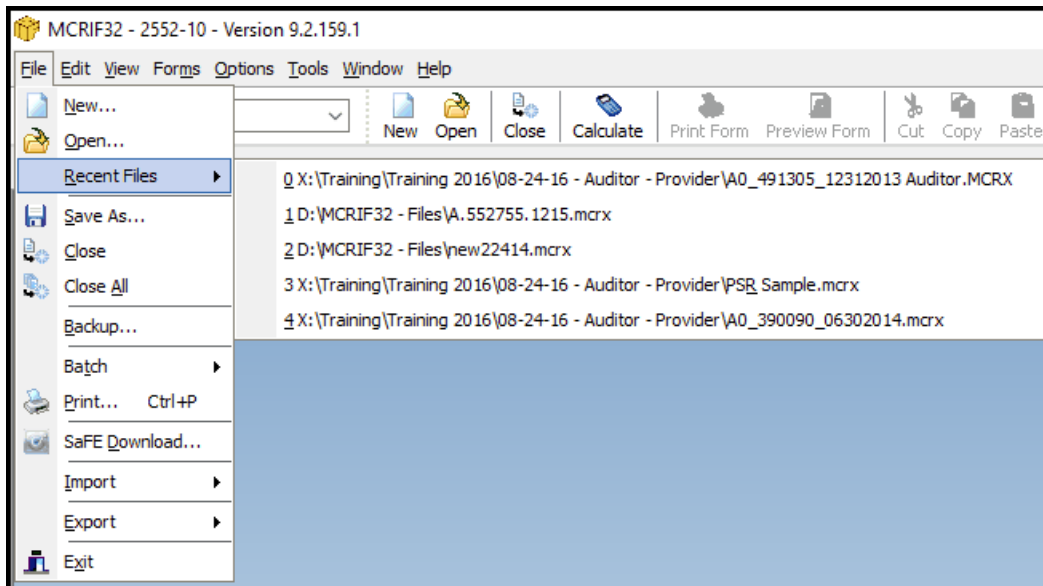
Note: You can open more than one file at a time. If you have multiple files open, you can toggle between each one by clicking on the down arrow (?) in the bottom-right corner of the screen.



See also: [Recent Files](#)

4.1.4 Recent Files

Click **Recent Files** to display up to 35 previously opened files. Clicking on any file displayed will automatically open that file.



Note: You can choose how many recent files to display in the **Preferences** screen.

4.1.5 Save As

Click the **Save As** command to save the open cost report file to a new location or to the same location but with a different file name. In addition, you can choose to save all or some of the files that are associated with the cost report file.

Note: When you close a worksheet or close your cost report, all data is automatically saved.

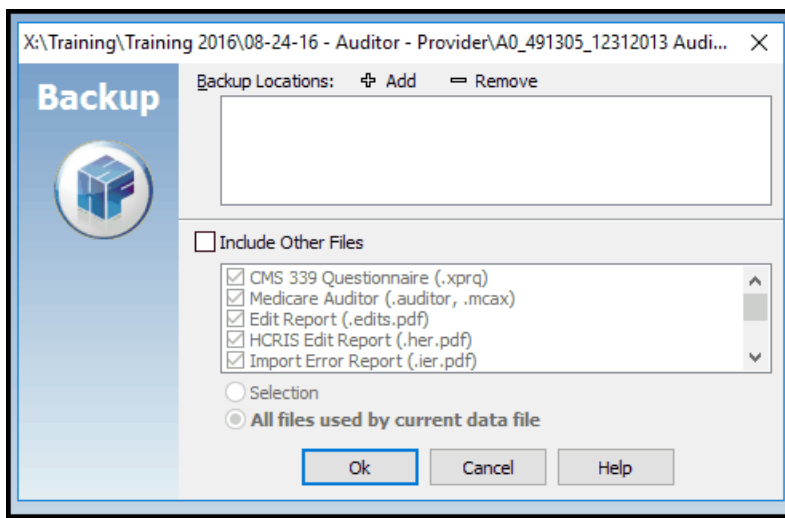
4.1.6 Close & Close All

Select the **Close** command save and close the cost report that is currently active on the screen. If more than one cost report is open, select the **Close All** command, and all the files will be closed.

Note: Any information entered in the cost report file is automatically saved when you close the file.

4.1.7 Backup

Select **Backup** to open the **Backup Locations** dialog box. Click the **Add** button to add backup locations. Click the **Include Other Files** check box to include associated files in the back up. Click the check boxes to include or exclude the various associated files.



The backup location you specify is the destination or output folder for the backed-up files. The source directory cannot be modified. The source directory is the folder in which the currently open cost report is stored. You can specify multiple output directories.

4.1.8 Batch

The Batch feature includes several utilities that process multiple files:

[Batch Print](#)

[Batch Import](#)

Batch Export

[Batch Data Extractor](#)

[Batch AAI](#)

The Batch Print feature is discussed in the section that follows this topic. Batch Import, Batch Data Extractor and Batch AAI are each covered in their own topic sections in the chapters that follow. Batch Export is a feature used by FI/MACs to

export HCRIS files in a batch process. The HCRIS batch topic is not discussed in this manual.

4.1.9 SaFE Download

SaFE Download is a utility feature that allows users to easily access their SaFE submissions without having to go to our website, <https://safe.hfssoft.com/>. The utility requires you to log in with your username and password.



Once logged in you are able to see what files have been uploaded and stored on SaFE. The status of the Pre-Acceptance report is displayed showing which files have passed/failed. Filters allow you to drill down to a specific cost report file by the report type, provider number, FY and date the file was stored. From here files can be downloaded to your computer and accessed anytime.

Browse SaFe Storage

Company: Health Financial Systems Store Date From: 05/19/2015 To: 06/28/2016
 User: [User Name] Fiscal Year End 06/30/2013 12/31/2015 Provider Type: --- All ---
 Provider Number: --- All ---

Date Stored	Type	Provider Number	FYB	FYE
5/19/2015 1:04:04 PM	265-11	096-275-001	01/01/2014	12/31/2014
6/1/2015 12:06:22 PM	2552-10	096-051200	01/01/2014	12/31/2014
11/19/2015 12:06:22 PM	2552-10	096-08800	07/01/2012	06/30/2013
11/30/2015 10:20:25 AM	2552-10	096-08800	07/01/2014	06/30/2015
2/3/2016 1:37:45 PM	2540-10	096-04000	09/01/2014	08/31/2015
2/3/2016 1:45:25 PM	2540-10	096-04000	09/01/2014	08/31/2015
2/3/2016 1:50:02 PM	2540-10	096-04000	09/01/2014	08/31/2015
4/20/2016 11:23:25 AM	2552-10	096-08800	07/01/2014	06/30/2015
5/27/2016 9:58:52 AM	2552-10	096-08800	01/01/2015	12/31/2015
6/28/2016 9:25:45 AM	2552-10	096-08800	01/01/2015	12/31/2015
6/28/2016 9:38:45 AM	2552-10	096-08800	01/01/2015	12/31/2015

Provider:
 096-275-001 01/01/2014 to 12/31/2014

MAC Specified on Export:
 0960001 0960001 0960001
 0960001 0960001 0960001

Software Version:
 MCRIF32: 1.57.0.7
 265-11: 3.12.157.1

4.1.10 Print

Refer to the [Printing the Report](#) section in chapter 4 of this manual.

Print Forms

Form Selection Selection Summary

Forms Find:

Form	Description
<input type="checkbox"/> S	Settlement Summary
<input type="checkbox"/> Low/No	Low/No Utilization
<input type="checkbox"/> S-2, Part I	Hospital Identification
<input type="checkbox"/> S-2, Part II	Hospital Reimbursement Questionnaire
<input type="checkbox"/> S-2, Part V	Voluntary Contact Information
<input type="checkbox"/> S-2, Part IX	HFS Supplemental Information
<input type="checkbox"/> S-3, Part I	Hospital Statistical Data
<input type="checkbox"/> S-3, Part II	Hospital Wage Index
<input type="checkbox"/> S-3, Part III	Hospital Wage Index
<input type="checkbox"/> S-3, Part IV	Hospital Wage Related Costs

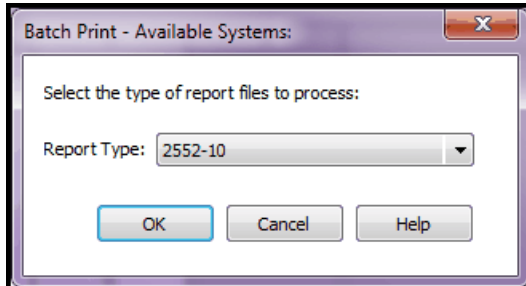
Components
 No components for the selected form.

Only print forms for these titles: Title XVIII Title XIX Show only forms that contain data.

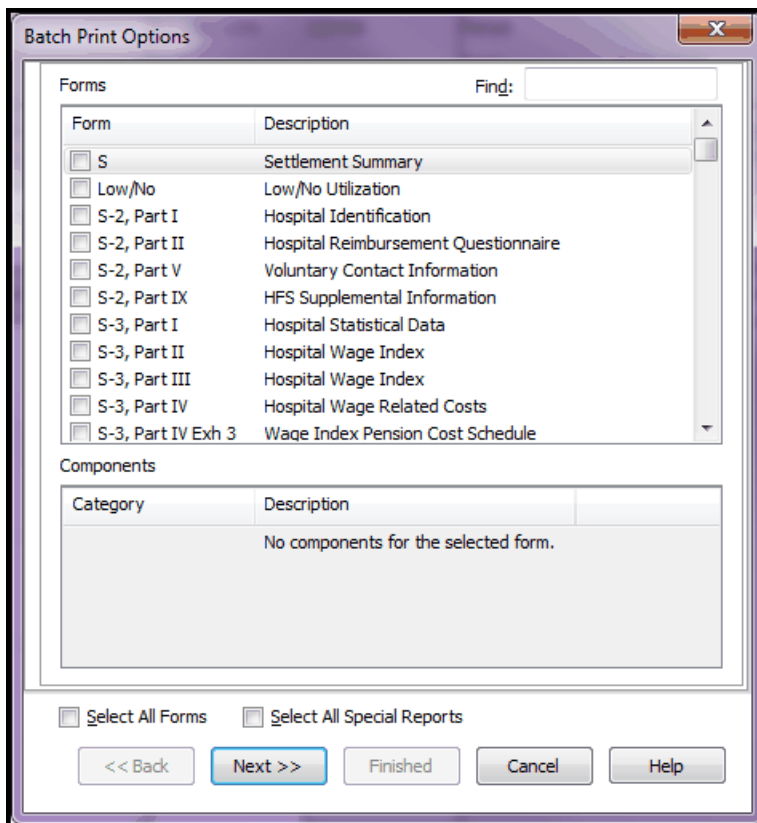
Print to File (PDF)
 All Forms
 Add Bookmarks

4.1.10.1 Batch Print

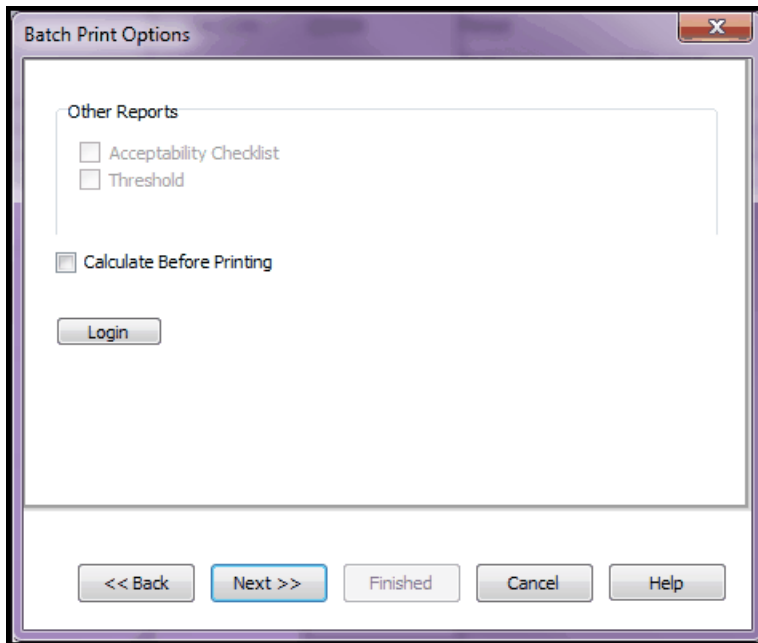
The Batch Print feature allows you to print selected worksheets and reports from multiple cost report files. From the **File** menu, select **Batch**, and then click **Batch Print**. You will be prompted to select the type of cost reports you want to print.



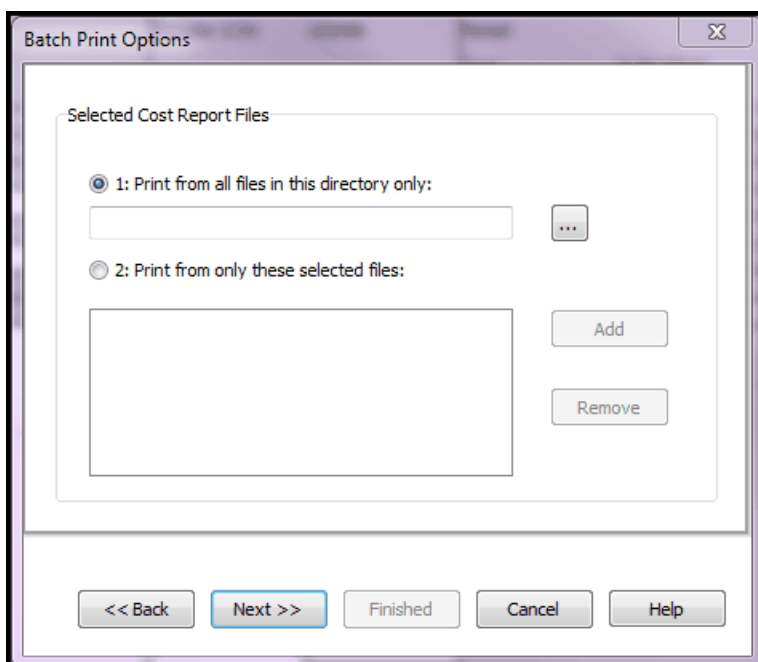
Select the type of cost reports from the **Report Type** list, then click **OK**.



In the Batch Print Options dialog box click to select the worksheets and reports you want to print, or select the option to **Select All Forms**. After you make your selections, click **Next**.

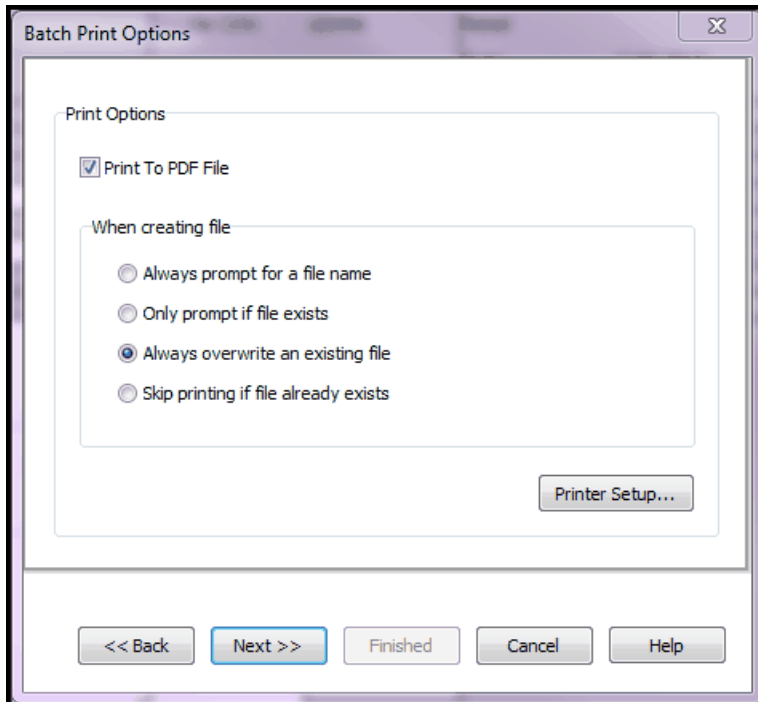


Click to select which reports to print and if you want to calculate the reports before you print from them. When finished, click **Next**.



You can either specify certain files to print from or choose folders containing reports to print from. If you identify particular files to print, you can add and remove files from the list by clicking **Add** and **Remove**. Click **Next** when you're

finished identifying the files or folders to print from.



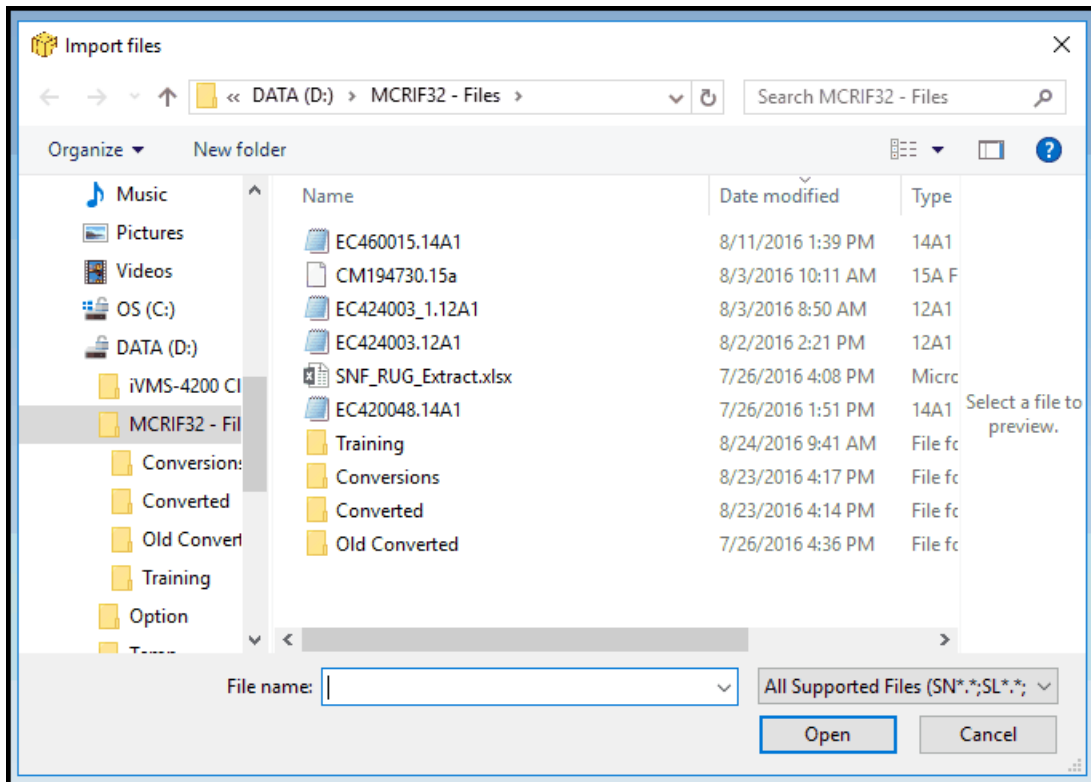
Next, you may select the option to print to PDF file, and if you do, when the file is created, you can choose to:

- Always prompt for a file name
- Only prompt if file exists
- Always overwrite an existing file
- Skip printing if the file already exists.

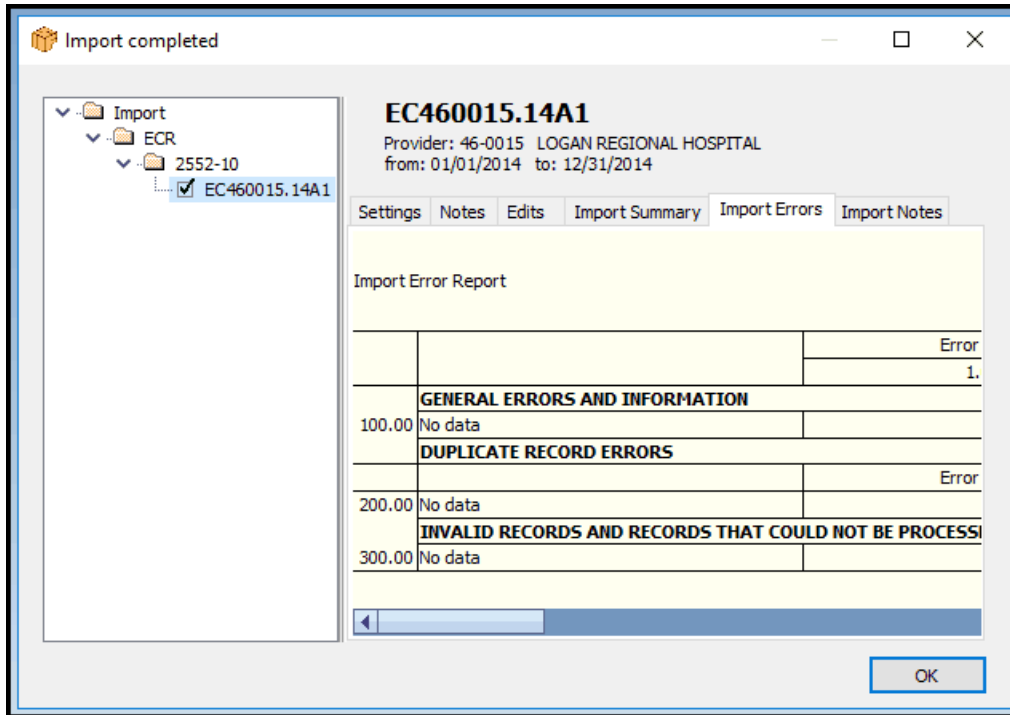
Click the **Printer Setup** button to configure your printer. Click **Next** to proceed. If you chose the PDF option, you will be prompted to enter the destination folder. Click **Finish** to print the batch of worksheets and reports.

4.1.11 Import ECR Files

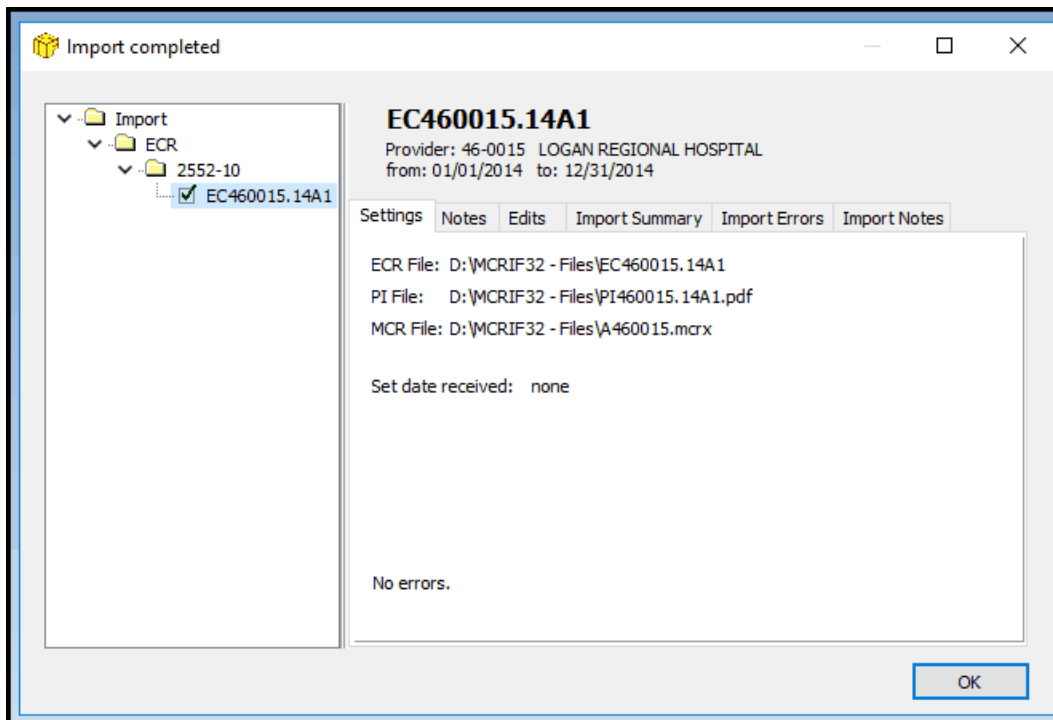
This option will import an electronic cost report file. You can also import by going to the **File** menu and selecting **Import**. The import files dialog box allows you to select the electronic cost report file you want to import. Change the **Files of Type** box to show the type of ECR file you want to import. When you import an ECR file the software creates an .mcr or .mcrx file that is an exact duplicate of the cost report file from which the ECR file was originally exported.



After you click on the **Open** button, the ECR file will be imported, and cost report file will be created. The new cost report file will be calculated as part of the import procedure. You will see the **Import Completed** dialog box depicted below when the process is finished.

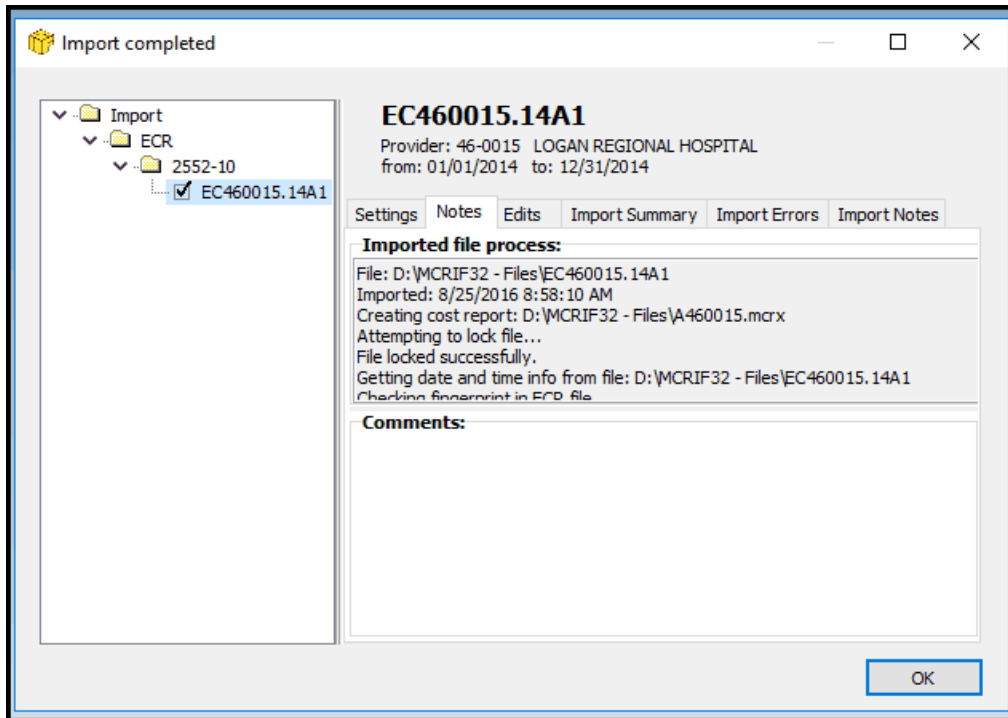


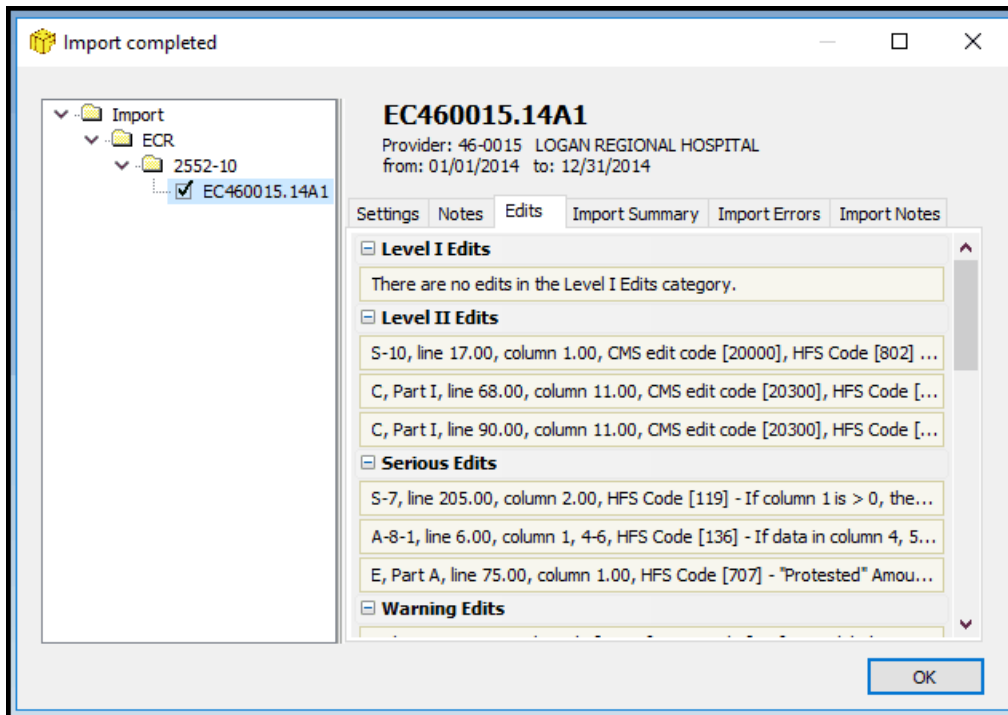
The dialog box displays information regarding the results of the ECR import and cost report file creation. There are five tabs in the dialog box. Each tab will display different information regarding the ECR import. The above example depicts the information shown when you click on the **Import Errors** tab. In the example below, the **Settings** tab is selected.



The **Settings** tab displays the name of the ECR file, name of the PI file and the name of the cost report file.

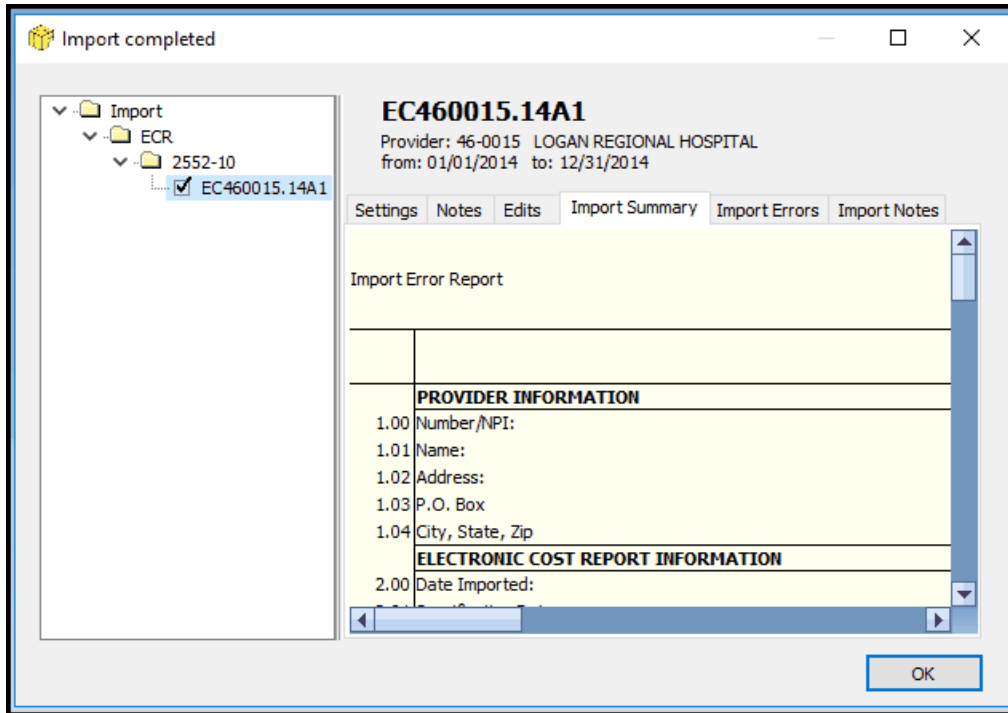
The **Notes** tab (shown below) shows the name of the imported file, the name of the new cost report created by the import process, the results of the encryption code verification, the number of ECR records imported, any errors encountered during import and the results of the first calculate performed on the new file.





The **Edits** tab (above) displays detailed information derived from the first calculate performed on the new cost report file. The information displayed is the same as the information displayed when a cost report is calculated.

The **Import Summary** tab (below) displays additional detailed information about the data imported from the EC file, the provider identified in the EC file, the software vendor and other relevant information.



See also:

[Batch Import ECR Files](#)

[700 Series Reports](#)

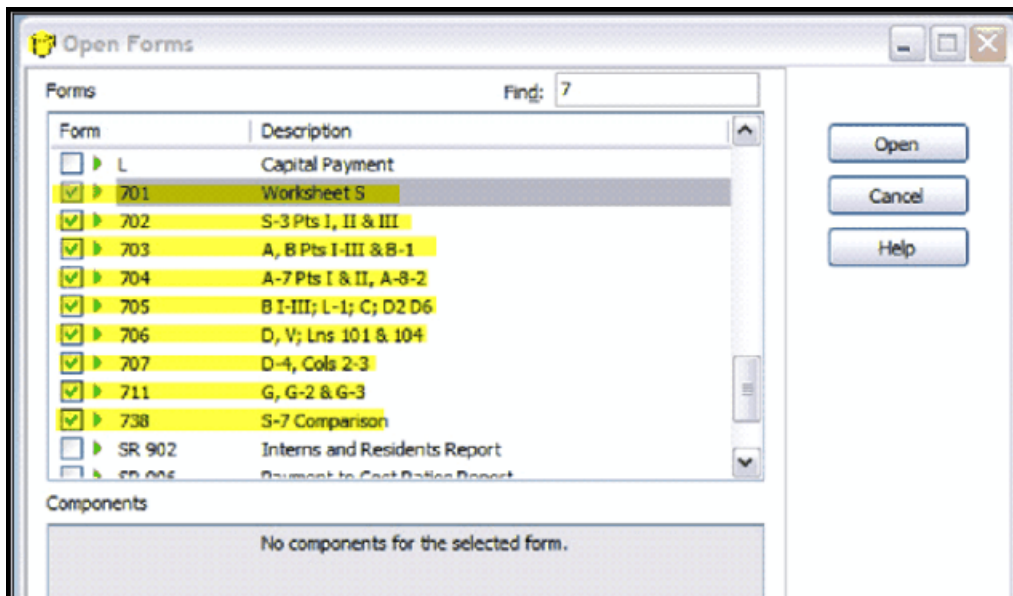
4.1.11.1 700 Series Reports

A series of worksheets (called the 700 series) are created during the ECR import process. You can locate these by clicking on **Forms** and **Open** and then scrolling to the bottom of the list of worksheets. The 700 series of worksheets shows pertinent data from the ECR file, compares it to the same data in the newly created cost report file and then displays any differences. Below are examples of the 701 and 702 worksheets that relate to Worksheets S and S-3.

A		B		C		D		E		F		G		H		I		J		K		L		M					
1																													
2	REPORT 701 - SETTLEMENT SUMMARY - TITLE XVIII														Provider No.: 30-4000		Period From: 07/01/2005		To: 06/30/2006		REPORT 701								
3															Calculated		Per ECR File		Difference		Calculated		Per ECR File		Difference				
4	Description														1	2	3	4	5	6									
5																													
6	1.00 HOSPITAL														0	-575212	575212	0	0	0	0	1.00							
7	100.00 TOTAL														0	-575212	575212	0	0	0	0	100.00							

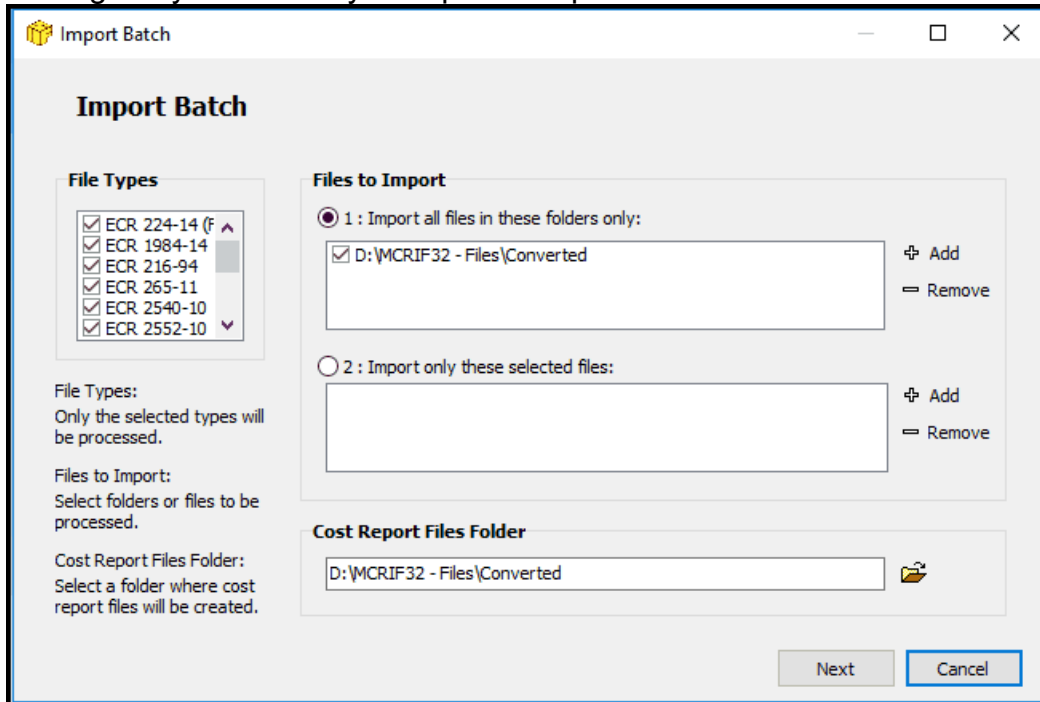
702 - S-3 Pts I, II III								
02, S-3 I		719, S-3 II		720, S-3 III				
	A	B	C	D	E	F	G	H
1			Provider		Period			
2	Report 702		30-4000		From: 07/01/2005		Report 702	
3					To: 06/30/2006		S-3 Pts I, II & III	
4					ECR Value	MCR Value	Difference	
5					1	2	3	
6	1.00	Line 5.00, Col. 1			202	202	0	1.00
7	2.00	Line 5.00, Col. 2			73730	73730	0	2.00
8	3.00	Line 5.00, Col. 3			0	0	0	3.00
9	4.00	Line 5.00, Col. 4			8354	8354	0	4.00
10	5.00	Line 5.00, Col. 5			4162	4162	0	5.00
11	6.00	Line 5.00, Col. 6			66978	66978	0	6.00
12	7.00	Line 12.00, Col. 1			202	202	0	7.00
13	8.00	Line 12.00, Col. 2			73730	73730	0	8.00
14	9.00	Line 12.00, Col. 3			0	0	0	9.00
15	10.00	Line 12.00, Col. 4			8354	8354	0	10.00
16	11.00	Line 12.00, Col. 5			4162	4162	0	11.00
17	12.00	Line 12.00, Col. 6			66978	66978	0	12.00
18	13.00	Line 12.00, Col. 7			0.00	0.00	0.00	13.00
19	14.00	Line 12.00, Col. 8			0.00	0.00	0.00	14.00
20	15.00	Line 12.00, Col. 10			0.00	0.00	0.00	15.00
21	16.00	Line 12.00, Col. 11			0.00	0.00	0.00	16.00

The example below contains a list of all 700 series reports generated during the ECR import process. (Yellow highlighting added for emphasis.) Please note that with the 2552-10 system, we combined the 700 series into one report - 700 Report.



4.1.11.2 Import Batch ECR

In addition to being able to import individual ECR files, importing from the **File** menu gives you the ability to import multiple ECR files at once.



The Import Batch dialog box provides the following options:

- Import all ECR files (regardless of type) from a folder;
- Import certain selected ECR files;
- Choose the folder in which you wish to save the newly created MCR files.

4.1.12 Export ECR

The **Export ECR File** function creates an EC file, a Print Image file and an encrypted Settlement/Signature Page. The Settlement/Signature Page is a PDF file and is printed during the ECR Export process. The EC and Print Image files are submitted to your MAC are collectively referred to as the ECR file. The PDF of the signature page is not submitted. The signed printed copy of the signature page is submitted with your ECR files.

With cost reports ending on or after 12/31/2017 CMS has initiated electronic signature to the EC export. You are still allowed to have a wet signature or can electronically sign. You will submit the EC file, the PI (Print Image) file along with the signature page.

To create a set of ECR files, open the **File** menu and click **Export** and select **ECR File**. This function is discussed in greater detail in Chapter 6.

See also:

[Submit Finished Cost Report](#)

[ECR File Names](#)

[How to Create ECR Files](#)

4.1.13 Exit

Selecting **Exit** from the **File** menu closes the cost report software. Any cost report currently open is automatically saved and closed.

4.2 The Edit Menu

The **Edit** menu contains seven commands or links to features.

See also: [Cut, Copy & Paste](#)

[Add & Delete Lines](#)

[Cost Center & Statistics Setup](#)

[Move/Change/Combine Cost Centers](#)

4.2.1 Cut, Copy & Paste

On the **Edit** menu, select **Cut**, **Copy**, or **Paste** commands. These are the standard Windows commands that allow you to **Cut**, **Copy**, and **Paste** data. You can use these functions to move data from Excel, or any other Windows application, to a cost report file, or from a cost report file to any Windows application. You can also use the standard Windows keyboard shortcuts for each function: CTRL+C (**Copy**), CTRL+X (**Cut**), and CTRL+V (**Paste**) to achieve the same results.

If you use your mouse pointer to highlight and select a cell or multiple cells, you can right click the highlighted area and chose one of the three commands from the context menu that will appear.

550049 - ELK GROVE HOSPITAL

× A - Trial Balance of Expenses

	A	B	C	D	E	F	
1							Provider CCN: 550049
2	RECLASSIFICATION AND ADJUSTMENTS OF TRIAL BALANCE OF EXPENSES						
3							
4			Cost Center Description	Salaries	Other	Total (col. 1 + col. 2)	Reclass (Set
5				1.00	2.00	3.00	4
6	GENERAL SERVICE COST CENTERS						
7	1.00	00100	CAP REL COSTS-BLDG & FIXT		22,075,059	22,075,059	
8	2.00	00200	CAP REL COSTS-MVBLE EQUIP		15,844,888	15,844,888	
9	3.00	00300	OTHER CAPITAL RELATED COSTS		0	0	
10	4.00	00400	EMPLOYEE BENEFITS	2,609,763	37,946,158	40,555,921	1
11	5.00	00500	ADMINISTRATIVE & GENERAL	40,195,759	45,676,719	85,872,478	-2
12	6.00	00600	MAINTENANCE & REPAIRS	1,079,079	6,717,884	8,159,963	
13	7.00	00700	OPERATION OF PLANT	1,109,835	2,801,213	3,911,048	
14	8.00	00800	LAUNDRY & LINEN SERVICE	105,750		149,666	
15	9.00	00900	HOUSEKEEPING	2,540,530		3,843,858	
16	10.00	01000	DIETARY	2,525,280		4,385,644	
17	11.00	01100	CAFETERIA	608,090		2,360,664	
18	12.00	01200	MAINTENANCE OF PERSONNEL			0	
19	13.00	01300	NURSING ADMINISTRATION	2,060,382	645,887	2,706,269	
20	14.00	01400	CENTRAL SERVICES & SUPPLY	921,485	808,663	1,730,148	
21	15.00	01500	PHARMACY	4,857,948	1,237,490	6,095,438	
22	16.00	01600	MEDICAL RECORDS & LIBRARY				

Note: The **Cut**, **Copy**, and **Paste** commands will only work if the **Display Column/Row Headers** options are checked on the **Form Options** dialog box.

4.2.2 Add/Delete Lines

The **Add Lines** and **Delete Lines** buttons are only enabled when you have a worksheet open that allows lines to be added and deleted (for example, Worksheet A-8 in the Hospital cost report). In the example below we are adding lines to A-8. Enter the range of lines you wish to add in the **From** and **To** boxes and click the **Add Range** button. To add one line, enter the line number you want to add in the **Line** box and click **Add Single**.

The screenshot shows the 'Cost Center and Statistic Set Up' dialog box with the 'Worksheet A-8 Lines' tab selected. The main area contains a list of lines with the following data:

Line	Description
35.00	ADJ FOR PHYS THERAPY
37.00	OTHER REVENUE OFFSET
38.00	OTHER REVENUE OFFSET
38.01	OTHER REVENUE OFFSET
38.02	OTHER REVENUE OFFSET
38.03	OTHER REVENUE OFFSET
38.05	OTHER REVENUE OFFSET
38.06	OTHER REVENUE OFFSET
38.07	OTHER REVENUE OFFSET
38.08	OTHER REVENUE OFFSET
38.09	OTHER REVENUE OFFSET
38.10	OTHER REVENUE OFFSET
38.11	OTHER REVENUE OFFSET
38.12	OTHER REVENUE OFFSET
38.13	OTHER REVENUE OFFSET
38.14	OTHER REVENUE OFFSET
38.15	OTHER REVENUE OFFSET
38.16	OTHER REVENUE OFFSET
38.17	OTHER REVENUE OFFSET
38.18	OTHER REVENUE OFFSET
38.19	OTHER REVENUE OFFSET
38.20	OTHER REVENUE OFFSET
38.21	OTHER REVENUE OFFSET
38.22	OTHER REVENUE OFFSET
38.23	OTHER REVENUE OFFSET
38.24	OTHER REVENUE OFFSET
38.25	OTHER REVENUE OFFSET

Below the list is a summary table:

33.01 through 33.99	99
34.00 through 34.99	100
35.00 through 35.99	99
36.00 through 36.99	100
37.00 through 37.99	99

At the bottom, there are input fields for 'From: 34.01', 'To: 34.99', and 'Line: 34.00'. There are also buttons for 'Add Range', 'Add Single', 'OK', and 'Cancel'.

The worksheet specific tab will show you the lines that can be added.

The **Delete Lines** button works the same way as **Add Lines**, except you delete a single line or a range of lines.

4.2.3 Cost Center & Statistics Set Up

This feature is used to set up cost center structures and statistics. You can add and delete cost center lines by entering the line number in the **Line Number** box. Once the cost center structure has been established for the overhead cost centers, enter the stat code and label in the open cells to the right of each cost center.

Line	Code	Cost Center Description	Stat	Stat Label
1.00	0100	OLD CAP REL COSTS-BLDG & FIXT	01	SQUARE FEET
2.00	0200	OLD CAP REL COSTS-MVBLE EQUIP	02	SQ FT OLD MME
3.00	0300	NEW CAP REL COSTS-BLDG & FIXT	03	SQ FT
4.00	0400	NEW CAP REL COSTS-MVBLE EQUIP	04	SQ FT NEW MME
5.00	0500	EMPLOYEE BENEFITS	S	GROSS SALARIES
6.00	0600	ADMINISTRATIVE & GENERAL	-06	ACCUM. COST
8.00	0800	OPERATION OF PLANT	08	SQ FT (PLANT OPS
9.00	0900	LAUNDRY & LINEN SERVICE	09	PATIENT DAYS
10.00	1000	HOUSEKEEPING	10	SQ FT (PLANT OPS
11.00	1100	DIETARY	11	PATIENT DAYS
12.00	1200	CAFETERIA	S	GROSS SALARIES

Line Number: 1.00

Cost Centers | Stat Codes

ADD
Line: 1.01
Code: 0101

DELETE
Line: 1.00

APPLY
Code: 0101

Ok Cancel

The following example illustrates adding subscribed line 9.01. The buttons at the bottom of the dialog box give you the option of Add, Delete and Apply. The **Apply** button will apply the cost center code indicated on the **Apply** button. You can scroll through the list of available cost center codes and select a different code. The system automatically retrieves the appropriate cost center code for the line number entered in the **Line Number** box.

Line: 9.01

Cost Centers | Stat Codes

00900	HOUSEKEEPING	19
01080	INSERVICE EDUCATION	1
01140	MANAGEMENT SERVICES	1
01160	COMMUNICATIONS	1
01850	OTHER GENERAL SERVICE COST CENTER	49

Line: 9.01
Code: 00901

Line: 9.01 Code: 00901

Add Delete Apply

OK Cancel

You can also click on the **Stat Codes** tab, to the right of the **Cost Center** tab, and

select which Stat Code to apply to the line you are about to add. The below image is from the 2552-10 cost report, Stat Codes are system specific, so may look different and have different options available if viewing a different system.

Code	Label
1	SQUARE FEET
2	DOLLAR VALUE
4	GROSS SALARIES
-5	ACCUM. COST
1	SQUARE FEET
1	SQUARE FEET
0	SQUARE FEET

S = Gross Salaries
 C = Gross Charges
 I = Inpatient Charges
 O = Outpatient Charges
 P = Total Patient Days
 T = Total Patient Days including Swing-bed days
 Negative Number = Accumulated Cost

If you highlight a cost center in the top section of the dialog box and then activate the **Stat Codes** tab, you can easily change the Stat Code and Stat Label. The screen shot above shows the **Stat Code** drop down list with 09 PATIENT DAYS selected. To apply that Stat Code you would select it from the list and click **Apply**.

HFS has incorporated certain automatic statistical codes and also the ability to duplicate statistics from one B-1 column to another. Allowable statistical codes are 01 through 99. If you enter a stat code unique to a specific cost center, then that corresponding column on B-1 will be open for input.

When the same statistics are used for more than one cost center, entering duplicate stat codes will copy stats from one B-1 column to another. A good example of this would be the capital-related cost centers (1.00, 2.00, 3.00, and 4.00), as these generally use square feet as a statistic. If you enter 01 as a stat code for all four capital-related cost centers (i.e. 1.00, 2.00, 3.00, and 4.00), the only capital-related column that will be open for input on B-1 will be column 1.00. Once the stats have been added in column 1.00, these stats will be duplicated in columns 2.00, 3.00, and 4.00 after calculation.

In addition, if you would like to enter salaries, charges, or accumulated costs as statistics, the following automatic stat codes have been set up:

S = Gross Salaries

C = Gross Charges

I = Inpatient Charges

O = Outpatient Charges

P = Total Patient Days

T = Total Patient Days including Swing-bed days

or negative number = Accumulated Cost

Note: The # is no longer used in the .mcrx form sets. The automatic stat codes I, O and P are used in the 2552-10, 2540-10, 265-11, 1728-20, 1984-14, 2088-17, 216-94 systems.

Line	Code	Cost Center Description	Stat Code	Stat Label
1.00	00100	CAP REL COSTS-BLDG & FIXT	1	SQUARE FEET
2.00	00200	CAP REL COSTS-MVBLE EQUIP	2	DOLLAR VALUE
4.00	00400	EMPLOYEE BENEFITS DEPARTMENT	4	GROSS SALARIES
5.01	00590	ADMIN & GENERAL	-5	ACCUM. COST
5.02	00570	ADMITTING	-6	ACCUM. COST
7.00	00700	OPERATION OF PLANT	26	SQUARE FEET
8.00	00800	LAUNDRY & LINEN SERVICE	8	POUNDS OF LAUNDRY
9.00	00900	HOUSEKEEPING	26	SQUARE FEET
9.01	00901	HOUSEKEEPING	9	HOURS OF SERVICE
10.00	01000	DIETARY	P	TOTAL PATIENT DAYS
11.00	01100	CAFETERIA	25	FTE'S
13.00	01300	NURSING ADMINISTRATION	13	DIRECT NRSING HRS
14.00	01400	CENTRAL SERVICE & SUPPLY	14	COSTED REQUIS.
15.00	01500	PHARMACY	00	COSTED REQUIS.

Cost Centers	Stat Codes	Count
00900	HOUSEKEEPING	18
01080	INSERVICE EDUCATION	1
01140	MANAGEMENT SERVICES	1
01160	COMMUNICATIONS	1
01850	OTHER GENERAL SERVICE COST CENTER	48

Line: 9.02
 Code: 00902 Line: 9.01 Code: 00902

Add Delete Apply

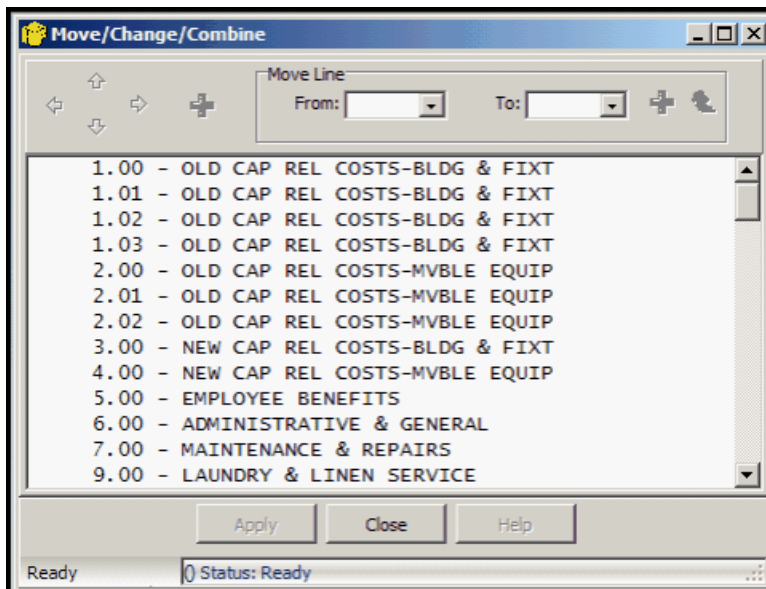
OK Cancel

In the example above, line 9.01 was added with a cost center code of 00901 and a Stat Code of 09. Note that the Cost Center Description for line 9.01 is a white cell. It can be edited. To modify the **Cost Center Description**, double click on it, and then edit it by typing in the new description or changing the existing one.

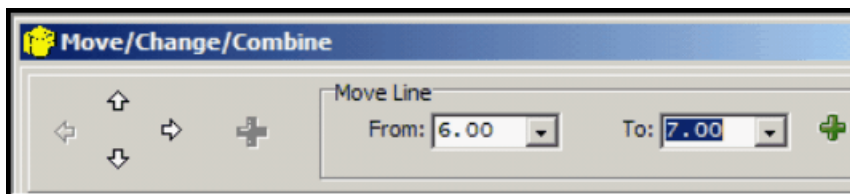
It is important to understand that you can add and delete and edit the information in this dialog box but none of the changes are saved to the cost report unless you click **OK**. If you click **Cancel**, all of your changes are abandoned and the cost centers remain unmodified.

4.2.4 Move/Change/Combine Cost Centers

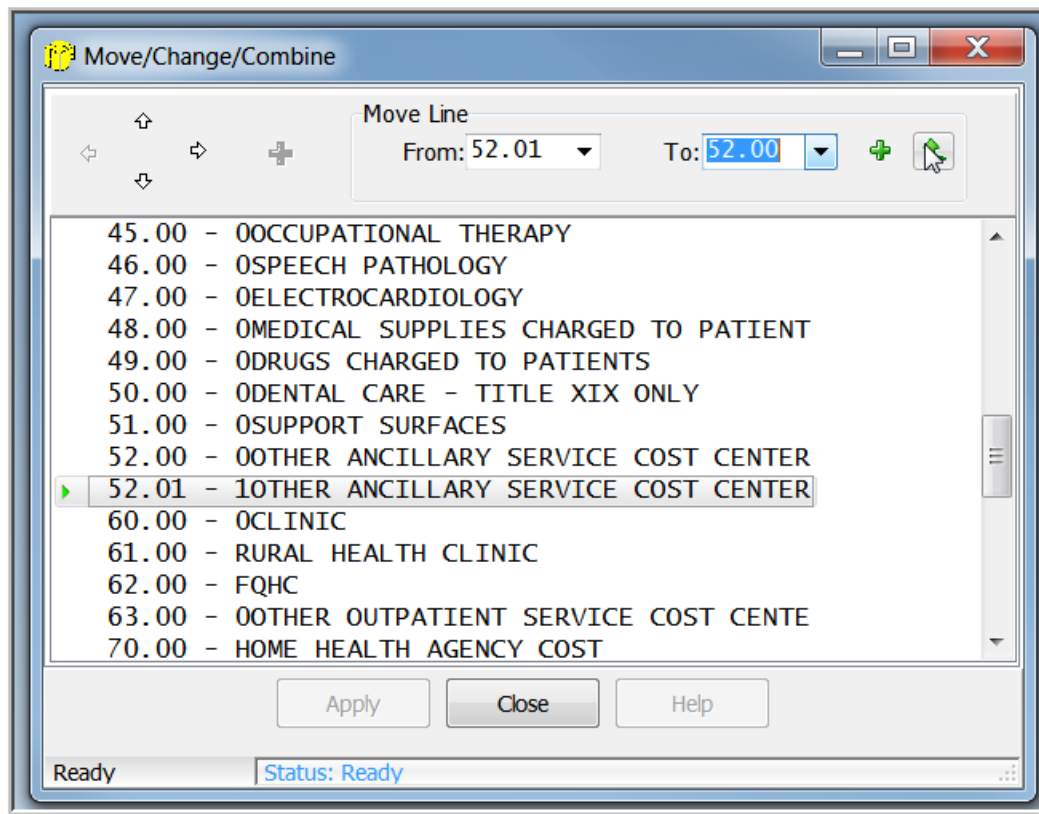
The Move/Change/Combine feature is a convenient way to add data from one cost center to another, or replace data from one cost center over another.



All the cost center lines will appear in the dialog box. There are several ways to perform an Add or an Overlay action. Using the Add feature will take the data from the line indicated in the **From** box and add the data to the cost center line indicated in the **To** box. In this example all the expense data from cost center line 6.00, will be added to cost center line 7.00.



Using the Overlay feature will take the data in the **From** box and Overlay (Replace) the data in line entered in the **To** box.

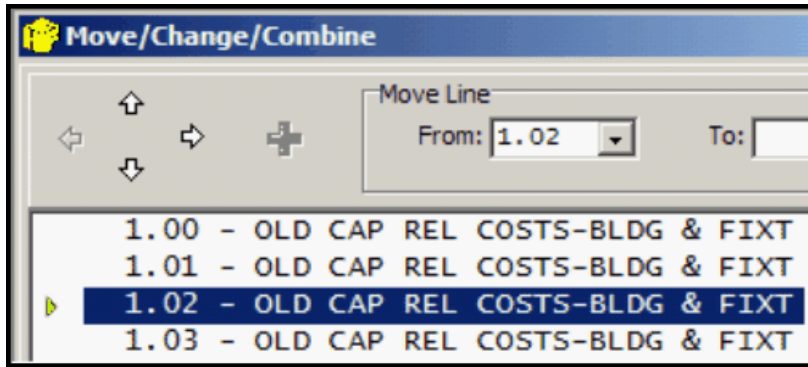


In this example, if you click the **Overlay** button, all the expense data present in cost center line 52.01 will replace the expense data currently present in cost center line 52.00.

Note: Whenever this feature is used, the From cost center line is deleted if it is a subscripted line (i.e. line 1.01). This is true for both the Add and the Overlay commands. Using the second Overlay example, note that line 9.01 is setup to Overlay the data in line 9.00. Click the **Apply** button to perform the Overlay.

Note: Once an Add or an Overlay has been performed, there is no way to undo the results. Be sure that your Move/Change/Combine is correct before applying.

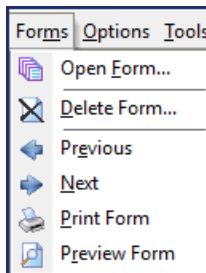
After the Overlay, line 9.01 (the From line) was deleted and the data that was in line 9.01 is now in line 9.00. You can also use the **Arrow** buttons to Overlay or Add data from one cost center line to another:



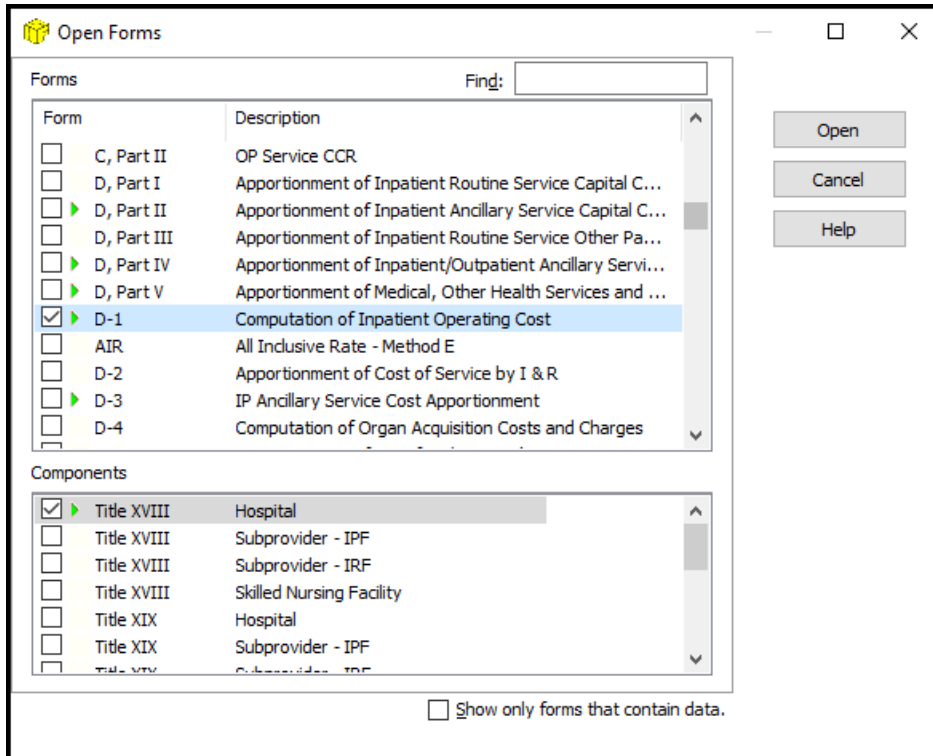
In the example above, if you click on the down arrow, the line with the green arrow (triangle) will be the From cost center line and the one immediately below will be the To cost center line. Likewise, If you click the **Up Arrow**, the To cost center would be the one immediately above. You can then toggle between the active Add/Overlay icon to the right of the arrows. You can use the arrows to change the From and To lines to meet your requirements.

4.3 The Forms Menu

From the **Forms** menu you can open, delete, print, and print preview active worksheets.



Select the **Open** command and the following dialog box will appear. Select or clear the various check boxes to choose which forms you want to open.



Note: When choosing to open a worksheet that has a component or title associated with it, you must specify one or more components/titles to open.

Note: When a worksheet is open, press F1 to display the CMS instructions for the active worksheet.

At the bottom of the worksheet list, HFS has a number of additional informational worksheets. These include- a HCRIS Summary Report, Import Error Report (IER), 700 Report (ECR Comparison Report), 800 Report (MCRX Comparison Report), Threshold and a number of Special Reports.

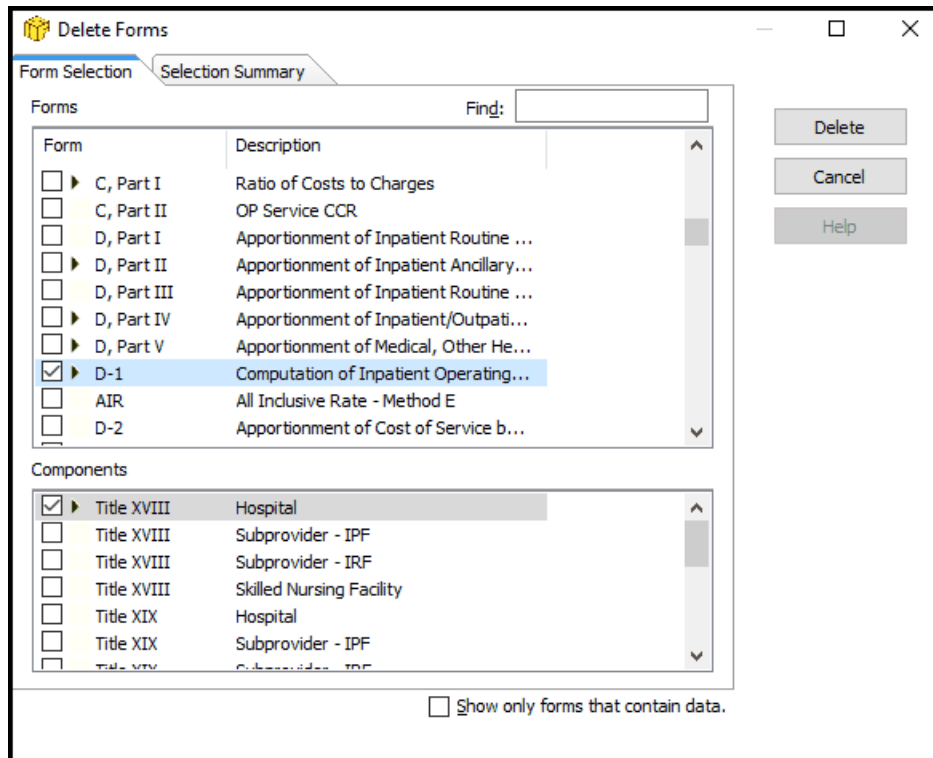
Form	Description
<input type="checkbox"/> HCRIS	Summary Report
<input type="checkbox"/> IER	Import Error Report
<input type="checkbox"/> 700 Report	ECR Comparison Report
<input type="checkbox"/> 800 Report	MCRX Comparison Report
<input type="checkbox"/> SR 902	Interns and Residents to Beds Ratio Report
<input type="checkbox"/> SR 903	Long-Term Care Report
<input type="checkbox"/> SR 905	CAH Medicare Impact Report
<input type="checkbox"/> Threshold	
<input type="checkbox"/> SR 909	CAH RCC Calculation with Bad Debts Report
<input type="checkbox"/> SR 910	CAH RCC Calculation Report
<input type="checkbox"/> SR 911	Pysch Rate Report
<input type="checkbox"/> SR 913	CAH 96 Hr Verification Report
<input type="checkbox"/> SR 916	OPPS RCC Report
<input type="checkbox"/> SR 917	Cost to Charge Ratio Report
<input type="checkbox"/> SR 918	Pass Thru Per Diem Report
<input type="checkbox"/> SR 920	Special Rehab Hospital PPS Report
<input type="checkbox"/> SR 921	HITECH FISS Data Report
<input type="checkbox"/> SR 922	HITECH FISS Data Report - Finalized Report
<input type="checkbox"/> SR 923	IRIS to Cost Report Validations

Components

No components for the selected form.

Show only forms that contain data.

The **Delete Form** option works exactly the same as if you were opening a form. For every form you select to be deleted, a warning box will appear after you click the **Delete** button, asking you whether you are sure that you want to delete the chosen worksheet. This is because once a form is deleted, the data is lost and cannot be recovered.

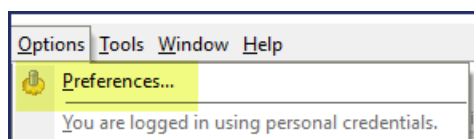


If you have a worksheet open, the **Print** and **Print Preview** commands will automatically print or print preview the active worksheet.

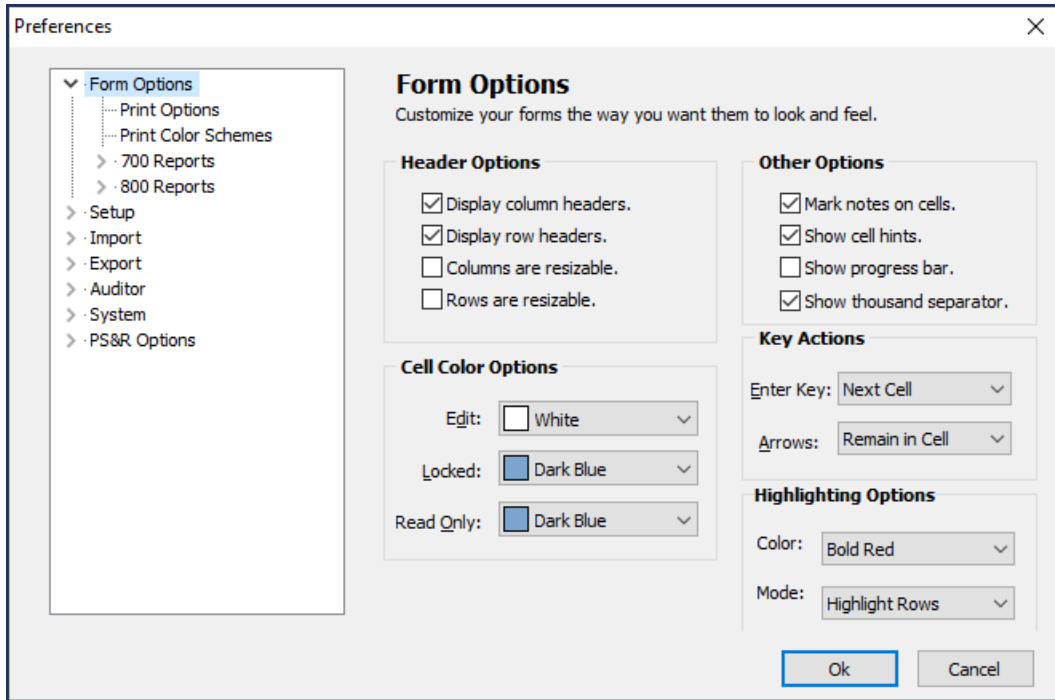
See also: [Form Options](#)

4.4 The Options Menu

There is a **Preferences** command under the **Options** menu.



Select **Preferences** to open the **Preferences** dialog box. Notice the tree-view on the left side of the dialog box. Click on any item in the list to expand or contract an item.



4.4.1 Form Options

Select **Form Options** to see the various options applicable to worksheets, or forms. The **Form Options** screen is the default screen and will always appear whenever **Preferences** are selected from the **Options** menu.

You should always select the first two options: **Display column headers** and **Display row headers**. When these options are selected you will see row and column headings on the outside edges of all your onscreen worksheets.

A - Trial Balance of Expenses							
	A	B	C	D	E	F	G
1	RECLASSIFICATION AND ADJUSTMENTS OF TRIAL BALANCE OF EXPENSES					Provider CCN: 550049	
2							
3							
4	Cost Center Description			Salaries	Other	Total (col. 1 + col. 2)	Reclassifications (See A-6)
5				1.00	2.00	3.00	4.00
6	GENERAL SERVICE COST CENTERS						
7	1.00	00100	CAP REL COSTS-BLDG & FIXT		22,075,059	22,075,059	-264,134
8	2.00	00200	CAP REL COSTS-MVBLE EQUIP		15,844,888	15,844,888	
9	3.00	00300	OTHER CAPITAL RELATED COSTS		0	0	
10	4.00	00400	EMPLOYEE BENEFITS	2,609,763	37,946,158	40,555,921	18,267,297
11	5.00	00500	ADMINISTRATIVE & GENERAL	40,195,759	45,676,719	85,872,478	-23,540,156
12	6.00	00600	MAINTENANCE & REPAIRS	1,442,079	6,717,884	8,159,963	1,451,602
13	7.00	00700	OPERATION OF PLANT	1,109,835	2,801,213	3,911,048	551,141
14	8.00	00800	LAUNDRY & LINEN SERVICE	105,752	43,914	149,666	
15	9.00	00900	HOUSEKEEPING	2,540,536	1,303,322	3,843,858	4,545,158

In this screen shot you can see line or row numbers on the left outside edge of the worksheet. For columns there are letters at the top outside edge of the worksheet. Both areas are circled in red. Selecting these two options give the worksheets the same appearance as a standard spreadsheet. These options must be selected to enable the Cut, Copy and Paste functions.

Other options on this screen include:

- Columns are resizable
- Rows are resizable
- Mark notes on cells
- Show cell hints
- Show progress bar

You may customize the appearance of worksheets using **Cell Color Options**. You can also choose from a range of possible behaviors for the ENTER key and the ARROW keys in the Key Action options.

Form Print Options

Click **Print Options** to open the **Form Print Options** screen.

The screenshot shows the 'Form Print Options' dialog box. The sidebar on the left lists various preference categories, with 'Print Options' selected under 'Form Options'. The main panel, titled 'Print Options', contains the following settings:

- File Name on Reports
- Date and Time on Reports
- Page Numbers
- Only Title XVIII
- Only Title XIX
- Print lines with data only (under AAI Statistics Report)
- Print Excluded Lines (under Management Reports)
- Never bookmark PDF files. (under Other Print Options)
- Never compress PDF files. (under Other Print Options)
- Print Settlement with Edit Report (under Edit Report)

Buttons for 'Advanced Options', 'Ok', and 'Cancel' are visible at the bottom of the dialog.

This screen is a sub-menu of the **Form Options** screen. All of these options apply specifically to worksheets or forms. You can choose to print different text elements on printed worksheets. Select which items to include in your printed worksheets:

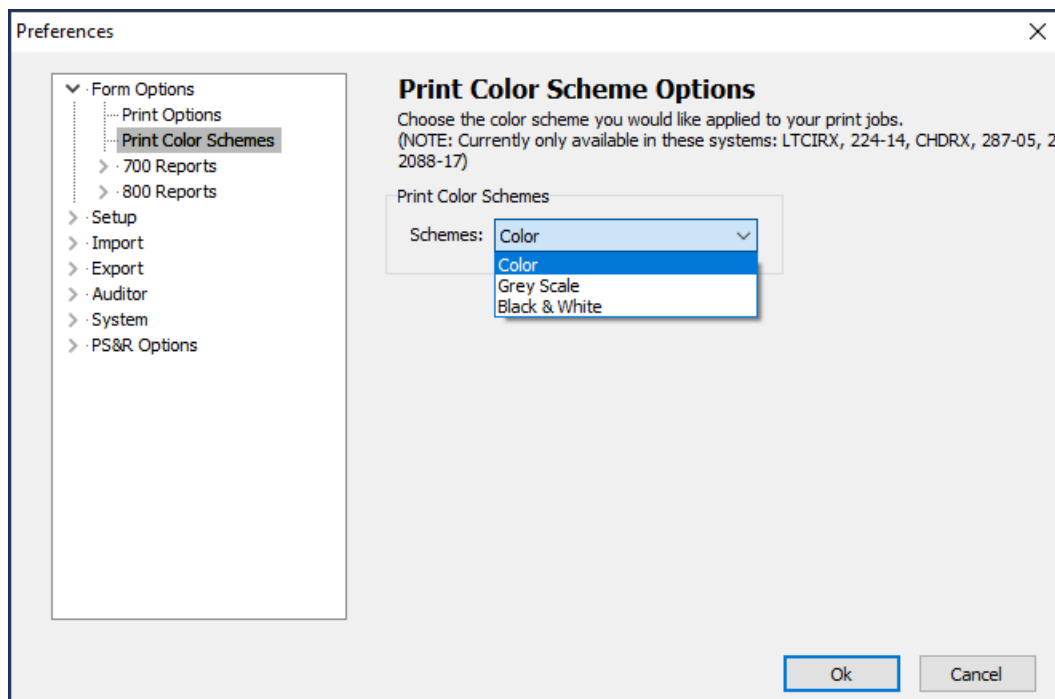
- File name on reports
- Page numbers
- Date and time on reports.

There are two additional options that restrict the types of reports that will be printed. Select either option if you want to print: **Only Title XVIII**, or **Only Title XIX** reports.

The last option on this screen will **Print Excluded Lines** in the Management Reports feature. You can select all, or none, or any combination of these options.

Print Color Schemes

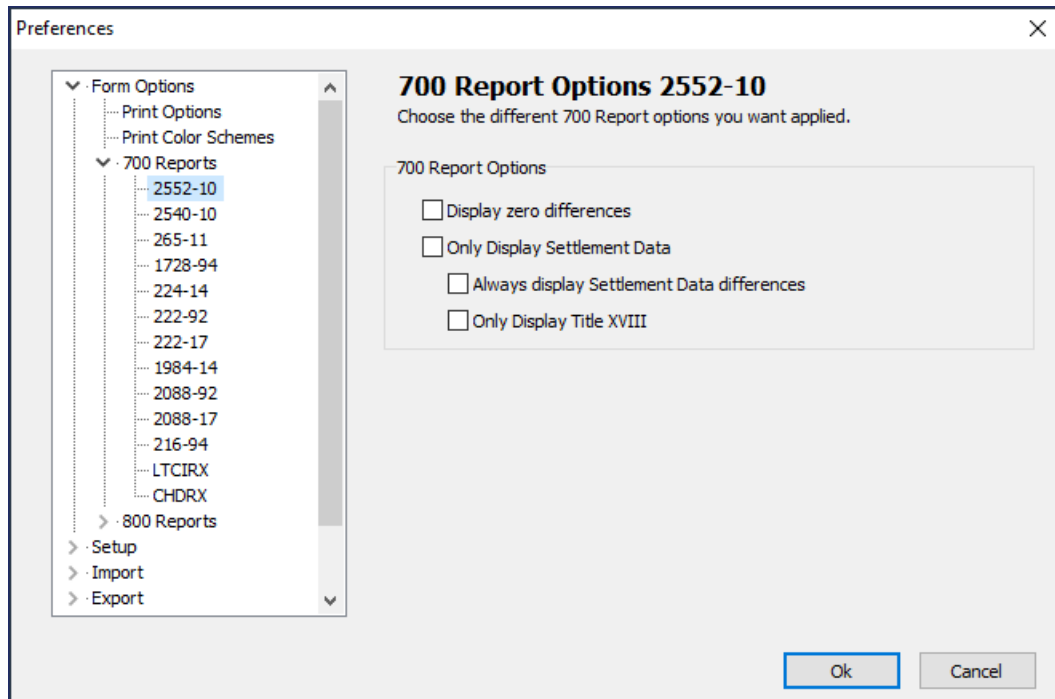
Click **Print Color Scheme** to open the **Print Color Scheme Options** screen.



This screen allows you to select the color scheme you would like applied to your print jobs.

700 Reports Options

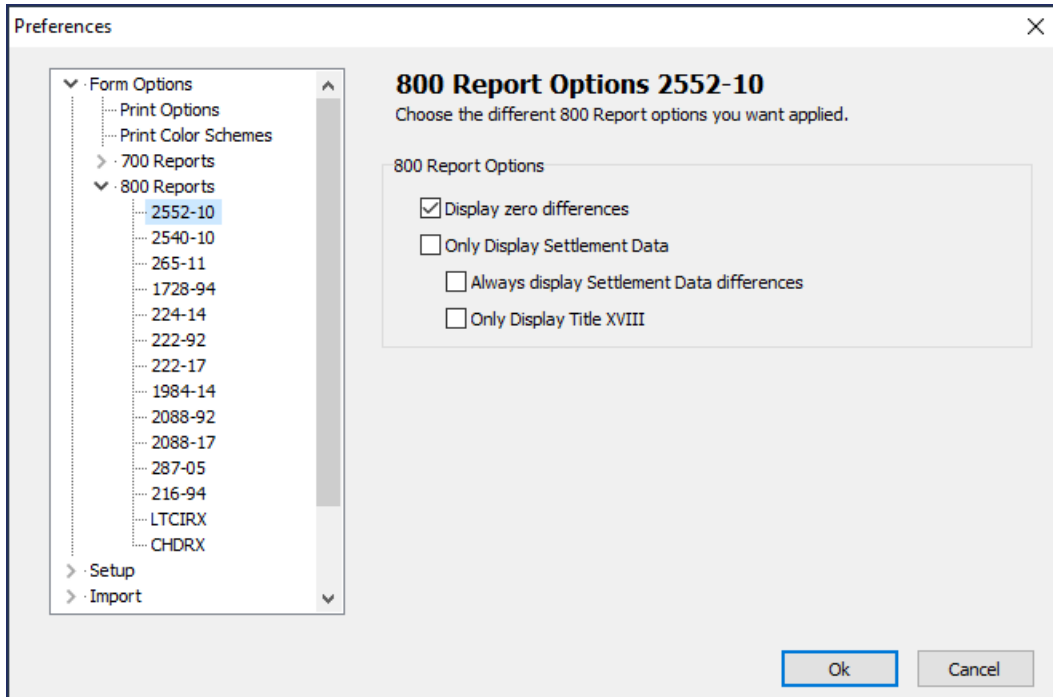
Select **700 Reports** and then select the cost report type to configure available options.



For each cost report type, you can choose to: **Display zero differences** and/or **Only Display Settlement Data**.

800 Reports Options

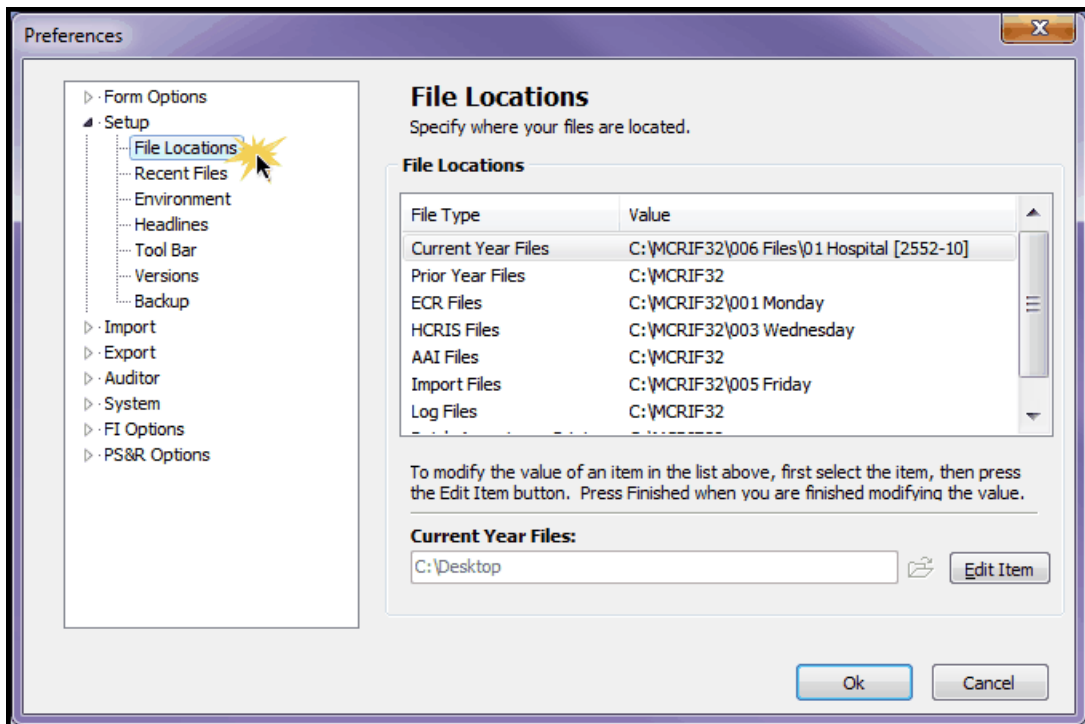
Select **800 Reports** and then select the cost report type to configure available options.



For each cost report type, you can choose to: **Display zero differences** and/or **Only Display Settlement Data**.

4.4.2 Setup Options

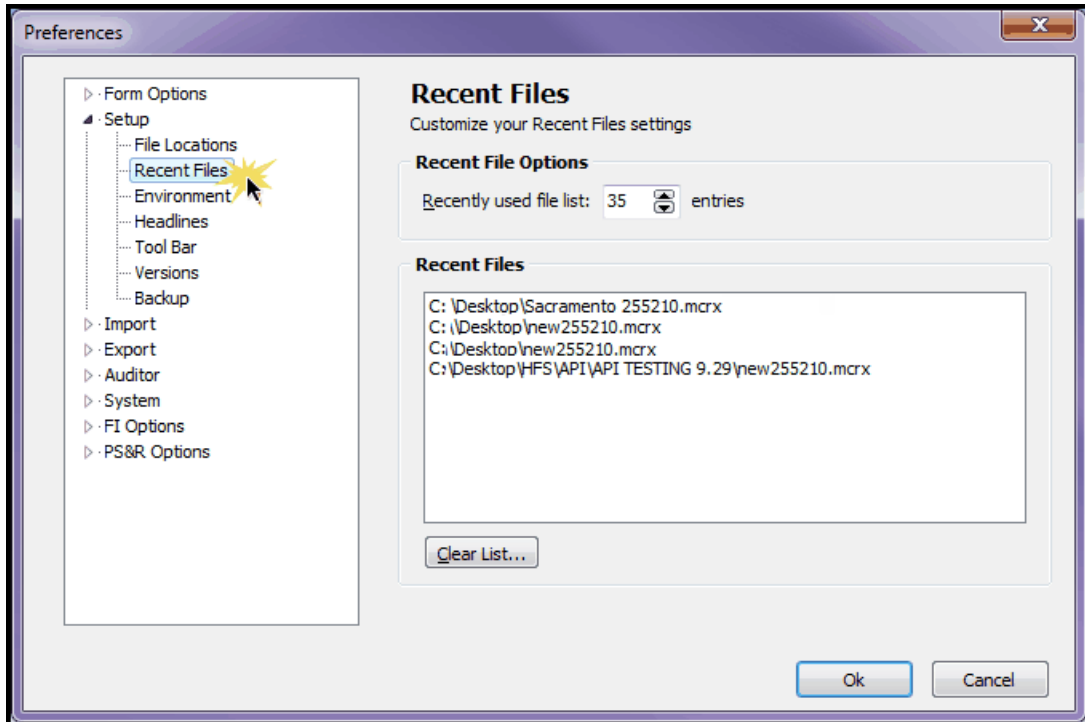
Select **Setup Options** to configure the various software system options.



Files

Click **File Locations** to specify one or more default file locations for various types of cost report system files. To change a file location, select it from the list of locations and click the **Edit Item** button. Enter the file location, or click the **Open File** button to browse and select a location.

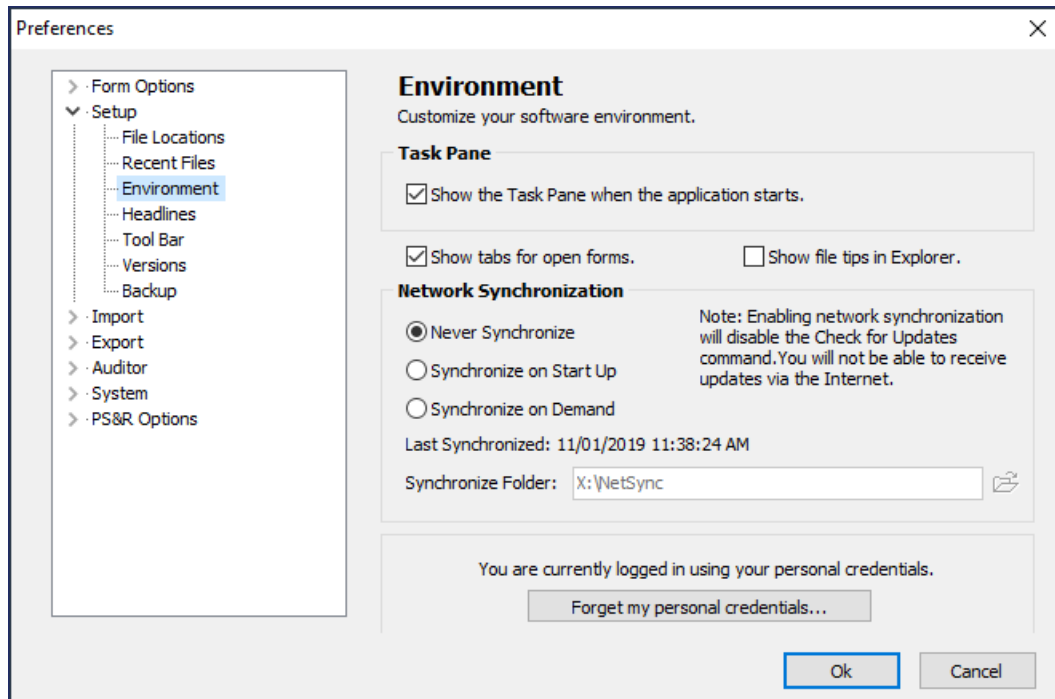
Select **Recent Files** to enter the number of recently opened files to display on the **File** menu under **Recent Files**.



Enter the number of recently used files you want to be displayed when you select **Recent Files** from the **File** menu. You will see a list of the most recently used files. To clear the list and start building a new list as you open more files, click the **Clear List** button.

Environment

Select **Environment** to configure **Environment** options.



You can choose to:

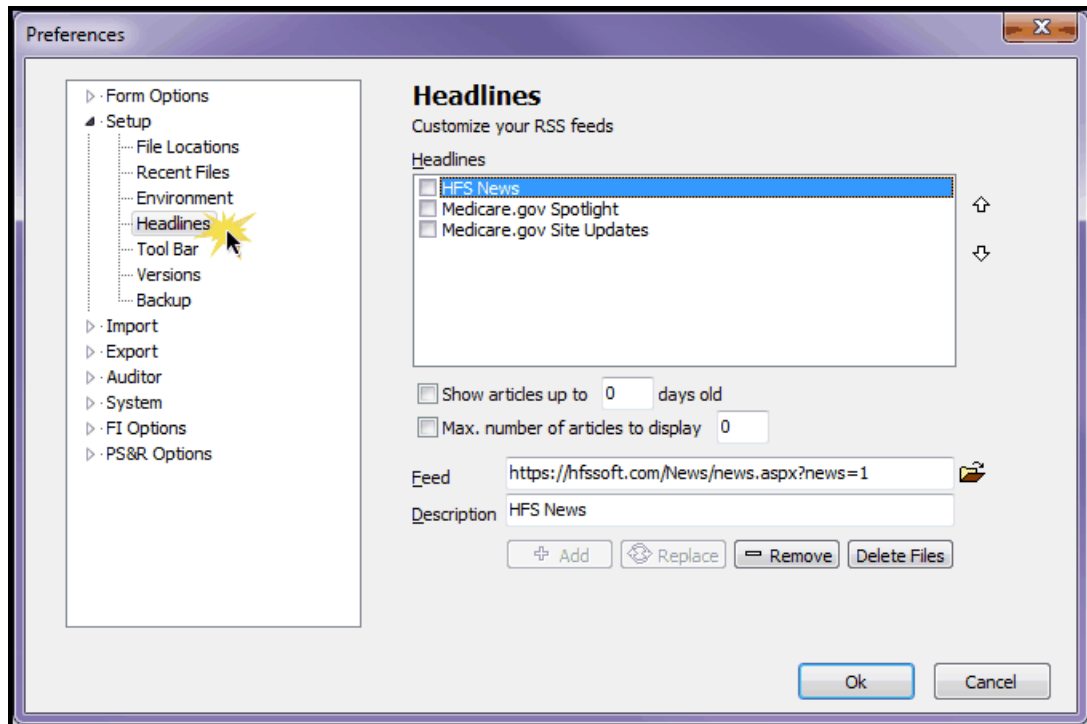
- **Show the Task Pane**
- **Show tabs for open forms**
- **Show file tips in Explorer.**

Netsync

This screen is also where you configure **Netsync** options. (See chapter 2 for a complete explanation of these options.)

Headlines

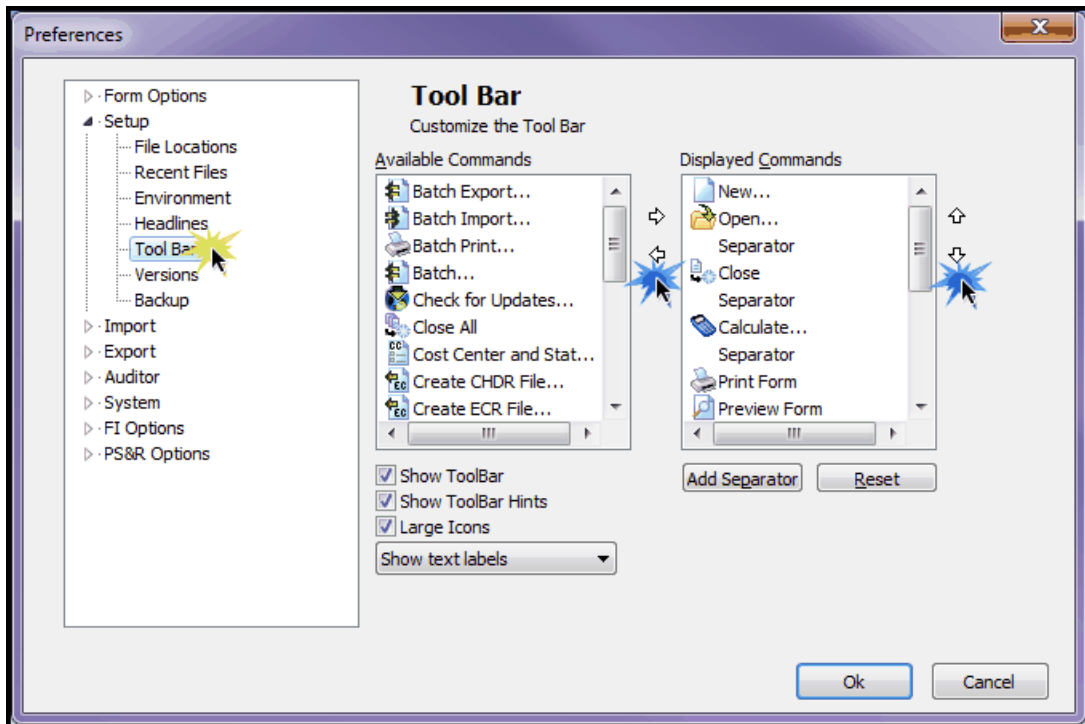
Select **Headlines** to customize the visible **Headlines** in the **Task Pane**.



Scroll through the list of available RSS feeds and click to select or deselect items in the list. Click to enable the option to filter out articles by date, and then enter the number of days before articles are no longer shown. Select the option to limit the maximum number of displayed articles and then enter the maximum number of articles to allow.

Toolbar


Select **Toolbar** to customize the toolbar at the top of the User Interface.



The first of the two lists contains all **Available Commands** that may potentially be used on the Toolbar. The second list contains only **Displayed Commands**. **Displayed Commands** are the commands that are currently assigned to and appear on the Toolbar. To add items to the Toolbar, select an item in the list of

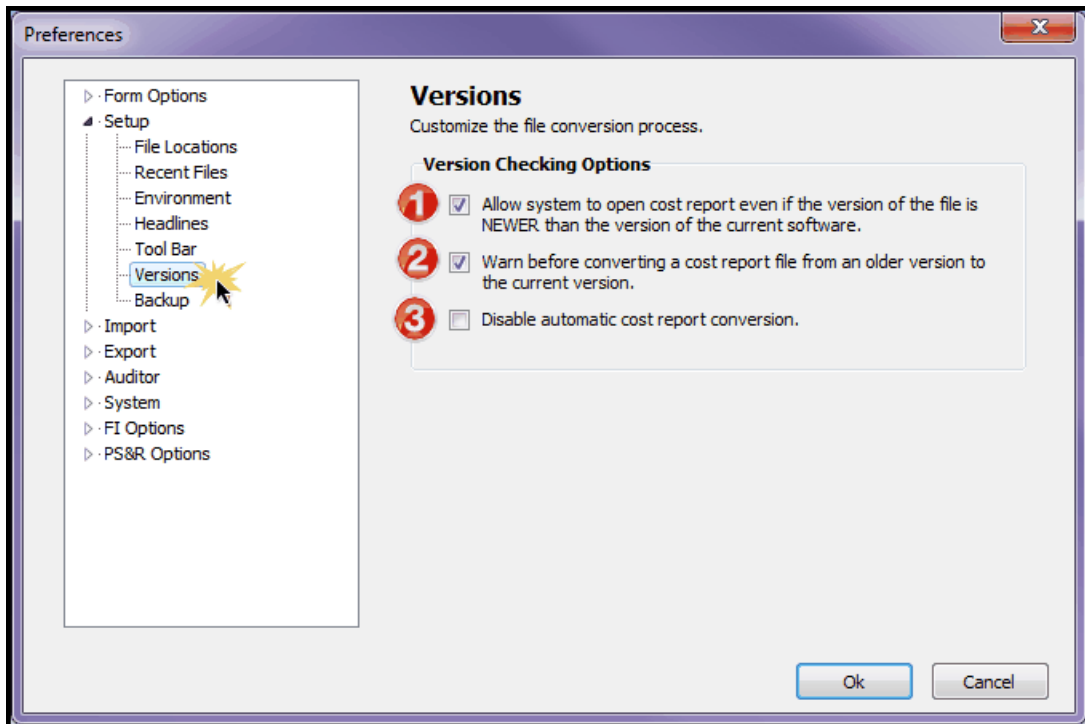
Available Commands. Then click the Right Arrow button  to move the selected command from the **Available Commands** to the **Displayed Commands**.

To remove items from the Toolbar, select an item from the list of **Displayed**

Commands and click the Left Arrow button  to remove the selected item from the Toolbar and move it onto the list of **Available Commands**.

Versions

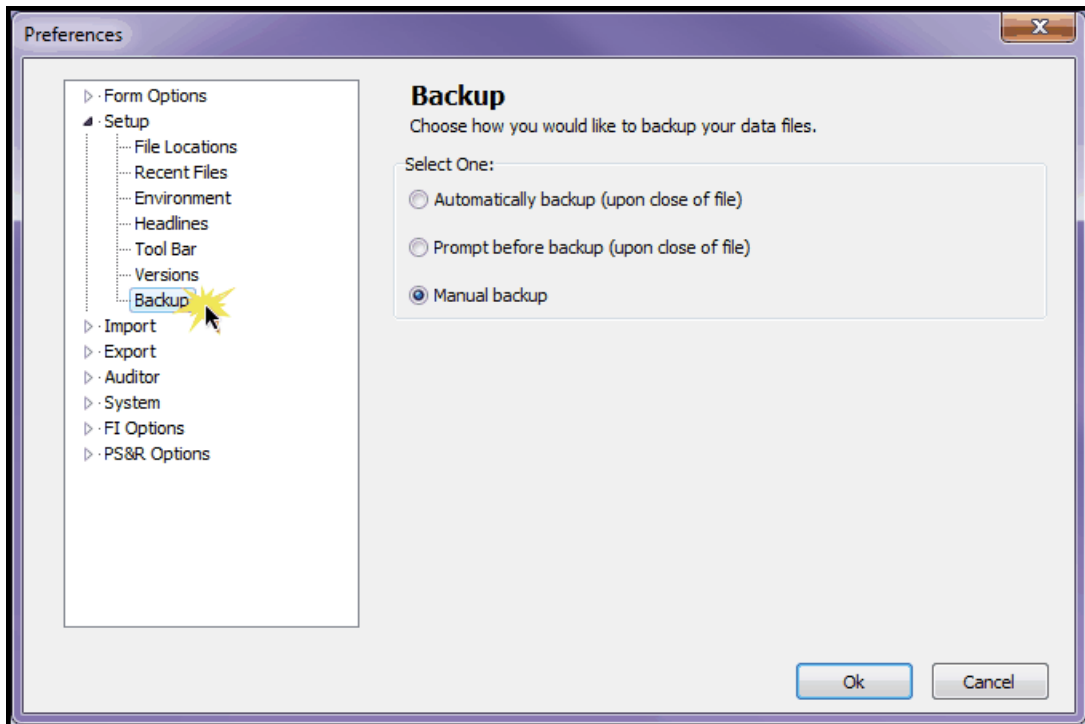
Select **Versions** to customize the way files are converted or not converted.



Select any or all of the three options available. The first option causes the software to open cost report files created with newer versions of the software. The second options enables an onscreen warning before the software converts a cost report file from an older version to a newer version. The third option disables automatic cost report file conversions.

Backup

The of the **Setup** screens controls how backups will be performed. Select **Backup** to see the three **Backup** options.

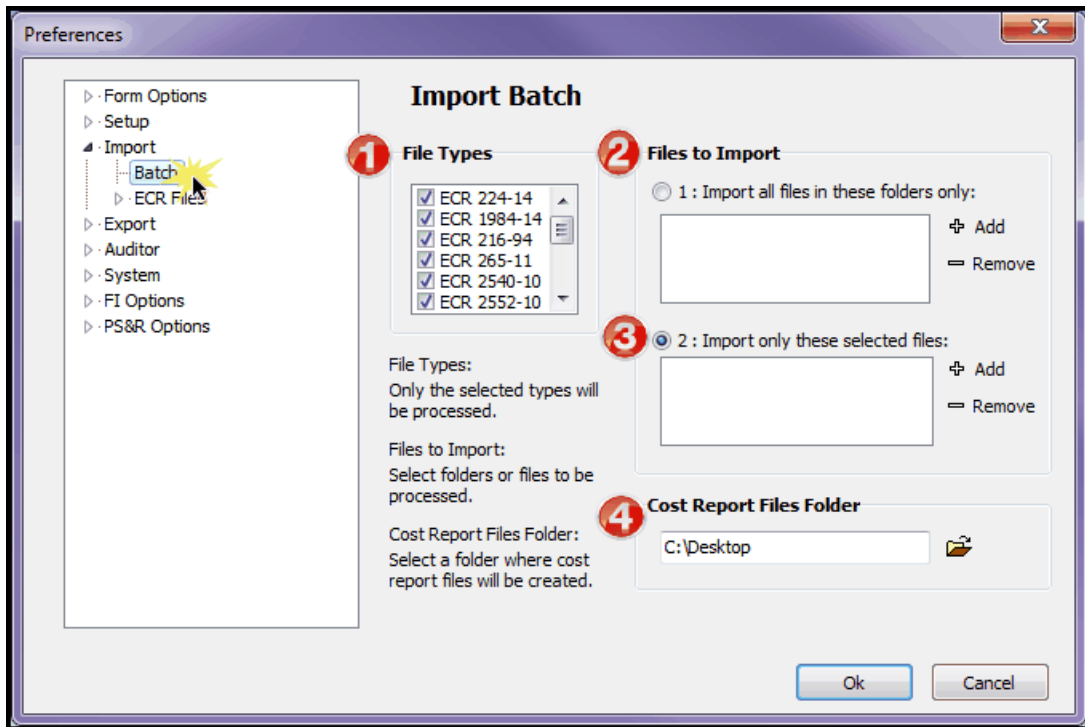


You can choose one of the three options that determine when backups are performed. The first option is **Automatically Backup (upon close of file)**. The second option is **Prompt before backup (upon close of file)**. This option also backs up whenever you close your files, but will prompt you first so you can confirm that you want to perform the backup. The third and final option is the **Manual backup** option.

Note: To perform a backup manually you must select the third option and click **OK** to close the **Preferences** screen. Then, on the **File** menu, select **Backup**. Enter the destination folder where you want the backup files to be copied. Next, select the types of associated files you want to include in the backup. Click **OK** and the backup will be performed and copies of your cost report file and related files (if you selected related files to be backed up) will be in the backup folder you specified.

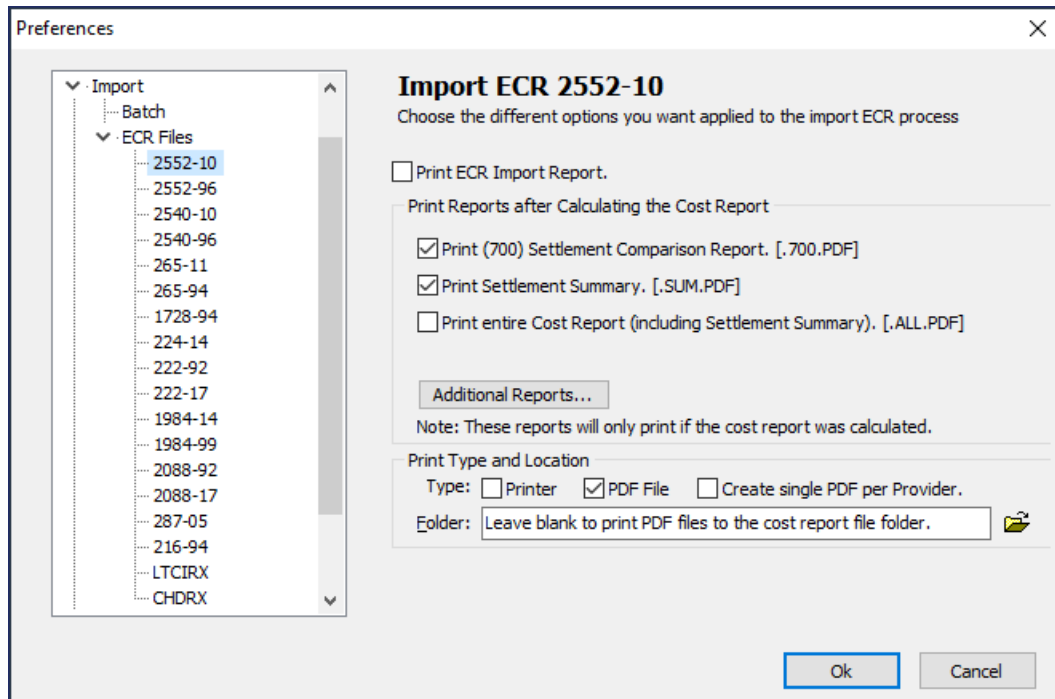
4.4.3 Import and Export Options

Click to open **Import** and select **Batch** to setup preferences for Batch Imports of ECR files.



Follow these steps to Import Batch ECR files.

1. Select the **File Types** you want to import. Then select files or file locations as described in 2 or 3, below. You cannot select both. The next two options are mutually exclusive.
 2. Specify the folders that ECR files will be imported from.
 - a. Add to the list of folders by clicking the **Add** button.
 - b. Remove folders from the list by selecting a folder and clicking the **Remove** button.
 3. Identify ECR files to import.
 4. Select the output folder for the cost report files created during the Batch Import. Click **ECR Files** to set additional options for ECR Import. You can select cost report subsystems and set options for each type of cost report file. These options include printing various reports and the destination for the reports.

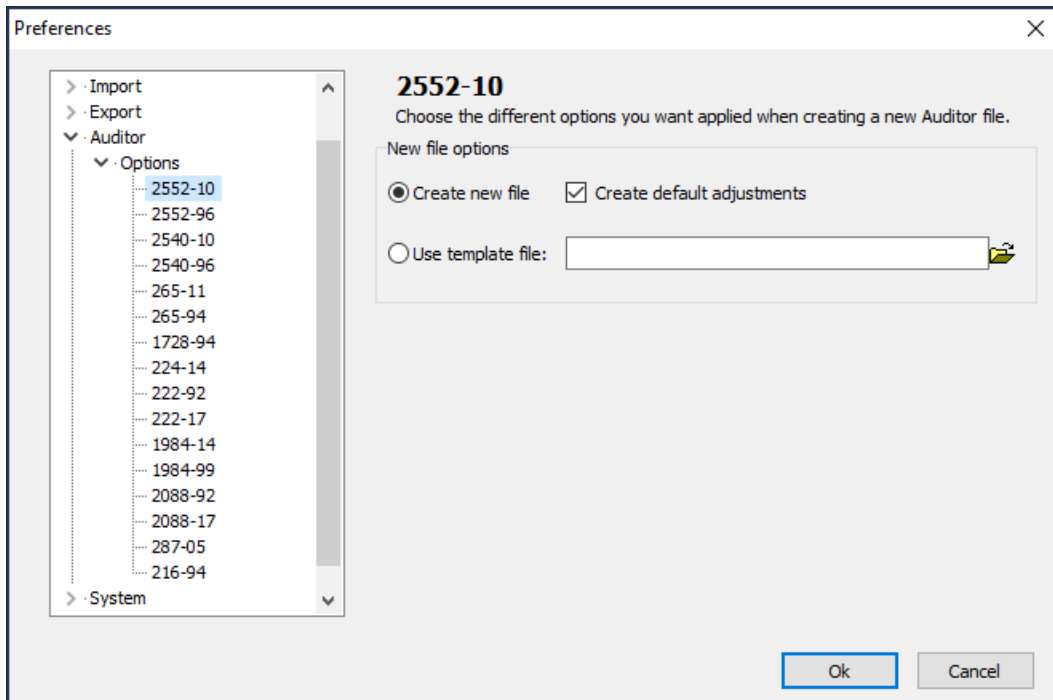


Batch Export

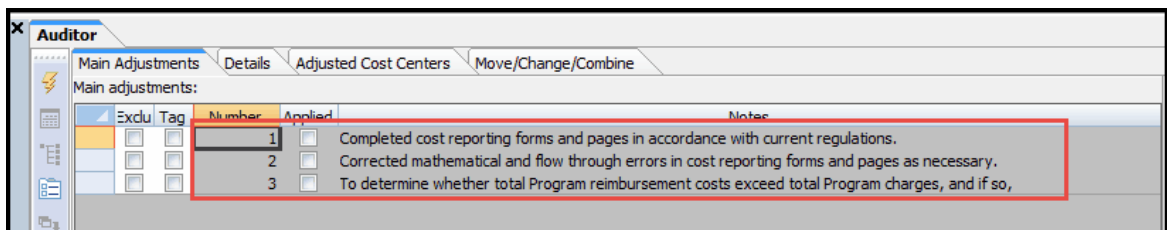
The **Export** options apply to HCRIS files only and therefore this is a section that does not apply to cost report preparers.

4.4.4 Auditor Options

Select **Auditor** and then **Options** to see the list of cost report systems for setting Auditor options. Select a cost report system from the list.



In this screen shot the **2552-10** system is selected from the list. The Auditor preferences screen for 2552-10 becomes visible. These options control how the new .Auditor file is created when a cost report file is used with the Medicare Auditor feature for the first time. There are two options. Create the new, blank or empty .Auditor file. There will not be any adjustment in the .Auditor file unless you select the **Create default adjustment** check box. Select that option and the new .Auditor file will be created and populated with three default main audit adjustments. Alternatively, you can have three default adjustments populate your new .Auditor file.



In the screen shot shown above, the new Auditor file was created with the option to create the default adjustments selected. The items enclosed in the red box are the three default adjustments that are automatically created when this option is selected. These options are more commonly used by Medicare auditors, but they

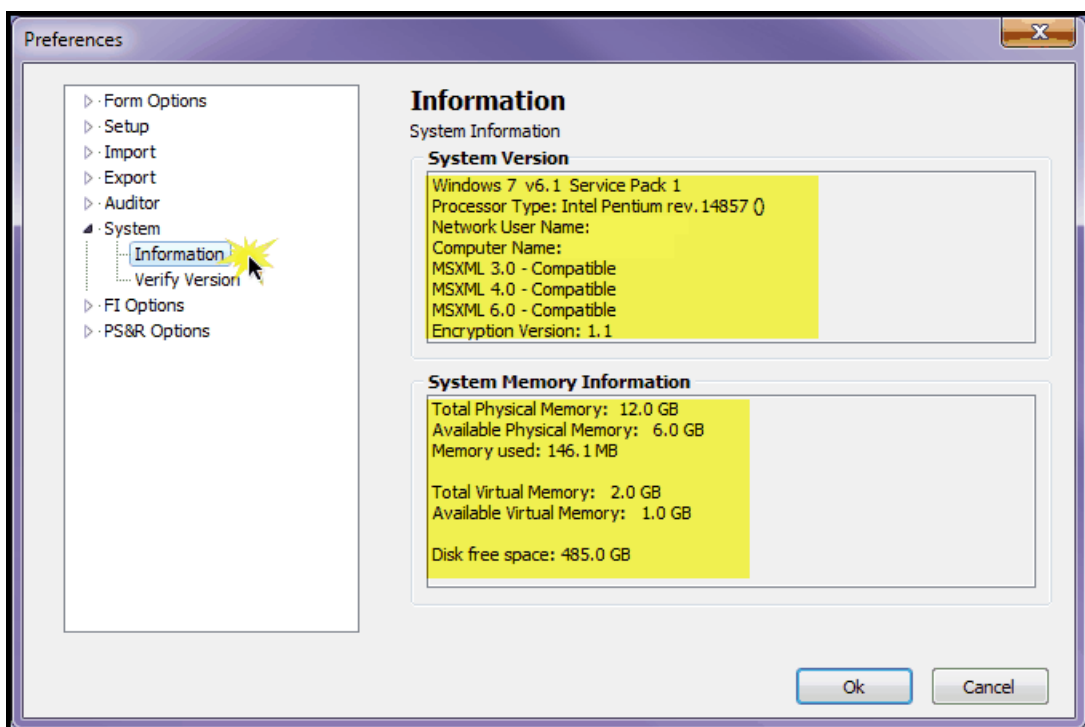
are also used by cost report preparers.

The other option is to use a template file when the new .Auditor file is created. The template file may contain many or no main and detail adjustments. Whatever is present in the template file will be used to populate your new file.

See also: [Auditor Options & Utilities](#)

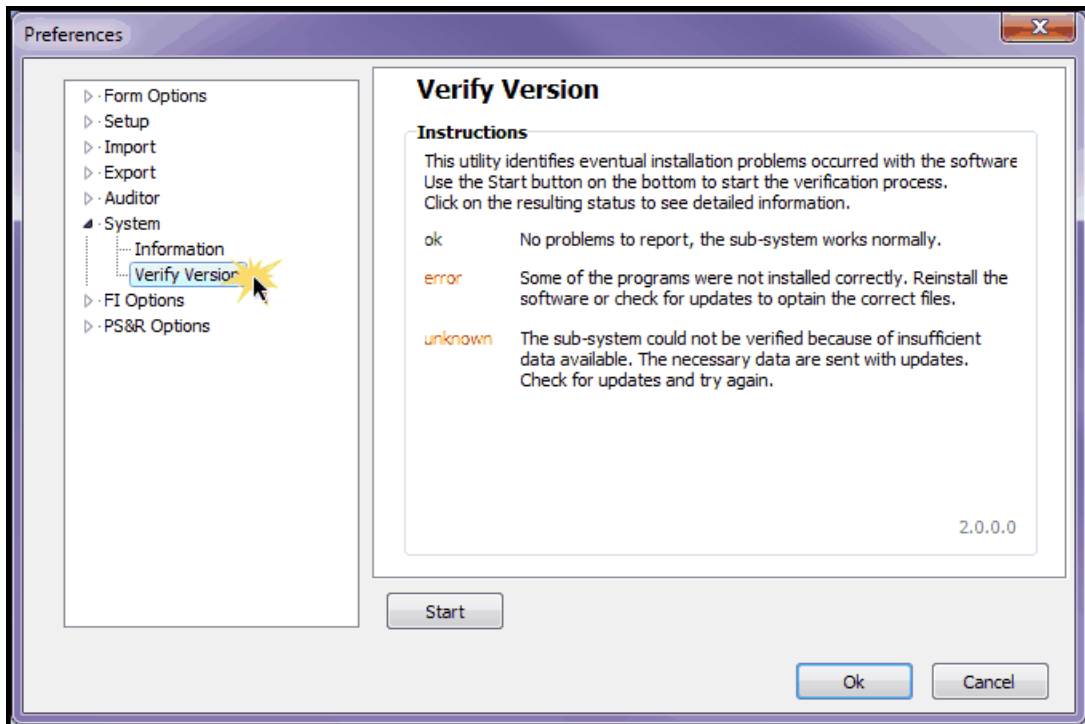
4.4.5 System Options

The next series of screens are available under **System**. Select System and you will see two items: **Information** and **Verify Version**. Click **Information** to view the **System Information** screen.

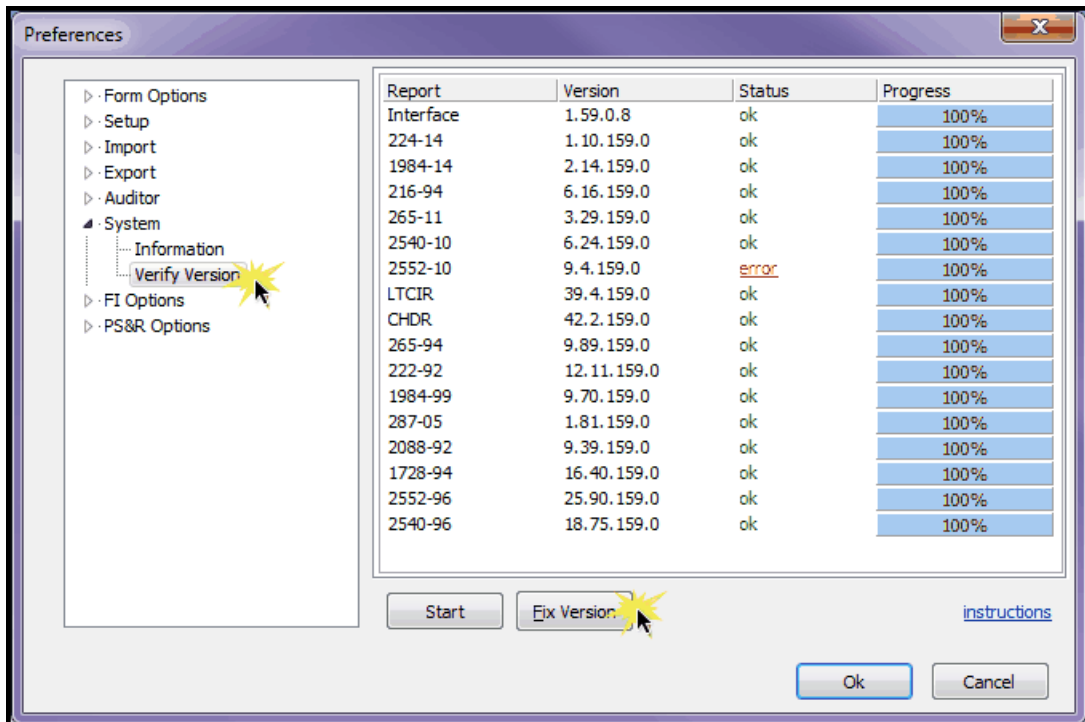


This screen is used for diagnostic purposes by HFS support staff. The yellow highlighted areas contain important information about your computer and the software installed on it.

Another diagnostic tool is accessed by choosing **Verify Version**.



This is the introductory screen that describes the Verify Version utility. Click the **Start** button to run **Verify Version**.

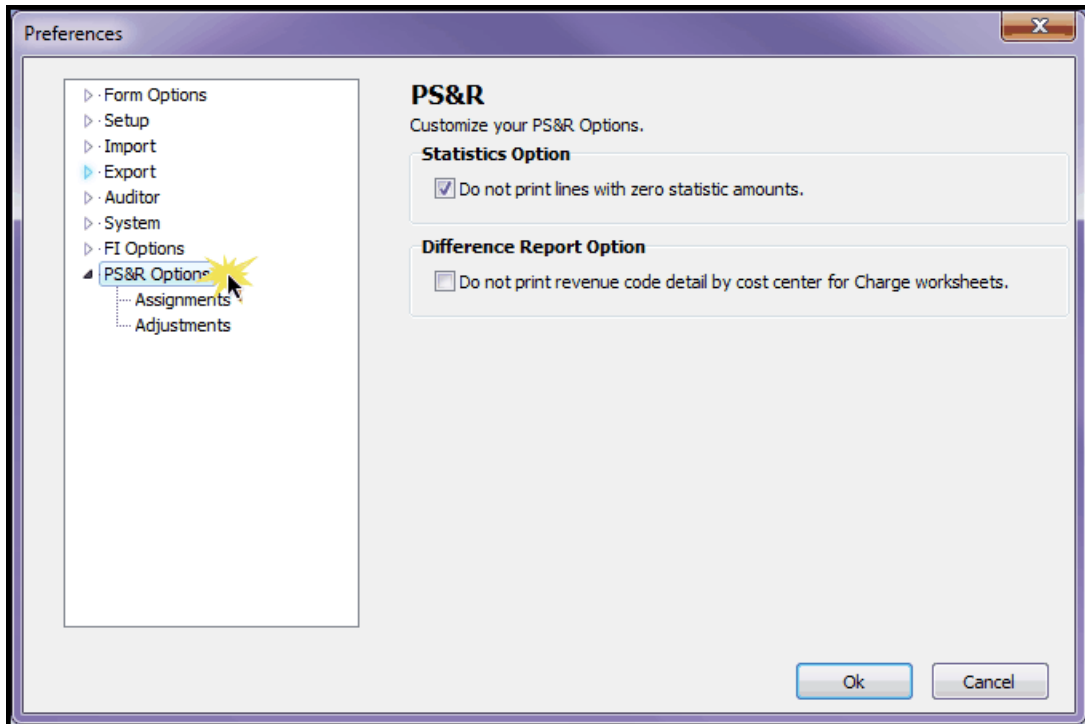


Verify Version will check all HFS cost report software subsystems for errors and

indicate, in the status column, the condition of the software subsystem. In this example, there were errors detected in the Hospital 2552-10 program. To see details about the error detected, click on [error](#). To have the system repair itself, click the **Fix Version** button at the bottom.

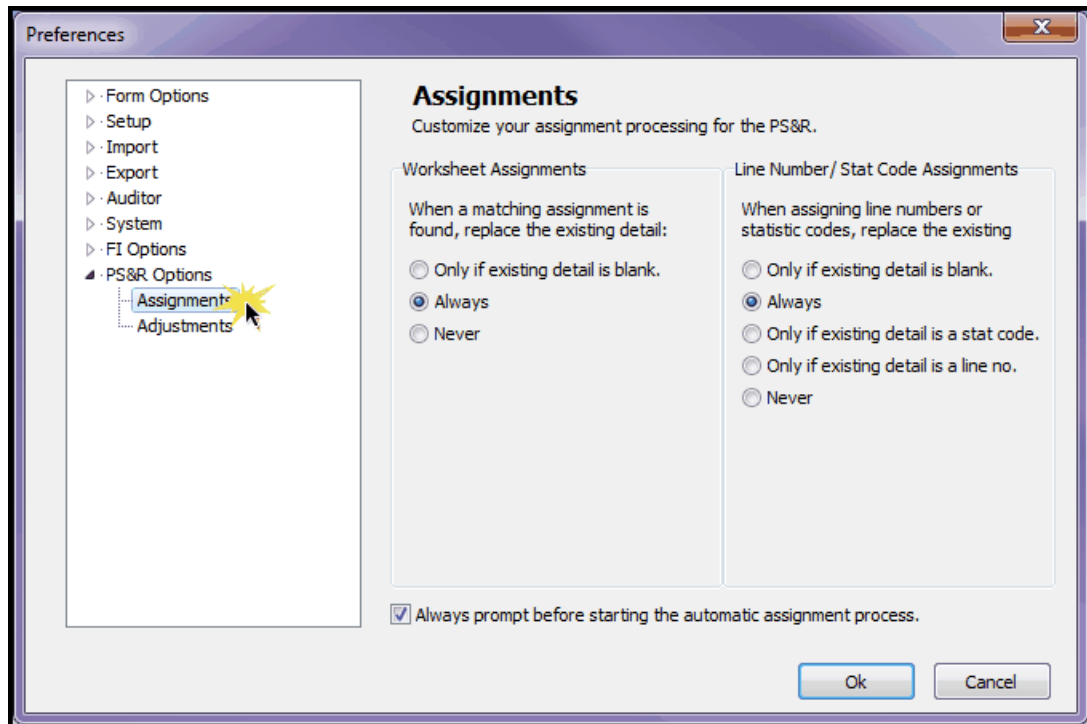
4.4.6 PS&R Options

Select **PS&R Options** to configure preferences for the PS&R feature.



There are two options available. Statistics Option and Difference Report Option both give printing preferences.

Click **Assignments** to see the PS&R Assignments options.



There are two categories of options regarding the behavior of worksheet assignments. The first option controls what happens when PS&R data is assigned to a worksheet and there is already an existing PS&R assignment for the same worksheet, line, column etc. You can replace the existing detail:

- Only if the detail is blank
- Always
- Never.

The next series of options relates to what happens when line numbers and statistic codes are assigned to PS&R report data. Your choices are to replace the existing detail data:

- Only if existing detail is blank
- Always
- Only if existing detail is a stat code
- Only if existing detail is a line no.
- Never.

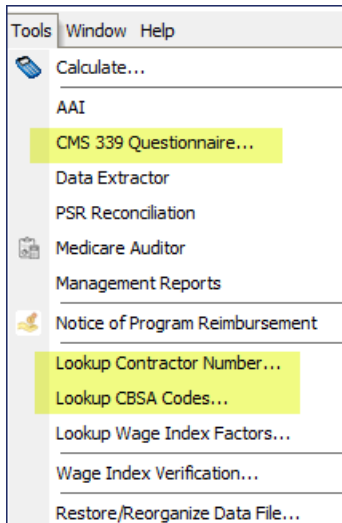
We strongly recommend you to select Always - Always here.

The last set of options for the PS&R controls the behavior of Audit adjustments

exported to the PS&R as worksheet assignments. These options are for use by Medicare Auditors and are not used by cost report preparers.

4.5 The Tools Menu

There are many powerful features on the Tools menu.



Most of the features that are started from the links on the **Tools** menu are discussed in other parts of this manual or in other publications. This section will discuss those features and utilities that are not discussed elsewhere. (See items highlighted in screen shot, above.) Specifically, this section briefly discusses these items:

- [CMS 339 Questionnaire](#);
- [Lookup Contractor Number](#);
- [CBSA Lookup Tool](#);

4.5.1 CMS 339 Questionnaire

Note: The CMS 339 Questionnaire has been implemented into the cost report forms. We do have the ability for users to use the Tools - 339 to complete Physician Time Allocation Exhibits and Medicare Bad Debt Listings.

The CMS 339 must be submitted with each Medicare cost report (with the exception of the 287-22). On the **Tools** menu select **CMS 339 Questionnaire** to open the CMS 339 Questionnaire. When you open the 339 for the first time for any cost report the software creates a separate file with the same name as your cost report data file, but it has a file name extension of .xprq. For many systems the 339 questionnaire is now incorporated into the cost report (for example Worksheet

S-2, Part II for the 2552-10). You can complete all exhibits using the software. When you open the 339 for the first time you will see this dialog box.

To enter data in the 339 you must first setup Departments, Physicians and Specialties.

In each of the three tabs, you can also select **Edit** or **Delete**. Using these options, you can **Edit** or **Delete Departments, Physicians** and **Specialties**. When finished, click **Close** to return to the 339 Exhibits.

When finished you must print the 339 exhibits. The 339 exhibits are not part of the ECR file and therefore, they must be printed and submitted with the rest of your cost report.

4.5.1.1 Add Physicians

In this example, the Physicians tab is selected. The Emergency Department is populating the **Physician's Department** box. To populate the box with a Department, you select a Department form the **Departments** list on the left. When

you select a Department it will be highlighted. Click the **right arrow** to move the selected Department into the **Physician's Department** box. You can move multiple Departments into the list. You can move Departments back and forth between the boxes by clicking the left and right arrows. If you select multiple departments at the same time, you can move them all using the move multiple left and right arrows, located beneath the regular arrows.

After you select the Department, you need to enter the physician name in the **New Physician** list box. In a new 339 file the list will be empty. As you add physicians their names will populate the list and can be chosen from the list.

Before you can actually add the physician you must also select his or her specialty. Select a specialty from the **Specialty** list. When you have data in the New Physician field, the Specialty field and the Physician's Department field, the **Add** button will be enabled.

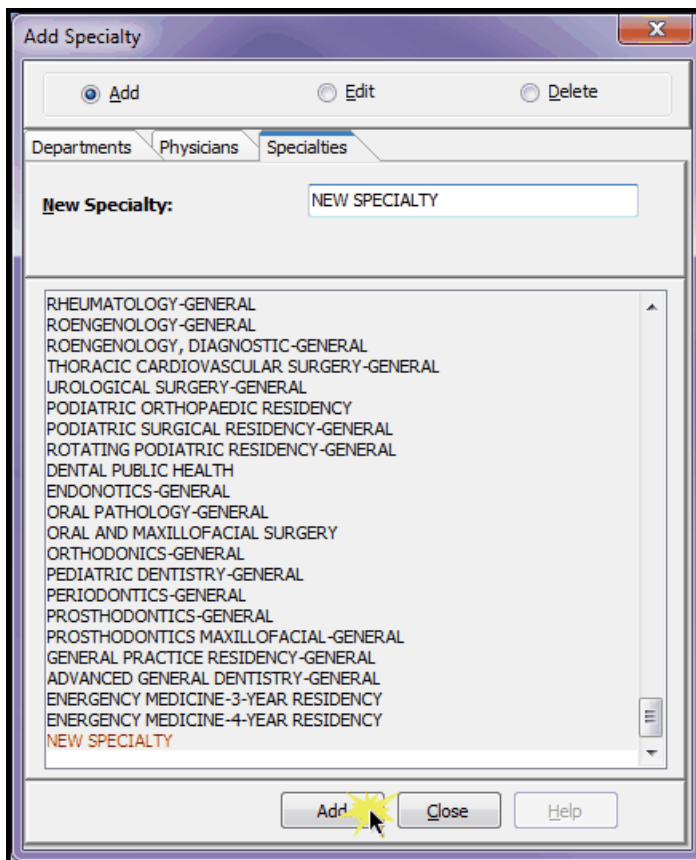
The screenshot shows the 'Add Physician' dialog box with the following details:

- Buttons: Add (selected), Edit, Delete
- Tabs: Departments, Physicians (selected), Specialties
- New Physician: NEW DOCTOR
- Specialties: INTERNAL MEDICINE-CRITICAL CARE M
- Providers: (empty dropdown)
- Departments list (left): PEDIATRIC OUTPATIENT, PEDIATRICS, PHARMACY, PHARMACY ADMINISTRATION, PULMONARY SERVICES, RADIOLOGY, REHABILITATION SERVICES, RENAL SERVICES, RENAL TRANSPLANT SERVICES, SPECIAL CARE NURSERY, SPINE INSTITUTE, SURGERY, TRANSPLANT SERVICES, WOMEN'S CHILDREN CENTER, WOMEN'S HEALTH, ELK GROVE HOSIPTAL (highlighted in red)
- Physician's Department list (right): ELK GROVE HOSIPTAL (highlighted in blue)
- Buttons between lists: four arrows (left, right, double left, double right)
- Bottom buttons: Add (highlighted with a yellow starburst), Close, Help

Click **Add** to add the physician. Repeat the process as needed to add more physicians.

4.5.1.2 Add Specialty

Select the **Specialties** tab to add a Specialty. The **Add Specialty** dialog box appears.



Select a Specialty from the list of Specialties. If you don't find the Specialty you want, you can enter the name of the Specialty in the **New Specialty** box. Click **Add** to add the selected Specialty or the New Specialty.

4.5.1.3 Add Department

Click on the **Departments** tab to see the **Add Department** dialog box.

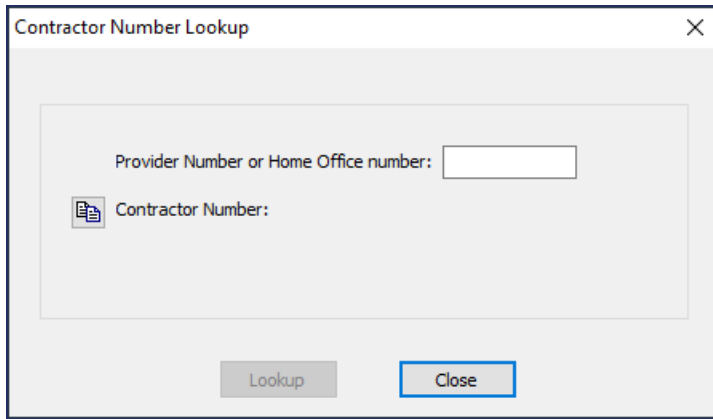
The screenshot shows the 'Add Department' dialog box with the following elements:

- Buttons: Add (selected), Edit, Delete
- Tabs: Departments (selected), Physicians, Specialties
- Fields: New Department (ELK GROVE HOSPITAL), Provider (dropdown)
- List: Departments (NUTRITION & DIETETICS, NUTRITION CARE SERVICES, ORTHOPEDIC INSTITUTE, OUTPATIENT GSSU, PASTORIAL CARE DEPARTMENT, PEDIATRIC OUTPATIENT, PEDIATRICS, PHARMACY, PHARMACY ADMINISTRATION, PULMONARY SERVICES, RADIOLOGY, REHABILITATION SERVICES, RENAL SERVICES, RENAL TRANSPLANT SERVICES, SPECIAL CARE NURSERY, SPINE INSTITUTE, SURGERY, TRANSPLANT SERVICES, WOMEN'S CHILDREN CENTER, WOMEN'S HEALTH, ELK GROVE HOSIPTAL)
- Buttons: Add, Close, Help

In this example the Emergency Department was selected and the **Provider** was already filled in. When the **Department** was selected, the **Add** button was enabled. Click **Add** to add the Department.


4.5.2 Lookup Contractor Number

The Lookup Contractor Number tool will find the Contractor Number that is associated with the particular facility. To use this tool, enter in a provider or Home Office number and click the Lookup button. The Contractor Number will be returned.



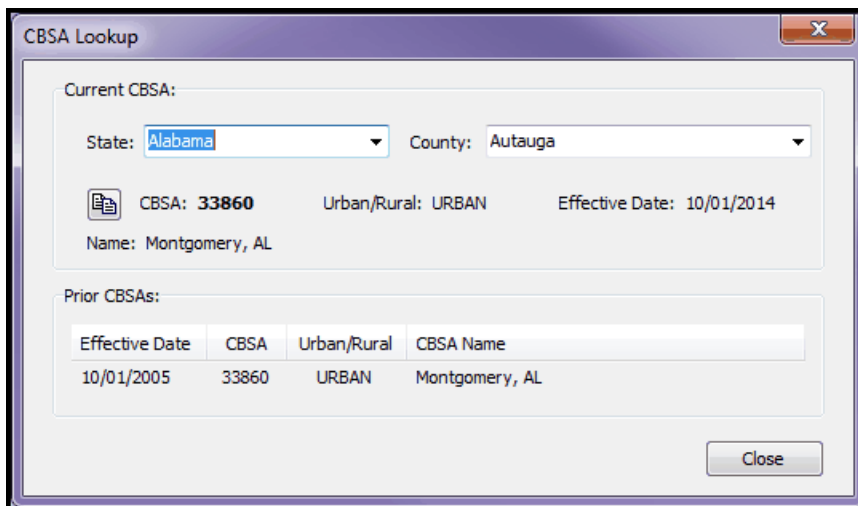
Contractor Number Lookup

Provider Number or Home Office number:

 Contractor Number:

4.5.3 CBSA Lookup Tool


The CBSA Lookup tool will find any CBSA number in the United States. To find a particular CBSA code you need to select the name of the county and prior CBSAs.



CBSA Lookup

Current CBSA:

State: County:

 CBSA: **33860** Urban/Rural: URBAN Effective Date: 10/01/2014

Name: Montgomery, AL

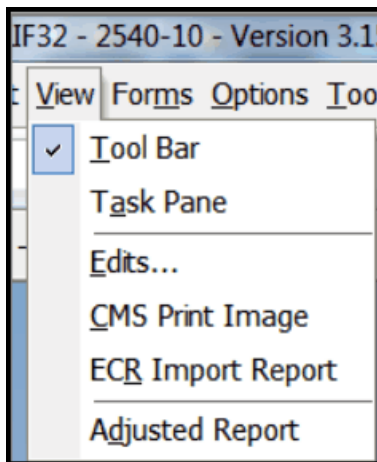
Prior CBSAs:

Effective Date	CBSA	Urban/Rural	CBSA Name
10/01/2005	33860	URBAN	Montgomery, AL

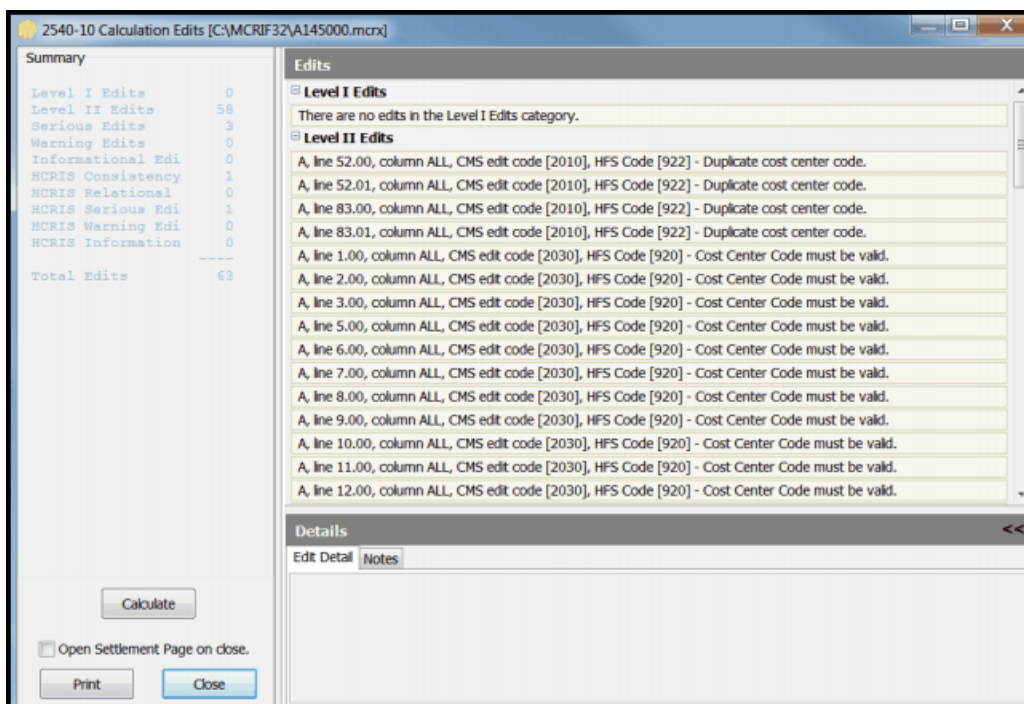
Some CBSA codes are two digit numbers. In the cost report you must input a five digit CBSA code. When you enter your CBSA code in the cost report and a two digit code was returned by the Lookup Tool, precede the two digits with three nines (999). For example, if the displayed CBSA code is "01", you would enter "99901" for your CBSA code in your cost report.

4.6 The View Menu

There are certain options under **View** to customize the screen and to view certain reports/files.

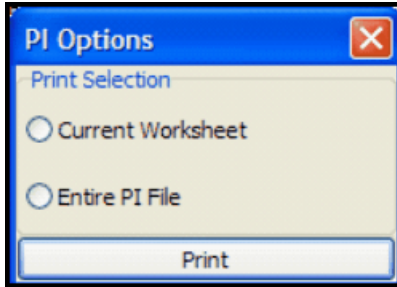


Clicking on the Tool Bar or the Task Pane will simply close or reopen these features. As long as you have calculated a report, clicking on Edits will show the Edit report from the last calculate.



The CMS Print Image and ECR Import Report will only be available if the open cost report was created by importing an EC file. As long as the ECR file and the PI file are saved in the same folder, when you click the **CMS Print Image**

command, the Print Image version of the current worksheet will open. If they are not saved in the same folder, you will be given the option to browse and locate the PI file.



Once the PI File worksheet is open, click on Forms > Print Form and the dialog box shown above will appear. You can print the entire PI File or the active PI worksheet. Select the ECR Import Report command to display a report with information pertaining to the ECR import process.

Summary		Error Details	
	A	B	
1	PROVIDER INFORMATION		
2	1.00	Number/NPI:	
3	1.01	Name:	
4	1.02	Address:	
5	1.03	City, State, Zip:	
6	ELECTRONIC COST REPORT INFORMATION		
7	2.00	Date Imported:	
8	2.01	Specification Date:	
9	2.02	File Prepared Date/Time:	
10	2.03	Transmittal:	
11	2.04	Total Records:	
12	2.05	Duplicate Records:	
13	2.06	Invalid Records:	
14	ELECTRONIC COST REPORT VENDOR INFORMATION		
15	3.00	Vendor Code:	
16	3.01	Vendor Software Version:	
17	3.02	Vendor Additional Record:	
18	ECR FINGERPRINT INFORMATION		
19	4.00	Fingerprint Status:	
20	4.01	Submitted Fingerprint:	
21			
22			
23	4.02	Calculated Fingerprint:	
24			
25			
26	PI FILE FINGERPRINT INFORMATION		
27	5.00	Fingerprint Status:	
28	5.01	Submitted Fingerprint:	
29			
30			
31	5.02	Calculated Fingerprint:	
32			
33			
34	5.03	File Date/Time:	

07/18/2007	Wednesday, July 18, 2007	2.00
2005274		2.01
07/18/2007	12:43:00 PM	2.02
16		2.03
1794		2.04
0		2.05
12		2.06
ACTION		
M05		3.00
G00		3.01
2552-96	16.0.1.11	3.02
CMS FINGERPRINT MATCHES		
ZN4EgmSZ6OMV2urIn86D7ZB:TQ4BT0		4.00
1JEkK0h2Vrkh0Ng6x6:SySKPvs7vEa		4.01
jPYD0dD.pL09mBSk		
ZN4EgmSZ6OMV2urIn86D7ZB:TQ4BT0		4.02
1JEkK0h2Vrkh0Ng6x6:SySKPvs7vEa		
jPYD0dD.pL09mBSk		
PRINT IMAGE CMS FINGERPRINT MATCHES		
T0Bl8WvxevZwoWHXXpYHlPr4htBwF0		5.00
ut8ue0OPiIEKsdxSNJQvK5H5ezH8KA		5.01
LE4f6cf.:c066GPK		
T0Bl8WvxevZwoWHXXpYHlPr4htBwF0		5.02
ut8ue0OPiIEKsdxSNJQvK5H5ezH8KA		
LE4f6cf.:c066GPK		
7/18/2007	12:43:00 PM	5.03

The Adjusted Report view will only be available if you are using the Medicare

Auditor feature. To learn more about this feature, please refer to the Medicare Auditor section in this manual.

4.6.1 PI Viewer and Print

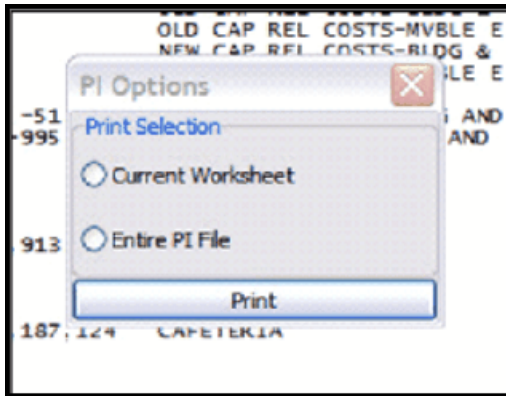
You can view the print image of a worksheet from any open worksheet in the cost report if the PI and the ECR files are in the same folder as the cost report file. From within an open worksheet, click on **View** and select **CMS Print Image**. The PI version of the active worksheet will be displayed (see below).

COST CENTER	COST CENTER DESCRIPTION	SALARIES	OTHER	TOTAL	RECLASS- IFICATIONS	RECLASSIFIED TRIAL BALANCE
1	2	3	4	5	6	7
3	0300 GENERAL SERVICE COST CNTR		2,899,882	2,899,882		2,899,882
4	0400 NEW CAP REL COSTS-BLDG & FIXT		11,308,282	11,308,282		11,308,282
5	0500 EMPLOYEE BENEFITS	1,576,920	20,545,770	22,122,690		22,122,690
6	0600 ADMINISTRATIVE & GENERAL	5,351,784	29,415,974	34,767,758	-459,407	34,308,351
7	0700 MAINTENANCE & REPAIRS	2,082,186	4,252,805	6,334,991		6,334,991
9	0900 LAUNDRY & LINEN SERVICE	1,159,694	616,127	1,775,821		1,775,821
10	1000 HOUSEKEEPING	2,021,149	851,821	2,872,970		2,872,970
11	1100 DISTRICT	7,745,474	3,231,468	10,976,942		10,976,942
12	1200 CAPETERIA					
14	1400 NURSING ADMINISTRATION	2,713,952	994,109	3,708,061	106,650	3,814,711
15	1500 CENTRAL SERVICES & SUPPLY	465,729	900,079	1,365,808	-802,746	563,062
16	1600 PHARMACY	2,825,472	7,116,275	9,941,747	-6,935,190	3,006,557
17	1700 MEDICAL RECORDS & LIBRARY	1,578,435	491,491	2,069,926	378,397	2,069,926
22	2200 ISM SERVICES-SALARY & FRINGES APPROVD					
23	2300 ISM SERVICES-OTHER PRGH COSTS APPROVD					
24	2400 PHARMED ED PRGH					
24.01	2401 RADIOLOGY SCHOOL	49,691	740	50,431	294,840	246,271
24.02	2402 PHARMACY SCHOOL				161,683	161,683
24.03	2403 FACTORY EDUCATION					
24.04	2404 FACTORY EDUCATION					
26	2600 ADULTS & PEDIATRICS	15,140,350	1,603,634	16,743,984	1,992,241	18,736,225
28	2800 INTENSIVE CARE UNIT	5,728,507	2,742,146	8,470,653		8,470,653
29	2900 CONSUMABLE CARE UNIT					
30	3000 SURGICAL INTENSIVE CARE UNIT					
31	3100 SUBPROVIDER					
33	3300 NURSERV		3,269	3,269	929,611	932,880
37	3700 OPERATING ROOM	6,483,452	21,639,592	28,123,044	25,172	28,148,216
38	3800 RECOVERY ROOM	1,509,868	136,161	1,646,029	22,951	1,758,160
39	3900 DELIVERY ROOM & LABOR ROOM	5,337,517	975,050	6,312,567	-2,948,492	3,364,075
40	4000 ANESTHESIOLOGY	66,353	990,496	1,056,849	11,954	1,068,803
41	4100 RADIOLOGY-DIAGNOSTIC	4,418,171	4,098,430	8,516,601	-293,479	8,223,122
44	4400 LABORATORY	7,061,460	30,920,728	37,982,178	38,515	38,020,693
49	4900 RESPIRATORY THERAPY	1,503,117	253,211	1,756,328		1,756,328
50	5000 PHYSICAL THERAPY	2,523,849	330,559	2,854,408		2,854,408
52	5200 SPECIM PATHOLOGY	158,209	158,209	316,418		316,418
53	5300 ELECTROCARDIOLOGY	2,475,800	6,485,295	8,961,095	16,046	8,977,141
54	5400 ELECTROENCEPHALOGRAPHY	61,237	10,547	71,784		71,784
55	5500 MEDICAL SUPPLIES CHARGED TO PATIENTS				830,283	830,283
56	5600 DRUGS CHARGED TO PATIENTS				6,719,922	6,719,922
60	6000 OUTPAT SERVICE COST CNTRS					
60.01	6001 WOUND CARE CLINIC	132,862	137,309	270,171	-134,461	135,710
60.02	6002 PFS CLINIC	522,316	241,160	763,476		763,476
60.03	6003 DIABETIC EDUCATION PROGRAM	49,494	481,129	530,623		530,623
61	6100 EMERGENCY	145,204	13,120	158,324		158,324
62	6200 OBSERVATION BEDS (NON-DISTINCT PART)	2,154,837	342,134	2,496,971	34,750	2,531,721
71	7100 HOME HEALTH AGENCY					
71.01	7101 HOME HEALTH AGENCY	7,867,952	3,902,921	11,770,873		11,770,873
88	8800 SPEC PURPOSE COST CENTERS					
93	9300 INTEREST EXPENSE	1,466,272	3,641,911	5,108,183		5,108,183
96	9600 SUBTOTALS	86,912,475	142,717,713	229,630,188	-0-	229,630,188
98	9800 PHYSICIANS' PRIVATE OFFICES		99,068	99,068		99,068
98.01	9801 PHYSICIANS' PRIVATE OFFICES		3,137,010	3,137,010		3,137,010
99	9900 NONPAID WORKERS		180,484	180,484		180,484

To print a PI file or a single worksheet from within a PI file, while viewing the PI file using the PI viewer, click the **Print Form** button on the toolbar.



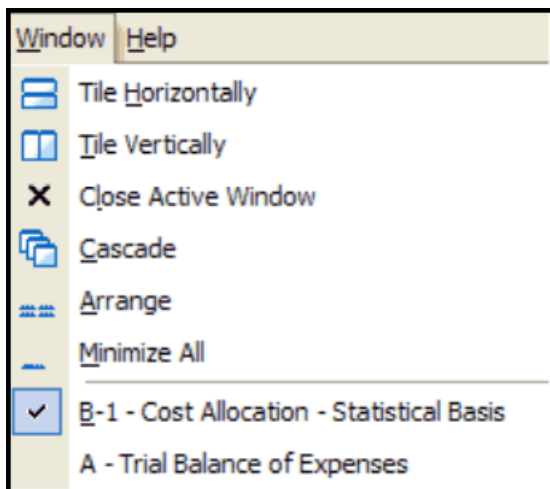
A special dialog box will appear on the PI Viewer screen.



You may print either the current open worksheet or the entire PI file. Select either option by clicking on one of the two radio buttons in the dialog box and then click **Print**.

4.7 The Window Menu

The **Window** menu allows you to configure the User Interface screen in the cost report software. Click **Window** to open the **Window** menu.



If you have more than one form open, you can display multiple forms simultaneously. Depending on which display option you choose, you can display open worksheets horizontally, vertically, or in cascade style. Here is an example of two worksheets displayed horizontally.

B-1 - Cost Allocation - Statistical Basis

1	A	B	C	D	E	F	G	H	I	J	
2	COST ALLOCATION - GENERAL SERVICE COSTS										
3											
4	COST CENTER DESCRIPTIONS		OLD CAP REL COSTS-BLDG & FIXT (SQUARE FEET-OLD) (01)	OLD CAP REL COSTS-MVBLE EQUIP (NME DEPREC - OLD) (02)	NEW CAP REL COSTS-BLDG & FIXT (SQUARE FEET - NEW) (03)	NEW CAP REL COSTS-MVBLE EQUIP (NME DEPREC - NEW) (04)	EMPLOYEE BENEFITS (GROSS SALARIES) (05)	RECONCILIATION	ADMINISTRATIVE & GENERAL (ACCU. COST) (#)	MAINTENANCE & REPAIRS (SQUARE FEET - NEW) (03)	OPER (S FEE)
5			1	2	3	4	5	6A	6	7	
6	GENERAL SERVICE COST CENTERS										
7	1.00	0100	OLD CAP REL COSTS-BLDG & FIXT	765968							
8	2.00	0200	OLD CAP REL COSTS-MVBLE EQUIP	0	4551						

A - Trial Balance of Expenses

1	A	B	C	D	E	F	G	H	I	J	K
2	RECLASSIFICATION AND ADJUSTMENT OF TRIAL BALANCE OF EXPENSES					Provider No.: 123456	Period From: 01/01/2006 To: 12/31/2006		Worksheet A		
3											
4	COST CENTER DESCRIPTIONS		Salaries	Other	Total	Reclassifications	Reclassified Trial Balance	Adjustments	Net Expenses For Allocation		
5			1	2	3	4	5	6	7		
6	GENERAL SERVICE COST CENTERS										
7	1.00	0100	OLD CAP REL COSTS-BLDG & FIXT		2900125	2900125	0	2900125	-297740	2602385 1.00	
8	2.00	0200	OLD CAP REL COSTS-MVBLE EQUIP		857452	857452	0	857452	-13659	843793 2.00	
9	3.00	0300	NEW CAP REL COSTS-BLDG & FIXT		0	0	0	0	-827409	-827409 3.00	
10	4.00	0400	NEW CAP REL COSTS-MVBLE EQUIP		0	0	0	0	-203707	-203707 4.00	
11	5.00	0500	EMPLOYEE BENEFITS	2471923	39843691	42315614	0	42315614	0	42315614 5.00	

In addition, you can minimize all open worksheets by clicking Minimize All or close only the active worksheet by clicking Close Active Window. If you have multiple windows displayed simultaneously, the "active" window is the window within which your cursor is active.

If you have multiple worksheets open, you can switch back and forth between them by selecting the worksheet from the list of open worksheets on the bottom of this menu.

Note: The fastest and easiest way to toggle between multiple open worksheets is to click on the worksheet name tab located at the upper left corner of any open worksheet. When multiple worksheets are open, their respective tabs are aligned next to each other at the top edge of the worksheet window.

225714 - HCRIS SNF

S - Settlement Summary
 S-2 - SNF Identification
 S-3, Part I - SNF Statistical Data

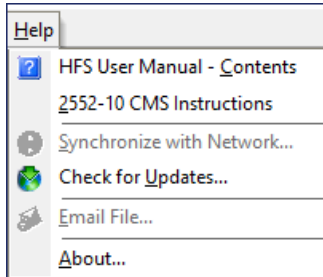
1	A	B	C	D	E	F
2	SKILLED NURSING FACILITY AND SKILLED NURSING FACILITY HEALTH CARE COMPLEX STATISTICAL DATA					
3						
4	Component		Number of Beds	Bed Days Available	Title V	Title XVIII
5			1	2	3	4
6	1.00	SKILLED NURSING FACILITY	43	15,738	0	1,338
7	2.00	NURSING FACILITY	0	2,704	0	

The worksheet tabs in this screen shot are highlighted in yellow. Click on any of

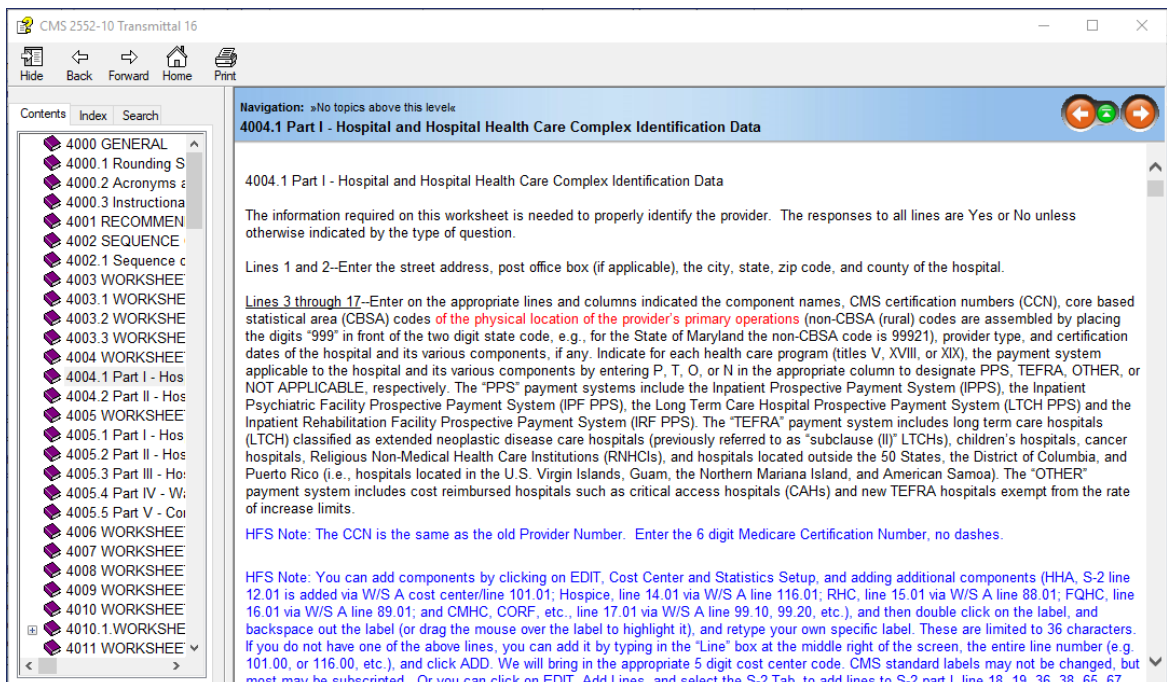
these tabs to immediately switch to that worksheet.

4.8 The Help Menu

Click on **Help** and the menu shown below will appear. Click on **Contents** and the complete user manual will appear on your screen.



Select CMS Instructions to display the complete CMS cost report instructions. Select the topic you want to read, and the CMS instructions will be displayed for that topic. As previously mentioned, if you have a worksheet open, press F1 to display the CMS instructions for the open worksheet. Text shown in RED denotes a change/update from the last CMS instructions. Text shown in Blue is an HFS note that was added to help clarify CMS instructions.



Clicking the **Search** tab to use the Search feature, where you enter a keyword to find all occurrences of the word wherever it appears throughout the CMS

instructions. In the below example 'DSH' was searched and 9 worksheets with 'DSH' were found. Every mention of 'DSH' is also highlighted.

The screenshot shows the CMS 2552-10 Transmittal 16 software interface. The search bar contains the text "DSH". Below the search bar, a table lists the search results:

Title	Location	Rank
4030.1 Part ...	CMS...	1
4030.01 E P...	CMS...	2
4004.1 Part ...	CMS...	3
4012 Works...	CMS...	4
4030.5 Instr...	CMS...	5
4030.5 Instr...	CMS...	6
4064.1 Part ...	CMS...	7
4000.2 Acro...	CMS...	8
4005.1 Part ...	CMS...	9

The main content area displays the text for the selected topic, "4030.1 Part A - Inpatient Hospital Services Under the IPPS". The text includes instructions for SCH/MDH status change and/or geographical reclassification, and for IPPS hospitals participating in Model 4 of the Bundled Payments for Care Improvement (BPCI) initiative. The word "DSH" is highlighted in the text.

If the Network Synchronization feature is being utilized, you can “synchronize” to the network version at any time by clicking **Synchronize with Network**. There is also an option to Check for Updates under the Help menu — this is the same process as previously mentioned when we discussed the Task Pane.

Email File is used to send cost reports files to the HFS support@hfssoft.com email. This feature will only work when you do not have a cost report file open. This feature may not work for all clients depending on what type of email is being used/installed on their computer.

The **About** option displays a dialog box with software version data and Recent File Info.

The screenshot shows the "About" dialog box for Health Financial Systems Medicare Cost Report Software. The dialog box displays the following information:

Health Financial Systems
Medicare Cost Report Software

MCRIF32 - Version 1.70.0.1

Licensed systems:

- MCRIF32 - 2540-96 - Version 18.98.170.1
- MCRIF32 - 2552-96 - Version 25.118.170.1
- MCRIF32 - 1728-94 - Version 18.26.170.1
- MCRIF32 - 2088-92 MCRX - Version 9.77.170.1
- MCRIF32 - 287-05 MCRX - Version 1.112.170.0
- MCRIF32 - 1984-99 - Version 9.94.170.1

support@hfssoft.com
http://www.hfssoft.com
Phone: (888) 216-6041 Fax: (888) 216-6041

Recent File Info.

Close

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5 Enter Data

This section explains how to enter data in your cost report.

See also:

[Open Worksheet](#)

[Data Entry](#)

[Calculate](#)

[Print the Report](#)

5.1 Begin New Cost Report

There are two ways to begin your new cost report- File | New Report Wizard and File | New. Both ways allow for a cost report to be created using the prior year report as a template to bring over data that does not typically change from year to year. Using a prior year report, is not required. A new cost report can be started from scratch.

5.1.1 New Report Wizard

The New Report Wizard is used to help get your current year cost report started by using a prior year cost report. The idea is to transfer prior year data that does not typically change year to year to the new cost report you are creating.

Currently, the only systems available for the New Report wizard are 2552-10, 2540-10, 1728-94, 1728-20, 287-22, 287-05, CHDRX and LTCIRX.

After clicking on File | New Report Wizard you will see a pop-up screen with different options on where your prior year report can be found or not having a prior year report.

The screenshot shows a window titled 'New Report Wizard' with a close button in the top right corner. The subtitle is 'New Report Wizard - Previous Report Location'. The main text reads: 'Your new report can be pre-filled with information contained in a previous report. To use a previous report to start your new report, select from the options below where your previous report is located.' Below this is a question: 'Where is your previous report located?' followed by four radio button options: 'SaFE (you previously submitted a report for storage on SaFE)', 'HFS HCRIS Database (coming soon)', 'Local Computer or Network', and 'I don't have a previous report.'. At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Next'.

The current options are-

- SaFE

This option is for users who have previously submitted their cost report to our SaFE website. If you select this option, you will be prompted to log in with your HFS credentials. Once logged in all cost reports tied to your user account in SaFE will be shown. You can select a report from this list and click the Next button. This next screen allows for the new fiscal year to be entered and also provides a list of check boxes asking which information you would like to have brought into the new cost report from the prior year cost report, select Next to go to the next screen. This final screen asks where you want this cost report file to be saved at and what do you want the file to be named. click Finished when done.

- Local Computer or Network

If your prior year cost report or EC file is located on your computer or facility's shared network drive you would select this option and click Next. The Select local file screen allows you to browse and select the prior year file. Once you have the file in the Template Report text box, click the Next button. This next screen allows for the new fiscal year to be entered and also provides a list of check boxes asking which information you would like to have brought into the new cost report from the prior year cost report, select Next to go to the next screen. This final screen asks where you want this cost report file to be saved at and what do you want the file to be named. click Finished when done.

- I don't have a previous report

No prior year report, that is OK select this option to walk through

setting up a new cost report and select the Next button. This screen presents a drop down box where you can select the type of cost report you want to create, then click Next. On the Cost Report Information screen you will input the Fiscal year and basic data about the facility. Once you have filled in at least the required data (notated by *) click the Next button. This final screen asks where you want this cost report file to be saved at and what do you want the file to be named. click Finished when done.

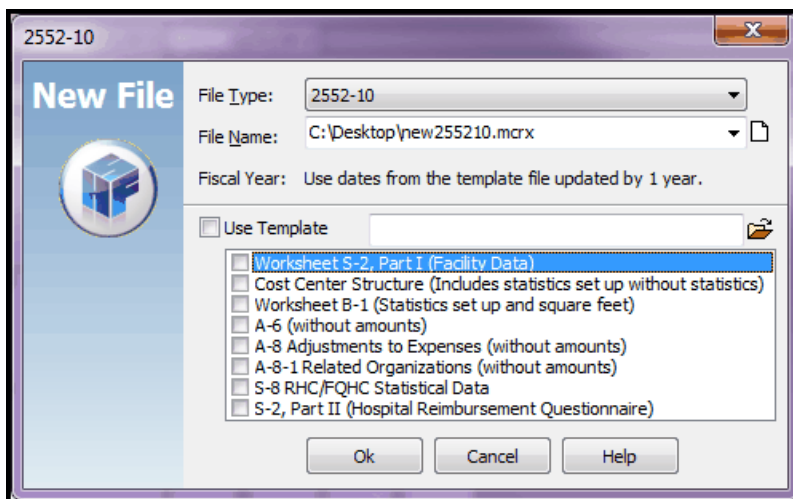
There is another option but is not currently available-

- HCRIS

This option will allow HCRIS users to access the HFS HCRIS online Database to pull and use files from as templates to start their new cost report file.

5.1.2 New File

Click **New** to open the **New File** dialog box. This is where you enter the details to create a new cost report file. The process is exactly the same as previously described when creating a new file from the **Task Pane**.



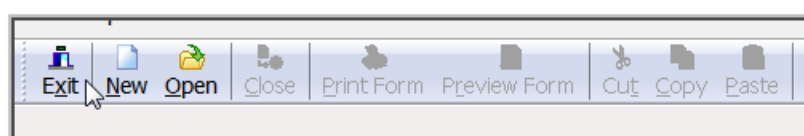
1. In the **File Type** list box, select the type of cost report file you want to create.
2. In the **File Name** text box, enter a file name for the new cost report. Do not accept the default name, which is "New", or "New01", etc... Give your file a meaningful name that will enable you to identify the contents of the file.
3. Click the **Use Template** check box if you want to use a template file to populate your cost report with data as it is created.
4. If you selected the **Use Template** option, click the **Open Folder** or **Browse** button and find the file you want to use as the template and select it.
5. When finished entering information in the dialog box, click **OK** to create and

open your new cost report file.

When the file creation process is finished, your screen will sort of go "blank." However, if you look closely, you will notice significant changes occurred in the main User Interface window after you created the new file. There will be screen elements that display information about your new cost report file.

- The file name will appear in the lower right edge of the window.
- The cost report period beginning and ending dates are visible (if present in the template file) in the upper right portion of the screen.
- The provider name is visible beneath the menu bar (if present in the template file).
- The provider number is visible beneath the menu bar (if present in the template file), and
- Some of the Toolbar buttons will be enabled because your cost report is open.

Before any files are opened, the toolbar has limited functionality. It looks like the example below.



When a cost report file is open, the tool bar changes and looks like this:

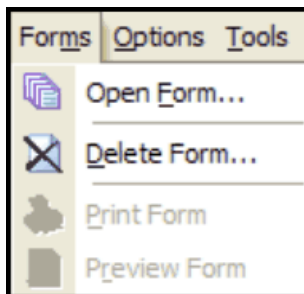


If you open worksheets the other buttons on the toolbar will be enabled. The Add Lines and Delete Lines buttons are enabled only when you open a worksheet that you can modify by adding and deleting lines.

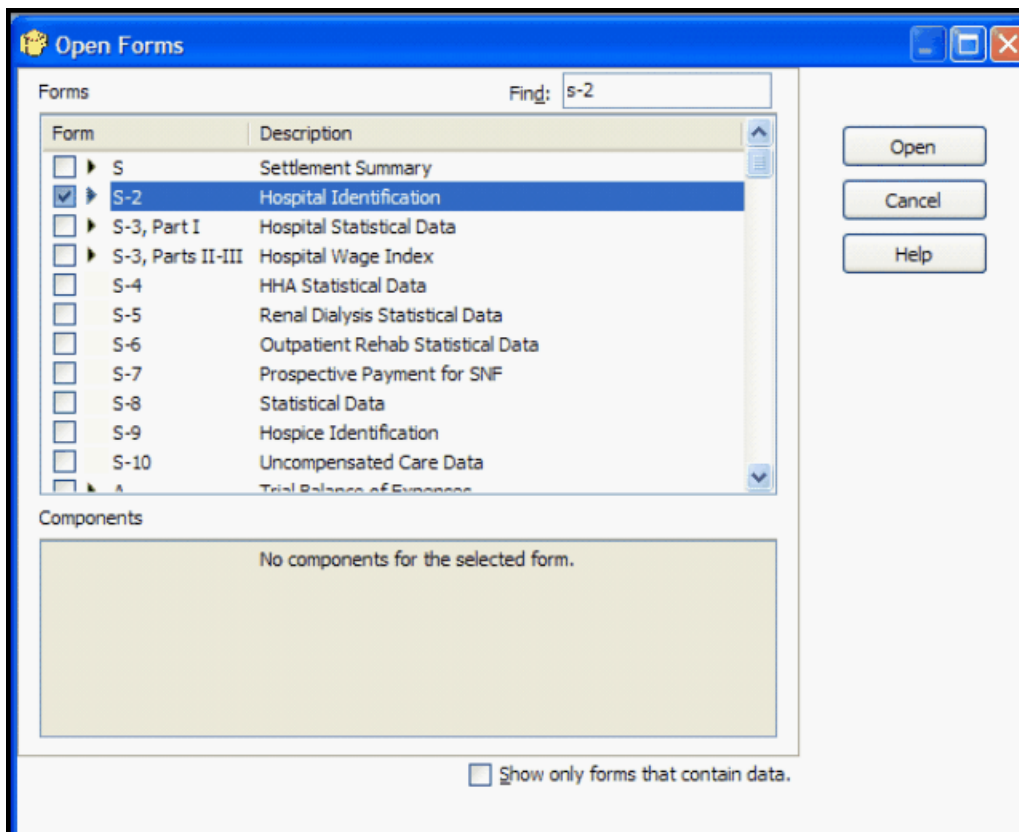
See also: [Opening a New Cost Report](#)

5.2 Opening a Worksheet

Open a worksheet to enter data in your cost report. Click the **Open Form** button, or from the **Forms** menu, select **Open Form**.



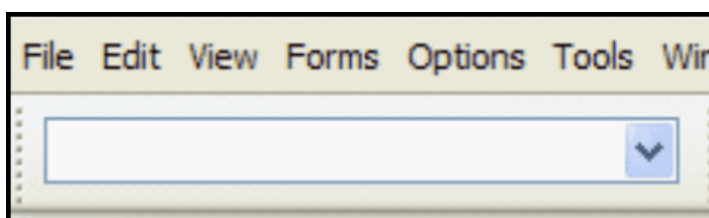
Either method will open the **Open Forms** dialog box.



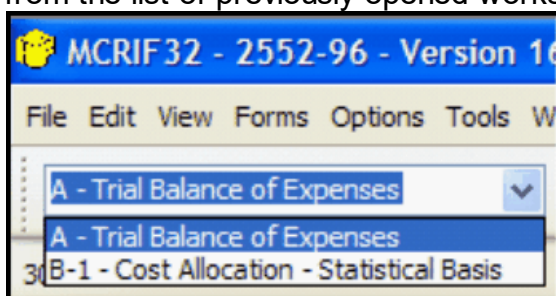
Click the check box to the left of any worksheet or combination of worksheets and then click **Open** to open the selected worksheet(s). You can also double click a worksheet to open it. For worksheets with multiple parts or iterations, you will see an additional list of worksheets in the **Components** box. You must select one or more Components to open these worksheets.

Another method of opening worksheets is to use the **Find** box. Enter the CMS worksheet name in the **Find** box to locate a worksheet in the list of worksheets. If a matching worksheet is found it will be highlighted in the list of worksheets, but you must still select it by checking the appropriate check box or double clicking on the highlighted description.

Also, in the upper left corner of the User Interface, directly under the menu items, there is a drop-down text box.



Entering a worksheet name in this box and press ENTER to open that worksheet. As you work on your cost report, the names of worksheets you have opened will be stored in the drop down list. The list box will automatically display the name of the worksheet in which the cursor is active. If no worksheets are open the list box displays the name of the last opened worksheet. To re-open a worksheet select it from the list of previously opened worksheets.



5.3 Data Entry

The screen depicted below is a blank worksheet S-2, Part I in the CMS 2552-10 form set. Once a worksheet is open, you can enter data in any open "white" cell. Colored cells are not open for input, but will usually be filled in after the cost report is calculated.

You may calculate the cost report as often or as seldom as you want. There is no limit on the number of times you may calculate a cost report.

Note: Many worksheets have tabs for worksheet parts or sections. (See tabs for worksheet S-2 above, Lines 1-19, Lines 20-104 and Lines 105-171)

In addition, most worksheets have a scroll bar to the right of the active worksheet. Scroll up or down to show more of the worksheet.

Dates are entered in the following format and do not require the “/” to be entered: mmddyyyy. There is a drop-down box that will display a calendar that you can use to enter a date.

Some forms will open with default data populating one or more cells. In the example displayed above, columns 4, 5 and 6 are populated with "N" by default. You can edit the default values by typing over them or deleting them.

Note: You can choose which cell the cursor will move to when you press the ENTER key in the **Key Action** section of the **Form Options** part of **Preferences**.

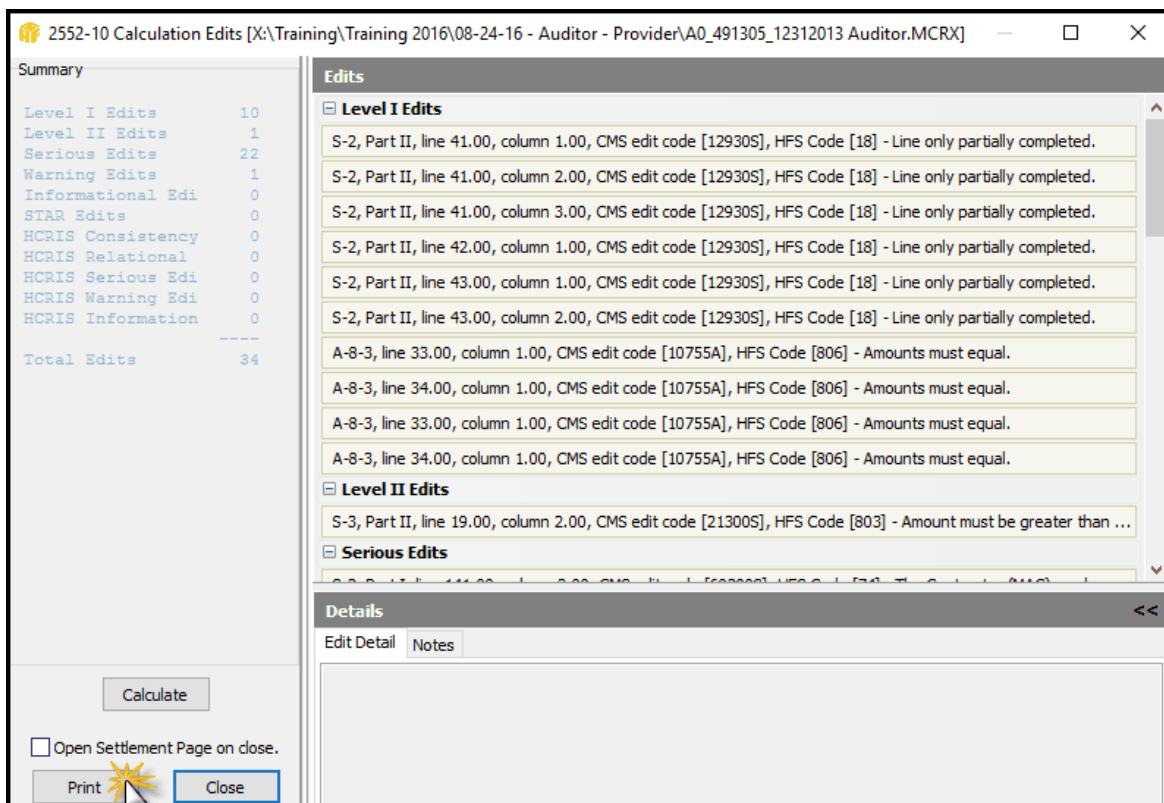
To delete text in any cell, double-click on the cell to select the text and press the DELETE key on your keyboard. You can also delete an entry in any cell by being in that cell and using the **Cut** command (CTRL + X, or **Cut** on the **Edit** menu).

5.4 Calculating

To calculate the cost report, click **Calculate** on the **Tools** menu, or click the **Calculate** button.



The **Calculate** dialog box will appear and will display the Edit List which lists all edits found in your cost report. It shows all the Level I, Level II and Serious edits, plus Warnings and other informational edits. You can print the edits displayed in this dialog box by clicking the **Print** button located in the lower left corner of the dialog box.



Note: The Edit Report will also display all the HCRIS edits. These edits are important to the MACs when they process the report. The Consistency and Relational edits are equivalent to Level I and Level II edits.

There are several helpful features in the Edit List. Click on a particular edit to see a detailed description of the edit displayed in the **Detail** section at the bottom of the dialog box.

You can suppress some categories of edits. Right click on the heading for a category of edits and then select **Exclude “Serious Edits” from Edit Report**. You can exclude Serious Edits, Warning Edits, Informational Edits, HCRIS Serious Edits, HCRIS Warning Edits and HCRIS Informational Edits. When a category of edits is excluded, the heading for that type of edits is highlighted in yellow. Whenever a category of edits are excluded, that option will remain in effect for all cost reports of the same type. For example, if you exclude a Serious Edits for a Hospital cost report, Serious Edits will remain excluded for all Hospital cost reports you work on unless the option to exclude the edits is disabled. Serious Edits will not be excluded for other types of cost reports.

You can enter notes in the **Notes** tab in the **Details** section of the **Calculation Edits** dialog box for any edit. This enables you to leave notes about why an edit may not relate to the report or to aid other users on how to resolve the edit. Notes will be displayed as right aligned text in your edit listing.

5.5 Printing the Report

The Print feature gives you many options to print exactly what you want. The dialog box shown below contains various options. You can preview any print job, show only forms that contain data, and print to file.

Print Forms

Form Selection Selection Summary

Forms Find:

Form	Description
<input type="checkbox"/> S	Settlement Summary
<input type="checkbox"/> Low/No	Low/No Utilization
<input type="checkbox"/> S-2, Part I	Hospital Identification
<input type="checkbox"/> S-2, Part II	Hospital Reimbursement Questionnaire
<input type="checkbox"/> S-2, Part V	Voluntary Contact Information
<input type="checkbox"/> S-2, Part IX	HFS Supplemental Information
<input type="checkbox"/> S-3, Part I	Hospital Statistical Data
<input type="checkbox"/> S-3, Part II	Hospital Wage Index
<input type="checkbox"/> S-3, Part III	Hospital Wage Index
<input type="checkbox"/> S-3, Part IV	Hospital Wage Related Costs

Components

No components for the selected form.

Print

Cancel

Help

Preview

Printers...

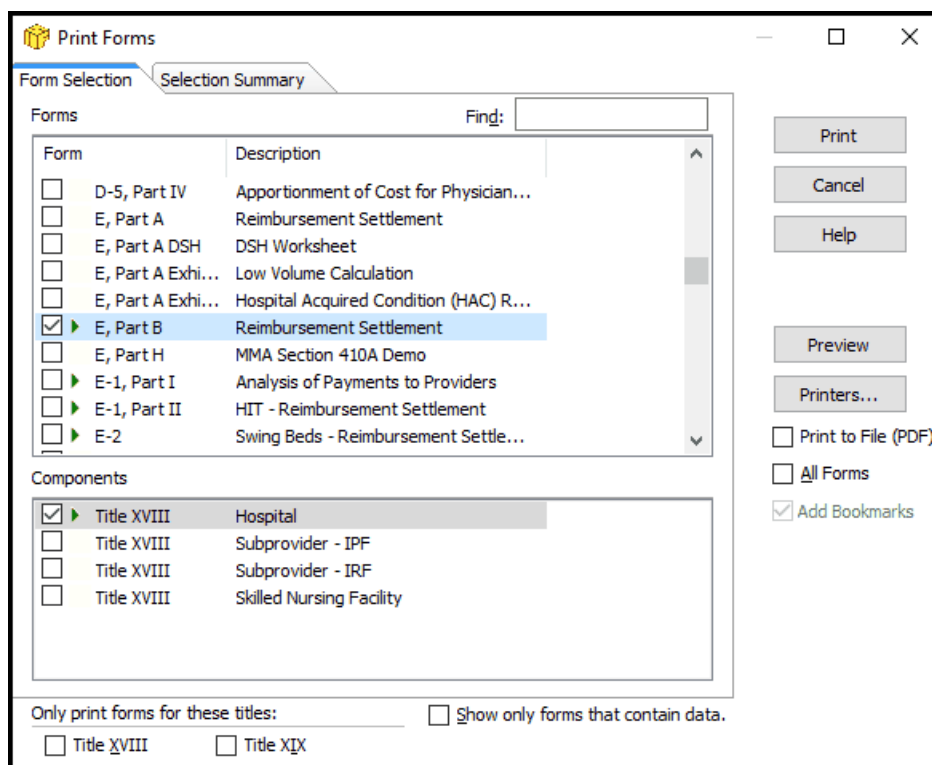
Print to File (PDF)

All Forms

Add Bookmarks

Only print forms for these titles: Title XVIII Title XIX Show only forms that contain data.

To print individual worksheets, click on the check boxes to the left of the worksheets you wish to print, and then click **Print**. To print all worksheets, check the **All Forms** check box and click **Print**.



For worksheets that have different titles or components associated with them, you can select which component and/or title you wish to print. A good example of this would be E, Part B, Title XVIII in the 2552-10 software. You can limit the forms that will be printed by selecting the option to print only forms from either Title XVIII or Title XIX. To print to file, click the **Print to File** check box. A dialog box will appear that will allow you to select a location to save the file. You can choose to save as a PDF file or a text file.

6 Submit Finished Cost Report

With the exception of the Home Office cost statement (287-22), all Medicare cost reports must be submitted electronically. These include: Hospital (2552-10); Skilled Nursing Facility (2540-10); Home Health Agency (1728-20); Hospice (1984-14); Community Mental Health Clinic (2088-92); Rural Health Clinic (222-17); End Stage Renal Disease (265-11), Federally Qualified Health Center (224-14) and Organ Procurement Organization (216-94).

To file electronically, the user must export the cost report data to special types of

files that are required by CMS. These files are collectively referred to as ECR files. In fact, CMS requires providers to submit two different computer generated files: an EC file and a PI file. The EC file is the electronic cost report file and the PI file is known as the print image file. The HFS software creates both files simultaneously and writes them to the same destination. The files are stored on either a hard disk drive, a compact disk (CD), or a Flash drive and then mailed to the MAC. During the ECR creation process you will have the option of storing your ECR files on the HFS [SaFE website](#). You should always choose this option. See the section that follows regarding the HFS SaFE website.

Once submitted by the provider, the files are processed by the MAC. The ECR file is not automatically transmitted to the MAC by the HFS software. You must mail the CD or Flash drive containing the ECR files to the MAC. You should consult with your MAC regarding its submission requirements. CMS has created a secured web portal, MCR eF that providers may use to submit ECR files. You are also required to submit a signed signature/settlement page, a signed and completed 339 Questionnaire. The questions contained within the 339 have been incorporated into the S Worksheet series for the 2552-10, 2540-10, 265-11, 1728-20, 222-17, 224-14, 216-94, and 287-22. As a result, providers filing on those cost reporting forms will not need to submit a separately completed 339. These requirements may differ and you should not rely on this document. It is your responsibility to review your MAC's submission requirements and to comply with those requirements.

Before an ECR file can be created, certain steps have to be completed:

- The cost report must be calculated.
- There must be no Level I errors.
- If sending the ECR file on a CD, a CD must be inserted into the writable CD drive.
- If sending the ECR file on a Flash drive, a Flash drive must be inserted into an available USB port.
- No MAC information may be entered in the MAC screen or under "Options".
- A printer must be set up and ready to print if choosing the Wet Signature option.

Note: The ECR files will be created and returned via SaFE if using the Submit to CFO signature option.

6.1 ECR Filenames

You do not choose the name of your ECR files. The cost report software will generate a name for the EC file and the PI file according to CMS regulations. You should understand the nomenclature, or rules that determine the file names of ECR files. Understanding this aspect of the process will enable you to verify the appropriate files were created and are on the diskette or CD submitted to the

MAC.

The EC file name is eight characters long and formatted as "LLNNNNNN", where "LL" are two alphabetic characters (which vary by provider type), and "NNNNNN" is the six digit provider number.

Provider Type	First 2 Characters
Hospital (2552-10)	EC
SNF (2540-10)	SN
Home Health Agency (1728-20)	HH
CMHC (2088-17)	CM
Rural Health Clinic (222-17)	RH
ESRD (265-11)	RD
Hospice (1984-14)	HS
FQHC (224-14)	FQ
OPO (265-94)	OP
Low/No Reports	HL/EL
Home Office (287-22)	not applicable - no EC file

For 2552-10, 2540-10, 1728-94, 224-14, 216-94, 265-11, 222-17, 1984-14, and 2088-17 systems the file name extension (the characters that follow the dot or period at the end of the 8 character file name) is 4 characters, in the format "YYLC", where:

"YY" is the last two digits of the year in which the cost reporting period ends;

"L" is a letter A-Z to distinguish between multiple reports filed in the same year;

"C" is the number of times the cost report has been submitted.

The ECR file for a hospital provider with a provider number of 123456 and a cost report period ending 12/31/2015 would be named EC123456.15A1.

For the 222-92 and 2088-92 systems the file name extension will be three digits in the format "YYL", where: the first two characters are the last two digits of the year

in which the cost report period ended, followed by a letter, A or B, indicating whether the EC file is a first or second submission. For example, a first submission RH file by a rural health clinic with provider number 123456 and a fiscal year ending on October 31, 2015 will have the following file name: RH123456.15A. If the RHC submits another cost report for the same cost reporting period (e.g. 2015) the letter designation part of the file extension changes from "A" to "B". This might happen due to a change in ownership or change in the provider's fiscal year. The RH file name used in the previous example would be "RH123456.05B" if it was the provider's second submission of the RH file for the same cost reporting period.

The HFS software will also create a print image file when it creates the ECR file. The print image file is literally a "printable" version of the as-submitted cost report. The print image file follows the same naming convention as the ECR file, except the file name always starts with "PI." For example, the print image file for the cost report referred to in the previous example would be: PI123456.15A. For the .mcrx systems the print image file will be created as a PDF file and will contain an additional file extension of ".PDF". For example, the print image file for the cost report referred to in the previous example would be: PI123456.15A1.PDF.

The HFS software will print an encrypted Settlement/Signature page at the same time it creates the EC and PI files. This document must be signed and submitted to the MAC with the CD or flash drive containing the ECR file. Please note that the Signature/Settlement page printed contemporaneously with the creation of the ECR file is the document that must be signed and submitted with the ECR file. Copies printed before or after the ECR export will not match the encryption code of the ECR file and may lead to the cost report being rejected by the MAC.

Users should be aware that the cost report program not only prints a Signature / Settlement page, but also creates a PDF file (Adobe Portable Document File) which is an exact duplicate of the printed form. This PDF file can be used to re-print the Signature/Settlement page without any changes to the encryption code or any of the characters on the form itself. The PDF file is stored in the current year data directory. The PDF file is useful if the Settlement/Signature page is lost, damaged or if the user simply needs another copy. The PDF file name is generated automatically. A PDF file created by the cost report program during ECR export follows the same naming convention as the EC file. The Signature/ Settlement page file name differs from the EC file name because ".Encrypted Settlement Signature Page.pdf" is appended to the file name. The file name for the signature page file for the hospital with provider no. 123456 would be "EC123456.15A1.".Encrypted Settlement Signature Page.pdf".

To summarize, all of the software systems that use the .mcrx file extension will create and move two files to the location you specify as the export destination

when you export your ECR files. Using the example of the hospital provider, those files will be:

EC123456.15A1

PI123456.15A1.pdf

These are the two files you would submit to the MAC. If for some reason you ever need to reprint a copy of the signature page with the encryption codes, we create a PDF copy of the signature page and we save it in the folder where your cost report file is saved. Using the same example, these three files would be created in the folder where your cost report is saved.

EC123456.15A1

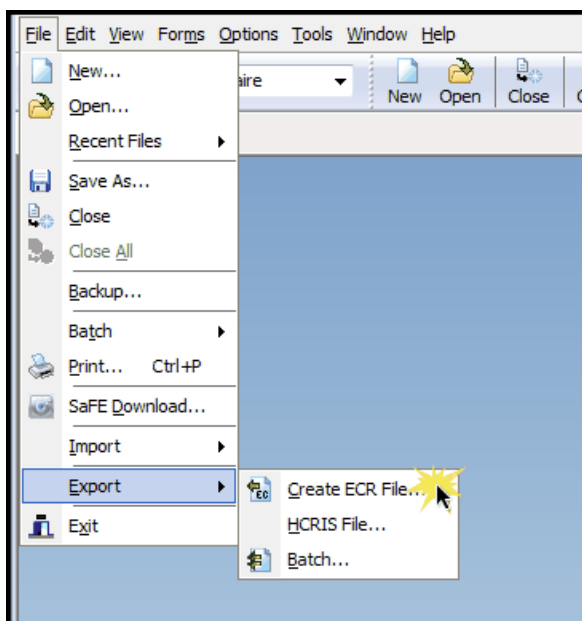
EC123456.15A1.Encrypted Settlement Signature Page.pdf

PI123456.15A1.pdf

The files highlighted in yellow are the two files that were created and saved on your CD or USB drive and are submitted to the MAC. The third file is a copy of your signature page that you can reprint without modifying the encryption codes.

6.2 How to Create ECR Files

The cost report must be open and calculated and free of Level I errors. Point to **Export** on the **File** menu and select **Create ECR File**.



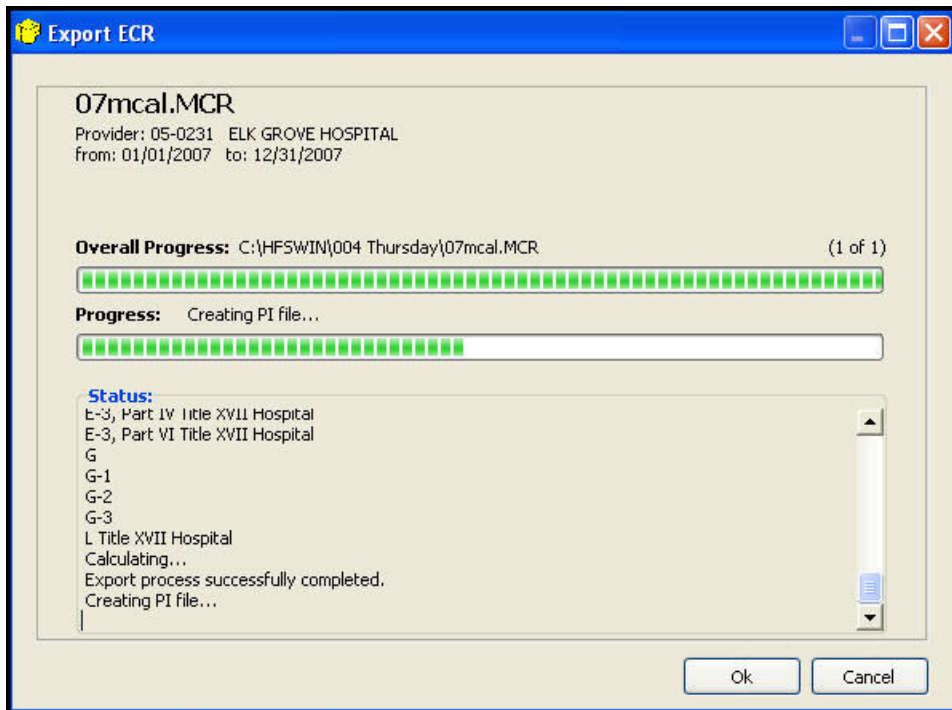
The **Export ECR** dialog box will appear. You can select first or second ECR submission. The default is First Submission. The destination for the ECR file may be changed by entering a valid location in the **ECR Location** box or by clicking the **Open** button and selecting a location. Valid destinations include a CD, Flash drive or other valid data storage.



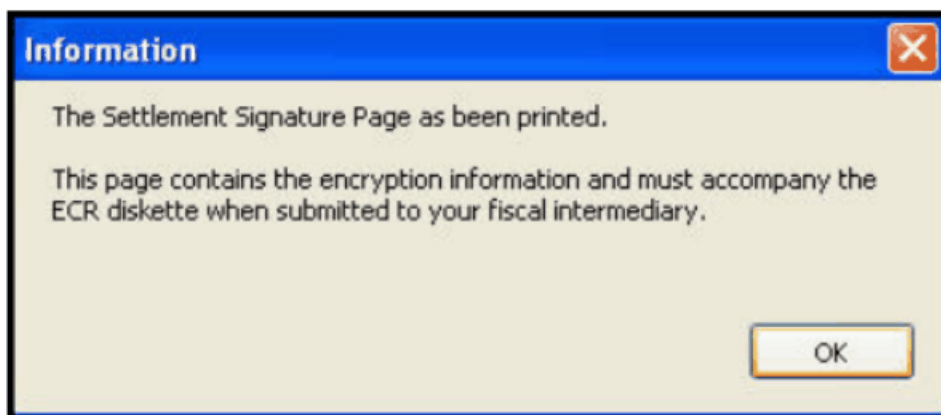
Click on the file folder icon next to the ECR Location text box and a window appears where you may browse and select the destination drive and/or directory for the ECR file.

Note: The target drive/directory for the ECR file may also be modified in the Preferences window, under **Setup Options**, select **File Locations** and then click **ECR Files**. To change the target destination click on the **Edit Item** button and the cursor will appear in the text box and you can type the preferred destination. Alternatively, you can click the **Open** button and browse to and select the appropriate location. If the submission option and target destination are both correct, click **OK** and the ECR export process will begin. The following dialog box will appear and depict the progress and status of the ECR export process.

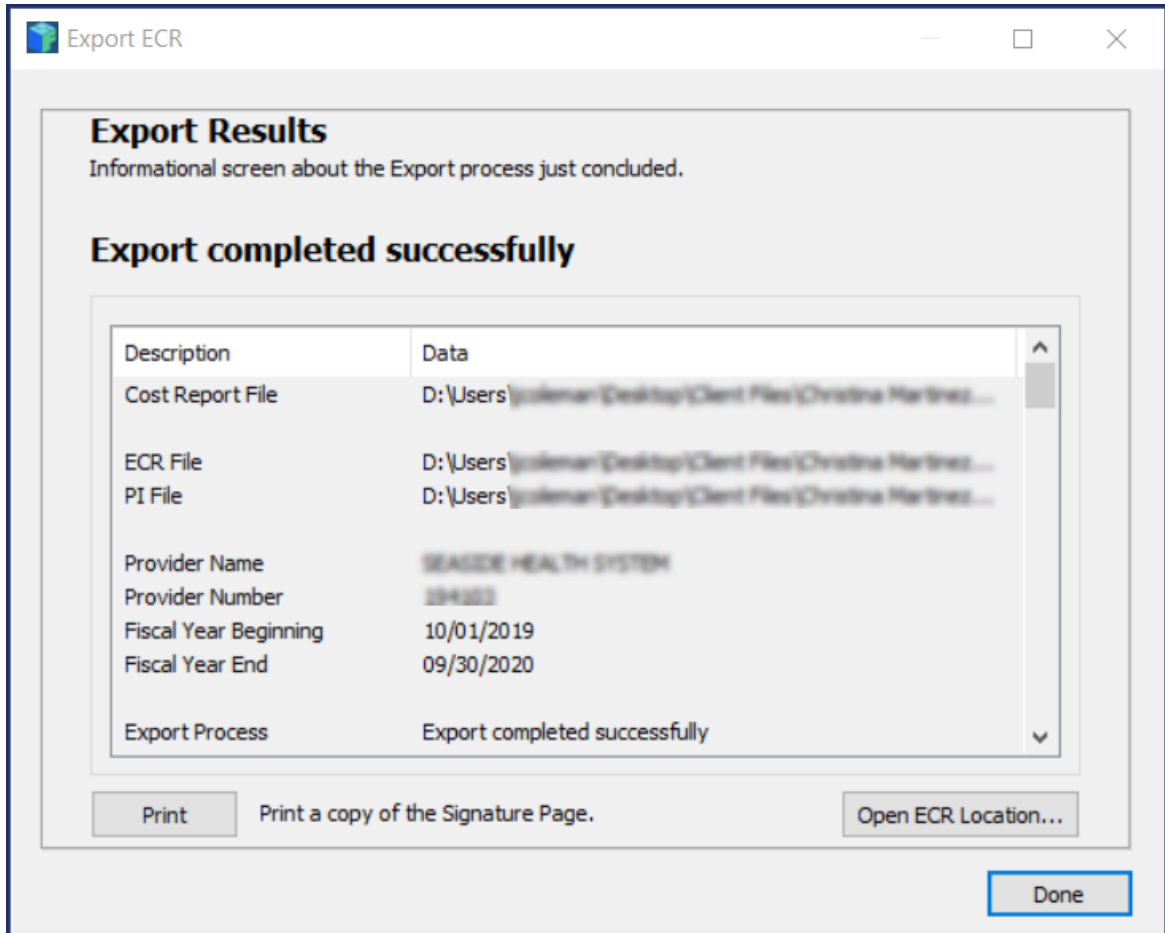
The **Store Files in HFS SaFE** option is recommended and is covered in the next section in detail.



If the export process is successful, the Settlement /Signature Page will be sent to the printer and you will see the following dialog box .



Click **OK**. The cost report program will display the result of the ECR export process. The name of the cost report file, EC file, PI file, provider name, provider number and fiscal year will be displayed. Either click **Print** to produce another copy of the Settlement Signature Page or click **Done**.



The Signature Settlement Page must be submitted with the disk, CD, or Flash drive containing the EC and PI files. If submitting using a system other than the .mcrx, the user must also submit a printed copy of the CMS 339 Questionnaire because it is not part of the EC or PI files. It is always a good idea to confirm that the ECR files are on the CD or Flash drive before submitting the ECR file. Using Windows Explorer or My Computer, navigate to the disk where the files are supposed to be and confirm they are there and that they were created at the same time on the same date. Every year numerous provider cost reports are rejected because the preparer made a mistake and the ECR files are not on the disk submitted to the MAC.

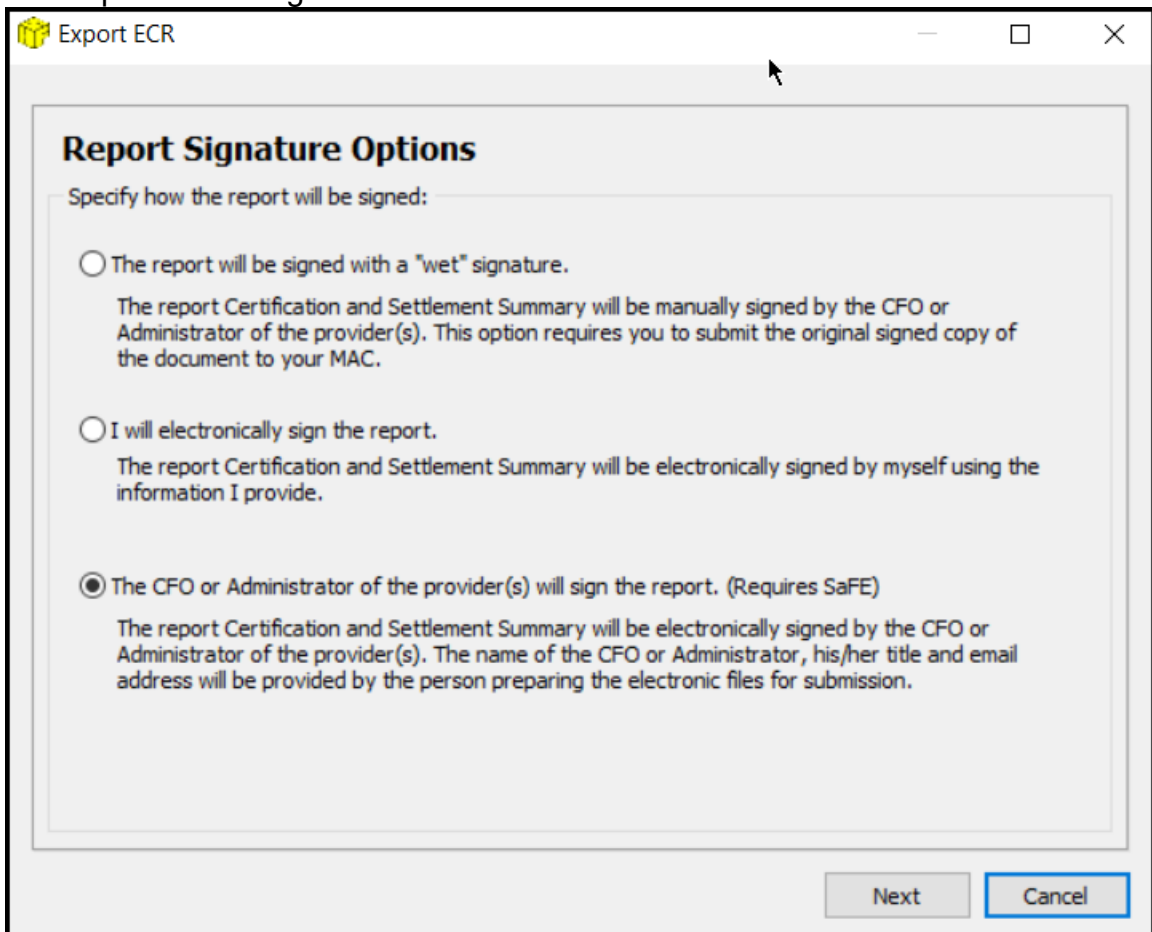
HFS makes an automatic backup of the ECR files, and the encrypted signature page, in the folder where you opened the cost report. If you click on Options/Preferences/Setup/File Locations, the "current year files" location is where the backup is made. For a hospital you would see ECxxxxxx.09A, PIxxxxxx.09A (or 09A.PDF) and ECxxxxxx.09A.Encrypted Settlement Signature Page.pdf (the signature page).

6.3 Electronic Signatures

CMS published Medicare Cost Report Electronic Signature regulations in the IPPS Final Rule published in the Federal Register on August 14, 2017. CMS incorporated the changes to accommodate the electronic signing option in the 2552-10, 2540-10, 265-11, 216-94, 1984-14, 222-17, 224-14, 1728-94, 2088-17. HFS has been approved for these changes.

The HFS system incorporated these changes and provides you with a convenient method for providing an electronic signature either from the cost report preparer or another person. The following is a description of the HFS electronic signature process.

The first screen of the ECR Export process will now ask you to specify how the cost report will be signed.



The screenshot shows a window titled "Export ECR" with a yellow cube icon. The main content area is titled "Report Signature Options" and contains the instruction "Specify how the report will be signed:". There are three radio button options:

- The report will be signed with a "wet" signature.
The report Certification and Settlement Summary will be manually signed by the CFO or Administrator of the provider(s). This option requires you to submit the original signed copy of the document to your MAC.
- I will electronically sign the report.
The report Certification and Settlement Summary will be electronically signed by myself using the information I provide.
- The CFO or Administrator of the provider(s) will sign the report. (Requires Safe)
The report Certification and Settlement Summary will be electronically signed by the CFO or Administrator of the provider(s). The name of the CFO or Administrator, his/her title and email address will be provided by the person preparing the electronic files for submission.

At the bottom right of the dialog box are two buttons: "Next" and "Cancel".

The first option, "The report will be signed with a "wet" signature", will take you through the ECR export process with no changes. At the end of this process you will be able to print the encrypted Worksheet S and sign it as usual.

The second option, “I will electronically sign the report”, will guide you through putting your electronic signature on the encrypted Worksheet S.

The third option, “The CFO or Administrator of the provider(s) will sign the report. (Requires SaFE)”, will walk you through the steps necessary to collect a signature from the individual you identify in another step.

Option 2

Choose the second option to sign the cost report yourself.

Report Signature Options

Specify how the report will be signed:

The report will be signed with a "wet" signature.
The report Certification and Settlement Summary will be manually signed by the CFO or Administrator of the provider(s). This option requires you to submit the original signed copy of the document to your MAC.

I will electronically sign the report.
The report Certification and Settlement Summary will be electronically signed by myself using the information I provide.

The CFO or Administrator of the provider(s) will sign the report. (Requires SaFE)
The report Certification and Settlement Summary will be electronically signed by the CFO or Administrator of the provider(s). The name of the CFO or Administrator, his/her title and email address will be provided by the person preparing the electronic files for submission.

Next Cancel

You will be presented with a screen where you can enter your first name, last name, and title. Then you must certify that you have read the certification statement.

Export ECR

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, FINES AND/OR IMPRISONMENT MAY RESULT.

[Click here to view the full Certification Statement of the Report](#)

Certification of Intent for Person Signing the Report

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

First Name:

Last Name:

Title:

Options
Select options to apply to the Export process.

ECR Submission


1st Submission

The selected submission changes the resulting ECR file name:
EC140125.17A1

ECR Location

C:\MCRIF32

Location where the ECR file produced will be copied at the end of the Export process. This location is also accessible by using the Location of Files in the Preferences.

 **SaFE**
Store and File Electronically

Store Report in SaFE
[Why should I do this?](#)

Back Next Cancel

While creating the ECR files through the ECR Export process you will be provided with new options. HFS recommends that all users choose the “Store Report in SaFE” option for storage and to take advantage of the pre-acceptance checks the SaFE site performs. This option is mandatory if you intend to have the system collect a signature from someone other than you.

The ECR Location will be the same if you do not electronically sign the report or signs if you sign it yourself.

Export ECR

SaFE - Store and File Electronically

Send your report to SaFE for further analysis and processing.

Store Report in SaFE [Why should I do this?](#)

HFS Log in Information


Username: Username and password are case sensitive.

Password: [Forgot Username or Password?](#)

Remember me on this Computer

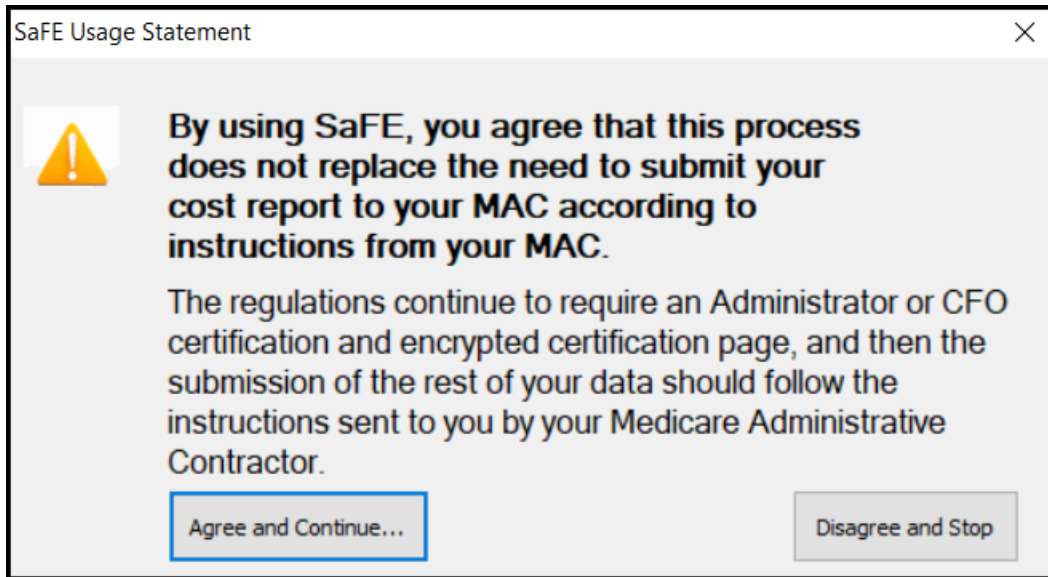
MAC Information

Please specify your MAC:

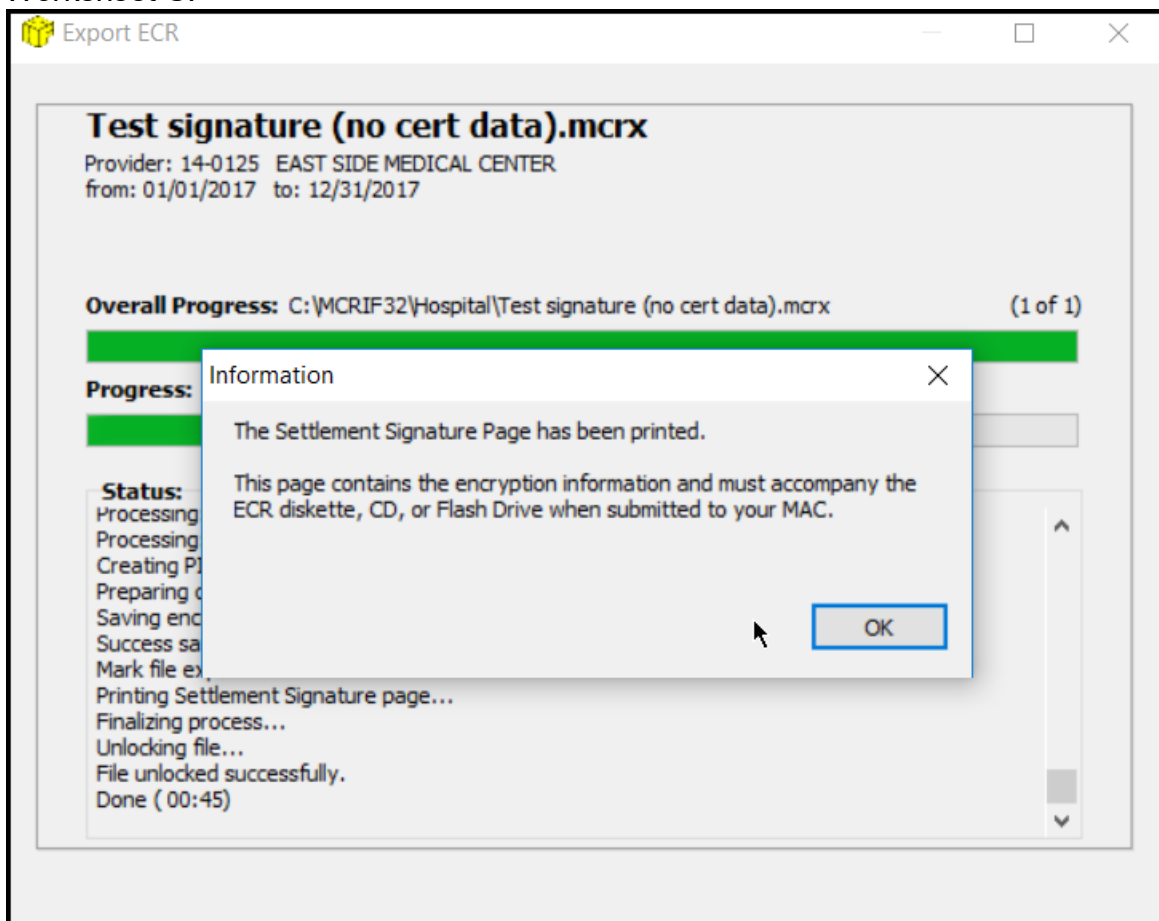
 By using HFS SaFE, you agree that this process does not replace the need to submit your cost report to your MAC just as you have in previous years. The law continues to require a paper signed and encrypted certification page and then the submission of the rest of your data should follow the instructions sent to you by your Medicare Administrative Contractor.

If you opt in to use the HFS SaFE you will need to provide your username and password. This is the same information that you provide to get updates through Check for Updates or when you log into the HFS website. If you do not have a username and password, please go to HFSSOFT.com and click Register/Join.

The ECR Submission box can be changed if this is not your as submitted report. This option is used if more than one report is filed within a calendar year. Amended reports are identified by going to Worksheet S, Part III and editing line 3.

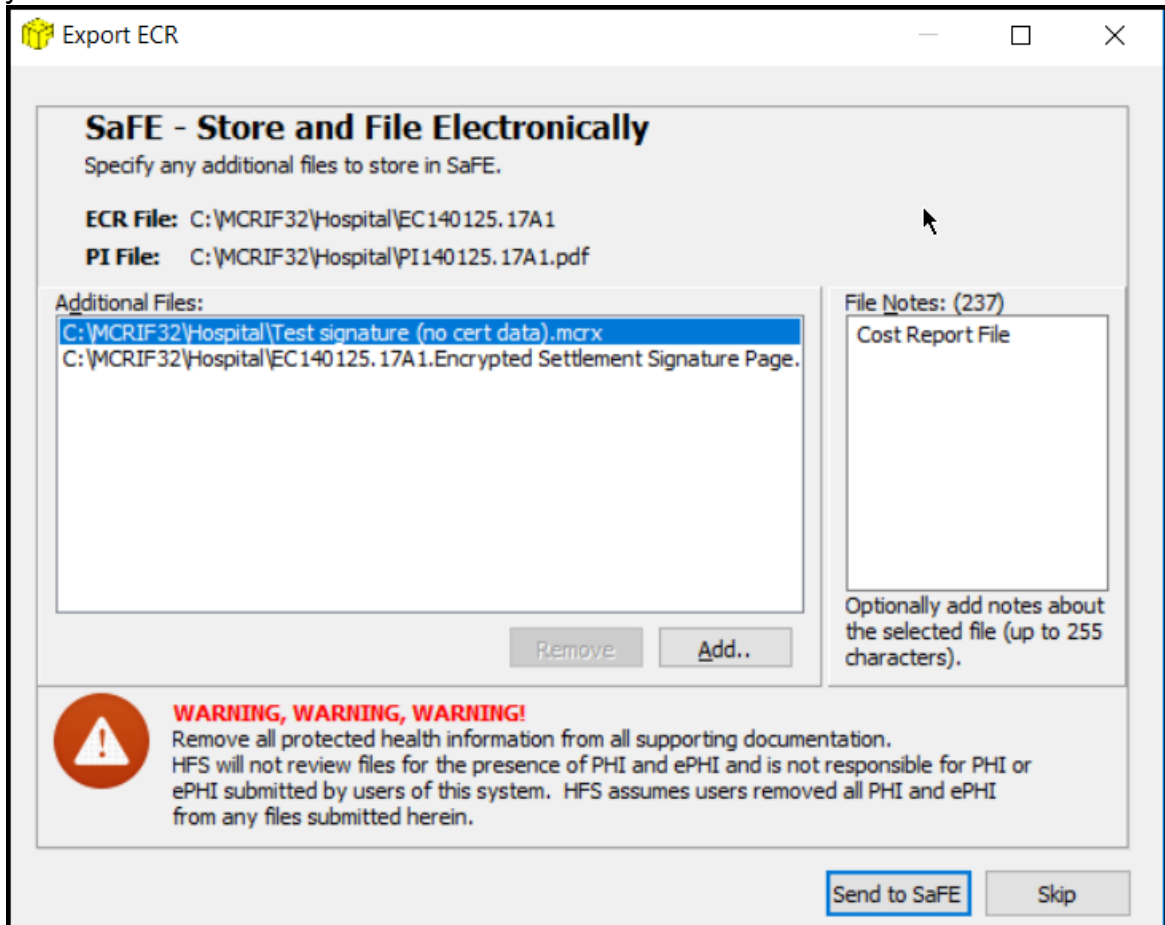


You must select "Agree and Continue" to proceed. Then the system will process all of the records necessary to make the EC and PI files and the encrypted Worksheet S.

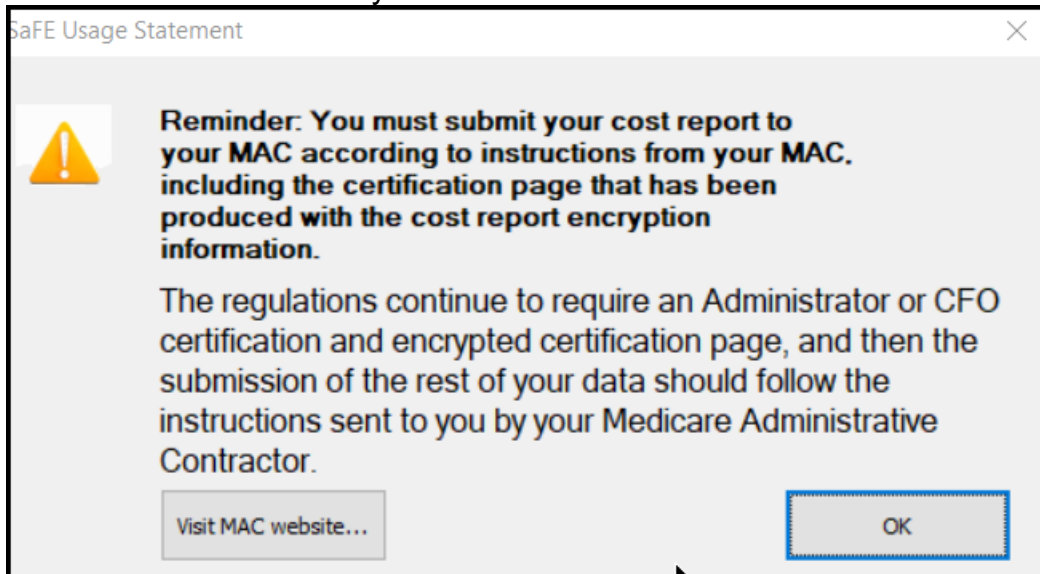


The ECR Export process is complete and you can now submit your ECR files.

If you opted to use the HFS SaFE site, you will be given the option to add files to your SaFE submission.




Click "Send to SaFE" and your files will be transmitted.



Say OK to the final SaFE Usage Statement and your submission will be complete

with your electronic signature.

 Export ECR
— □ ×

SaFE - Store and File Electronically

Your files are being sent to the HFS SaFE for storage and analysis.

SaFE Storage Successful

- Collecting Files Completed!
- Preparing Files Completed!
- Transmitting Files to SaFE Completed!

OK

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, FINES AND/OR IMPRISONMENT MAY RESULT.

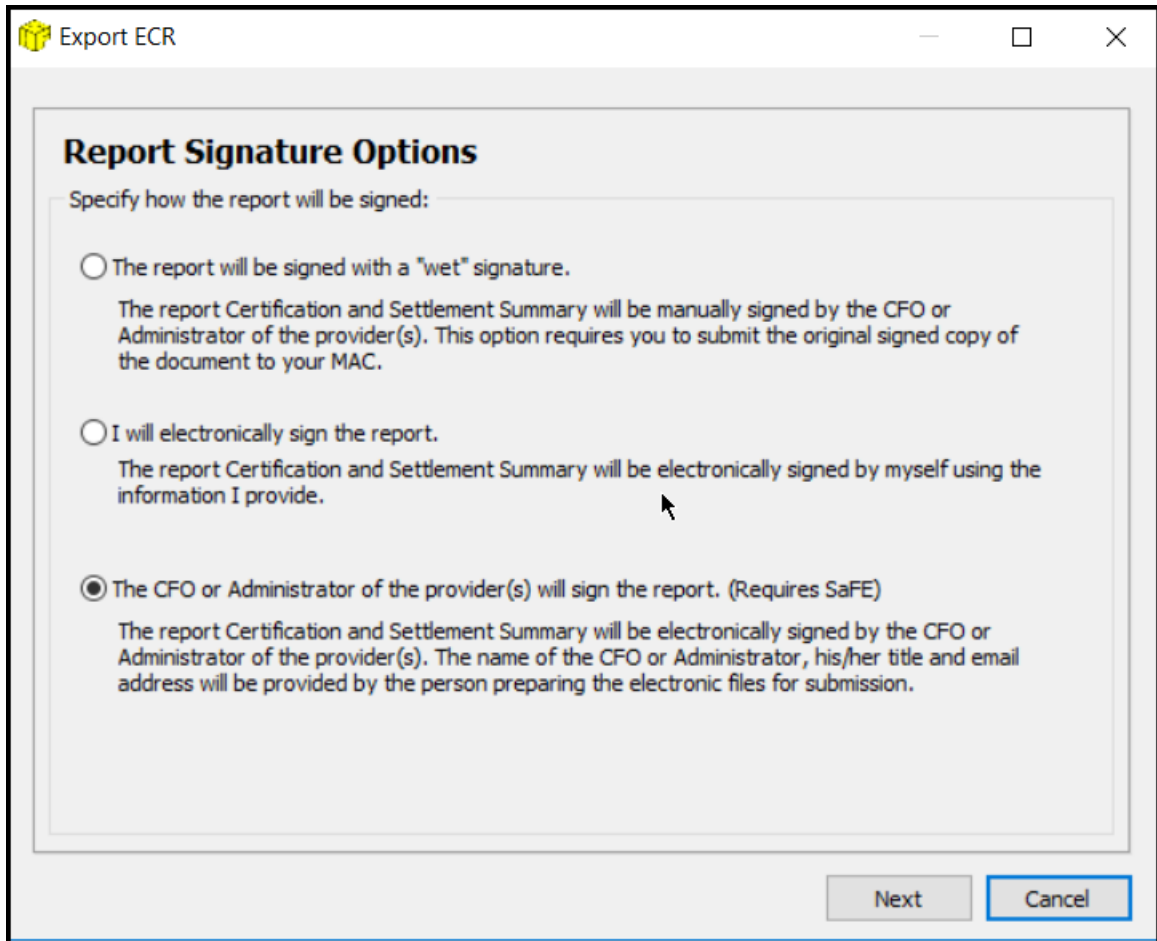
CERTIFICATION BY CHIEF FINANCIAL OFFICER OR ADMINISTRATOR OF PROVIDER(S)

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 the Balance Sheet and Statement of Revenue and Expenses prepared by EAST SIDE MEDICAL CENTER (14-0125) for the cost reporting period beginning 01/01/2017 and ending 12/31/2017 and to the best of my knowledge and belief, this 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. I further certify that I am familiar with the laws and regulations regarding the provision of health care services, and that the services identified in this cost report were provided in compliance with such laws and regulations.

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

<p>Encryption Information</p> <p>ECR: Date: 3/12/2018 Time: 7:27 am DedZ: 1cQyYtQj21lop3XunpKpnJDz0 TksLv08coxUto34MZx9wD9u.Vau:F. OUL82T0.cP01E29C</p> <p>PI: Date: 3/12/2018 Time: 7:27 am 46j7WokHqXU51Fj.Af1iVns2aLUMz0 33Q: 609SwIoecfDzVdBOXFyRnGNEjA FB1L0xNJ.a0yn9Ro</p>	<p>(signed) <u>BECKY DOLIN</u> Officer or Administrator of Provider(s)</p> <p><u>CFO</u> Title</p> <p><u>03/12/2018 07:27:02 AM (0)</u> Date</p>
---	---

If this cost report will be signed by a CFO or Administrator and you are not that person, select “The CFO or Administrator of the provider(s) will sign the report. (Requires SaFE.)”




The screenshot shows a window titled "Export ECR" with a yellow cube icon. The main content area is titled "Report Signature Options" and contains the instruction "Specify how the report will be signed:". There are three radio button options:

- The report will be signed with a "wet" signature.
The report Certification and Settlement Summary will be manually signed by the CFO or Administrator of the provider(s). This option requires you to submit the original signed copy of the document to your MAC.
- I will electronically sign the report.
The report Certification and Settlement Summary will be electronically signed by myself using the information I provide.
- The CFO or Administrator of the provider(s) will sign the report. (Requires SaFE)
The report Certification and Settlement Summary will be electronically signed by the CFO or Administrator of the provider(s). The name of the CFO or Administrator, his/her title and email address will be provided by the person preparing the electronic files for submission.

At the bottom right of the window, there are two buttons: "Next" and "Cancel".

The next screen is where you enter the first name, last name, title and e-mail address of the person who will sign the report. This screen also gives you the option to not request a signature if the file does not pass all of the SaFE pre-acceptance checks. HFS recommends you select this option.

 Export ECR

CFO or Administrator Information

Enter the information for the CFO or Administrator of the provider(s) who will sign the Certification and Settlement Summary of the report. A notification will be sent to the email address provided with a link to electronically sign the report.

First Name: Email Address:

Last Name: Verify Email Address:

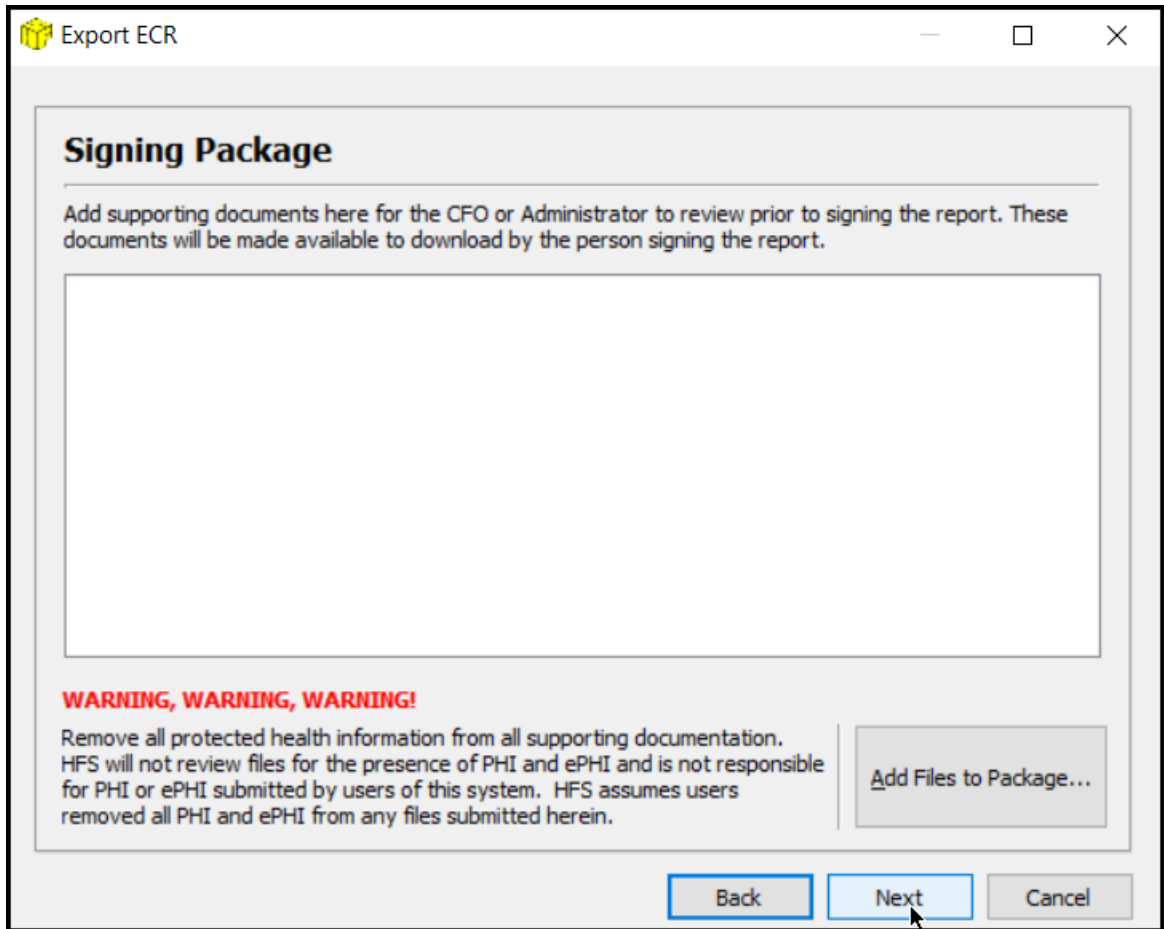
Title:

SaFE Pre-Acceptance Option

Request electronic signature only if the report passes the SaFE Pre-Acceptance verification.

Check this option if you want the request for electronic signature sent to the CFO or Administrator only if the report passes the SaFE Pre-Acceptance verification.

Note: You will be notified via email of the SaFE Pre-Acceptance verification result.



The next screen will present you with an option to add files to the “signing package”. HFS will present the signor with a full PDF of the MCR and all associated system files. If you would like to add more files click the “Add Files to Package” button. Files with confidential or sensitive data should not be added using this process. HFS is not responsible for the consequences that may arise if you upload confidential or sensitive data files.

Options
Select options to apply to the Export process.


ECR Submission

1st Submission

The selected submission changes the resulting ECR file name:
EC140125.17A1

ECR Location

The ECR and PI files produced will be stored in SaFE. You will receive notification when the CFO or Administrator you specified has signed the report. At that time, the ECR and PI files, along with the signed Certification and Settlement Summary page, will be available to download and submit to your MAC.

 **SAFE** Store Report in SaFE
Store and File Electronically

Back Next Cancel

When you choose to have someone else sign the report no files will be created on your computer because the files will not be finalized and ready for submission until the cost report is signed. You will be notified when the files are signed and processing is complete. You will receive a link to retrieve the files from the HFS SaFE site. You must submit the files after you retrieve them from SaFE.

Export ECR

SaFE - Store and File Electronically

Your report will be stored and processed by SaFE.

Store Report in SaFE

HFS Log in Information


Username: Username and password are case sensitive.

Password: [Forgot Username or Password?](#)

Remember me on this Computer

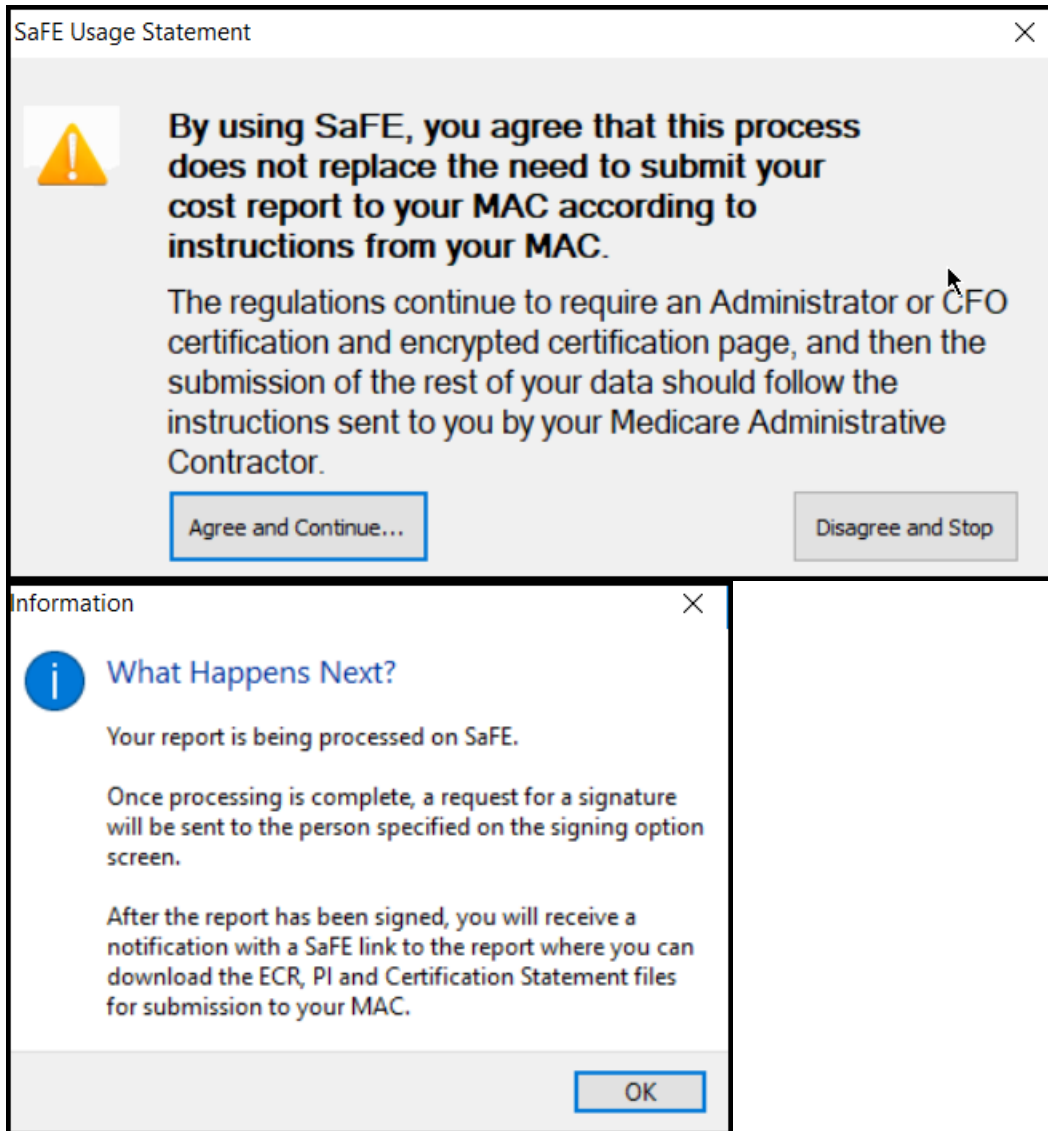
MAC Information

Your MAC has been detected and set automatically:

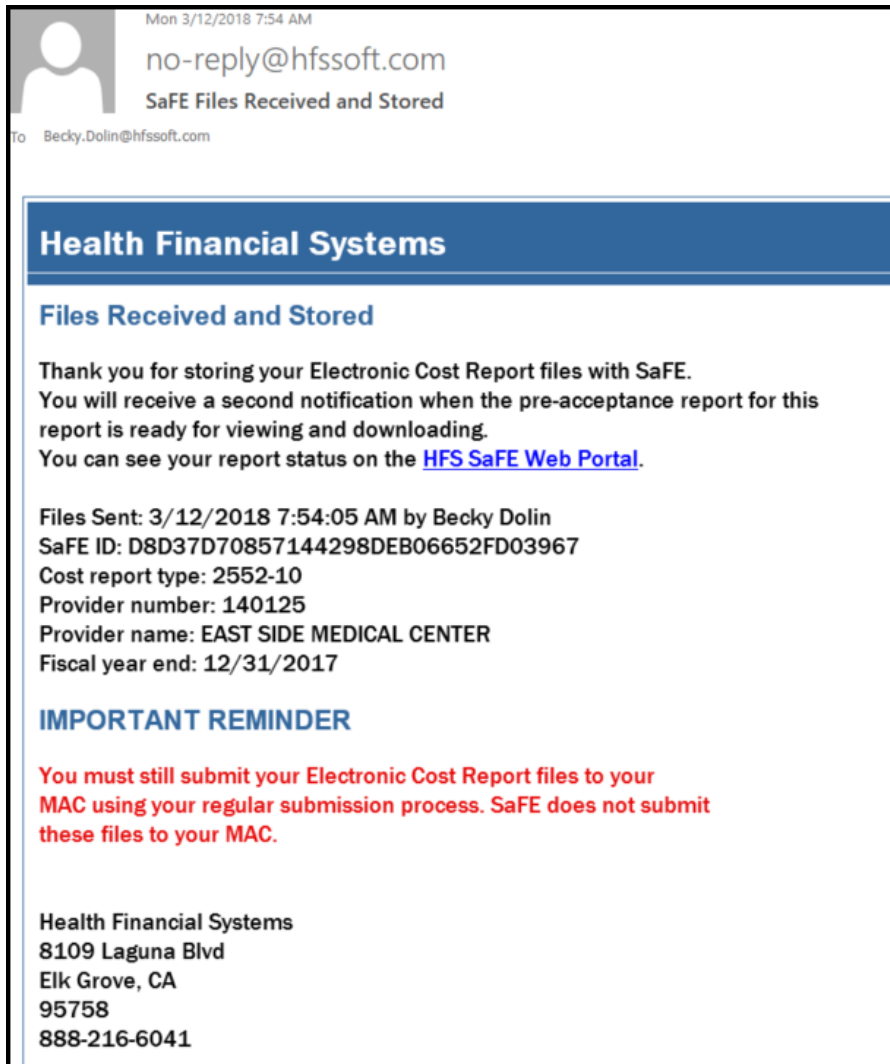
 By using HFS SaFE, you agree that this process does not replace the need to submit your cost report to your MAC just as you have in previous years. The law continues to require a paper signed and encrypted certification page and then the submission of the rest of your data should follow the instructions sent to you by your Medicare Administrative Contractor.

SaFE will take care of the signature from this point forward. You will see that the process is well documented for both you and the signer.

You must click "Agree and Continue" to proceed.



You will receive the standard SaFE e-mails. First you will be notified that SaFE received your submission.



The next e-mail shows the pre-acceptance status. Yours will most likely say "Passed", but if it does not please contact support@hfssoft.com or 888.216.6041 right away. We are notified as well and will most likely already be looking at your report.

Mon 3/12/2018 7:57 AM
no-reply@hfssoft.com
SaFE Files Processed
to Becky.Dolin@hfssoft.com

Health Financial Systems

Files Processed

Thank you for storing your Electronic Cost Report files with SaFE.
Your pre-acceptance report for is ready for viewing and downloading.
You can see this and other reports on the [HFS SaFE Web Portal](#).

Report Sent: 3/12/2018 7:54:05 AM by Becky Dolin
SaFE ID: [D8D37D70857144298DEB06652FD03967](#)
Cost report type: 2552-10
Provider number: 140125
Provider name: EAST SIDE MEDICAL CENTER
Fiscal year end: 12/31/2017

PRE-ACCEPTANCE STATUS

Your submission passed our Pre-acceptance scan and will be ready
for submission to your MAC once the certification statement
has been signed by the CFO/Administrator.

You will receive an email notification when the report has been
signed.

IMPORTANT REMINDER

**You must still submit your Electronic Cost Report files to your
MAC using your regular submission process. SaFE does not submit
these files to your MAC.**

Health Financial Systems
8109 Laguna Blvd
Elk Grove, CA 95758
888-216-6041

The person who was identified as the signer also received an e-mail. If you elected to only have the signer notified if the cost report passed the pre-acceptance check, the e-mail was sent by SaFE after you received the notice that the cost report passed the pre-acceptance check. If this option wasn't selected the e-mail was sent prior to this check.

Mon 3/12/2018 7:57 AM
no-reply@hfssoft.com
SaFE Cost Report Signature Request
To: BECKY@HFSOFT.COM

Health Financial Systems

Electronic Signature Requested

Becky Dolin has prepared a Cost Report and has requested your electronic signature on the Certification Statement of the report.

To view information about the report, and to electronically sign the Certification Statement, please use the link below:

[Click here to sign or review the report.](#)

Report Information

Report Sent: 3/12/2018 7:54:05 AM by Becky Dolin
SaFE ID: D8D37D70857144298DEB06652FD03967
Cost report type: 2552-10
Provider number: 140125
Provider name: EAST SIDE MEDICAL CENTER
Fiscal year end: 12/31/2017

IMPORTANT REMINDER

Once your report is signed, you or the person preparing the report must submit your Electronic Cost Report files to your MAC using your regular submission process.

SaFE does not submit these files to your MAC.

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8109 Laguna Blvd
Elk Grove, CA 95758
888-216-6041

The preparer is notified that the signer was e-mailed.

Mon 3/12/2018 7:57 AM
no-reply@hfssoft.com
SaFE Confirmation of Electronic Signature Request
to Becky.Dolin@hfssoft.com

Health Financial Systems

Confirmation of Electronic Signature Request

A request for electronic signature has been sent to Becky Dolin at email address BECKY@HFSOFT.COM.

You will be notified by email when Becky has electronically signed the Certification Statement.

Report Information

Report Sent: 3/12/2018 7:54:05 AM by Becky Dolin
SaFE ID: D8D37D70857144298DEB06652FD03967
Cost report type: 2552-10
Provider number: 140125
Provider name: EAST SIDE MEDICAL CENTER
Fiscal year end: 12/31/2017

IMPORTANT REMINDER

Once your report is signed, you or the person preparing the report must submit your Electronic Cost Report files to your MAC using your regular submission process.

SaFE does not submit these files to your MAC.

Health Financial Systems
8109 Laguna Blvd
Elk Grove, CA 95758
888-216-6041

When the signer clicks the “Click here to sign or review the report” link, they are taken to a screen where they must enter the e-mail that was specified by you. An HFS registration is not required and the only report they will have access to is the one on that particular link. Then they can click the “Continue to Electronic Signing...” button.

SAFE Cost Report Analysis & Storage
Store and File Electronically

HOME PREFERENCES ACCOUNT SaFE Products SUPPORT COMPANY

Certification Statement Signing

Electronic Signing on the Certification Statement of the Report.

Please verify the email address of the person signing the certification statement for this report:

Email Address:

Legal Notice | Privacy Statement | Contact Us | Site Map
Copyright © 2018 Health Financial Systems - Version 1.2.0.1

The signer is then taken to the next screen where they can view and download the MCR files. Then the signer must choose “I have read and agree...” or they can choose to reject the report. If the signer chooses to reject the report, you will be notified through e-mail immediately. If the signer chooses to agree they will then be prompted to electronically sign the report.

SAFE Cost Report Analysis & Storage
Store and File Electronically

HOME PREFERENCES ACCOUNT SaFE Products SUPPORT COMPANY

Certification Statement Signing

Electronic Signing on the Certification Statement of the Report.

You are now ready to sign the report. Please read and agree to the following:

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, FINES AND/OR IMPRISONMENT MAY RESULT.

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

-- OR --

I am rejecting the report.
The report does not meet my criteria for accepting and certifying the report with my electronic signature.

BECKY DOLIN
Officer or Administrator of Provider(s)
CFO
Title

Report Files Available for Download:
[PI File](#)
[Settlement Signature Page \(Unsigned\)](#)
[Edits Report \(SaFE Report\)](#)

The report has been signed. The HFS SaFE site kept a log of the activity.


The screenshot shows the SAFE web application interface. At the top, there is a blue header with the SAFE logo and the text 'Cost Report Analysis & Storage'. Navigation links include 'HOME', 'PREFERENCES', 'ACCOUNT', 'SaFE Products', 'SUPPORT', and 'COMPANY'. The main content area is titled 'Certification Statement Signing' and contains a table with the following information:

- Electronic Signature Status -	
Status: 3/12/2018 8:14:51 AM - CFO/Admin electronically signed the report. Report queued for signature and notification.	
Provider:	Certification Signatory:
140125 - EAST SIDE MEDICAL CENTER 100 MAIN STREET CHICAGO, IL 60611	BECKY DOLIN CFO BECKY@HFSSOFT.COM
Updated: 3/12/2018 8:14:51 AM	History:
	3/12/2018 8:14:51 AM - CFO/Admin electronically signed the report. Report queued for signature and notification. 3/12/2018 8:10:29 AM - Certification Statement Signing page has been viewed. 3/12/2018 8:10:29 AM - Email address verified. 3/12/2018 7:56:58 AM - Request for electronic signature sent.
Note: This is for signature status only. You may close this page at any time.	
<p>After the report has been signed, you will receive an email that contains the signed certification statement. The preparer will receive an email notification that contains the signed certifications statement and the ECR and PI files for submission to the MAC. Please note that SaFE does not submit your files to your MAC. You or the preparer must submit your files to the MAC. All times displayed on this page are Pacific Time.</p>	

The signer receives an additional e-mail finalizing the process.

Mon 3/12/2018 8:15 AM
 no-reply@hfssoft.com
 SaFE Electronic Signature Completed

o BECKY@HFSOFT.COM

Message  EC140125.17A1.Encrypted Settlement Signature Page.pdf (34 KB)

Health Financial Systems

SaFE Electronic Signature Completed

This is to inform you that the cost report file you electronically signed is now available for downloading from the SaFE website. The signed certification statement is attached.

You can view the status of the report on the [HFS SaFE Web Portal](#).

SaFE received this report from Becky Dolin on 3/12/2018 7:54:05 AM.
 Becky Dolin signed the report on 3/12/2018 8:14:51 AM.
 SaFE ID: D8D37D70857144298DEB06652FD03967
 Cost Report: 2552-10
 Provider: 140125 - EAST SIDE MEDICAL CENTER
 Fiscal Year End: 12/31/2017

IMPORTANT REMINDER

You or the person preparing the report must submit your Electronic Cost Report files to your MAC using your regular submission process.

SaFE does not submit these files to your MAC.

Health Financial Systems
 8109 Laguna Blvd
 Elk Grove, CA 95758
 888-216-6041

Attachments may be removed by your email system. If the certification statement is not attached, please contact the report preparer to obtain a copy of the signed certification statement.

A copy of the signed and encrypted Worksheet S is attached to the final email received by the signer.

[X] I have read and agree with the above certification statement. I certify that I intend my electronic signature on this certification statement to be the legally binding equivalent of my original signature.	
Encryption Information	(signed) <u>BECKY DOLIN</u>
ECR: Date: 3/12/2018 Time: 7:53 am LjpAvw15REKek9wuINGRHu7K7ScXw0 :6z9g08rf6vJQUZBcAkN8a8HVQgPH: orwg2YUJpu0Lu5zx	<u>Officer or Administrator of Provider(s)</u>
PI: Date: 3/12/2018 Time: 7:53 am wkwqkx9Gr9b1.c83e7xQEZ.2L7qgR0 JyG5A081IwyhQBR75iUXitGATs:Uhs N2Rz0Vx:ZL0IQc84	<u>CFO</u> Title
	Date <u>03/12/2018 08:14:51 AM (PT)</u>

You also receive an e-mail indicating that the report was signed. The files you need to submit will be attached to the email.

Mon 3/12/2018 8:15 AM
no-reply@hfssoft.com
SaFE Electronic Signature Completed

Becky.Dolin@hfssoft.com

Message EC140125.17A1.final.zip (1 MB)

Health Financial Systems

SaFE Electronic Signature Completed

This is to inform you that the cost report file you submitted has been electronically signed and is now available for downloading from the SaFE website.

Your ECR, PI and signed Certification Statement are attached, or you can download them from the [HFS SaFE Web Portal](#).

SaFE received this report from Becky Dolin on 3/12/2018 7:54:05 AM.
Becky Dolin signed the report on 3/12/2018 8:14:51 AM.
SaFE ID: [D8D37D70857144298DEB06652FD03967](#)
Cost Report: 2552-10
Provider: 140125 - EAST SIDE MEDICAL CENTER
Fiscal Year End: 12/31/2017

IMPORTANT REMINDER

You or the person preparing the report must submit your Electronic Cost Report files to your MAC using your regular submission process.

SaFE does not submit these files to your MAC.

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888-216-6041

Attachments may be removed by your email system. If the zip file containing your ECR, PI and signed ertification statement is not attached, please visit the SaFE website to download your files.

Name	Size	Type	Modified	Attributes	Folder
<input type="checkbox"/> EC140125.17A1	179 KB	17A1 File	3/12/2018 7:53 AM		
<input type="checkbox"/> EC140125.17A1.Encrypted Settlement Signatur...	33 KB	Adobe Acrobat Doc...	3/12/2018 8:14 AM		
<input type="checkbox"/> PI140125.17A1.pdf	1,325 KB	Adobe Acrobat Doc...	3/12/2018 7:53 AM		

We have created three tutorial videos for:

- Preparation of submission for CFO signature
- CFO Signature
- Self Signature

Here is a link to these tutorials: <https://www.hfssoft.com/webinars/tutorials/>

Please contact us with any questions, comments or concerns about this new feature.

7 Store and File Electronically (SaFE)



Health Financial Systems built a website for storage of our user's Medicare cost report files and associated files. The SaFE site is currently available to all HFS users. The site is currently free to use during this testing period. Any data submitted to the site during the test period will continue to be stored regardless of the user's decision to purchase the service in the future.

Users of the 2552-10, 2540-10, 265-11, 216-94, 1984-14, 222-92, 222-17, 224-14, 1728-94, 1728-20, 2088-92, and 2088-17, Health Financial Systems Medicare cost report software will be offered the option to store their data on the HFS SaFE website at the point of exporting their ECR file. SaFE does not, in anyway, reduce or change the normal Medicare Cost Report filing requirements. You must still put the EC and PI files on some sort of storage media and mail them to your MAC. Your MAC will require a signed certification page, the EC and PI file.

SaFE is not intended and should NOT be used to store protected data. Medicare Cost Report data purposely does not contain protected data. This data can be e-mailed without using secure e-mail and will eventually be published in the CMS public use files. Our SaFE server has the ability to upload work paper files and other files that you select. Do NOT transmit PII or PHI to the HFS SaFE site.

Your data will be transmitted using SSL and will be stored on secured HFS servers. Only users on your account will have access to the files that are uploaded. Again, SaFE is intended for Medicare cost report data and associated files. If HFS becomes aware of potential PII or PHI data being stored on the SaFE server in your account, you will be notified and the data will be destroyed.

7.1 SaFE - How it Works

You will notice the SaFE option on the Export ECR window.



If you are wondering, “Why should I do this?”. Click on the link to access the web page about some of the SaFE advantages and features. If you would like to give the SaFE product a test run, click the check box for “Store Files in HFS SaFE”.



Then click “Next” to continue with the ECR export process. The next screen has four items requiring input.

SaFE - Store and File Electronically (Beta)
In addition you can send your electronic files to HFS SaFE for further analysis and processing.

1 Store Files in HFS SaFE [Why should I do this?](#)

HFS Log in Information

Username: Username and password are case sensitive.

Password: [Forgot Username or Password?](#)

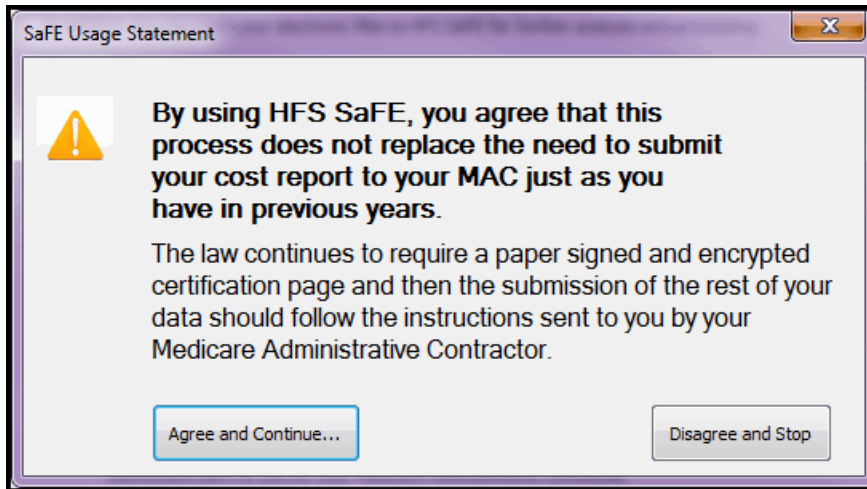
Remember me on this Computer

3 MAC Information
Your MAC has been detected and set automatically:

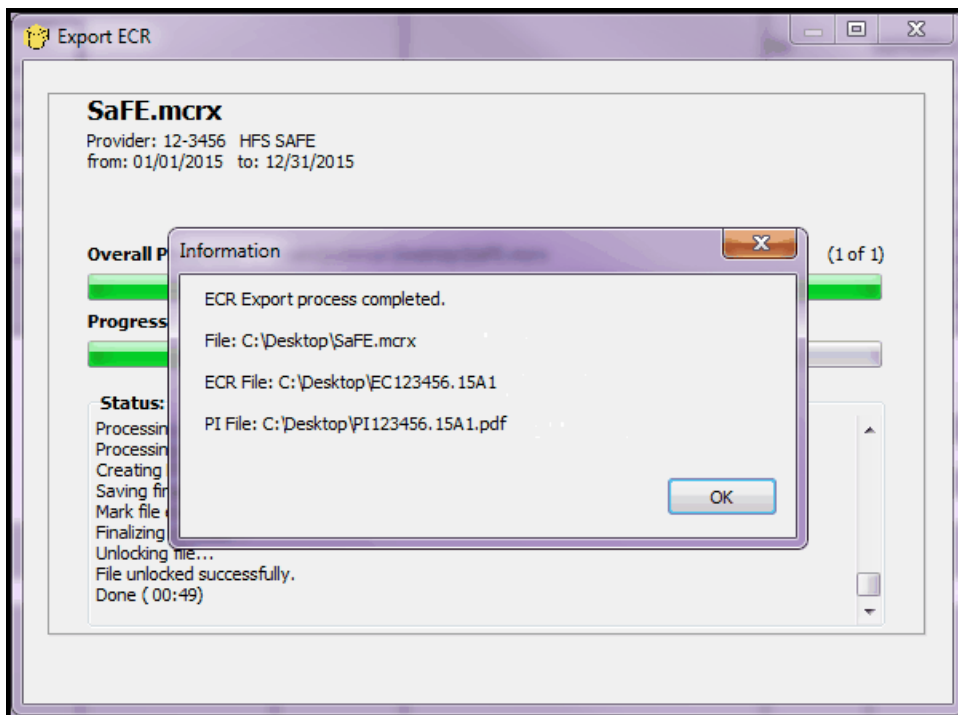
4 By using HFS SaFE, you agree that this process does not replace the need to submit your cost report to your MAC just as you have in previous years. The law continues to require a paper signed and encrypted certification page and then the submission of the rest of your data should follow the instructions sent to you by your Medicare Administrative Contractor.

1. Click the Checkbox to select the option to store your files in the HFS SaFE again. You can change your mind from the answer you gave on the prior screen or leave it the same. If you do not have the option check marked you can just click the Next button to move onto the normal ECR process.
2. You will need to log In using your HFSSOFT.com credentials. This is the same username and password that you use for Check for Updates or installing from our Downloads page. If you do not know your username or password, then click the '**Forgot Username or Password?**' link.
3. The MAC Information is our best guess at which MAC will actually process your report. **REMEMBER: YOU STILL HAVE TO SEND YOUR REPORT IN ITS ENTIRETY TO YOUR MAC JUST AS YOU DID LAST YEAR.** If you disagree with our best guess, you can go ahead and use the drop down box and pick the correct MAC. We use this information to give you a link to the MAC's website for mailing instructions; we do not transmit the file to your MAC.
4. We just want to make it clear that you still have to file your cost report by mailing it to the MAC. HFS is really trying to avoid any confusion. If you do not mail your cost report as required by law, your MAC will consider it late and all penalties and interest will start.

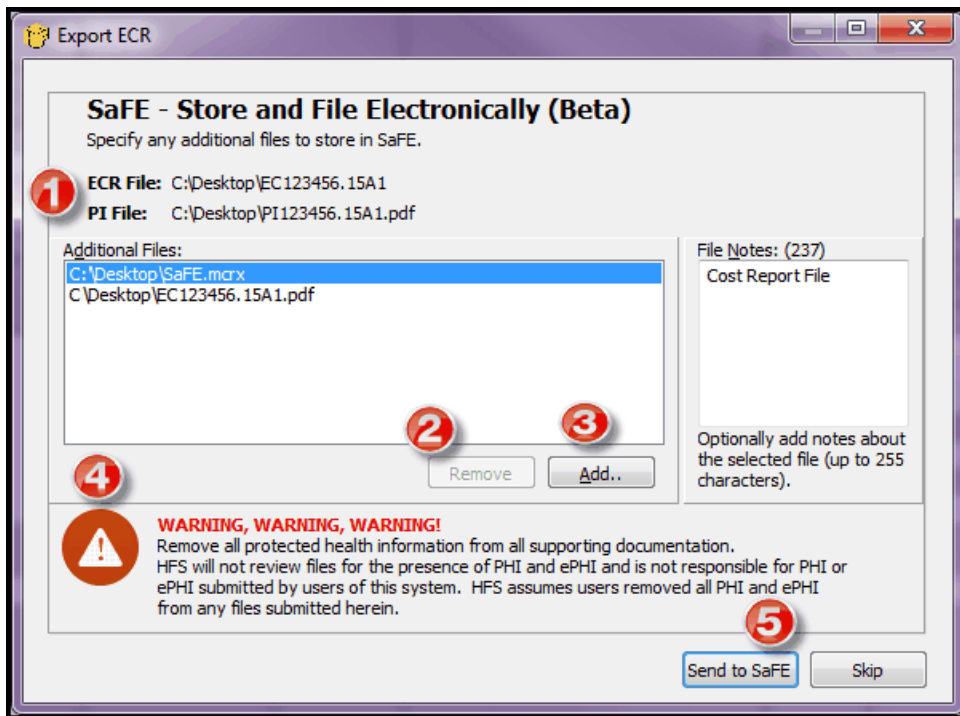
After you click Next to continue with the process you will be asked to confirm that you understand that this process does not replace the CMS requirements of mailing in your ECR files, signed certification page and other documentation as described by your MAC.



Click the Agree and Continue button to continue the process. The next screen should look familiar to you. The HFS system will create the EC and PI files, encrypt them and create the encrypted Worksheet S for signature. The system makes the files in your data file location and you can choose to have them copied to an additional location as well.

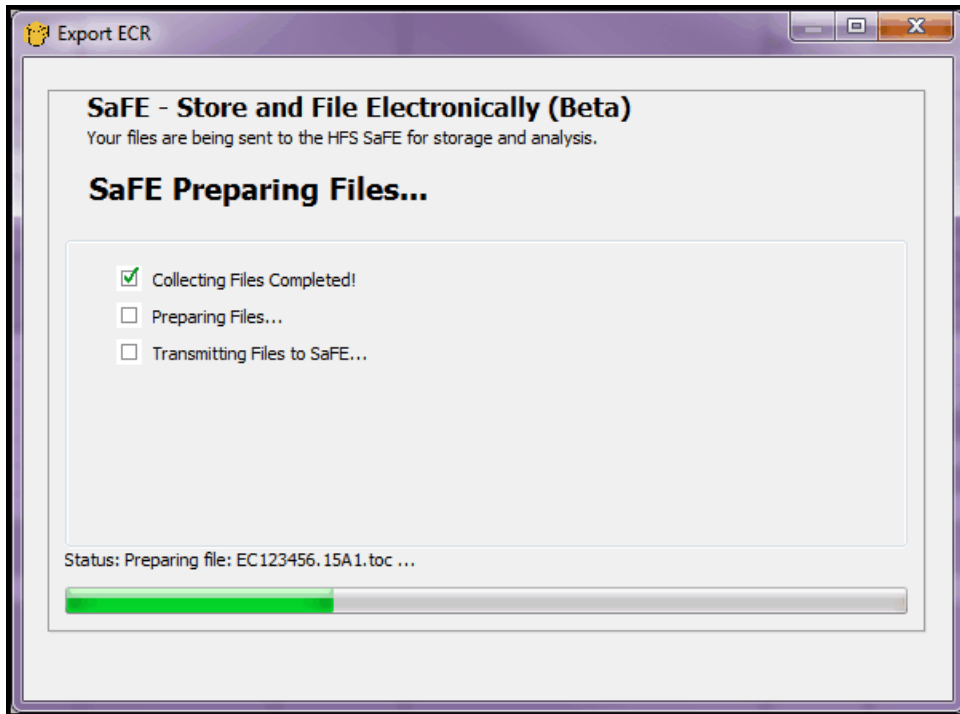


Next you will see the following SaFE information window.

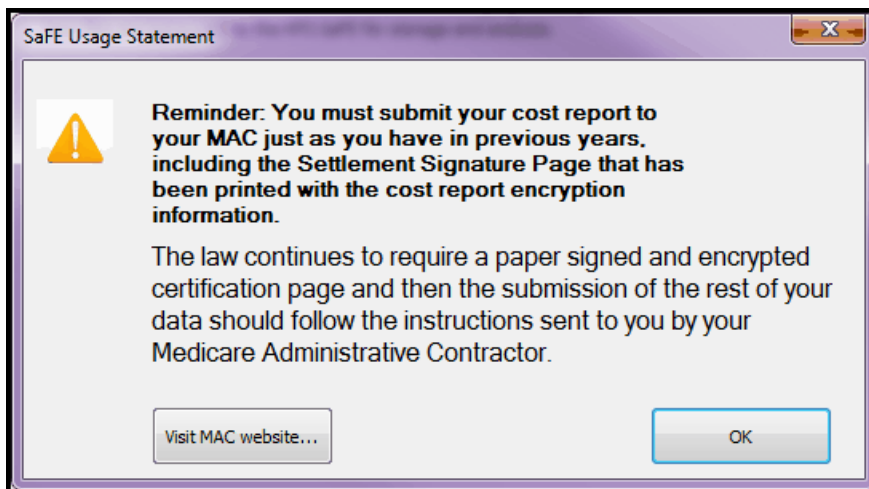


1. The EC (SN, HH, HS, RH, FQ, OP, RD, CM) and PI files have been created and we will transmit them to the SaFE site for a validity check and storage.
2. Your HFS data file (.mcrx) will also be uploaded to the SaFE site. We recommend that you store associated files in the SaFE. In this example the encrypted Worksheet S will be transmitted to the SaFE for storage. If you have used features like PS&R Reconciliation (.mcp) or the Automated Account Interface(.aai, .aaix) we will list these files as well. We recommend saving these as next year you will be able to download them and have a very efficient start to next year's cost report filing. If you do NOT want to save these files to SaFE you can click on the file to highlight it and then click the Remove button.
3. If you have other files that you would like to save in the SaFE such as work papers, click the Add button , then Browse and select your file. The File Type box has drop downs for files with a .pdf, .xls, .xlsx or *. With the additional file highlighted, you can click in the File Note box and type in a description of your file (up to 255 characters). The SaFE site will not accept .exe files for upload.
4. The HFS SaFE site is not intended to store PII or PHI data. Do not upload any file that contains PII or PHI.
5. Click the Send to SaFE button or you can change your mind and click the Skip button and not transmit anything to the SaFE site.

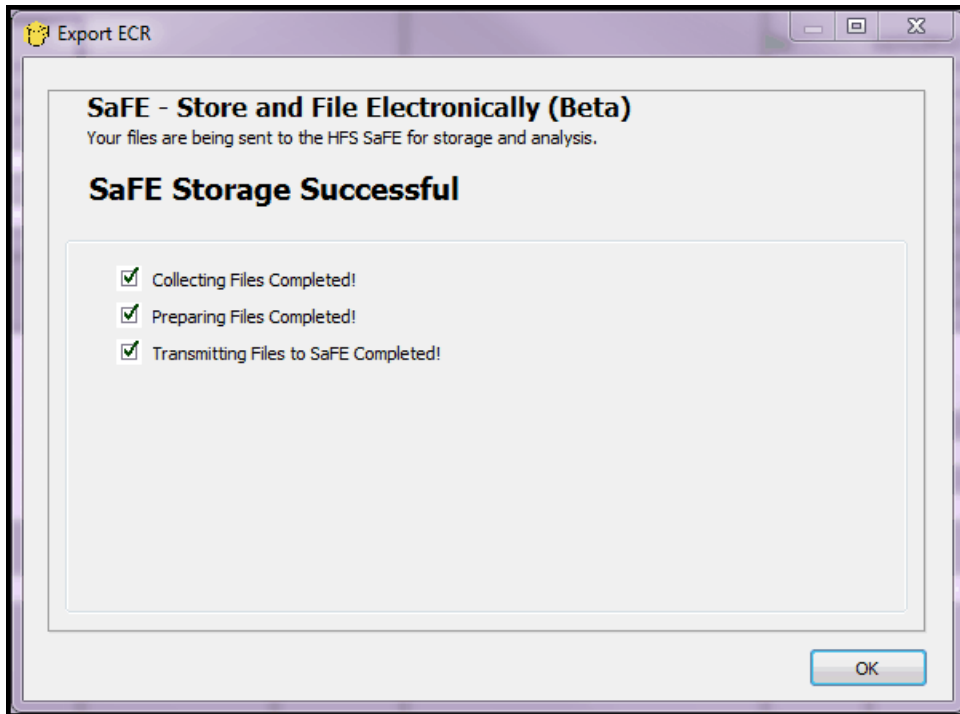
The next screen will show the storage progress.



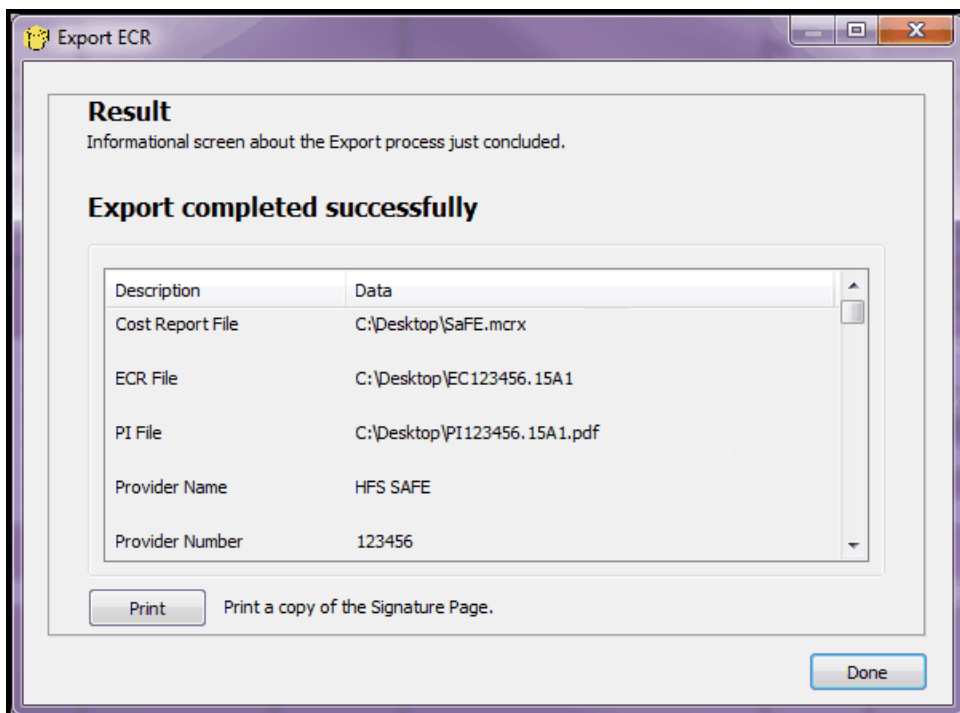
And then another warning regarding the fact that this process does NOT take the place of the existing and required by law submission process. There is also an option to Visit MAC website. This will take you to the closest we could get to your MAC's Medicare Cost Report mailing instructions.



Click the OK button and you will see the SaFE Storage Successful message.



After clicking OK, you will be back to the normal ECR Export completion information screen.



Once the SaFE site receives your files, we will notify you at the e-mail associated with your HFSSOFT.com log in.

Health Financial Systems

Files Received and Stored

Thank you for storing your Electronic Cost Report files with SaFE.
You will receive a second notification when the pre-acceptance report for this report is ready for viewing and downloading.
You can see your report status on the [HFS SaFE Web Portal](#).

Files Sent: 10/6/2016 9:32:53 AM
SaFE ID: 8754DF78EC6F4E9C9AFA2282F0516794
Cost report type: 2552-10
Provider number: 123456
Provider name: HFS SAFE
Fiscal year end: 12/31/2015

IMPORTANT REMINDER

You must still submit your Electronic Cost Report files to your MAC using your regular submission process. SaFE does not submit these files to your MAC.

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And then you will receive a second e-mail after we have processed your report. The speed of these e-mail responses will depend on the server traffic.

Health Financial Systems

Files Processed

Thank you for storing your Electronic Cost Report files with SaFE.
Your pre-acceptance report for is ready for viewing and downloading.
You can see this and other reports on the [HFS SaFE Web Portal](#).

Files Sent: 10/6/2016 9:32:53 AM by Jake
SaFE ID: [8754DF78EC6F4E9C9AFA2282F0516794](#)
Cost report type: 2552-10
Provider number: 123456
Provider name: HFS SAFE
Fiscal year end: 12/31/2015

PRE-ACCEPTANCE STATUS

Your submission passed our Pre-acceptance scan and is ready
for submission to your MAC.

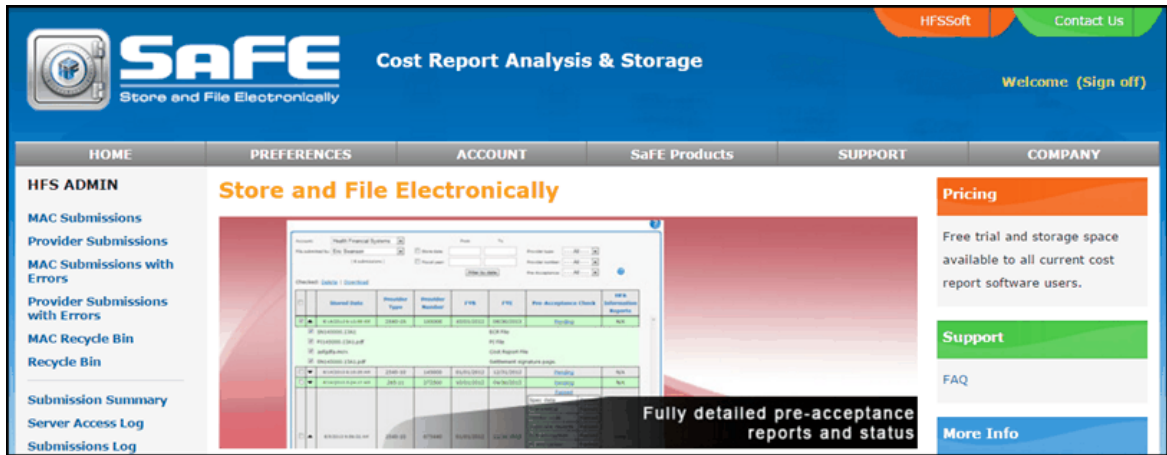
IMPORTANT REMINDER

**You must still submit your Electronic Cost Report files to your
MAC using your regular submission process. SaFE does not submit
these files to your MAC.**

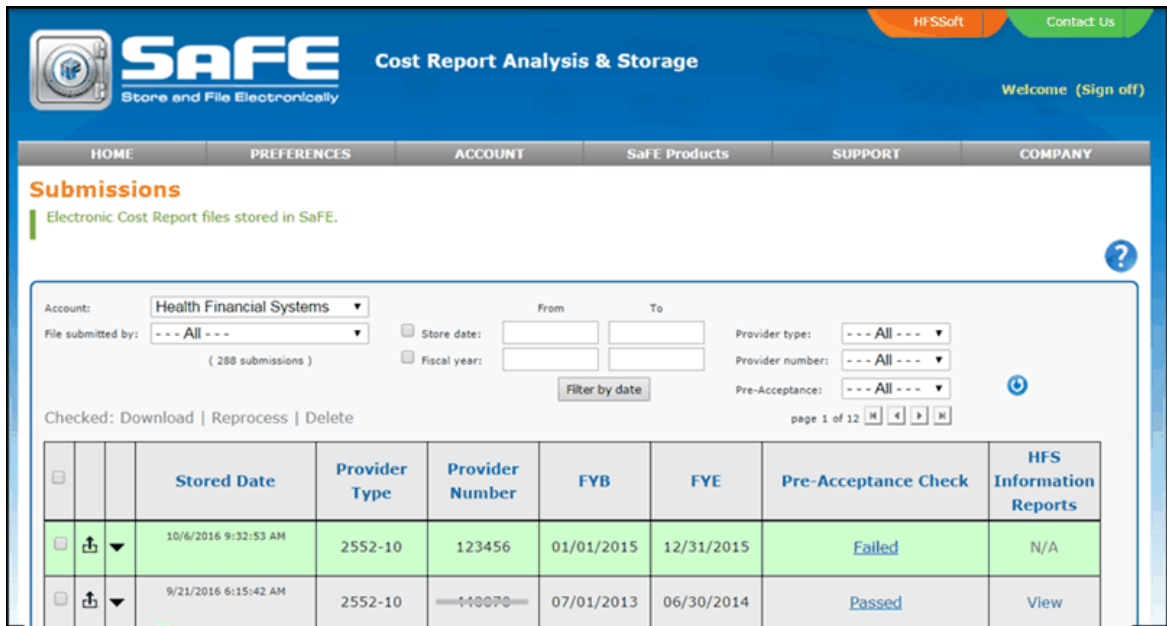
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To see the details of our processing or to view or retrieve your stored files, click the HFS SaFE web portal link in the e-mail or go to <https://safe.hfssoft.com/>.

You will need to sign in.



And then you will see a screen that shows your stored reports. If your account has more than one user, submissions will be stored by user ID. If your account has several files stored, it may be helpful to use some of our filtering options; store date, fiscal year, provider type, provider number and the status of the pre-acceptance.



After we receive your files, we run them through several validity checks. Click on the Pre-Acceptance Check status to see which areas of the file passed or failed our checks.

<input type="checkbox"/>		Stored Date	Provider Type	Provider Number	FYB	FYE	Pre-Acceptance Check	HFS Information Reports
<input type="checkbox"/>		10/27/2014 5:10:38 PM	2540-10	055582	09/01/2012	08/31/2013	Passed Spec date Passed Transmittal Passed Vendor code Passed Duplicate records Passed ECR encryption Passed PI encryption Passed Level I Passed HCRIS edits Passed Settlement Passed 700 report Passed	N/A

Click the arrow to see all files stored with this report. You will see the files that you sent and the files that were created during the HFS SaFE processing.

<input type="checkbox"/>		Stored Date	Provider Type	Provider Number	FYB	FYE	Pre-Acceptance Check	HFS Information Reports
<input type="checkbox"/>		10/27/2014 5:10:38 PM	2540-10	055582	09/01/2012	08/31/2013	Passed Spec date Passed Transmittal Passed Vendor code Passed Duplicate records Passed ECR encryption Passed PI encryption Passed Level I Passed HCRIS edits Passed Settlement Passed 700 report Passed	N/A
<input type="checkbox"/> SN055582.13A1 ECR File <input type="checkbox"/> PI055582.13A1.pdf PI File <input type="checkbox"/> SNF SaFE Example.mcrx Supporting documentation. <input type="checkbox"/> SN055582.13A1.pdf Settlement signature page. <input type="checkbox"/> submission.zip My cost report workpapers all zipped up <input type="checkbox"/> SaFE_055582 0813.mcrx Cost Report file. Generated by SaFE. <input type="checkbox"/> SaFE_055582 0813.edits.pdf Report Generated by SaFE. <input type="checkbox"/> SaFE_055582 0813.pdf Report Generated by SaFE. <input type="checkbox"/> SaFE_055582 0813.PreAcceptance.pdf Report Generated by SaFE.								

You can click the box to the right of each file and then choose to download, reprocess or delete it.

<input type="checkbox"/>		Stored Date	Provider Type	Provider Number	FYB	FYE	Pre-Acceptance Check	HFS Information Reports
<input type="checkbox"/>		10/27/2014 5:10:38 PM	2540-10	055582	09/01/2012	08/31/2013	Passed Spec date Passed Transmittal Passed Vendor code Passed Duplicate records Passed ECR encryption Passed PI encryption Passed Level I Passed HCRIS edits Passed Settlement Passed 700 report Passed	N/A
Checked: Download Reprocess Delete <input checked="" type="checkbox"/> SN055582.13A1 ECR File <input type="checkbox"/> PI055582.13A1.pdf PI File <input type="checkbox"/> SNF SaFE Example.mcrx Supporting documentation. <input type="checkbox"/> SN055582.13A1.pdf Settlement signature page. <input type="checkbox"/> submission.zip My cost report workpapers all zipped up <input type="checkbox"/> SaFE_055582 0813.mcrx Cost Report file. Generated by SaFE. <input type="checkbox"/> SaFE_055582 0813.edits.pdf Report Generated by SaFE. <input type="checkbox"/> SaFE_055582 0813.pdf Report Generated by SaFE. <input type="checkbox"/> SaFE_055582 0813.PreAcceptance.pdf Report Generated by SaFE.								

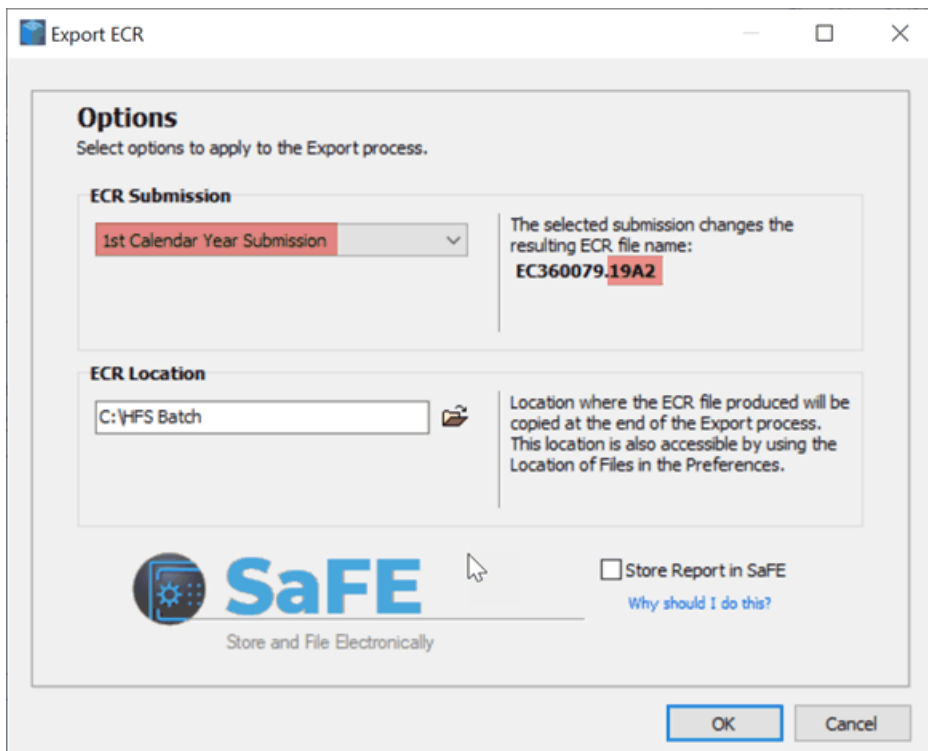
And if you are missing something and would like to add to this set of files, click the

upload box option and a browse window will appear complete with an area to add a note describing your additional file.

8 Amended Cost Reports

If you are filing an amended cost report, you will want to make a copy of the original mcrx file and rename the file amended.mcrx. You then open the mcrx file and open W/S S, Part I and change line 5 Cost Report Status from 1 – As Submitted to 5 – Amended. You also need to change line 3 to 1 for first amended report.

When you complete your changes and do the EC export, when you get to the following screen, you keep it as 1st Calendar Year Submission. The only time you change this when you are filing 2 or more cost reports in the same calendar year – like a 6-30 and 12-31 due to a CHOW.



The screenshot shows a window titled "Export ECR" with a close button (X) in the top right corner. The main content area is titled "Options" and contains the instruction "Select options to apply to the Export process." There are two main sections: "ECR Submission" and "ECR Location".

- ECR Submission:** A dropdown menu is set to "1st Calendar Year Submission". To the right, a text box states: "The selected submission changes the resulting ECR file name: EC360079.19A2".
- ECR Location:** A text input field contains "C:\HFS Batch" with a browse icon (folder with arrow) to its right. To the right, a text box explains: "Location where the ECR file produced will be copied at the end of the Export process. This location is also accessible by using the Location of Files in the Preferences."

At the bottom left is the "SaFE" logo with the tagline "Store and File Electronically". To the right of the logo is a checkbox labeled "Store Report in SaFE" with a link "Why should I do this?". At the bottom right are "OK" and "Cancel" buttons.

Notice the extension of the EC file changes to the YYA2 (the YY is the year, A for first cost report in the calendar year and the 2 for the 2nd filing – the 1st amended report).

9 PS&R Reconciliation

The HFS PS&R Reconciliation tool is an integrated component of the Medicare cost report software. The PS&R Reconciliation tool is a very efficient to import PS&R data directly into the cost report. Provider Statistical & Reimbursement reports ("PS&R") are produced by a standard system provided by CMS. The PS&R system collects Medicare Part A claims data processed on the standard claims processing system. The two primary reports produced by the PS&R system are the Provider Summary Report and the Payment Reconciliation Report. The Provider Summary Report contains a summary of Medicare Part A charges, Medicare patient days, deductibles, coinsurance, payments, etc. for each provider for a specified period of time. Providers use Provider Summary Reports to prepare their Medicare cost reports. The Payment Reconciliation Report provides detailed claims data that supports the Provider Summary Report.

The PS&R Reconciliation tool enables providers to prepare more accurate cost reports and also dramatically reduces the amount of data entry required to complete the cost report. HFS makes this tool available to both provider and MAC clients. [Click here](#) for the CMS PS&R website. This site offers PS&R extract files as an output file option (you will need to request a csv format to import into HFS). These are the files that the cost report software can import into the PS&R tool.

Requirements: You must have a Medicare cost report file (.mcr or .mcrx file) with the correct fiscal year entered and all provider/sub-provider Medicare provider numbers entered on Worksheet S-2. The provider component information on Worksheet S-2 is used to match to the PS&R data. The fiscal year information on Worksheet S-2 will be used to split the PS&R data. Other information such as Payment System will be used to correctly cross-reference PS&R Data.

**Examples are from the 2552-10 system, however the PS&R tool is available in all systems.

X S-2, Part I - Hospital Identification												
Lines 1 - 19 Lines 20 - 104 Lines 105 - 171												
A	B	C	D	E	F	G	H	I	J	K		
1	HOSPITAL AND HOSPITAL HEALTH CARE COMPLEX IDENTIFICATION DATA					Provider CCN: 36-0085	Period					
2							From: 07/01/2016	Worksheet S-2, Part I				
3							To: 06/30/2017					
4	Street:		PO Box:									
5	1.00		2.00		3.00		4.00		5.00		6.00	
6	Hospital and Hospital Health Care Complex Address:											
7	1.00 Street, PO Box		44 MAIN STREET								1.00	
8			City:		State:		Zip Code:		County:			
9	2.00 City, State, Zip Code, County		ANY CITY		Ohio		43202		FRANKLIN		2.00	
10	Hospital and Hospital-Based Component Identification:											
11		Component Name	CCN Number	CBSA Number	Provider Type	Date Certified	Payment System (P, T, O, or N)					
12							V	XVIII	XIX			
13	3.00	Hospital	PSR HOSPITAL	360085	18140	1 - General Short Term	07/01/1966	N	P	P	3.00	
14	4.00	Subprovider - SPF	PSR PSYCH	365085	18140	4 - Psychiatric	07/01/1984	N	P	P	4.00	
15	5.00	Subprovider - SPF	PSR REHAB	367085	18140	5 - Rehabilitation	07/01/1984	N	P	P	5.00	
16	6.00	Subprovider - (Other)									6.00	
17	7.00	Swing Beds - SNF									7.00	
18	8.00	Swing Beds - NF									8.00	
19	9.00	Hospital-Based SNF									9.00	
20	10.00	Hospital-Based NF									10.00	
21	11.00	Hospital-Based OLTG									11.00	
22	12.00	Hospital-Based HHA									12.00	
23	13.00	Separately Certified ASC									13.00	
24	14.00	Hospital-Based Hospice									14.00	
25	15.00	Hospital-Based Health Clinic - RHC									15.00	
26	16.00	Hospital-Based Health Clinic - FQHC									16.00	
27	17.00	Hospital-Based (CMHC) I									17.00	
28	17.10	Hospital-Based (CORP) I									17.10	
29	18.00	Renal Dialysis									18.00	
30	19.00	Other									19.00	

This screen shows an example of Worksheet S-2 with the required data entered in the cells for fiscal year and provider numbers.

Home Health Agencies also need to enter CBSA codes prior to importing the .csv file to ensure the correct data is imported and the appropriate crosswalk is applied to the imported PS&R data. HHA must enter CBSA codes in the following worksheet locations:

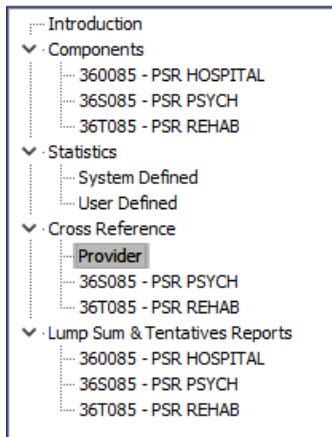
- Hospital based Home Health Agency data - 2552-10 is Worksheet S-4, line 20;
- SNF based Home Health Agency data - 2540-10 is Worksheet S-4, line 22;
- Free-standing Home Health Agency - S-3, Parts I-III line 35.

*This is available in the older mcr cost report types (i.e. 2552-96, 2540-96, 1728-94 etc.)

Revenue codes are part of the UB-04 Data File. The UB-04 data file [2024] is copyrighted by the American Hospital Association (AHA), Chicago Illinois. No part of the UB-04 Data File may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without prior express written consent of AHA.

9.1 Open the PS&R Reconciliation Tool

Your cost report must be open before you can start the PS&R Reconciliation tool. On the Tools menu, select PS&R Reconciliation.

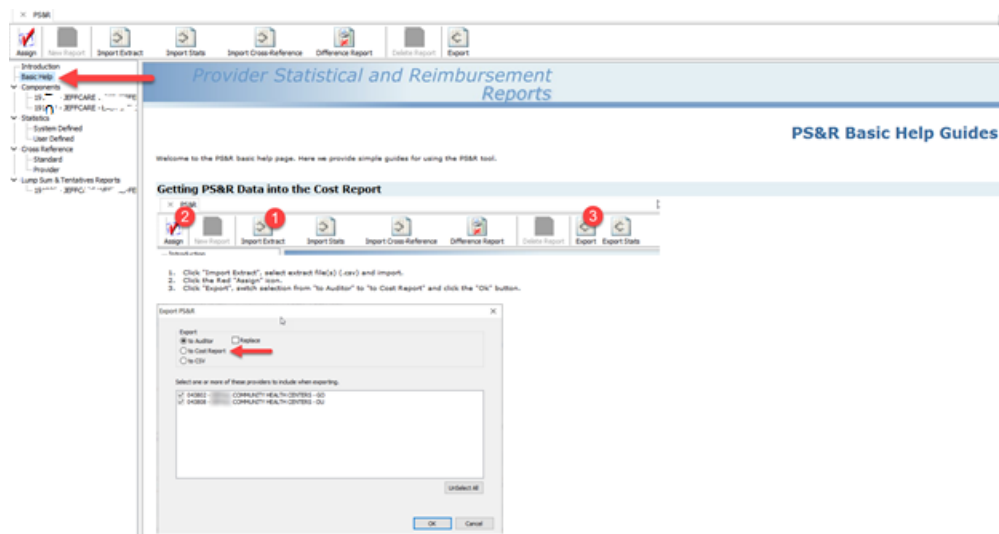


Note that the provider and sub-providers (and their respective provider numbers) have been populated in the **Component** section of the **PS&R Reconciliation** screen. This will occur automatically when you start the PS&R feature. When you select the PS&R Recon tool, this creates a mcp file that is outside of the mcx file. The mcp file should be retained.

There are numerous options that can be selected for the PS&R. The main option to select is under Assignments, select Always - Always. See [PS&R Options](#).

9.2 PS&R Help Guide for Non-Hospital Reports

The PS&R tool for non-hospitals is simple and can be summarized below:



For 2540-10, you may need to ensure all revenue codes are assigned to the proper cost center in the Provider Cross Reference.

9.3 Import PS&R Data

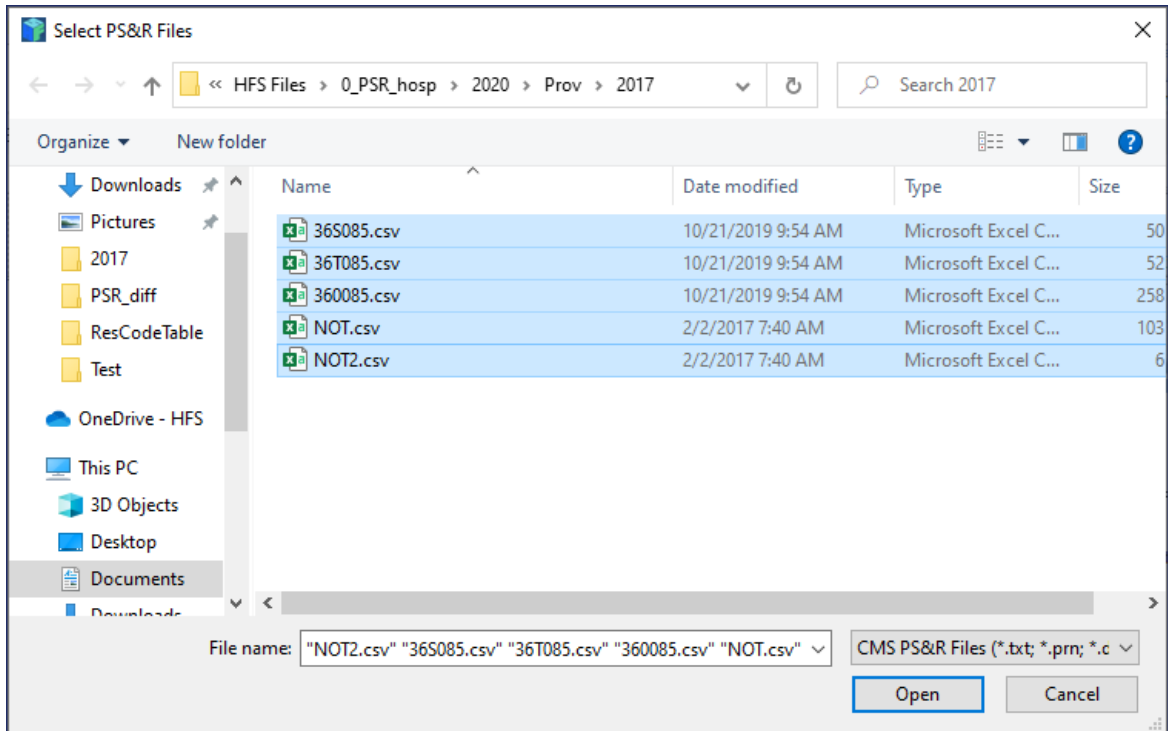
To import the PS&R data, click on the **Import Extract** icon. The following screen will appear:



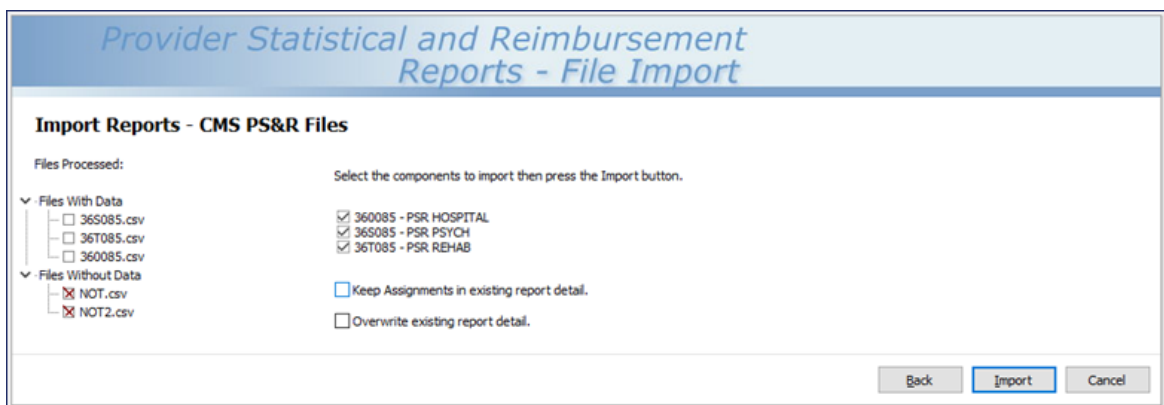
The import function is context specific. Only data associated with providers identified in the opening screen and with dates of service that fall within the cost report period can be imported. To import data, click on the browse button to locate the PS&R extract files. The system can handle a single .txt, .prn or .CSV

file containing all the splits or multiple files containing the splits (the CMS extract is now csv, previously it was txt and we also allowed prn imports). We do not expect you to examine the files to determine if they are complete. The system will do that for you.

Highlight all the PS&R extract files you obtained and want to import and then click *Open*.



It is best to import the files at the same time. Trying to import files individually can cause problems if you inadvertently import one or more files more than one time.



If you accidentally selected unrelated PS&R extract files, the files will not be imported. The files will be excluded from the import because either the cost

report period or the provider number (or both) on the cost report's S-2 did not match the data in the PS&R extract files. Select the files to import and click *Open*.

You will see the screen shown above. The software will already have analyzed the files you selected to import and will show you which files have data that may be imported and will also show you any files that do not. (See items 1 and 2.) By default, all components will be selected for import. If you un-select any components the files that have data which may be imported may change. Only files with data for the selected components may be imported. There is a check box underneath the component section. Check the box if you want to overwrite any existing report detail when you import the data in the selected files. This option will wipe out any existing report data and replace it with the data you are about to import. Click *Import* to import data for the selected components from the extract files you identified.

After the import is complete, the results will be displayed. Note that the five PS&R Extract files that relate to the cost report all have a check mark that denotes a successful import. Note that five of the ten files were not imported. These files are marked with a red "X" . This is because these files did not contain data relevant

to the cost report. Click the **Finished** button and the **Import** screen will close. The **Report** screen will be displayed:

The screenshot shows the PS&R software interface. On the left is a navigation tree with categories like Components, Statistics, Cross Reference, and Lump Sum & Tentatives Reports. The main area displays a list of reports with columns for Report Code, Description, Imported status, and Date Created. Below this is a detailed data table with columns for Revenue Code, Date of Service, PS&R Amount, Adjustment Amount, Worksheet, Program, Component, Line, Column, and Allocation Basis.

Report Code	Description	Imported	Date Created
110	Inpatient Part A	Yes	1/5/2021 12:35:38 PM
118	Inpatient Part A - Manag...	Yes	1/5/2021 12:35:38 PM
11A	I/P - Part A (MSP-LCC)	Yes	1/5/2021 12:35:38 PM
12P	Inpatient Part B - OPPS	Yes	1/5/2021 12:35:38 PM
130	Outpatient - All Other	Yes	1/5/2021 12:35:38 PM

	Revenue Code	Date of Service	PS&R Amount	Adjustment Amount	Worksheet	Program	Component	Line	Column	Allocation Basis
1	120	09/30/2016	11,553,324.00	0.00				0.00	0.00	
2	120	06/30/2017	50,032,679.00	0.00				0.00	0.00	
3	126	09/30/2016	165,636.00	0.00				0.00	0.00	
4	126	06/30/2017	427,572.00	0.00				0.00	0.00	
5	200	09/30/2016	11,966,178.00	0.00				0.00	0.00	
6	200	06/30/2017	46,668,363.00	0.00				0.00	0.00	
7	206	09/30/2016	17,012,886.00	0.00				0.00	0.00	
8	206	06/30/2017	54,571,042.00	0.00				0.00	0.00	
9	207	09/30/2016	4,295.00	0.00				0.00	0.00	
10	207	06/30/2017	4,773.00	0.00				0.00	0.00	
11	250	09/30/2016	33,997,666.74	0.00				0.00	0.00	

Note: By clicking on a component, the reports associated with that component will appear in the top of the screen. Clicking on individual reports will display the report with all the revenue codes, dates of service and PS&R amount

Revenue codes are part of the UB-04 Data File. The UB-04 data file [2024] is copyrighted by the American Hospital Association (AHA), Chicago Illinois. Nor part of the UB-04 Data File may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without prior express written consent of AHA.

9.4 Sort PS&R Data

The default sort order is by revenue code, and then by date of service. You can sort by any column by clicking on the column heading.

This is a close-up view of the data table from the screenshot above. The 'Column' header is highlighted in yellow, indicating it is the current sort order. The table shows 11 rows of data with columns for Revenue Code, Date of Service, PS&R Amount, Adjustment Amount, Worksheet, Program, Component, Line, Column, and Allocation Basis.

	Revenue Code	Date of Service	PS&R Amount	Adjustment Amount	Worksheet	Program	Component	Line	Column	Allocation Basis
1	120	09/30/2016	11,553,324.00	0.00				0.00	0.00	
2	120	06/30/2017	50,032,679.00	0.00				0.00	0.00	
3	126	09/30/2016	165,636.00	0.00				0.00	0.00	
4	126	06/30/2017	427,572.00	0.00				0.00	0.00	
5	200	09/30/2016	11,966,178.00	0.00				0.00	0.00	
6	200	06/30/2017	46,668,363.00	0.00				0.00	0.00	
7	206	09/30/2016	17,012,886.00	0.00				0.00	0.00	
8	206	06/30/2017	54,571,042.00	0.00				0.00	0.00	
9	207	09/30/2016	4,295.00	0.00				0.00	0.00	
10	207	06/30/2017	4,773.00	0.00				0.00	0.00	
11	250	09/30/2016	33,997,666.74	0.00				0.00	0.00	

Note: There are no duplicate dates of service.

9.5 Manually Input PS&R Data

The PS&R feature allows you to manually enter data if extract files are not available. To do this, click on the component that you wish to create a new report for and the following screen will be displayed.

Report Code	Description	Imported	Date Created
110DX	Hosp Inp Medicaid	No	8/26/2016 8:54:53 AM

Provider Statistical and Reimbursement Reports

New PS&R Report

Create a New Report

Standard Reports
 Custom Reports
 Import MCP Reports
 Import PS&R Reports

Choose Standard Reports to create a new report using one of the reports included with the PS&R system. These reports have standard report numbers and descriptions.

To create a new PS&R Report, select from one of the above options, then press the Next button.

Here, you can create new reports by choosing from a list of standard reports (see below).

Provider Statistical and Reimbursement Reports

Place a check next to each report to add then press the Finished button.
Reports selected that are already in use will not be added.

New PS&R Report - Standard Reports

- 110 - Inpatient Part A
- 110T19 - Inpatient Part A - Title XIX
- 118 - Inpatient Part A - Managed Care
- 11R - Inpatient Rehab
- 11S - I/P Long Term Care Part A, PPS
- 11U - Inpatient Psychiatric Prospective Payment
- 120 - Inpatient Part B
- 120T19 - Outpatient - Title XIX
- 122 - Inpatient Part B - Vaccine

Back Finished Cancel

In addition, you can create customized reports by selecting the *Custom Reports* option. You will see the following screen.

Provider Statistical and Reimbursement Reports

New PS&R Report - Custom Reports

Custom reports are reports created using your own report code and description.
Enter the Report Code and Description, then press the Finished button.

Report Code:

Description:

Description can be up to 255 characters.

In the example above, you entered “110XIX” and “Hosp Inp Medicaid” to create the custom report.

Click **Finished** to create the new report. The report screen for the new report will open. You can type data into the various cells.

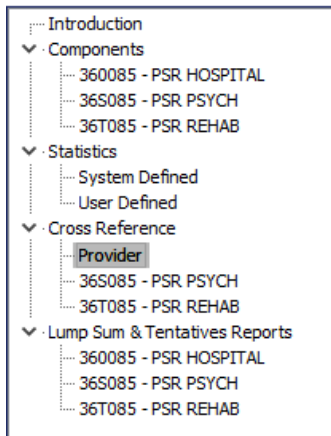
Report Code	Description	Imported	Date Created
110XIX	Hosp Inp Medicaid	No	8/26/2016 8:54:53 AM

	Revenue Code	Date of Service	PS&R Amount	Adjustment Amount	Worksheet	Program	Component	Line	Column	Allocation Basis
1			0.00	0.00				0.00	0.00	
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

You can also type data on a report that was created automatically when you imported the PS&R data. You may need to add amounts that were not included in the extract file.

9.6 Update Provider Cross-Reference

You can view and edit the Provider Cross-Reference by clicking **Provider** under the heading **Cross-Reference** on the left side of the screen (see below).



The following picture is an example of the **Provider Cross-Reference** screen (the line numbers are for the 2552-10).

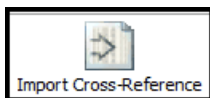
	Revenue Code	Revenue Code Description	Worksheet A Line Number	Statistic Code	Override for Part B Line Number	Override for Part B Statistic Code
1	120	ROOM-BOARD/SEMI	30.00		0.00	
2	126	DETOX/2BED	30.00		0.00	
3	200	INTENSIVE CARE	31.00		0.00	
4	206	POST ICU	30.00		0.00	
5	207	ICU/BURN CARE	33.00		0.00	
6	250	PHARMACY	73.00		0.00	
7	260	IV THERAPY	64.00		0.00	
8	270	MED-SURG SUPPLIES	71.00		0.00	
9	271	NONSTER SUPPLY	71.00		0.00	
10	272	STERILE SUPPLY	71.00		0.00	
11	274	PROSTH/ORTH DEV	71.00		0.00	
12	275	PACE MAKER	72.00		0.00	
13	276	INTR OC LENS	72.00		0.00	
14	278	SUPPLY/IMPLANTS	72.00		0.00	
15	300	LABORATORY	60.00		0.00	
16	301	LAB/CHEMISTRY	60.00		0.00	
17	302	LAB/IMMUNOLOGY	60.00		0.00	

The first time you view the Provider Specific Crosswalk all worksheet A line numbers will be set to HFS's assumptions. You will customize the crosswalk for the provider whose cost report you are preparing. There are four columns on the provider specific crosswalk screen: **Worksheet A Line Number**; **Statistic Code**; **Override for Part B Line Number**; and **Override for Part B Statistic Code**. The **Worksheet A Line Number** field should be filled out with the appropriate cost center. If the revenue code should be allocated to multiple cost centers, type "0" for the **Worksheet A Line Number** and enter a statistic code in the **Statistic Code** column. (See section 7.8 for further details.)

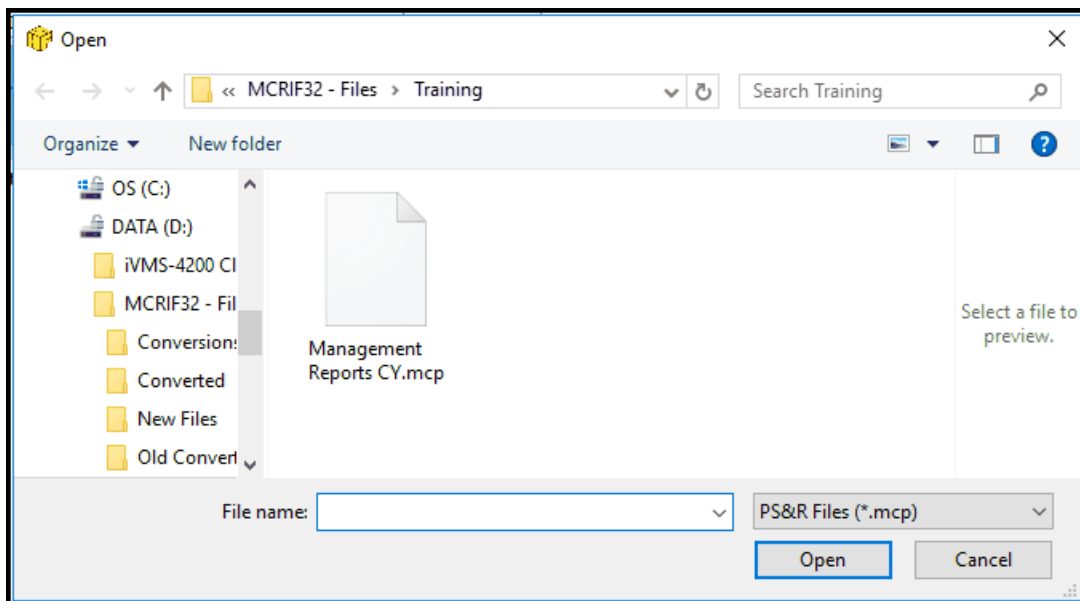
The **Override for Part B Line Number** column and the **Override for Part B Statistic Code** column are used if you need to assign revenue codes to one place for Part A reports and another place for Part B reports. These entries act as overrides for the Part B reports and only need to be filled out if the first two columns of information cannot be used for the Part B reports.

9.7 Import Provider Cross-Reference

If you used the PS&R feature in a prior year and you want to start this cost report with the Provider Cross-Reference that you previously customized, you need the .mcp file from the prior year. Click the **Import Cross-Reference** button on the toolbar.



The following screen will be displayed.



Browse to and select the .mcp file then click **Open**. The cross-reference will be imported. Once you are satisfied with the Provider Cross-Reference, you are ready for the next step.

9.8 Allocate with Statistics

If you have a revenue code that should be assigned to more than one cost center you can use a statistic. The first step is to assign a statistic code to the revenue code that needs to be split. You can enter this statistic code on the report or on the Provider Cross-Reference.

To create a statistic, click on **User Defined**, under the **Statistics** heading, to open the **New PS&R Statistic** screen. Give your statistic a four character stat code and a description.

Note: Stat codes are case sensitive. When you use a user defined stat code you must type it exactly as it was typed when you created it. For instance, user defined stat code "120I" is not the same as user defined stat code "120i."

Once you have entered the code and description, click **Finished**. The following screen will appear.

Statistic Code	Description
120I	120 Inpatient

Line	Description	Amount
1	30.00 ADULTS & PEDIATRICS	50
2	31.00 INTENSIVE CARE UNIT	25
3	35.00 NEONATAL INTENSIVE CARE UNIT	25
4	40.00 SUBPROVIDER - IPF	0
5	41.00 SUBPROVIDER - IRF	0
6	43.00 NURSERY	0
7	50.00 OPERATING ROOM	0
8	50.01 OPERATING ROOM	0
9	50.02 AMBULATORY SURGERY	0
10	50.03 LASER CENTER	0
11	50.04 BIOMED CIRCULATION/PERFUSION	0
12	51.00 RECOVERY ROOM	0
13	52.00 DELIVERY ROOM & LABOR ROOM	0
14	53.00 ANESTHESIOLOGY	0
15	54.00 RADIOLOGY-DIAGNOSTIC	0

Enter your allocation on this screen. In this example, this statistic that will assign a revenue code to cost centers 30, 31, and 35. The allocation entered is 50, 25 and 25. 50% will go to cost center 25, and 25% to cost centers 27 and 28. When entering statistics, you will not include decimals, so if 45.55% enter as 4555 and if dollar amount, either round up or down.

Note: If you know the exact dollar amount that you wish to assign to certain cost centers, you can enter these amounts instead of using a percentage.

You can create splits between an actual cost center and a 999 line (e.g., No LINE). The 999.00 Not Allocated\Non Allowable option is at the very end of the **Stat Setup Cost Center** screen.

The PS&R feature has certain statistics that have already been defined. Click **System Defined** and the predefined stats will appear in the top section of the screen. Click on individual predefined stats to show the allocations. To modify a “system” or a “user defined” statistic, select the statistic and modify it.

Next, assign the statistic. You can assign the statistic to each similar revenue code in all reports or to only one report. To add the statistic globally, add it in the statistic code column in the provider cross-reference. Enter the statistic code in the **Allocation Basis** column for a revenue code in a report when you only want the assignment to apply to a particular report. The image below is an example of how you apply statistics at the Provider Cross-Reference level.

	Revenue Code	Revenue Code Description	Worksheet A Line Number	Statistic Code	Override for Part B Line Number	Override for Part B Statistic Code
1	120	ROOM-BOARD/SEMI	0.00	120I	0.00	
2	126	DETOX/2BED	30.00		0.00	
3	200	INTENSIVE CARE	31.00		0.00	
4	206	POST ICU	30.00		0.00	
5	207	ICU/BURN CARE	33.00		0.00	

If you want to apply the Revenue Split to Part B only, enter the statistic in the **Statistic Code – Part B Only** column.

Note: Wherever the statistics are added, the previously assigned line has to be zeroed and the statistic added. The following is an example of statistic (120I) that has been assigned to Revenue Code 120 in report 110 – Inpatient Part A:

Report Code	Description	Imported	Date Created
110	Inpatient Part A	Yes	1/5/2021 12:35:38 PM
118	Inpatient Part A - Manag...	Yes	1/5/2021 12:35:38 PM
11A	I/P - Part A (MSP-LCC)	Yes	1/5/2021 12:35:38 PM
12P	Inpatient Part B - OPPS	Yes	1/5/2021 12:35:38 PM
130	Outpatient - All Other	Yes	1/5/2021 12:35:38 PM

	Revenue Code	Date of Service	PS&R Amount	Adjustment Amount	Worksheet	Program	Component	Line	Column	Allocation Basis
1	120	09/30/2016	1,553,324.00	0.00	D-3	Title XVIII	Hospital	0.00	2.00	120I
2	120	06/30/2017	0,032,679.00	0.00	D-3	Title XVIII	Hospital	0.00	2.00	120I
3	126	09/30/2016	165,636.00	0.00	D-3	Title XVIII	Hospital	30.00	2.00	
4	126	06/30/2017	427,572.00	0.00	D-3	Title XVIII	Hospital	30.00	2.00	
5	200	09/30/2016	1,966,178.00	0.00	D-3	Title XVIII	Hospital	31.00	2.00	
6	200	06/30/2017	6,668,363.00	0.00	D-3	Title XVIII	Hospital	31.00	2.00	
7	206	09/30/2016	7,012,886.00	0.00	D-3	Title XVIII	Hospital	30.00	2.00	
8	206	06/30/2017	4,571,042.00	0.00	D-3	Title XVIII	Hospital	30.00	2.00	
9	207	09/30/2016	4,295.00	0.00	D-3	Title XVIII	Hospital	33.00	2.00	
10	207	06/30/2017	4,773.00	0.00	D-3	Title XVIII	Hospital	33.00	2.00	

There are two important things to remember when entering a statistic: the statistic code has to be entered exactly as it was set up (i.e., it is case-sensitive); and if you are using a statistic, you must zero out the previously assigned line number.

The Difference Report will highlight the Revenue Code subject to a statistic, by including the statistic code used next to the amount. [See the example below.]

PS&R Difference Report		CMS-2552-10				
Date Prepared: 1/5/2021 1:19:12 PM		Page 8				
Data File: C:\Users\jdisabato\Documents\HFS Files\0_PSR_hosp\2020\Prov\2017\AsFiled_2017.MCRX						
Fiscal Year: 07/01/2016 To 06/30/2017						
Provider Name: PSR HOSPITAL		Health Financial Systems				
Provider No: 360085		MCRIF32				
360085 - PSR HOSPITAL						
D-3, Title XVIII Hospital Column 2.00						
Wkst	Report	Rev				
Line	Code	Code	Description	PS&R + Adj Amount	MCR Amount	Difference
0.00	Line Not Assigned					
110	Inpatient Part A					
	343		NUC MED/DX RADIOPHARM	569,668.80		
	483		ECHOCARDIOLOGY	7,914,418.00		
	618		MRA-OTHER	53,861.00		
	681			817,336.00		
	750		GASTR-INTS SVS	3,836,693.00		
	900		PSTAY TREATMENT	1,288.00		
	901		ELECTRO SHOCK	105,159.00		
	918		PSYCH/TESTING	1,983.00		
	920		OTHER DX SVS	1,864,484.00		
	940		OTHER RX SVS	2,385,978.00		
	943		CARDIAC REHAB	2,166.00		
Total	Line Not Assigned			17,553,035.00	0.00	17,553,035.00
30.00	ADULTS & PEDIATRICS					
110	Inpatient Part A					
	*	120	ROOM-BOARD/SEMI	30,793,001.50	120I	
		126	DETOX/2BED	593,208.00		
		206	POST ICU	71,583,928.00		
Total	ADULTS & PEDIATRICS			102,970,138.00	133,763,139.00	-30,793,001.00
31.00	INTENSIVE CARE UNIT					
110	Inpatient Part A					
	*	120	ROOM-BOARD/SEMI	15,396,500.75	120I	
		200	INTENSIVE CARE	58,634,541.00		
Total	INTENSIVE CARE UNIT			74,031,042.00	58,634,541.00	15,396,501.00
33.00	Line Not Assigned					
110	Inpatient Part A					
		207	ICU/BURN CARE	9,068.00		
Total	Line Not Assigned			9,068.00	0.00	9,068.00
35.00	NEONATAL INTENSIVE CARE UNIT					
110	Inpatient Part A					
	*	120	ROOM-BOARD/SEMI	15,396,500.75	120I	
Total	NEONATAL INTENSIVE CARE UNIT			15,396,501.00	0.00	15,396,501.00
50.00	OPERATING ROOM					
110	Inpatient Part A					
		360	OR SERVICES	108,798,384.00		
Total	OPERATING ROOM			108,798,384.00	119,488,708.00	-10,690,324.00
51.00	RECOVERY ROOM					

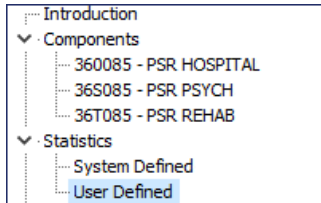
Note: The Revenue Code 120 in report 110 has both a "*" and the stat code 120I to denote that a stat was used to allocate the amounts accordingly.

9.9 Import a Statistic

You can import statistics from an .mcp file. Click the **Import Stats** button on the toolbar.




Then select the .mcp file you want to import from.



This will import the statistics from the selected .mcp file.

9.10 Apply Provider Cross-Reference

After you import data and setup and/or review the Provider Cross-Reference, you must apply the cross-reference to the data associated with the various reports and components. Click the large check mark  on the tool bar to apply the Provider Cross-Reference to the imported PS&R data. You will see the screen depicted below.

Generate Worksheet Assignments

Components Assignments

Select one or more of these providers to include when generating worksheet assignments.

- 360085 - PSR HOSPITAL
- 36S085 - PSR PSYCH
- 36T085 - PSR REHAB

UnSelect All

OK Cancel

Select the components you want to cross-reference and click **OK**. When the cross-reference is finished, you can change a specific revenue code at the report level without changing the Provider Specific Cross-Reference.

Generate Worksheet Assignments

Components Assignments

Assignments

Customize your assignment processing for the PS&R.

Worksheet Assignments

When a matching assignment is found, replace the existing detail:

- Only if existing detail is blank.
- Always
- Never

Line Number / Stat Code Assignments

When assigning line numbers or statistic codes, replace the existing detail:

- Only if existing detail is blank.
- Always
- Only if existing detail is a stat code.
- Only if existing detail is a line no.
- Never

Always prompt before starting the automatic assignment process.

OK Cancel

There are options for the **Apply** process on the **Assignments** tab. The default is

Always overwrite worksheet and line number/stat code assignments. This means that if you make changes at the report level that differ from the Provider Specific Crosswalk and then click **Apply**, those changes will always be overwritten. If this is not your intention, you can change what would be replaced.

Note: We highly suggest to have selection Always - Always (this is under the main Options | Preferences | PS&R Options | Assignments).

Once you complete the Provider Cross Reference, if the subunits are the same as the hospital, you can select the Transfer Cross Reference icon and then select subunits you want to be the same as the hospital.

The screenshot shows a software interface with a table of revenue codes and a dialog box titled "Transfer Provider Cross Reference Data".

Revenue Code	Revenue Code Description	Worksheet A Line Number	Statistic Code	Override for Part B Line Number
1 120	ROOM-BOARD/SEMI	0.00	120I	0.00
2 126	DETOX/2BED	30.00		0.00
3 200	INTENSIVE CARE	31.00		0.00
4 206	POST ICU	30.00		0.00
5 207	ICU/BURN CARE	33.00		0.00
6 250	PHARMACY	73.00		0.00
7 260	IV THERAPY	64.00		0.00
8 270	MED-SURG SUPPLIES	71.00		0.00
9 271	NONSTER SUPPLY	71.00		0.00
10 272	STERILE SUPPLY	71.00		0.00

The dialog box "Transfer Provider Cross Reference Data" contains the following text and options:

Select one or more of these providers to transfer Provider Cross Reference data to.

- 36S085 - PSR PSYCH
- 36T085 - PSR REHAB

WARNING Transferred data overwrites any pre-existing data in the selected providers cross reference.

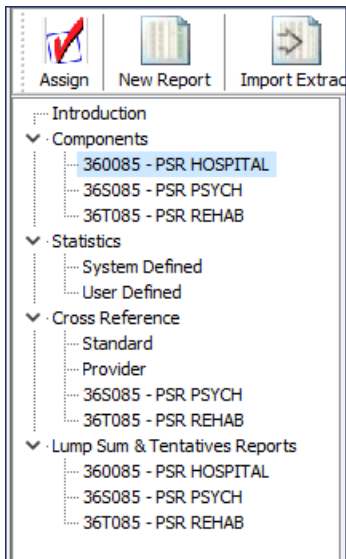
Buttons: UnSelect All, OK, Cancel

9.11 View/Print the Difference Report

The Difference Report shows the "as submitted" values, the grouped PS&R values and the difference between the two. You can view the Difference Report by clicking the **Difference Report** button on the toolbar.



The software will produce a Difference Report for the entire facility if you select **Components** on the tree, located on the right edge of your screen.



If you select an individual component the Difference Report will apply only to the selected component. Whether you chose to run the Difference Report for all components or a single component, the software will run the report and you will see the print preview version of the Difference Report on your screen. The diagram below shows a print preview of the Difference Report.

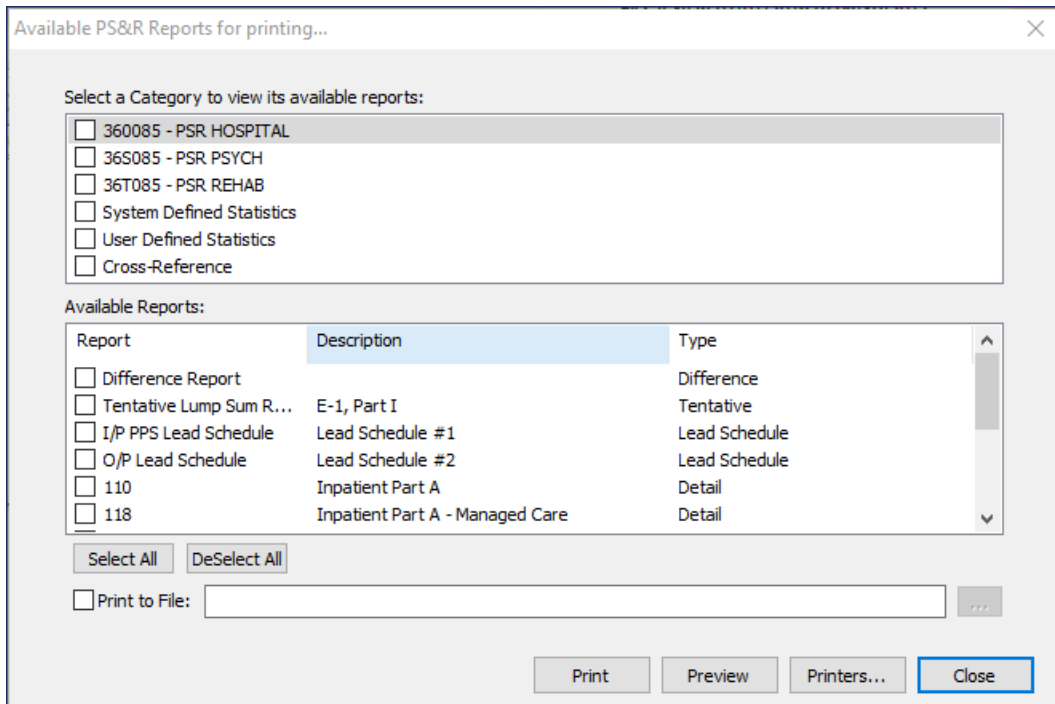
PS&R Difference Report					CMS-2552-10	
Date Prepared: 1/5/2021 1:19:12 PM					Page 8	
Data File: C:\Users\disabato\Documents\HFS Files\0_PSR_hosp\2020\Prov\2017\AsFiled_2017.MCRX						
Fiscal Year: 07/01/2016 To 06/30/2017						
Provider Name: PSR HOSPITAL					Health Financial Systems	
Provider No: 360085					MCRIF32	
360085 - PSR HOSPITAL						
D-3, Title XVIII Hospital Column 2.00						
Wkst Line	Report Code	Rev Code	Description	PS&R + Adj Amount	MCR Amount	Difference
0.00	Line Not Assigned					
	110		Inpatient Part A			
		343	NUC MED/DX RADIOPHARM	569,668.80		
		483	ECHOCARDIOLOGY	7,914,418.00		
		618	MRA-OTHER	53,861.00		
		681		817,336.00		
		750	GASTR-INTS SVS	3,836,693.00		
		900	PSTAY TREATMENT	1,288.00		
		901	ELECTRO SHOCK	105,159.00		
		918	PSYCH/TESTING	1,983.00		
		920	OTHER DX SVS	1,864,484.00		
		940	OTHER RX SVS	2,385,978.00		
		943	CARDIAC REHAB	2,166.00		
Total	Line Not Assigned			17,553,035.00	0.00	17,553,035.00
30.00	ADULTS & PEDIATRICS					
	110		Inpatient Part A			
		* 120	ROOM-BOARD/SEMI	30,793,001.50	120I	
		126	DETOX/2BED	593,208.00		
		206	POST ICU	71,583,928.00		
Total	ADULTS & PEDIATRICS			102,970,138.00	133,763,139.00	-30,793,001.00
31.00	INTENSIVE CARE UNIT					
	110		Inpatient Part A			
		* 120	ROOM-BOARD/SEMI	15,396,500.75	120I	
		200	INTENSIVE CARE	58,634,541.00		
Total	INTENSIVE CARE UNIT			74,031,042.00	58,634,541.00	15,396,501.00
33.00	Line Not Assigned					
	110		Inpatient Part A			
		207	ICU/BURN CARE	9,068.00		
Total	Line Not Assigned			9,068.00	0.00	9,068.00
35.00	NEONATAL INTENSIVE CARE UNIT					
	110		Inpatient Part A			
		* 120	ROOM-BOARD/SEMI	15,396,500.75	120I	
Total	NEONATAL INTENSIVE CARE UNIT			15,396,501.00	0.00	15,396,501.00
50.00	OPERATING ROOM					
	110		Inpatient Part A			
		360	OR SERVICES	108,798,384.00		
Total	OPERATING ROOM			108,798,384.00	119,488,708.00	-10,690,324.00
51.00	RECOVERY ROOM					

The first section, Line Not Assigned, will show any revenue codes not assigned to a worksheet. We recommend you review these lines to see if there are revenue codes that need to be assigned. If there are, go back to either the provider cross-reference or to the report level and assign a line number. For revenue codes that were successfully assigned, the report shows the PS&R amounts, the cost report amounts, and the difference between the two.

You cannot set print options when you run the Difference Report by clicking the button on the toolbar. The options are accessible if you run the Difference Report by clicking **Print** on the **File** menu at the top of the screen. For example, you can print individual lead schedule reports, the standard or provider cross-reference, and any statistics. The next section discusses the print options in more detail.

9.12 Print

Printed copies of the PS&R reports can be used as the PS&R crosswalk that should be submitted with the cost report. To view or modify printing options, select **Print** from the **File** menu.



You can select one or more reports to print or print preview. In the example below, if the second component is selected, only the reports associated with this component will appear.

Available PS&R Reports for printing...

Select a Category to view its available reports:

- 360085 - PSR HOSPITAL
- 36S085 - PSR PSYCH
- 36T085 - PSR REHAB
- System Defined Statistics
- User Defined Statistics
- Cross-Reference

Available Reports:

Report	Description	Type
<input checked="" type="checkbox"/> Difference Report		Difference
<input type="checkbox"/> Tentative Lump Sum R...	E-1, Part I	Tentative
<input type="checkbox"/> I/P PPS Lead Schedule	Lead Schedule #1	Lead Schedule
<input type="checkbox"/> O/P Lead Schedule	Lead Schedule #2	Lead Schedule
<input type="checkbox"/> 118	Inpatient Part A - Managed Care	Detail
<input type="checkbox"/> 11U	Inpatient Psychiatric Prospective Payment	Detail

Select All DeSelect All

Print to File:

Print Preview Printers... Close

Likewise, if you select System Defined Statistics, User Defined Statistics, or Cross-Reference, only reports available for printing for the selected item(s) will appear. We suggest to select User Defined Statistics along with the Provider Cross References:

Available PS&R Reports for printing...

Select a Category to view its available reports:

- 360085 - PSR HOSPITAL
- 36S085 - PSR PSYCH
- 36T085 - PSR REHAB
- System Defined Statistics
- User Defined Statistics
- Cross-Reference

Available Reports:

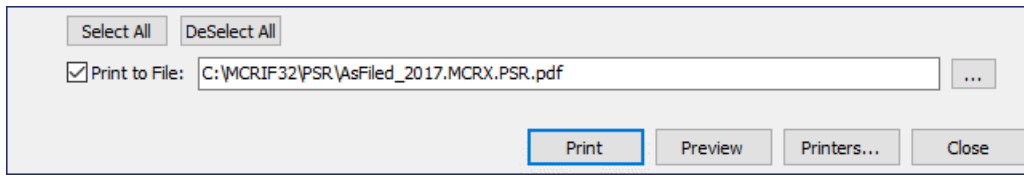
Report	Description	Type
<input type="checkbox"/> Standard Cross-Refere...		Cross-Reference
<input checked="" type="checkbox"/> Provider Cross-Reference		Cross-Reference
<input checked="" type="checkbox"/> 36S085 - PSR PSYCH		Cross-Reference
<input checked="" type="checkbox"/> 36T085 - PSR REHAB		Cross-Reference

Select All DeSelect All

Print to File:

Print Preview Printers... Close

Select **Print to File** at the bottom of the dialog box to print to a PDF file.



After you click the **Print to File** check box and before you click the **Print** button, you must specify the folder where you want to save the PDF file. Enter the drive letter, directory path and file name in the text box to the right of the **Print to File**

check box, or click the **Browse** button . The example above will save the PDF file to C:\MCRIF32\PSR\AsFiled_2017.MCRX.PSR.pdf

9.13 Export PS&R Data

If you are an auditor, you can export the PS&R data to the Auditor feature and audit adjustments will be automatically created. If you are a provider, the PS&R amounts can be exported to the cost report. (See details below.)

9.13.1 Export to Auditor

Before an auditor exports PS&R data to Auditor, it is important to first set-up certain Adjustment Preferences.

The screenshot shows the 'Preferences' dialog box with the 'Adjustments' section selected. The 'Adjustments' section is titled 'Adjustments' and has the subtitle 'Customize the exported Auditor adjustment descriptions.' It contains the following fields and options:

- First Line of Adjustment Description:** A text area containing 'Optional Text' and 'Worksheet, Program'. Below it is a description: 'To adjust to the most recent PS&R, S-3, Part I, Column 4.00, PS&R Run Date: 05/02/2019, Payment Begin Date: 01/01/2018, Payment End Date: 06/30/2018'.
- Fields Used:** A list box containing 'Optional Text' and 'Worksheet, Program'.
- Fields Available:** An empty list box.
- Other Adjustment Description Information:** A text area containing 'Ref: 42CFR 412.110/413.20' and 'CMS PUB. 15-1 Sec. 2408.4'.
- Auditor:** An empty text box.
- Workpaper Ref:** An empty text box.
- Don't export adjustments with zero difference.
- Reset to default values:** A button labeled 'Reset'.
- Buttons:** 'Ok' and 'Cancel' buttons at the bottom.

One of the components of the Export to Auditor function are Audit Adjustment Descriptions. Not all MACs want the same Audit Adjustment Descriptions. To get to the screen where you can change the descriptions, you must be in the PS&R window. Click **Options** and then **Preferences** and scroll down in the **Preferences** dialog box and select **Adjustments** under the **PS&R Options** section (see above). After setting the Adjustment Preferences, you are ready to export the adjustments. Note: Auditors can also reference work papers and enter their names at this screen.

Click the **Export** button  and the **Export PS&R** dialog box will appear.

Export PS&R

Export

to Auditor Replace

to Cost Report

to CSV

Select one or more of these providers to include when exporting.

<input checked="" type="checkbox"/>	360085 - PSR HOSPITAL
<input checked="" type="checkbox"/>	36S085 - PSR PSYCH
<input checked="" type="checkbox"/>	36T085 - PSR REHAB

UnSelect All

OK Cancel

The default is to export all components at once, but you can select individual components to export. The **To Cost Report** option will only be used by providers to populate their cost reports with PS&R data. MACs will select the **To Auditor** option, because this will create their audit adjustments.

Selecting **To Auditor** moves the PS&R data into the Auditor feature. You can print and/or apply the Audit Adjustments. You can also modify the Audit Adjustments. If you want to modify the PS&R data and re-export to Auditor, you must delete the related Audit Adjustments. Otherwise, you will have duplicate Audit Adjustments.

Note: When the PS&R adjustments are exported to Auditor, the adjustments follow the same order as the Difference Report.

9.13.2 Export to Cost Report

If you are a provider, you will want to export your PS&R data to the cost report, so that your cost report will be populated with your PS&R data. To export to the cost report, click the **Export** button and the **Export PS&R** dialog box will appear.

Export PS&R

Export

to Auditor Replace

to Cost Report

to CSV

Select one or more of these providers to include when exporting.

- 360085 - PSR HOSPITAL
- 36S085 - PSR PSYCH
- 36T085 - PSR REHAB

UnSelect All

OK Cancel

Select the **to Cost Report** option. By default, PS&R data associated with reports for all components will be exported to the cost report. You can choose to only export data to certain components by selecting or clearing the check boxes associated with the individual components. Data will only be exported for the Components that are selected. Click **OK** to export to the cost report.

Note: If you run a Difference Report after exporting data to the cost report, the data in the difference column will be "0" because the cost report is populated with the PS&R data.

Note: If you export more than one time, a warning message will display the time and date of the first export and ask you to confirm that you want to proceed with the subsequent export.

9.14 "Gross Up" Charges

Often when a provider prepares its Medicare cost report, not all claims for the cost report period have been paid. The provider may know the total amounts of these claims, but not the revenue codes or the cost center where the charges should be assigned. It is also possible that when a provider submits a cost report to a MAC, they may have made some kind of error that can be identified in the aggregate, but again, cannot be associated with a revenue code.

We have included the ability to statistically allocate charges not in the PS&R file to all cost centers based on the amounts already in those cost centers. To do this, you can add your own revenue code to Report 110. In this example, we are using GRS. Then key in the total gross-up amount (\$100,000). Next, enter the worksheet (D-3), program (18), component (Hospital), and column (2). You can view the list of existing statistics by clicking View | Statistics. In this Example, we chose "IC8a" because that will use Worksheet D-3, Title XVIII, Inpatient Charges, lines 30 through 94.

Report Code	Description	Imported	Date Created
110	Inpatient Part A	Yes	1/5/2021 12:35:38 PM
118	Inpatient Part A - Manag...	Yes	1/5/2021 12:35:38 PM
11A	I/P - Part A (MSP-LCC)	Yes	1/5/2021 12:35:38 PM
12P	Inpatient Part B - OPPS	Yes	1/5/2021 12:35:38 PM
130	Outpatient - All Other	Yes	1/5/2021 12:35:38 PM

Revenue Code	Date of Service	PS&R Amount	Adjustment Amount	Worksheet	Program	Component	Line	Column	Allocation Basis	
232	PIP	06/30/2017	0.00	0.00	E-1, Part I	Title XVIII	Hospital	1.00	2.00	
233	VBP	09/30/2016	-85,114.68	0.00	E, Part A	Title XVIII	Hospital	70.93	1.00	
234	VBP	06/30/2017	-72,748.10	0.00	E, Part A	Title XVIII	Hospital	70.93	1.00	
235	VBP	09/30/2016	-85,114.68	0.00	Part A Exhibit	Title XVIII	Hospital	30.00	2.00	
236	VBP	06/30/2017	-72,748.10	0.00	Part A Exhibit	Title XVIII	Hospital	30.00	3.00	
237	GRS	06/30/2017	100,000.00		D-3	Title XVIII	Hospital		2.00	IC8A
238										
239										

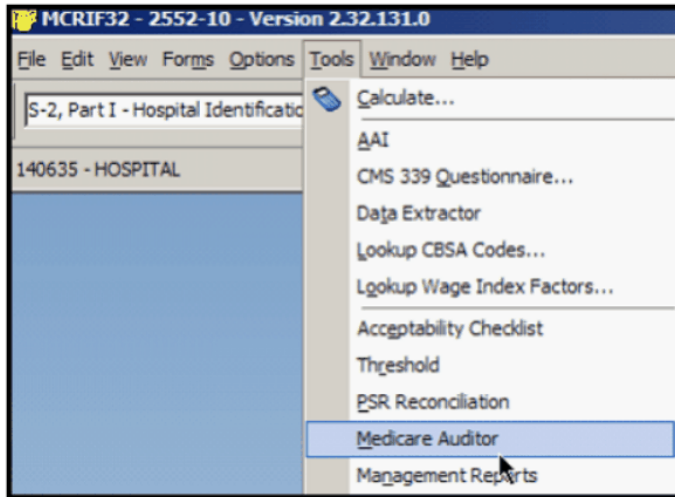
10 Medicare Auditor

The Medicare Auditor feature was developed with input from many of our users. This powerful tool is used by MACs to audit cost reports and by providers to perform "What-If" analysis and to view the impact of their MAC's audit adjustments. We included every foreseeable capability our users may need, and we have made those capabilities easily accessible. You access the Medicare Auditor feature while in a cost report (.mcr or .mcrx) file. You enter adjustments through Auditor's data entry screens. The adjustments are stored in a file with a ".Auditor" file name extension. You can choose to apply all or some of the audit adjustments. When you apply adjustments Auditor creates a copy of your cost report and calculates the copy using your adjustments. Auditor never modifies the original cost report.

If you receive an ".Auditor" file from your MAC, or another HFS user, you can view or apply the audit adjustments in the .Auditor file to your cost report. First, the names of your cost report file and the .Auditor file must be the same. For instance, if the cost report file is named A123456.mcrx, and you receive an Auditor file named A0_050001_12312009.Auditor, you must rename one of the two files. Either change the name of the cost report file using Save As, or standard Windows commands, so that the file is named A0_050001_12312009.mcrx, or rename the .Auditor file to A123456.Auditor. Both files must be saved in the same folder. Then when you open cost report and open Medicare Auditor, the Audit

Adjustments will already be in Auditor.

To open Auditor, open your cost report file. Then, on the **Tools** menu, select **Medicare Auditor**.

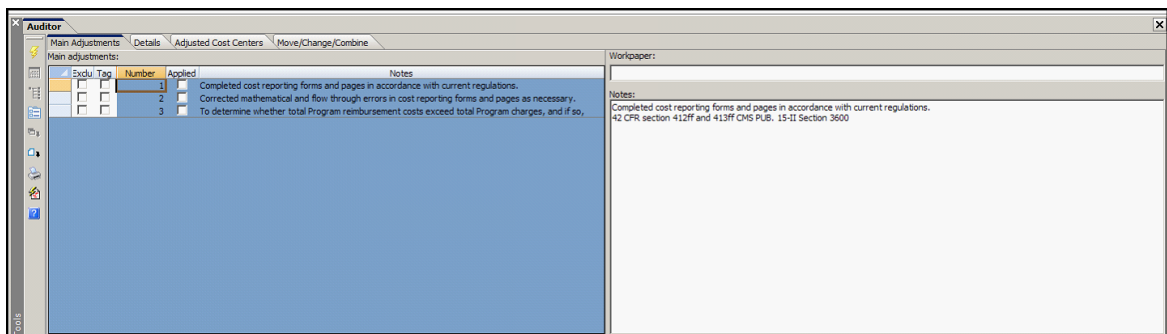


When using Auditor all of the cost report software functions are still available. You can open and close worksheets, calculate, print worksheets, edit cost centers, etc., while simultaneously viewing or working on audit adjustments.

Note: The system automatically creates a backup copy of the .Auditor file (.Auditor_bk) in case the original becomes damaged.

10.1 The Auditor Screen

When you start Medicare Auditor you will see the screen below.



The Auditor screen shows up at the bottom of your regular cost report screen so that you can still view and work on your original cost report. You can re-size the

Auditor window by clicking on the top edge of the window and then dragging it up or down. The system will remember your size preference the next time you start Auditor.

Notice the tabs across the top of the Auditor screen. The system defaults to the **Main Adjustments** tab. This list shows the existing main audit adjustments in sequential order. This screen gives you the ability to exclude or tag a Main Adjustment, and you can see whether the adjustment has been applied. You will find the full text of the adjustment description in the **Notes** text box. The first line of the note is displayed next to each adjustment number. You can enter a work paper reference in the **Work paper** text box. When you click on the next main adjustment number, its information will be displayed in the **Notes** and **Work paper** text boxes.

When you click on the **Details** tab, you will be able to enter the individual detail adjustments within each main adjustment. You can customize this screen (see the Auditor Options and Utilities sections in this manual) with the fields with which you want to work. All you have to enter is the worksheet, part, program, component, line, column, action, and amount. While viewing the **Details** screen, you can switch to another main adjustment by clicking on the drop-down box that shows the main adjustment number and description.

The screenshot displays the Auditor window with two overlapping windows. The top window shows a spreadsheet titled "140635 - HOSPITAL" with columns A through K. The spreadsheet contains a "CALCULATION OF REIMBURSEMENT SETTLEMENT" and a section for "PART A - INPATIENT HOSPITAL SERVICES UNDER PPS".









Line	Description	Value	Original	Other	Error
8	1.00 DRG Amounts Other than Outlier Payments	6,242,792	6243000	6242792	No Errors
9	2.00 Outlier payments for discharges. (see instructions)	200,000	150000	200000	No Errors
10	2.01 For inpatient PPS services rendered during the cost reporting period enter the operating outlier reconciliation amount for operating expenses from line 92.	-100,000			
11	3.00 Managed Care Simulated Payments	5,703,696			
12	4.00 Bed days available divided by number of days in the cost reporting period (see instructions)	387.57			
13	Indirect Medical Education Adjustment				
14	5.00 FTE count for allopathic and osteopathic programs for the most recent cost reporting period ending on or before 12/31/1996. (see instructions)	130.00			
15	6.00 FTE count for allopathic and osteopathic programs which meet the criteria for an add-on to the cap for new programs in accordance with 42 CFR 413.79(e)	0.00			

The bottom window, titled "Auditor", shows the "Details" tab for adjustment "0001 Completed cost rep.". It displays a table with columns for Appl, E, Tr, Worksheet, Program, Provider, Line, Column, Action, Value, Original, Other, and Error.

Appl	E	Tr	Worksheet	Program	Provider	Line	Column	Action	Value	Original	Other	Error
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E, Part A	Title XVIII	Hospital	1.00	1.00	Replace	6243000	6242792		No Errors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E, Part A	Title XVIII	Hospital	2.00	1.00	Replace	150000	200000		No Errors

You can switch between adjustments by clicking on the **Main Adjustment** drop-down box and selecting the adjustment.

The **Auditor Toolbar** on the left side of the **Auditor** window gives you quick access to the following functions.

	Click on this icon, and the system will apply all adjustments using your current settings.
	This icon will show you the details of an adjustment. This is especially helpful when you are working with auditor adjustments to reclassifications and adjustments.
	This icon will invoke the Same Cell Adjustment function.
	This icon will take you to the Auditor Options and Utilities.
	When you click on this icon, the system will create an adjustment from the active worksheet cell.
	This icon acts as a quick key to starting a new main adjustment.
	When you click this icon, the system will print reports based on the last Apply. You will be given a selection screen so you can pick which reports you want to print.
	Click this icon to print the Impact report.

You do not have to remember the function of each of these icons. When your mouse hovers over the icon, a brief description of its function will be displayed. All of these functions will be described in detail further along in this user manual.

Click the **Help** button  to open the Auditor section of the HFS User Manual.


10.2 Data Entry

When you start a new Auditor file, you will see the screen below. You can elect to have the system start with boilerplate adjustments, from a personalized template, or blank.

The screenshot displays the MCRIF32 software interface. The top window is a spreadsheet titled "E, Part A, Title XVIII - Hospital - Reimbursement Settlement". The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	
1	CALCULATION OF REIMBURSEMENT SETTLEMENT					Provider CCN:	140635	Period	From: 10/01/2010	Worksheet E, Part A		
2								To:	09/30/2011			
3						Title XVIII	Hospital	PPS				
4								before 1/1	on/after 1/1			
5								1.00	1.01			
6	PART A - INPATIENT HOSPITAL SERVICES UNDER PPS											
7												
8	1.00	DRG Amounts Other than Outlier Payments						6,242,792			1.00	
9	2.00	Outlier payments for discharges. (see instructions)						200,000			2.00	
10	2.01	For inpatient PPS services rendered during the cost reporting period enter the operating outlier reconciliation amount for operating expenses from line 92.						-100,000			2.01	
11	3.00	Managed Care Simulated Payments						5,703,696			3.00	
12	4.00	Bed days available divided by number of days in the cost reporting period (see instructions)						387.57			4.00	
13	Indirect Medical Education Adjustment											
14	5.00	FTE count for allopathic and osteopathic programs for the most recent cost reporting period ending on or before 12/31/1996.(see instructions)						130.00			5.00	
15	6.00	FTE count for allopathic and osteopathic programs which meet the criteria for an add-on to the cap for new programs in accordance with 42 CFR 413.79(e)						0.00			6.00	

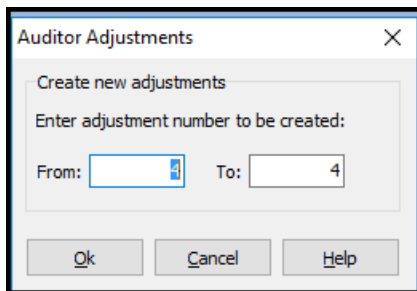
The bottom window is the "Auditor" application, showing the "Main Adjustments" tab. It features a table with columns for "Exclu Tag", "Number", "Applied", and "Notes". The "Notes" column is currently empty.

Auditor always displays the **Main Adjustments** tab on start up. To create a new main adjustment, click on the **Create New Main Adjustment** button . A new sequentially numbered Main Adjustment will be created. Right click in the **Main Adjustment** screen to see the following options.

The screenshot shows a context menu with the following options:


- Tag >
- UnTag >
- New...
- Next New Adjustment (#4)
- Go To Adjustment...
- Delete...
- Exclude
- Include
- Cut
- Copy
- Paste
- Select All

Select **New** and the **Auditor Adjustments** dialog box appears. Enter a number to create one new Main Adjustment or enter a range of numbers to create multiple new Main Adjustments.



Auditor keeps track of the next available Main Adjustment number and will prompt you to select that number. If you want to leave a number blank for future use, you can key the actual audit adjustment number you want or a range of adjustment numbers. You can also choose **Next New Adjustment** from the menu, and the system will automatically create the next sequential Main Adjustment. You will need to type the description of the Main Adjustment and the work paper reference.

The next step is to enter the adjustment details. Click the **Details** tab to switch to the **Detail Adjustment** window. You can adjust any non-calculated cell in the cost report. You can modify any type of data, including dates, text fields, and numeric fields. When you enter the details of your adjustment, Auditor checks to see whether the adjustment refers to a valid cost report location. Auditor will display "No Errors" if the location is valid, or "Invalid" if your Adjustment Detail refers to a location that does not exist or cannot be modified. If you have a worksheet open, you can click on the cell you want to adjust and then click the **Create an**

Adjustment from the Active Worksheet button . The selected cell's detail information will instantly populate the cells on the **Detail** line. You can even select multiple cells to create multiple new Detail Adjustments.

Below is an Example of two adjustments that were created by highlighting worksheet E, Part A lines 1.00 and 2.00 for column 1.00 and then clicking the

Create an Adjustment from the Active Worksheet  button.

The screenshot shows the MCRIF32 software interface. The main window displays a spreadsheet titled "E, Part A, Title XVIII - Hospital - Reimbursement Settlement". The spreadsheet contains a "CALCULATION OF REIMBURSEMENT SETTLEMENT" table with columns A through K. The table includes rows for "PART A - INPATIENT HOSPITAL SERVICES UNDER PPS" and "Indirect Medical Education Adjustment". The Auditor window is open, showing the "Details" tab. The Auditor window has a dropdown menu set to "0001 To make adjustmer" and a table with columns: Appl, E, Tr, Worksheet, Program, Provider, Line, Column, Action, Value, Original, Other, and Error. The table contains two rows of data.

Appl	E	Tr	Worksheet	Program	Provider	Line	Column	Action	Value	Original	Other	Error
			E, Part A	Title XVIII	Hospital	1.00	1.00	Replace	6243000	6242792		No Errors
			E, Part A	Title XVIII	Hospital	2.00	1.00	Replace	150000	200000		No Errors

The more traditional method is to click on the first “Worksheet” field in the **Details** tab. If you know the worksheet you want to adjust, type the name of the worksheet.

The screenshot shows the Auditor window with the "Details" tab selected. The dropdown menu is set to "0002 Traditional Method E". The table below shows a single row of data.

Appl	E	Tr	Worksheet	Program	Provider	Line	Column	Action	Value	Original	Other	Error
			A			0.00	0.00	Replace				Invalid Line Number

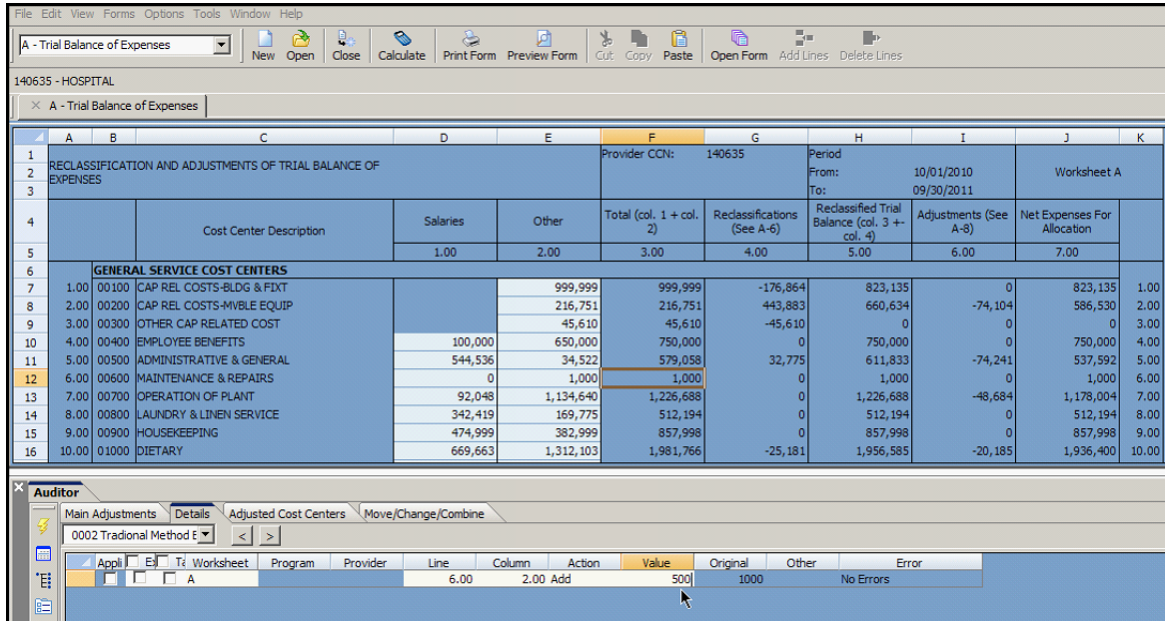
You can also click on the worksheet drop down box and then click the down arrow to scroll to the desired worksheet.

The screenshot shows the Auditor window with the "Details" tab selected. The dropdown menu is open, showing a list of worksheets: A-6, A-7, Part I, A-7, Part II, A-7, Part III, and A-8-1. The table below shows a single row of data.

Appl	E	Tr	Worksheet	Program	Provider	Line	Column	Action	Value	Original	Other	Error
			A			0.00	0.00	Replace				Invalid Line Number

Depending on the worksheet you select, the system knows whether you need to specify a part, program, and component. If these additional qualifiers are needed, the system will give you a pick list of allowable values for each field.

Once the worksheet, part, program, and component are specified, the next step is to enter the line and column. As you enter the line and column, the system will display their descriptions. After you have entered a complete cell reference, the system will display the Original value. If you should submit an invalid line/column reference, the system will immediately inform you. It is possible that a line might be valid at the time you enter an adjustment. The line could later be deleted, or the cost report rules might change, rendering the line invalid. This error would be reported on the Audit Adjustment report.



Another important feature of the system is that it determines the nature of the field you have specified. The system determines whether a field is alpha, date, or numeric. For numeric fields, the system knows the number of decimal places needed for every field in the Medicare cost report.

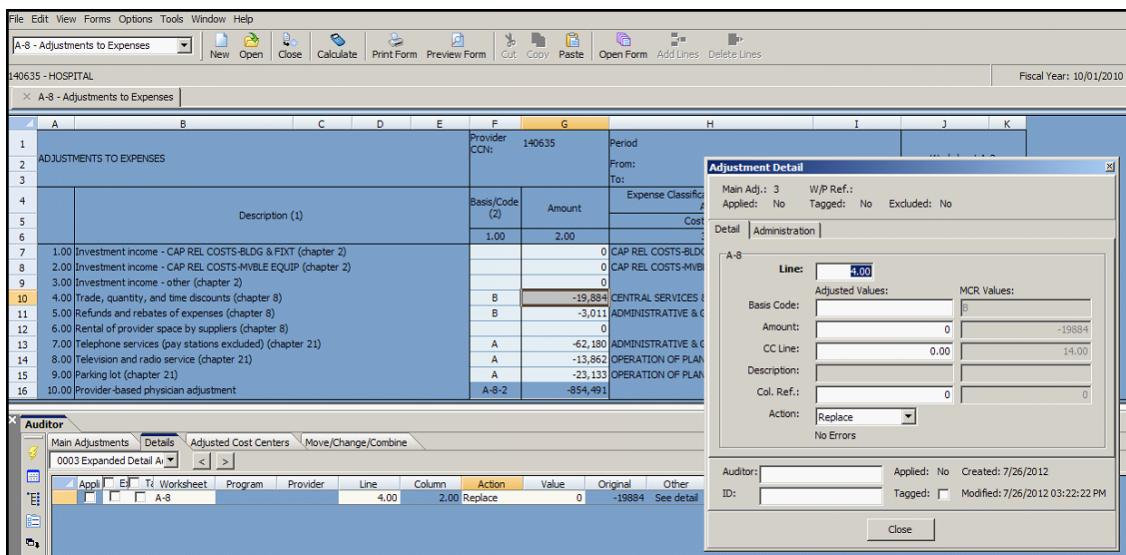
The Action field can make the auditor's job a little easier. The Action options are Add, Replace, Memo, Comment, Del Wkst, and Del Line. An Add adjustment will add or subtract (if the amount is negative) the amount from the current value. A Replace option means that the value is to replace the current value. When producing the Audit Adjustment report, the system will compute the adjustment amount needed to get the specified replacement value. Choosing between Add and Replace is a matter of convenience for the auditor. If you determine that a certain amount needs to be added or subtracted, use Add. If you know the amount that should be in the field, use the Replace feature. The system knows that you cannot add alpha fields, dates, or line references and will ignore an Add.


When a Memo adjustment is used, the system does not apply the value. You might use a Memo adjustment to indicate that a retroactive change in the CMS

instructions has caused a value to change. The Comment action is similar to the Memo action except that the information for the adjustment is not applied, nor is it even printed on the Audit Adjustment report.

You can use Del Wkst to delete a worksheet. This option requires that you enter the Worksheet, Part, Program and Component, if applicable. The line and column do not have to be entered, and if they are entered, they are ignored.

Some adjustments can be very time consuming. For example, to make an adjustment to one line on a reclassification (i.e. A-6) or an adjustment worksheet (i.e. A-8), you need to reference several cells. HFS has special screens that simplify this process. When you enter an adjustment for one of these worksheets, the system will automatically bring up the specialized screen for entry. Original data will be placed in both the **Adjusted Values** column and the Values column. This makes it easy to adjust a single piece of the entry.



If you want to go back to the expanded audit detail screen, you can get there in one of three different ways. The first way is to press ENTER while the cursor is in the **Worksheet** column of the **Detail Adjustment** line. The second method is to press F6 while the cursor is in any part of the **Adjustment Detail** line. The third method is to click the **Adjustment Detail** button  on the **Auditor Toolbar**.

These special audit adjustment screens save considerable time. When the Audit Adjustment report is printed, the report will show only the pieces of the adjustment that were changed.

The HFS Medicare Auditor can assist you with the entry of audit adjustments to Worksheet (Hospital) B-1, allocation statistics. When HFS converts an ECR file to

a cost report file, we analyze the allocation statistics. If the same statistics are used to allocate two columns, we only store those statistics one time. We use a statistics code to accomplish this. All overhead cost centers are assigned a statistics code. If the allocation statistics in the ECR file are the same for two columns, we assign the same statistics code to both lines being allocated. When you adjust a statistic that is used multiple times, a single change affects all columns using that statistic. If your single adjustment affects multiple columns of statistics, the adjustment report will show each column as a separate adjustment entry.

If you need to override the accumulated cost statistic, you enter the column and the line you want to override. You can then enter 11- "99999999999" in the **Amount** column (as a Replace) to force the accumulated cost in that column and line to zero.













As shown above, the force to zero in auditor is 11 – 9’s so to remove the force to zero and ensure the cost center is to be allocated based on accumulated cost, you create an adjusted to replace the 11 – 9’s to 0:

The screenshot displays a 'COST ALLOCATION - STATISTICAL BASIS' table with columns for various cost categories and reconciliation amounts. Below the table, the 'Auditor' interface shows an adjustment entry for line 7.00, column 5.03, with the action 'Replace' and a value of 0. The value field is highlighted in red, and a red arrow points to the '0' value.

Line	Stat	Cost Center Description	CAPITAL RELATED COSTS		EMPLOYEE BENEFITS DEPARTMENT (GROSS SALARIES)	Reconciliation	ADMINISTRATIVE & GENERAL - ALL (ACCU. COST)	Reconciliation	ADMIN AND GENERAL - HOSPITAL (ACCU. COST)	Reconciliation	CASHIERING/ACCOUNTS RECEIVABLE (ACCU. COST)
			BLDG & FDOT (SQUARE FEET)	MAINT EQUIP (DEPRECIATION EXPENSE)							
6			1.00	2.00	4.00	SA.01	5.01	SA.02	5.02	SA.03	5.03
13	5.03	00980 CASHIERING/ACCOUNTS RECEIVABLE	1,880	328	1,414,717	0	2,304,840	0	2,447,112	-2,877,449	35,664,425
14	5.00	00660 MAINTENANCE & REPAIRS	0	0	0	0	0	0	0	0	0
15	7.00	00700 OPERATION OF PLANT	7,223	91,941	724,855	0	2,215,246	0	2,351,978	-2,365,944	0
16	8.00	00800 LAUNDRY & LINEN SERVICE	1,489	6,981	86,172	0	171,937	0	182,557	-215,632	0

10.2.1 Shortcut Keys

	Opens the print dialog box.
	Switch to next tab
	Switch to previous tab
	Switch between main and detail tab only
	Opens the Go To dialog box to jump to a specific main adjustment number

	Move the cursor to the first cell on the row
	Will create a new detail line on the detail screen
	Execute the Finish or OK button in any pop-up dialog boxes used by Auditor like apply screen
	Cancel any pop-up dialog box used by Auditor like detail screen, utilities and apply screen
	Opens Medicare Auditor Help
	Clear date field
	Set today date in the current date field
	Open the calendar for the current date field
	Show the detail screen for complex worksheet adjustments
	Create a new main or detail adjustment depending on the screen you are on
	Permanently delete selected main adjustments
	Jump to the main application menu bar


Cut/Copy/Paste Commands

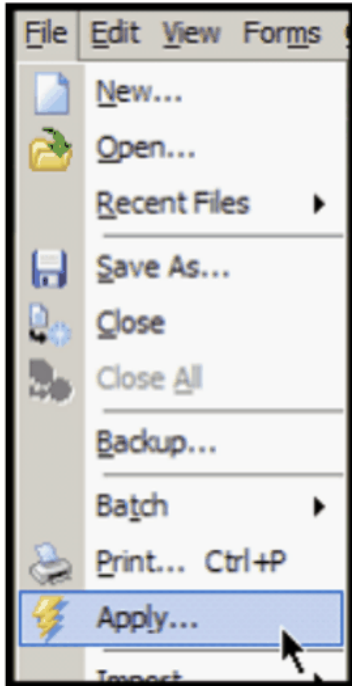
In addition to the CTRL+X, CTRL+C and CTRL+V shortcut keys you can use the relative pop-up menu commands by right clicking on selected cells.. To select rows use the header on the left of the spreadsheet.


Create Adjustments From Worksheet

You can create adjustments by selecting a cell or a range of cells directly from the active worksheet. Once you select cell/s use the Create adjustment from active cell button located on the auditor toolbar for the detail screen.

10.3 Applying an Adjustment

To apply adjustments and review the settlement impact of one or more adjustments click on the **Apply** button  on the **Auditor** toolbar, or, on the **File** menu, select **Apply**.



To see the impact of one or some of your adjustments, select one or several adjustments using the **Tag** option. You can select or deselect an adjustment by clicking the **Tag** check box in the **Tag** column on either the **Main Adjustment** window or the Detail window. When finished selecting the adjustments you want to apply, click the **Apply** button . In the **Apply Options** dialog box, click the **Apply All Tagged Adjustments** option button.

Applying Audit Adjustments

Apply Options

Adjustments to Apply

Apply All Adjustments

Apply All Tagged Adjustments

Adjustments to Include in Reports

Include All Applied Adjustments

Include Only Tagged Applied Adjustments

None (do not print)

Date Adjustment Report Sent to Provider

After applying adjustments, record this date as the date Adjustment Report was sent to provider:

Date: 07/26/2012 Time: 03:46:55 PM

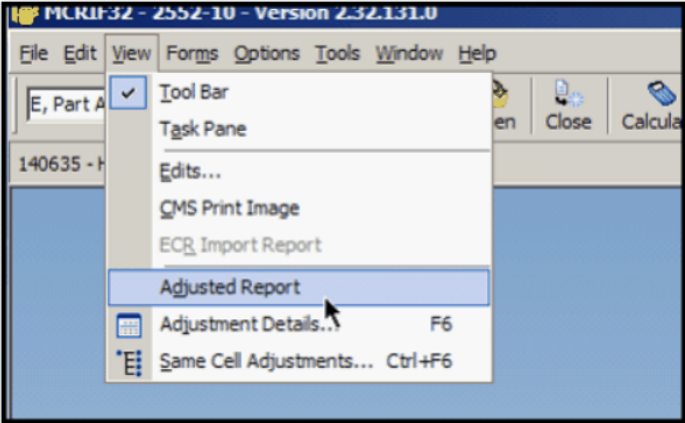
< Back Next > Finished Cancel

To exclude adjustments, select or clear the **Exclude** check box for each adjustment. The detail of excluded adjustments are not modified if the adjustment is excluded. However, if you choose **Apply All Adjustments**, the excluded adjustments will not be applied. To restore the adjustment to active status, clear the **Exclude** check box.

You can delete an adjustment. Select an adjustment. Then on the **Edit** menu, select **Delete**, or right click on the selected Main Adjustment then click **Delete**.

Note: The CMS Financial Management ([Pub. 100-06](#)) Manual requires that when MACs give the provider an updated Audit Adjustment Report, the MAC must identify the adjustments that have changed since the report was last given to the provider. The HFS system allows you to mark the date of the Adjustment report as the date the Audit Adjustment Report was last given to the provider. If an Audit Adjustment report is run in the future, it would indicate in the audit description which audit adjustments have been modified since the report was sent to the provider.

You can view the impact of applied adjustments by opening the worksheet where the adjustment was applied. Next, on the **View** menu, click **Adjusted Report**. Then open the desired worksheet to see the impact of the adjustment in the Adjusted Report. After this option is selected, all subsequently opened worksheets will be from the Adjusted Report.



When you open the worksheet in your original cost report you will not see the effect of your audit adjustments because Auditor never modifies your cost report. However, after you open the worksheet in the Adjusted Report, you will see the adjustment(s). The adjusted worksheet will have "Read Only" as part of the worksheet name on the tab at the top of the worksheet window, as shown in the picture below.

A screenshot of the MCRIF32 software showing a worksheet and an Auditor window. The worksheet title is 'MCRIF32 - 2552-10 - Version 2.32.131.0 (Adjusted Report) - [E, Part A, Title XVIII - Hospital - Reimbursement Settlement (Read Only)]'. The Auditor window is open, showing a table of adjustments.

Appl	E	T	Worksheet	Program	Provider	Line	Column	Action	Value	Original	Other	Error
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E, Part A	Title XVIII	Hospital	1.00	1.00	Replace	6243000	6242792		No Errors
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E, Part A	Title XVIII	Hospital	2.00	1.00	Replace	150000	200000		No Errors

10.4 Print Options

When you apply an adjustment, you will be presented with the options shown in the below window. Your responses will be saved and used when printing reports until you change them. You can make changes on this screen or click Finished to continue with the current settings.

The first section allows you to print the reports to a printer, preview the reports, or print to a file. If you choose to print to a printer, you can also select which printer by clicking on the **Printers** button to the right. If you select **Preview**, you will be able to view the report on the screen. You can still print the entire document from the **Preview** window. The Preview feature has the additional advantage that you can print a single page. You can also print to a text or PDF file. This is a useful feature if you want to email a copy of the report. The selected options will remain in effect until you change them.

The next section allows you to choose what to include in the printed reports. The first report is the Audit Adjustment Report. This report contains all the detailed audit adjustment information and is the report sent to the provider.

The Adjustment Detail Report contains all the information in the Audit Adjustment Report, plus the administrative information: date created, date last modified,

auditor name, date reviewed, reviewer, etc.

The Adjustment Error report is a list of problems in the Auditor file.

If you want to see the CMS Level I edits or the HCRIS edits, you need to check the **Calculation Edits** check box.

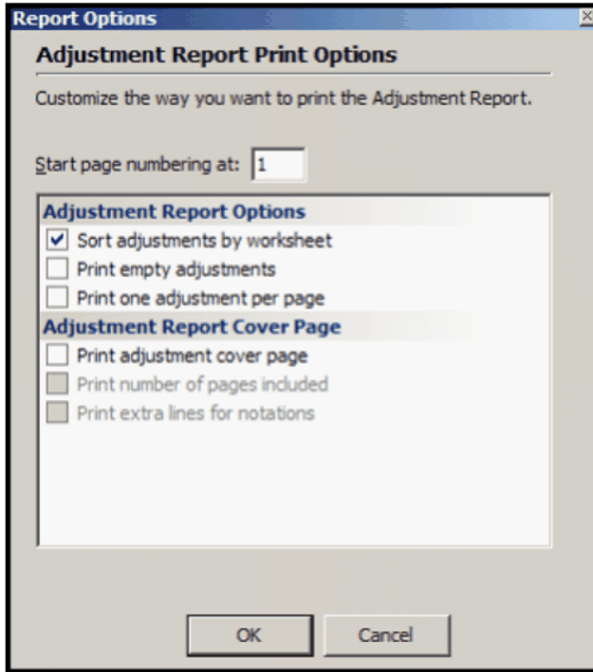
The Adjustment Not Applied Report shows a report of all adjustments that have not been applied because they were excluded or not tagged.

The Adjustment Cost Centers Report shows all adjustments made under the **Adjusted Cost Center** tab. Any changes made to the cost center structure or to the cost center statistical setup will only be shown in this report.

You can choose to print the Settlement Summary and the NPR Report.

To customize your Adjustment Report, click on the Adjustment Report, and then click on the **Details** button. The screen below will appear. You may start your adjustment page number at 1 or, if you insert additional pages before the adjustment report, you can specify a number based on the number of pages you include. You can choose to sort your adjustments in worksheet order. If you don't choose this option, the adjustments will be printed in the order in which you entered them. When you choose to sort your adjustments, the Adjustment Report will print a reference number that will tie back to the adjustment number on the screen.

Note: If you choose to print in a certain order, the Detail Adjustment Report will print in the same order.



Note: The CMS Financial Management ([Pub. 100-06](#)) Manual requires that audit adjustments should be in order by worksheet.

You can specify whether you want adjustments with no worksheet, line, and column references (empty). If you have the three standard adjustments at the beginning of your report, these will print even if you specify that you do not want to print empty adjustments.

You can print the Adjustment Report cover page through the HFS system with the option of showing how many pages are included in the report and with extra blank lines for notations.

When printing the Adjustment Report or the Detail Adjustment Report you can choose to print a particular group of applied adjustments.

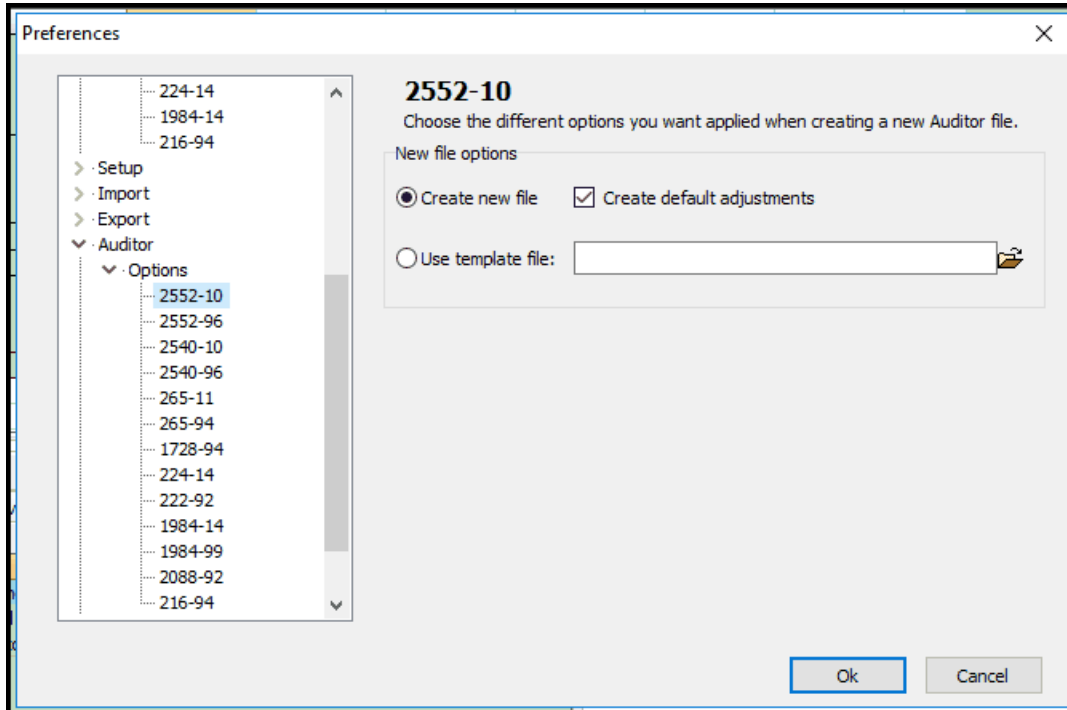
The screenshot shows a dialog box titled "Applying Audit Adjustments" with a close button (X) in the top right corner. The main heading is "Print Filters". Below the heading is a paragraph: "To filter what applied adjustments are printed on your reports, select from the filters below and specify the filter range or value." There is a checked checkbox labeled "Filter applied adjustments using the following criteria:". Below this, there are five filter criteria, each with a checkbox and a corresponding input field. The "Created date" checkbox is checked, and its input field is split into "from:" (10/01/2011) and "to:" (12/31/2011). The "Auditor name" checkbox is checked, and its input field contains "Joe Bloggs". The other checkboxes (Modified date, Reviewed date, Identifier) are unchecked. At the bottom of the dialog box, there is a "Clear" button and a row of four navigation buttons: "< Back", "Next >", "Finished", and "Cancel".

	from:	to:
<input checked="" type="checkbox"/> Created date:	10/01/2011	12/31/2011
<input type="checkbox"/> Modified date:		
<input type="checkbox"/> Reviewed date:		
<input checked="" type="checkbox"/> Auditor name:	Joe Bloggs	
<input type="checkbox"/> Identifier:		

Click the check box at the top of the dialog box to enable the print filters. Clear the check box if you don't want to use the filter feature. You can filter by one or multiple criteria. For example, you can select only adjustments created on particular dates and created by a particular Auditor. The **Auditor name** field and the **Identifier** field are case sensitive. The filter settings are saved and remain in effect until you deselect them or disable the filter feature. Whenever you apply your adjustments the same filter settings are applied. The **Clear** button will deselect all check boxes and data on the screen. Whether you clear the current filter settings or enable and enter filter settings, the changes you make in this dialog box are only saved if you subsequently apply audit adjustments. If you close the dialog box without applying the adjustments, your changes will be discarded and the options will revert to their previous state.


10.5 Auditor Options & Utilities

You can view and set Auditor Options by choosing **Auditor** and **Options** from the **Preferences** dialog box. You can set options for each type of cost report software subsystem. Click **Options** and then select a cost report subsystem and you will see the following screen.



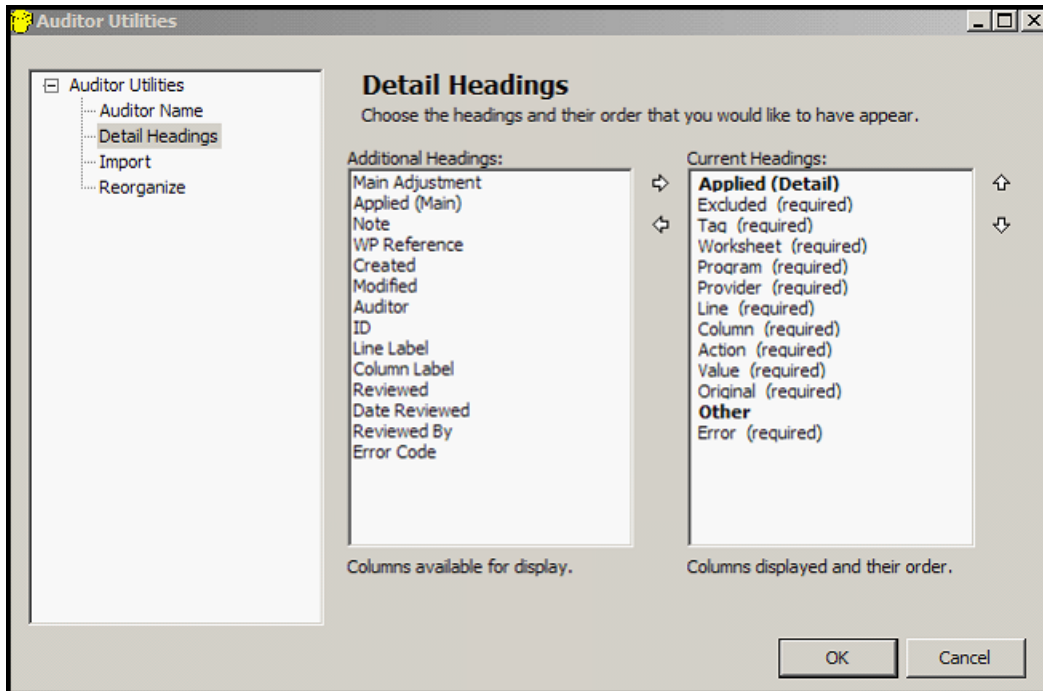
You can have different decisions (or template files) for each type of cost report. If you select the Create Default Adjustments option on this screen for the 2552-10, you will get the first three standard audit adjustments for every new 2552-10 audit adjustment file you open. If you do not want to include these three standard adjustments, leave the box unchecked. If you want to have a different set of default adjustments, put those adjustments in a file and select the **Use Template File** option. You can then have standard adjustments with exactly the wording you want. You can enter the file name for the template file or use the **Browse** option to locate your template file.

Although the design concept was to use a consistent template file to preset a small number of audit adjustments, the template file specified can contain an extensive number of adjustments that will all be put into the new file. Also, the template file name can be changed for each cost report type. Now click on **Detail Headings**.

Auditor Utilities is accessed by clicking the  icon or by going to **Options |**

Auditor Options.

You can pick and choose which fields you want displayed on the **Detail** tab. The **Additional Headings** pick list displays the fields that are not currently displayed, and the **Current Headings** pick list shows fields that will be displayed. Use the right and left arrow buttons to move the fields between the two lists. You can also choose the order in which the current headings are displayed. Use the up and down arrows to the right of the **Current Headings** list to change the field order.



Now expand **Auditor Utilities** and click on **Auditor Name**. You can enter your name and indicate whether you want your name associated with the adjustment when you create new adjustments and/or when you modify adjustments. You will be able to see your name and the date on the screen for each audit adjustment that you have created or modified. You can print this information by choosing to print the Audit Adjustment Detail report.

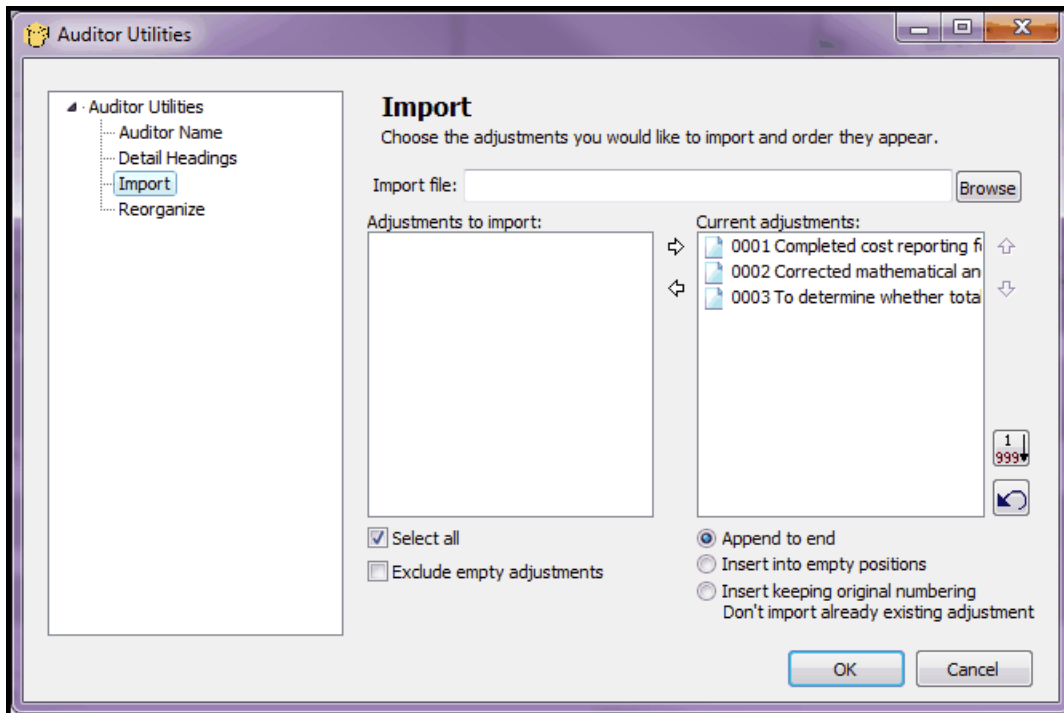
The Identifier Information section provides an optional level of detail. You can use identifier information to associate a group or team of auditors. Multiple auditors can have the same identifier. If you enter an identifier, you should check both the new and modified boxes. As with the auditor name, the identifier will be updated whenever you create or modify an audit adjustment.

The **Update Existing Adjustments** options at the bottom of the **Auditor Utilities** dialog box allows you to enter your name and then update either all or just the empty adjustments by clicking the **Update** button.

See also: [Auditor Options](#)

10.6 Importing Adjustments

Some Contractors have established a list of standard audit adjustments with descriptions, references, and affected worksheets, lines, and columns. You have the ability to import these adjustments. You can mark single or multiple adjustments in the **Adjustments to Import** field, or you can use the Select All option to mark all adjustments. When you click on the right-facing arrow, the highlighted adjustments are added to **Current Adjustments** list.

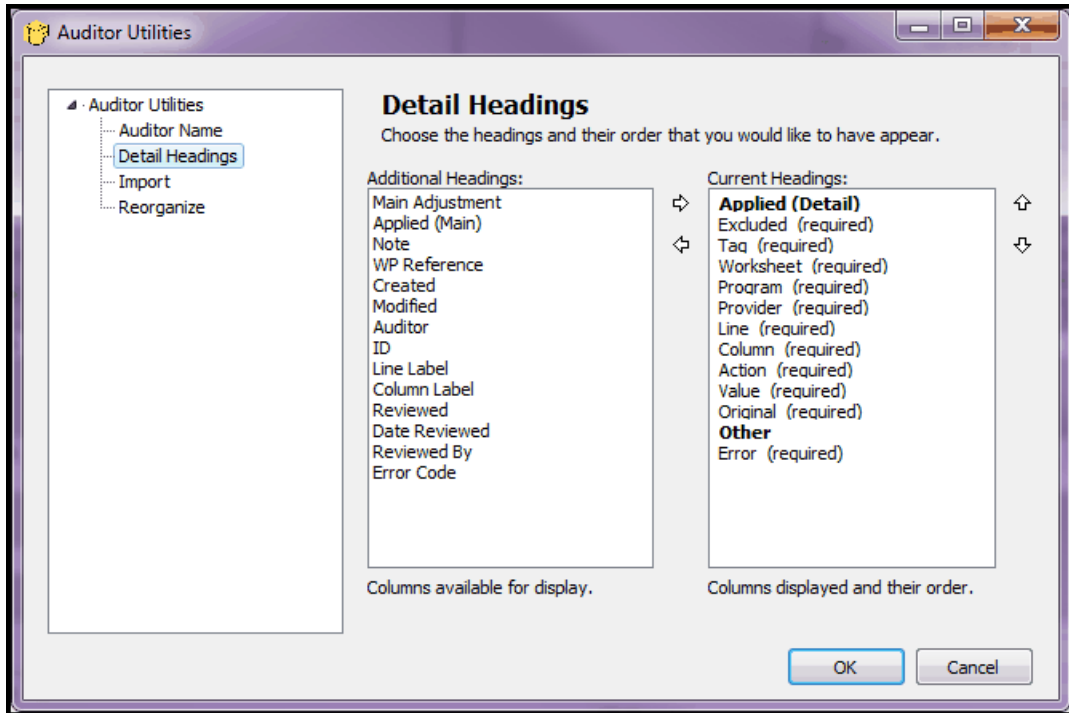


If you have deleted adjustments (not excluded, but actually deleted), you can have the adjustments fill those empty positions by clicking the **Insert into Empty Positions** option. Usually, you would click on the **Append to End** option to have the adjustments add to the end of the **Current Adjustments** list.

We have added the ability to avoid importing empty adjustments (no worksheet, line, and column details). At any point in the process, you can renumber the adjustments using the **1–999** button. The **Undo** button to the right of the **1–999** button will undo all the changes you have made since selecting the **Import Auditor Adjustments** option. You can also select **Cancel** to abort this process. This is a very powerful capability. However, mistakes can be difficult to reverse. You may want to experiment with this capability before you use it on a Medicare cost report.


10.7 Reorganizing Adjustments


The Reorganize utility eliminates all excluded adjustments and sequentially renumbers the remaining adjustments. You can also reorder the adjustments. You can click one or several adjustments. You can then move the highlighted adjustments up or down using the up and down arrows.



Note that the icon to the left of the adjustment number is sometimes blank and other times it has writing. The icon is blank when there are no detail (worksheet, line, and column) entries. The icons for the remaining adjustments contain lines. This indicates that there are detail entries for these adjustments.

10.8 Add/Delete Cost Centers

You can add and delete cost centers by clicking on the **Adjusted Cost Centers** tab. You can use the **Add Lines** fields to add single or multiple lines. If you want to allow the addition of sub-lines, click on the **Include Sub-Lines** check box. Without this box checked, the system will not add any sub-lines. After you have entered the desired lines\sub-lines to add, click the **Add** button .

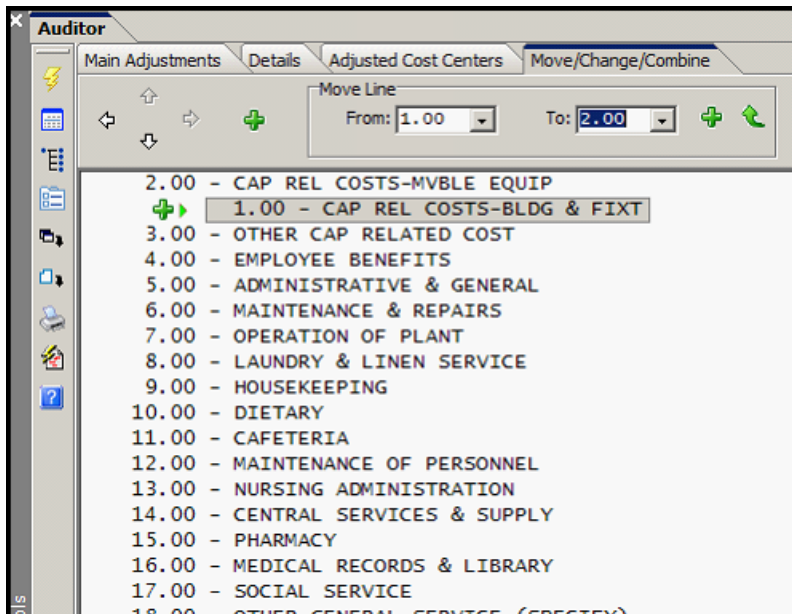
You can delete lines by clicking on the line you wish to delete and then clicking the **Delete** button .

You can also use this screen to change the statistic codes.

OCR Line	OCR Code	OCR Cost center description	OCR Stat	OCR Stat Label	ACR Line	ACR Code	ACR Cost center description	ACR Stat	ACR Stat Label
1.00	00100	CAP REL COSTS-BLDG & FIXT	1	SQUARE FEET	1.00	00100	CAP REL COSTS-BLDG & FIXT	1	SQUARE FEET
2.00	00200	CAP REL COSTS-MVBLE EQUIP	2	DEPRECIATI EXPENSE	2.00	00200	CAP REL COSTS-MVBLE EQUIP	2	DEPRECIATI EXPENSE
3.00	00300	OTHER CAPITAL RELATED COST:	00		3.00	00300	OTHER CAPITAL RELATED COST:	00	
4.00	00400	EMPLOYEE BENEFITS DEPARTME	3	GROSS SALARIES	4.00	00400	EMPLOYEE BENEFITS DEPARTME	3	GROSS SALARIES
4.01	00401	MAINTENANCE OF PERSONNEL	4	FTE'S	4.01	00401	MAINTENANCE OF PERSONNEL	4	FTE'S
5.01	00540	NONPATIENT TELEPHONES	5	NUMBER OF TELEPHONE	5.01	00540	NONPATIENT TELEPHONES	5	NUMBER OF TELEPHONE
5.02	00560	PURCHASING RECEIVING & STOF	6	COSTED REQ	5.02	00560	PURCHASING RECEIVING & STOF	6	COSTED REQ
5.03	00570	ADMITTING	C	GROSS REVENUE	5.03	00570	ADMITTING	C	GROSS REVENUE
5.04	00580	CASHIERING ACCOUNTS RECEIV	C	GROSS REVENUE	5.04	00580	CASHIERING ACCOUNTS RECEIV	C	GROSS REVENUE
5.05	00590	OTHER ADMIN & GENERAL	-2	ACCUM COST	5.05	00590	OTHER ADMIN & GENERAL	-2	ACCUM COST


10.9 Move/Change/Combine

The Move/Change/Combine utility moves data from one cost center and either adds it to the data in another cost center or replaces the existing data in the other cost center.



Here, you can “add” the data from one cost center to another, or; “take” the data from one cost center and replace the data in another cost center (overlay). When you use either of these functions, the source line (From) in the Adjusted Report will be deleted. To use this feature, enter the cost center line you wish to take the data from (From) and then enter the cost center line you wish to add/replace (To).


Click the **Add** button  to add the data from the “From” line to the data in the

“To” line. Selecting the **Overlay** button  will take the data from the “From” line and replace it over the data in the “To” line.

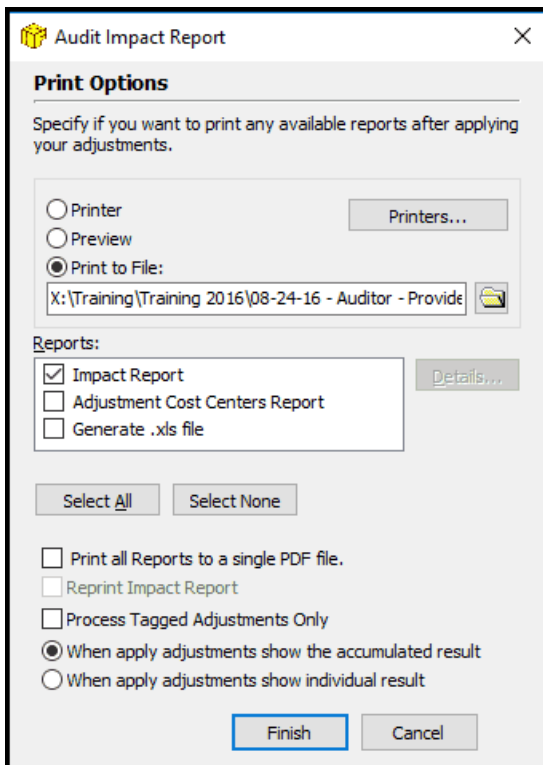
In the above example, the data in cost center line 1.00 will be added to the data in cost center line 2.00 and cost center line 2.00 will be deleted.

To undo an action, simply click on the **Left Arrow**. This will remove the “add” or “replace” command and the cost centers will revert to their original state.

10.10 Impact Report

The Impact Report determines the impact of each audit adjustment. To run the Impact Report click the **Impact Report** button .

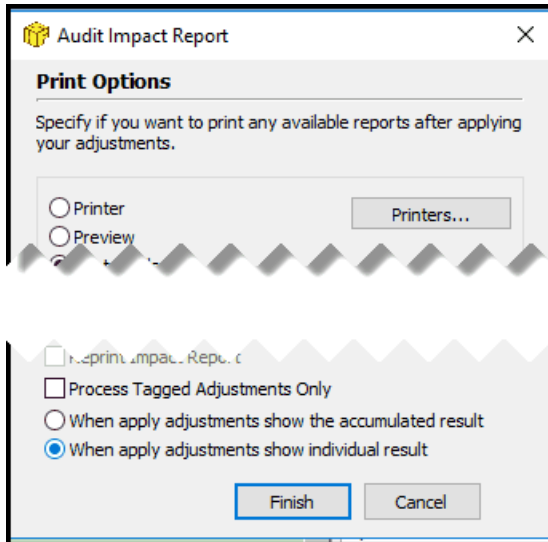
The **Impact Report Print Options** dialog box will give you the option of printing to a printer, previewing the report on the screen, or printing it to a file. You may also choose to print the cost centers report with your Impact report.



The screenshot shows the "Audit Impact Report" dialog box with the "Print Options" tab selected. The dialog box contains the following elements:

- Print Options:** A section with the instruction "Specify if you want to print any available reports after applying your adjustments." and three radio button options: "Printer", "Preview", and "Print to File:". The "Print to File:" option is selected. A "Printers..." button is located to the right of the "Printer" option. Below the "Print to File:" option is a text field containing the path "X:\Training\Training 2016\08-24-16 - Auditor - Provide" and a folder icon button.
- Reports:** A section with a list of reports and a "Details..." button. The reports are:
 - Impact Report
 - Adjustment Cost Centers Report
 - Generate .xls file
- Buttons:** "Select All" and "Select None" buttons are located below the Reports section.
- Additional Options:** A group of checkboxes:
 - Print all Reports to a single PDF file.
 - Reprint Impact Report
 - Process Tagged Adjustments Only
 - When apply adjustments show the accumulated result
 - When apply adjustments show individual result
- Finish/Cancel:** "Finish" and "Cancel" buttons are at the bottom of the dialog box.

The last option in this dialog box allows you to select an Impact Report showing individual results or a cumulative result.



For example, for an Impact Report on a file that has 3 adjustments, the cumulative Impact Report will create a report that depicts the impact first for adjustment number 1, then the impact of adjustments 1 + 2, then the impact for adjustments 1 + 2 + 3.

An Individual Results Impact Report will produce a report showing the impact of only adjustment 1, then the impact of only adjustment number 2, and finally the impact of only adjustment 3.

You can “reprint” the Impact Report from the last time it was generated. This allows you to print the Impact Report without having to reapply the adjustments.

10.11 Same Cell Adjustments

Navigation: [Medicare Auditor](#) >

Same Cell Adjustments

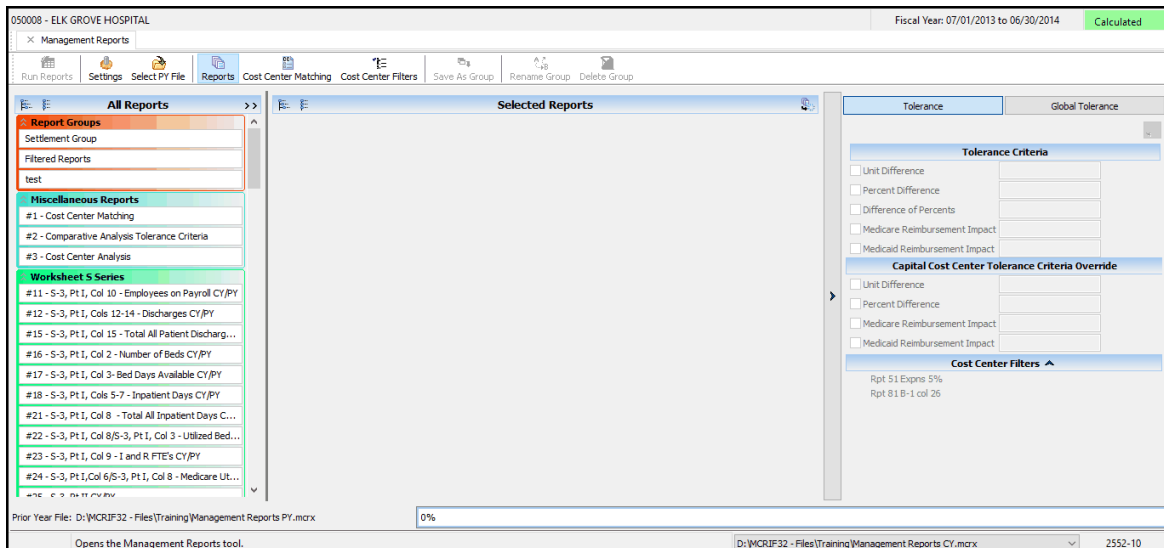
Auditor can identify all adjustments to the same worksheet, line, and column (cell). To run this utility, select a line in the Detail Adjustment section. Then click the **Same Cell Adjustment** button. Notice how the screen below shows both audit adjustments that affect Worksheet A, line 6.00, column 2.00. The window shows you the amounts and the actions that have affected the cell. The New Value amount at the bottom of the window is updated as you enter data. Note that same cell adjustments are also referenced on the actual Audit Adjustment report.

Same Cell Adjustments				
Worksheet: A, Line 6.00, Column 2.00			Original Value:	1541641
Main	Adjustment	Action	New Value	
16	1540000	Replace	1540000	
21	14750000	Replace	14750000	
			New Value:	14750000

11 Management Reports

The Management Reports feature was redesigned for the 2552-10 software. Providers and MACs both use Management Reports. MACs usually refer to the reports as Uniform Desk Review (UDR) reports. The Management Reports feature produces a wide variety of reports using data from one or two cost reports. Some reports are single year reports. Single year reports provide information from a single cost report. Single year reports do not perform comparisons. Most management reports are comparison reports. These reports gather data from two cost reports and perform various analytical functions. The reports that are compared are referred to as the Current Year report and the Prior Year report. These names are for convenience only. The Prior Year report does not have to be older than the Current Year report. You can only compare similar cost reports, i.e. hospital to hospital. You cannot compare dissimilar reports, i.e. hospital to SNF. You can compare cost reports (.mcr or .mcrx) to adjusted cost reports (.mca or .mcax).

To open Management Reports you must have a cost report open. If a cost report is not open, the Management Report option is not available on the **Tools** menu. To open Management Reports select **Management Reports** from the **Tools** menu. The Management Reports window will appear on your screen.



The cost report file(s) must be calculated. If one or both cost report files are not calculated when you start Management Reports the software will detect the problem and prompt you to calculate the report(s).

11.1 Specifying Prior Year & Current Year Files

Click **Settings** to see detailed information regarding the Current Year and Prior Year files. The Current Year file will always be the cost report file that was open when you started Management Reports. If the Prior Year file is not specified, click the **Browse** button or the **Select PY File** button and select the file you want to use.

If the text that identifies the Prior Year file is **red**, the specified file was not found.

Before you do anything else, you must click **Browse** and select a valid Prior Year file to use for comparison. There is also an option to clear the prior year file.

X Management Reports

Run Reports
Settings
Select PY File
Reports
Cost Center Matching
Cost Center Filters
Save As Group
Rename Group
Delete Gr

Standard Settings
Administrative Settings

Current Year

Fiscal Year: 10/01/2020 to 09/30/2021 Days in Year: 365

Prior Year

File Type: Provider:

Fiscal Year: to Days in Year: Days to Days Ratio: *

Calculated:

* **Days to Days Ratio:** This value is applied to the prior year data in order to make an equivalent comparison to the current year data. Only the prior year data is affected. A Ratio equivalent to 1 means the prior year and current year are within 6 days of each other and no modification is needed. You may use the option below to disregard this ratio and use the data as is.

Options

Force Calculated Files **
 Print Excluded Lines ***
 Print Tolerance Criteria
 Use Days to Days Ratio *

** Force Calculated Files: If this option is checked then both the Current Year and Prior Year files MUST be calculated before a report is allowed to be ran. If unchecked then reports will be allowed to run, but may or may not contain values that represent calculated data.

*** Print Excluded Lines: This option works in conjunction with desired tolerances. If this option is checked then ALL data is displayed whether it exceeds desired tolerance or not. If this option is NOT checked then only data that has exceeded tolerance will be displayed/printed. NOTE: A report may appear blank if this option is checked and no data exceeded desired tolerances.

Menu File

Current Menu File: C:\MCRIF32\2552-10_{F25D0DA1-9DCE-461C-A665-E04577FAA740}.MgmtReportsMenuXML.255210mrx

Note: When the cost report periods are not the same, the system makes appropriate adjustments to the comparison data. The software calculates the number of days in each cost report period and uses the resulting ratio to adjust the Prior Year cost report data. For example, if the Current Year file cost report period is six months and the Prior Year file cost report period is one year, the software will reduce the Prior Year data values by applying the ratio of days, which in this example will reduce the Prior Year data values by 50%. If the Prior Year file cost report period is six months, the inverse ratio is applied, and the Prior Year data values will be doubled. The Current Year file cost report data is never adjusted in this process. The adjustment ratio is only applied to the Prior Year file cost report data. The system will not perform the adjustment if the variance between the two cost report periods is six days or less.

11.2 Cost Center Matching

Many comparison reports require similar or matching Worksheet A cost centers in the Current Year and Prior Year files. Any cost centers that are not matched to a corresponding cost center in the other file will not be compared. All data in an unmatched cost center is excluded from comparisons. Therefore, it is important to match all or almost all cost centers before you run reports. Open the Cost Center Matching screen by clicking the **Cost Center Matching** button. The following screen appears.

The screenshot displays the 'Cost Center Matching' interface. On the left, a list of 'Current Year Cost Centers' is shown with checkboxes and numerical values. On the right, two panels are visible: 'Current Year Unmatched Cost Centers' and 'Prior Year Unmatched Cost Centers'. The 'Current Year Unmatched Cost Centers' panel shows two entries: '5.00 - ADMINISTRATIVE & GENERAL' and '93.99 - PARTIAL HOSPITALIZATION PROGRAM'. The 'Prior Year Unmatched Cost Centers' panel shows a list of 16 entries, including '5.01 - ADMITTING', '5.02 - CASHIERING/ACCOUNTS RECEIVABLE', '5.03 - CORP ADMINISTRATIVE AND GENERAL', '5.04 - ADMINISTRATIVE AND GENERAL', '7.01 - BIOMEDICAL ENGINEERING', '11.00 - CAFETERIA', '12.00 - MAINTENANCE OF PERSONNEL', '13.00 - NURSING ADMINISTRATION', '14.00 - CENTRAL SERVICES & SUPPLY', '15.00 - PHARMACY', and '16.00 - MEDICAL RECORDS & LIBRARY'. The interface includes a menu bar at the top with options like 'Run Reports', 'Settings', 'Select PY File', 'Reports', 'Cost Center Matching', 'Cost Center Filters', 'Save As Group', 'Rename Group', and 'Delete Group'. The 'Cost Center Matching' button is highlighted in the menu bar.

In the example above, the Current Year file has subscribed cost centers that have no matching cost center in the Prior Year file. You can usually match these unmatched cost centers by assigning an appropriate parent line number from the Current Year file. If there is no matching cost center in the Current Year file you should leave the dissimilar cost centers unmatched and the cost centers will not be compared to any cost centers in the Current Year file. To assign an unmatched Prior Year cost center to an unmatched Current Year cost center, click on the Prior Year cost center and drag and drop it on the Current Year cost center.

Note: If the Prior Year report had an unmatched cost center parent line that is not present in the Current Year, leave it blank. It will not be used in comparisons.

In addition, clicking on the **Reset Cost Center Matching** button, located in the upper right corner of the Current Year cost center window, reverses any changes you made to the cost centers and everything reverts back to its original state. You can return to the Report view by clicking on the **Report** tab.

11.3 Cost Center Filters

We recently added the ability to use cost center filtering in addition to tolerance criteria. Cost center filtering allows you to include or exclude certain cost centers from your comparisons, regardless of tolerance criteria. Click the **Cost Center Filters** button to view this feature. To enable cost center filtering, select the appropriate filter under the **Tolerances CC Filters** tab.

Selecting **Cost Center Filters** allows you to create custom filters based on any cost center based management report. Below is an example of a cost center filter that would select only cost centers that exceed 1% of total Worksheet B costs.

New Filter 4			
Choose the report to base the filter on:		Select page from report:	
<input type="text" value="#80 - B, Part I Percent to Total Comparison"/>		<input type="text" value=""/>	
Choose column from report:	Operation	From	To
<input type="text" value="2.00 - Percent to Total"/>	<input type="text" value="> (greater than)"/>	<input type="text" value="1.00"/>	<input type="text" value=""/>

Those cost centers which meet or exceed the criteria will be used in subsequent management report comparisons.

The second option for cost center criteria is the Custom option. If you select **Custom**, you can pick and choose which cost centers will be used in comparisons by selecting one or more cost centers by checking one or more check boxes. No percentage or other criteria is applied when this option is used.

11.4 Specifying Tolerance Criteria

Tolerance criteria must be entered before reports are run or printed. If no tolerance criteria are specified and you run or print reports you will not see any data on the reports you run or print. However, if you select the option to "Print Excluded Lines", you can run and print any report and all lines of data will be included.

Tolerance criteria can be set for individual reports or globally. To set the tolerance criteria for a specific report, select a report by clicking on it. The tolerance criteria window for the selected report will appear. In the example below the "Other Expense" is selected.

Note: Tolerance criteria do not apply to single year reports. Tolerance criteria may be set globally or for individual reports. You cannot set tolerance criteria for a group or category of reports. You can use Global Tolerance Criteria to set Tolerance Criteria for groups of reports.

The screenshot shows a software interface for configuring tolerance criteria. It has two tabs: 'Tolerances/CC Filters' and 'Report Options'. The 'Global Tolerance' tab is active. The main area is divided into sections: 'Tolerance Criteria' with five options (Unit Difference, Percent Difference, Difference of Percents, Medicare Reimbursement Impact, Medicaid Reimbursement Impact), 'Capital Cost Center Tolerance Criteria Override' with the same five options, 'Tolerance Options' with a dropdown for 'Flag Differences that are:' set to 'Positive OR Negative', and 'Cost Center Filters' at the bottom.

There are several types of tolerance criteria. The first is Unit Difference. The Unit Difference is the difference between last year's and current year's amounts. If the Unit Difference tolerance criteria is 15,000, any line that changed more than 15,000 will be printed or flagged.

The next type of tolerance criteria is Percent Difference. If the criteria is 15%, only those lines that have changed 15% or more will be printed or flagged.

The third and least commonly used tolerance criteria is Difference of Percents. This type only applies to Worksheet B-1 Management reports. On the Management Report for Worksheet B-1, report 85, there is a column which computes the percent of the total allocation statistic for each line. For example, if one year a provider allocates equipment depreciation on square feet and then next year on dollar value, the comparison of the values could be very large. However, the change in the percents between the years is more indicative of the actual impact on the allocation. This percentage is the number used in the Difference of Percents criteria. In the example above this criteria is available because report 85 is the selected report. The criteria will only appear as an option when a worksheet B-1 report is selected, or when you enter global tolerance criteria.

If you specify multiple criteria, you have the option of evaluating the criteria conjunctively (AND) or disjunctively (OR).

The screenshot displays the 'Global Tolerance' tab within the 'Tolerances/CC Filters' section. The 'Tolerance Criteria' section is active, showing three checked criteria: 'Unit Difference' (15000.00), 'Percent Difference' (15.00), and 'Difference of Percents' (10.00). The 'Capital Cost Center Tolerance Criteria Override' section is also visible but has all checkboxes unchecked. The 'Tolerance Options' section shows 'Flag Differences that are:' set to 'Positive OR Negative'. A red arrow points to a button in the upper right corner of the 'Tolerance Criteria' section.

Notice that you can have a completely separate Tolerance Criteria for Capital Cost Centers (Worksheet A, lines 1 through 3). This allows you to specify a more restrictive Tolerance Criteria for Capital Cost Centers since capital costs have been passed through in previous years. To clear all tolerance from all reports or selected reports, click the button in the upper right corner. (See red circle.)

11.5 Global Tolerance Criteria

Entering Tolerance Criteria for each report can be very time consuming because there are so many reports. To apply Tolerance Criteria globally to all reports, or a selected group of reports, use Global Tolerance Criteria. To use this option, click on the **Global Tolerance Criteria** tab.

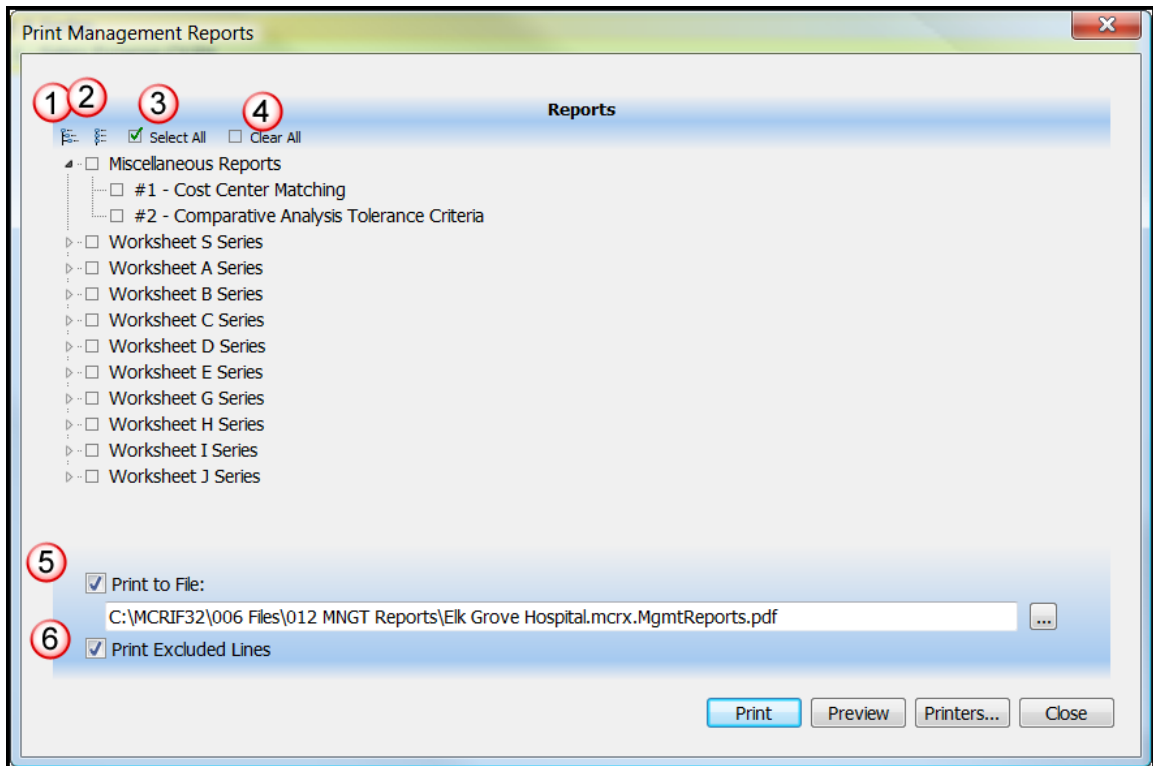
The screenshot shows a dialog box titled "Tolerance" with a sub-tab "Global Tolerance". At the top left is an "Apply" button. Below it are two radio buttons: "All Report" (which is selected) and "Selected Rep". The dialog is divided into two main sections, each with a green header bar. The first section is "Tolerance Criteria" and the second is "Capital Cost Center Tolerance Criteria Override". Each section contains four rows of settings, each with a checkbox and a text input field. The rows are: "Unit Difference", "Percent Difference", "Difference of Percents", and "Medicare Reimbursement" (or "Medicaid Reimbursement" in the override section).

Enter the desired Tolerance Criteria. When finished, select **All Reports** or **Selected Reports**. To apply the Global Tolerance Criteria click **Apply**.

Once the Tolerance Criteria have been set-up and applied, you can save them as a template for future use. Click **Settings**. At the bottom of the Settings screen, under the heading **Menu File**, click the **Save** button to save all your criteria in a menu file. The extension used for the file is system specific. For the Hospital 2552-10 form set, the extension is ".255210mr". You can also load previously saved menu files by clicking the **Open File** button under the Menu File heading. Select the menu file and click **Open** and the Tolerance Criteria will be applied.

11.6 Printing Reports

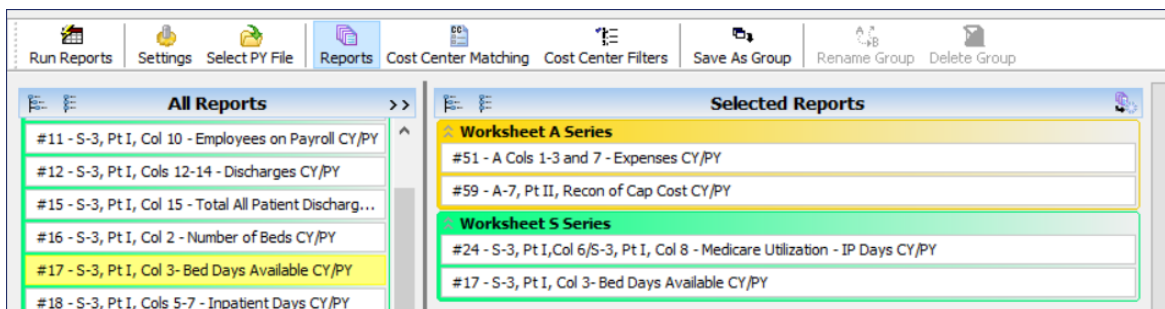
To print one or more Management Reports select **Print** from the **File** menu while in the Management Report feature. The **Print Management Reports** dialog box will appear.



Select which reports to print by checking the appropriate boxes. There are several options buttons at the top of the dialog box. Button 1 expands all branches of the list of reports. Button 2 collapses any open branch levels. Button 3 selects all reports. Button 4 clears all check boxes. Button 5 prints the selected report(s) to a file. Button 6 prints all lines of data, including those lines that did not meet or exceed your tolerance criteria. You can print or preview the reports.

11.7 Running Reports

To create one or more on-screen reports you “run” the report(s). Select the report(s) you want to “run” by clicking on the report(s) in the left column of the report screen. When you select a report it appears in the **Selected Reports** column. You can select one report or multiple reports.



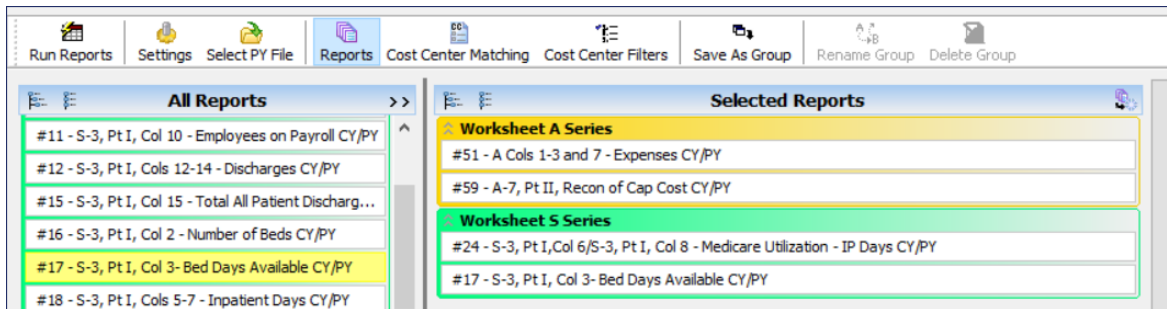
In the example above, we selected two reports: 51 and 59. After you select the reports you want to see, click **Run Reports**. The following screen will appear in the main window and the selected report(s) will be displayed.

550049 - ELK GROVE HOSPITAL										
Management Reports #51 - A Col. 1 - Salary Expense CY/PY #59 - A-7, Pt II, Recon of Cap Cost CY/PY										
A	B	C	D	E	F	G	H	I	J	K
1	A Col. 1 - Salary Expense CY/PY									Report #51
2										
3										
4	Provider Information				Period From	Period To	Number Of Days	Days to Days Ratio		
5					1.00	2.00	3.00	4.00	5.00	
6	Current Year Provider: 550049 - ELK GROVE HOSPITAL				07/01/2010	06/30/2011	365			
7	Prior Year Provider: 550049 - ELK GROVE HOSPITAL				01/01/2010	12/31/2010	365	1.000000		
8	Tolerance Criteria				Amount	Operation				
9	Unit Difference				15,000.00	OR				
10	Percent Difference				15.00	END				
11					Flagged	Non-Flagged	Total			
12	Number Of Records				138	66	204			
13	Cost Center Description				Current Year	Prior Year	Dollar Change	Percent Change	Flagged	
14	1.00	CAP REL COSTS-BLDG & FIXT			0	0	0	0.00		1.00
15	1.01	CAP REL COSTS-BLDG & FIXT ATWN			0	0	0	0.00		1.01
16	2.00	CAP REL COSTS-MVBLE EQUIP			0	0	0	0.00		2.00
17	2.01	CAP REL COSTS-MVBLE EQUIP ATWN			0	0	0	0.00		2.01

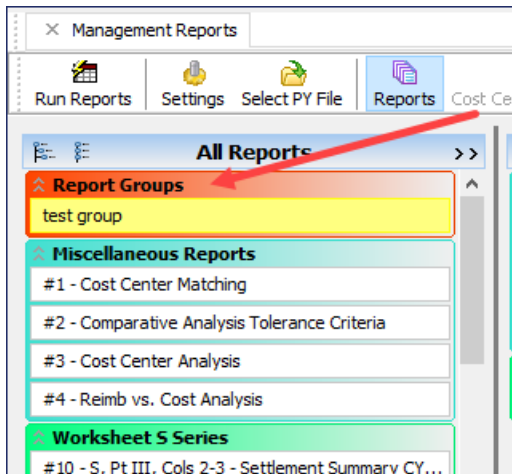
In this example two reports were selected and run. The selected reports were created and are available by clicking on the respective tabs. You can switch back and forth between these reports by clicking on the various tabs.

11.8 User-Defined Groups

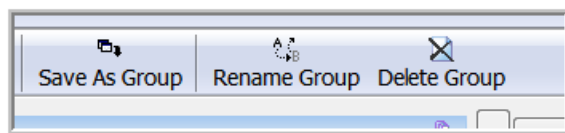
You can save the currently selected reports and any applied tolerance criteria as a group of reports by clicking the **Save As Group** button.



Enter the name for your group and click **OK**. The name of the group will appear under the heading Report Groups, at the top of the list of reports. In the example below, a Report Group named New Group was created and now appears under the Report Groups heading.



Add or remove reports from the group by selecting the group and then selecting reports. Reports will be added to the group as you select them. Remove reports in the group by selecting them from inside the **Selected Reports** window and dragging them out of the window. You can rename groups and delete groups by clicking on the appropriate button.



User-defined groups are saved in the template file (menu file). You can share report groups sharing copies of Menu files. If you share a copy of your Menu file(s) with someone else they can open the Menu file and will be able to use the report groups and tolerance criteria saved in the Menu file. There is not limit to the number of Menu files you can create.

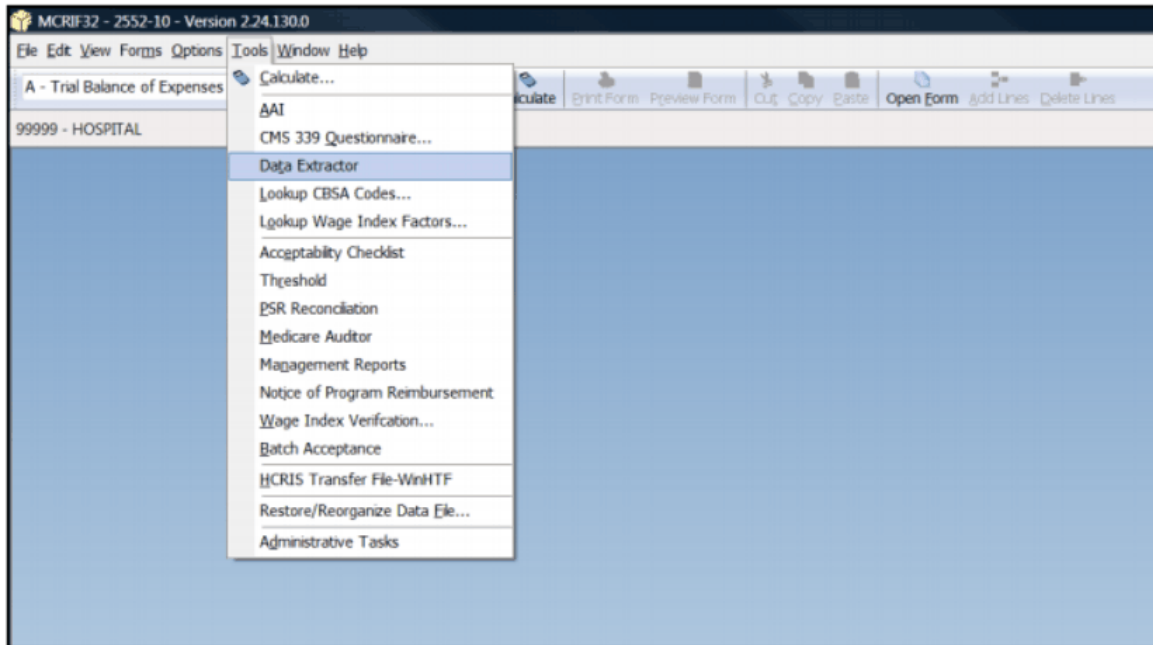
12 Data Extractor

For several years our focus was helping clients get data into their Medicare cost reports. Then we started getting requests from users to get data out of the Medicare cost report. In response to that demand, we added the Data Extractor feature. You can extract any data in the cost report – entered or calculated. The data is extracted and formatted in a comma separated file (.csv). That file can be imported into Excel or any other spread sheet program.

Data Extractor extracts data from a single Medicare cost report. The Data Extractor is also used to build the specifications for our Batch Data Extractor. The Batch Data Extractor applies the extract specifications to multiple cost reports.

The Batch Data Extractor instructions can be found in the next section of this manual.

To use Data Extractor, the cost report software must be running and a cost report file must be open. Start Data Extractor by selecting **Data Extractor** from the **Tools** menu.



Data Extractor will extract whatever data you want. You create an Extract Specification, which is a line by line instruction that tells the software what data you want to extract from the cost report. You will see window where you create or edit specifications on the bottom half of the screen. The top half of the screen will still be available for viewing worksheets. This can be very helpful when determining exactly which Worksheets, lines and columns you want to extract. You can see the worksheet on the top of the screen and enter the reference information on the bottom of the screen.

050008 - ELK GROVE HOSPITAL											Fiscal Yr
A - Trial Balance of Expenses											
	A	B	C	D	E	F	G	H	I	J	K
1	RECLASSIFICATION AND ADJUSTMENTS OF TRIAL BALANCE OF EXPENSES					Provider CCN: 050008	Period From: 07/01/2013 To: 06/30/2014		Worksheet A		
4	Cost Center Description			Salaries	Other	Total (col. 1 + col. 2)	Reclassifications (See A-6)	Reclassified Trial Balance (col. 3 + col. 4)	Adjustments (See A-8)	Net Expenses For Allocation	
5				1.00	2.00	3.00	4.00	5.00	6.00	7.00	
6	GENERAL SERVICE COST CENTERS										
7	1.00	00100	CAP REL COSTS-BLDG & FIXT		0	0	5,195,975	5,195,975	450,680	5,646,655	1.00
8	2.00	00200	CAP REL COSTS-MVBLE EQUIP		0	0	3,140,974	3,140,974	1,544,512	4,685,486	2.00
9	3.00	00300	OTHER CAPITAL RELATED COSTS		0	0	0	0	0	0	3.00
10	4.00	00400	EMPLOYEE BENEFITS DEPARTMENT	60,500	22,995	83,495	15,072,514	15,156,009	0	15,156,009	4.00
11	4.01	00401	MAINTENANCE OF PERSONNEL	382,999	23,699	406,698	-2,247	404,451	-5	404,446	4.01
12	5.01	00540	NONPATIENT TELEPHONES	256,823	166,628	423,451	-555	422,896	-12,862	410,034	5.01
13	5.02	00560	PURCHASING RECEIVING & STORES	599,999	85,999	685,998	-383	685,615	-11,429	674,186	5.02
14	5.03	00570	ADMITTING	952,802	83,478	1,036,280	-25,987	1,010,293	0	1,010,293	5.03
15	5.04	00580	CASHIERING ACCOUNTS RECEIVABLE	0	23,596	23,596	0	23,596	0	23,596	5.04
16	5.05	00590	OTHER ADMIN & GENERAL	4,218,290	62,055,073	66,273,363	-22,223,658	44,049,705	-30,303,610	13,746,095	5.05
17	6.00	00600	MAINTENANCE & REPAIRS	1,238,933	5,241,380	6,480,313	-4,993	6,475,320	-30,148	6,445,172	6.00

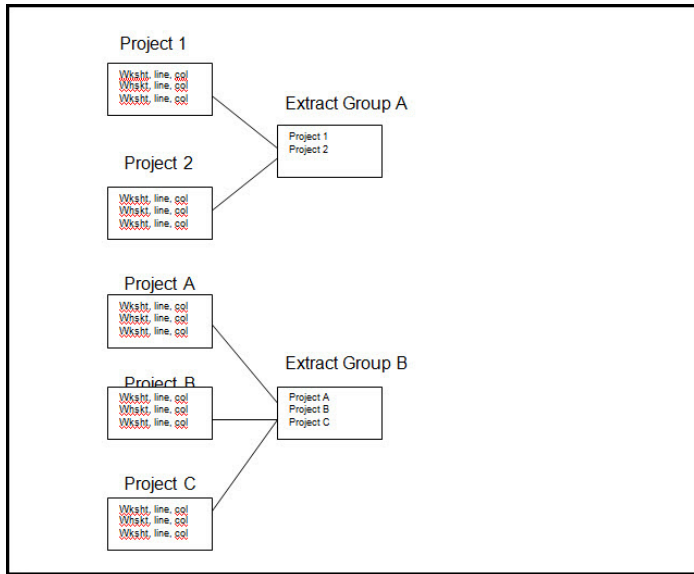
Data Extractor					
Specifications					
NewSpecification					
D:\MCRIF32 - Files\Training\2552-10.csdX					
Worksheet	Program	Provider	Line Number	Column Number	Other Data
A			6.00	1.00	
A			7.00	1.00	
A			8.00	1.00	
A			9.00	1.00	
A			10.00	1.00	

See also [Batch Data Extractor](#)

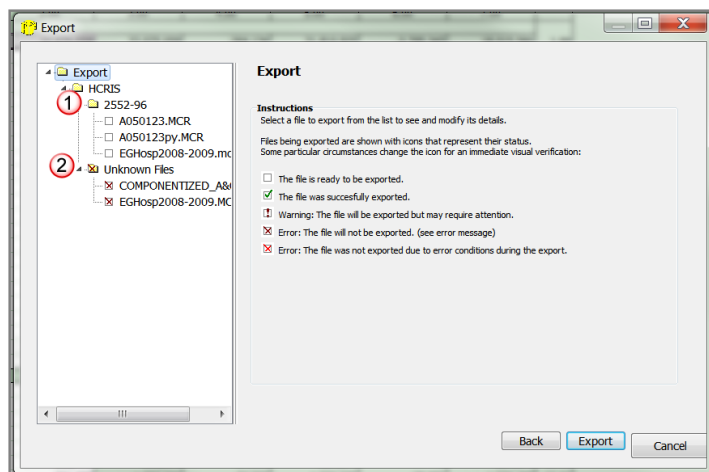
12.1 Extract Specifications

The first time you access the Data Extractor, the system will set up a default Specification Group. The default Specification Group is based on the cost report form set number followed by ".csdx" (e.g., hospital is 2552-10.csdX). This is a file on your hard drive in the same folder as your cost report software (usually c:\MCRIF32).

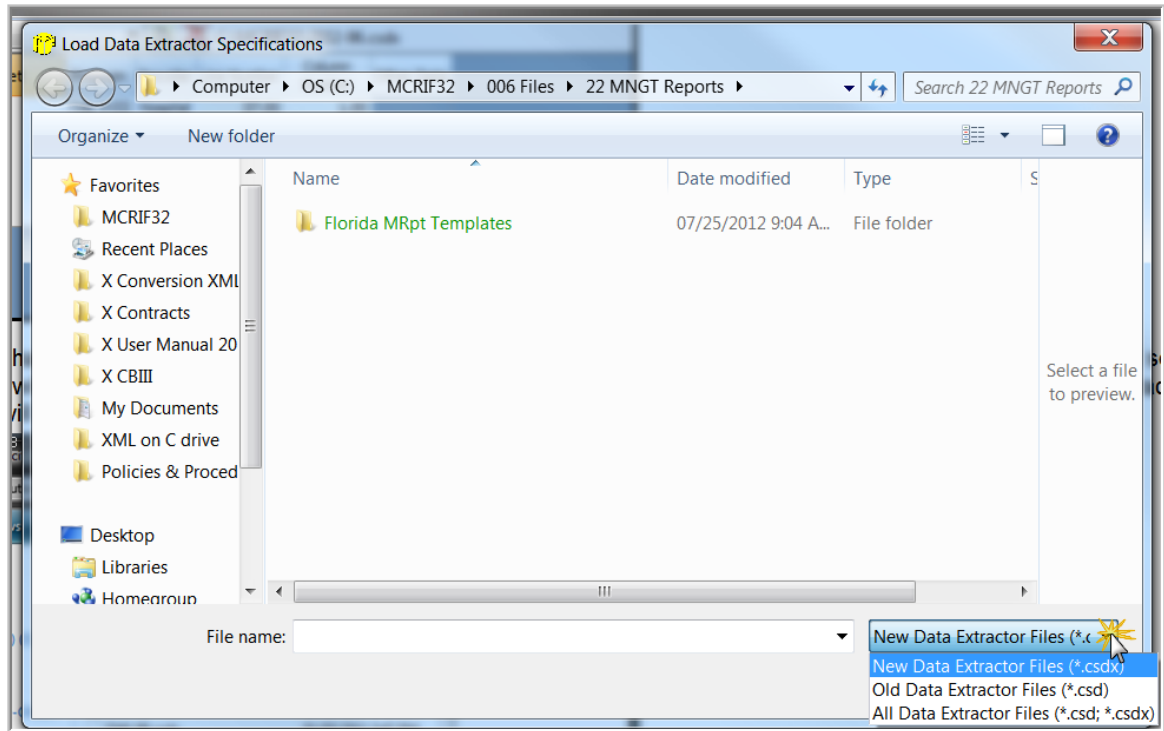
In addition to specifying a Specification Group file name, you will need to enter a name for each extract project. In fact, if you have not previously created a Project Specification, the system will prompt you for a name when you launch Data Extractor. Each Specifications Group can have many extract project Specifications. There will not be a separate file for each project Specification. You can have multiple Specifications Groups. You might have a budget group, an audit group, etc. Within the budget group, you might have a wage specification and a depreciation specification.



Many of our clients created extracts in earlier versions of the software. You can still use these extracts by clicking the **Open** button on the Data Extractor toolbar.



You will need to change the **Files of Type** to the *Old Data Extractor Files*.

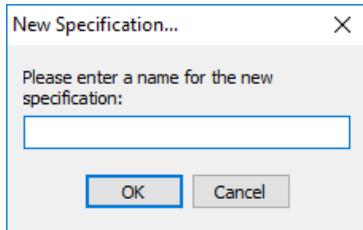


Then you can browse and locate and select your old extract specifications. Once you select a file, the system will make a copy of that file in the new format (.csdx). Any changes that you make will only be in the new extract file format. The old format (.csd) extract specification file will still be available in its original form.


This same screen can be used to create a new Specification Group or to open existing Specification Groups. To create a new Specification Group, click on the Open Folder Icon as you would to access old format specifications, but leave the Files of Type set to New Data Extractor Files. Enter a new file name in the file name box. You can now create one or more project Specifications for that Specifications Group.

To open an existing Specification Group, you can use the browse capabilities of this window to select the drive and folder for the desired Specification Group. The system will only display those files with the .csdx file extension. Select the Specifications Group that you want to use by double clicking on the Specification Group name or click once on the name and then click **Open**.

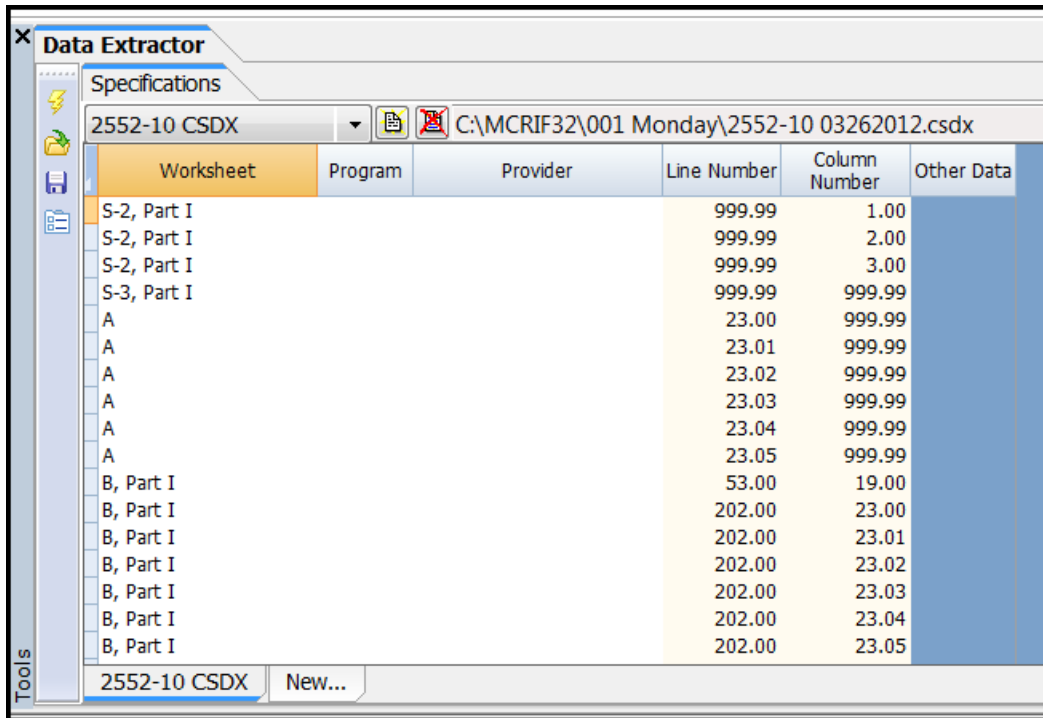
Once you have selected the correct Specification Group, it's time to enter Specifications. There are two ways to start a new Specifications project. You can click on the **New Specification** button or you can click the **New** tab at the bottom of the Data Extractor window. Either of these will allow you to enter a new Specification name.



Enter a name in the **New Specification** dialog box and click OK to save the name and close the dialog box. The name can have spaces and special characters. Remember the Project Specification name is one project in a Group Specification. Each Group Specification can have multiple projects. The Group Specification name is a file name.

You can delete a Project Specification using the **Delete Specification** button . Click the **Delete Specification** button and the current specification will be deleted.

Whether you select Create a New Specification or Open an Existing Specification, you will see the following screen.

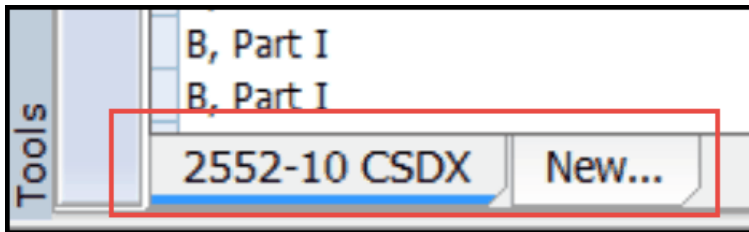


This screen allows you to identify the cost report elements you want to extract. You must completely identify the data elements you want to extract. If the worksheet you select has multiple parts, those will be listed in the Worksheet pull down. For example, you would enter or select Worksheet D, Part V. If the Worksheet can have multiple occurrences (programs and components), the system knows this and will allow you to specify on of the appropriate programs (Title V,

XVIII or XIX) and component (hospital, sub provider, SNF, etc.)

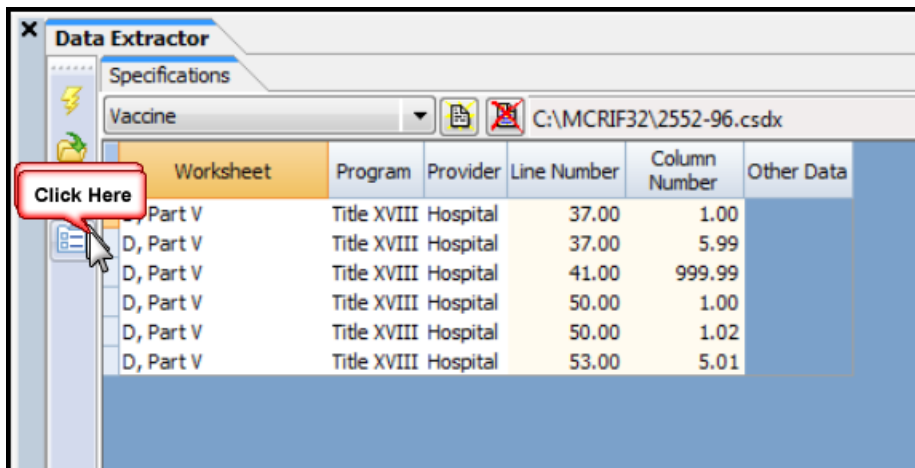
You can use wild cards to simplify entry of project specifications. If you want to extract all Worksheet A, Administrative and General costs, you would need to specify all possible subscripts of line 6 (6.01, 6.02, etc.). Instead, you can enter line 6.99. That will extract all subscripts of line 6. If you wanted to extract an entire worksheet, you can specify line 999.99 and column 999.99.

Notice the tabs at the bottom of the screen. These can be used to change from one data extract to another.

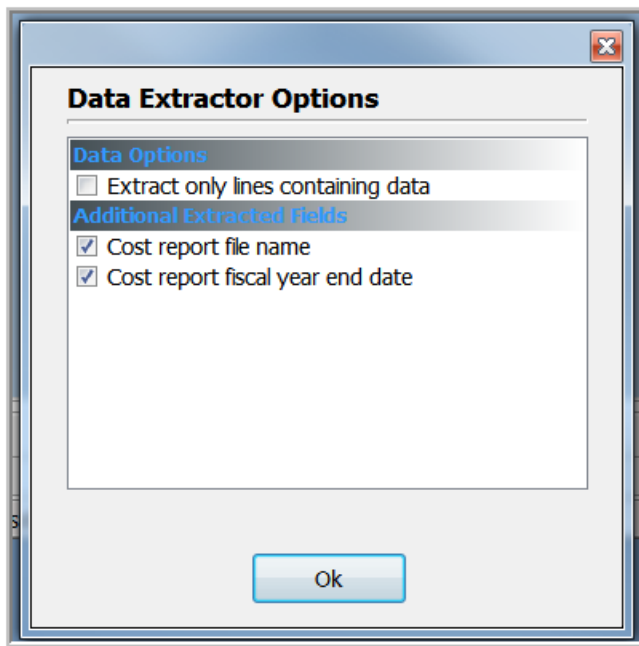


12.1.1 Selecting Output Options

There are several options regarding the format of your extracted data. To view and select Data Extractor options, click the **Options** button on the Data Extractor toolbar.



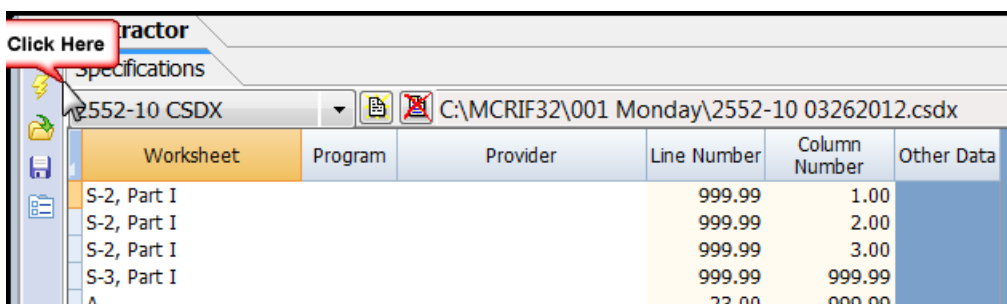
The Data Extractor Options dialog box will open.



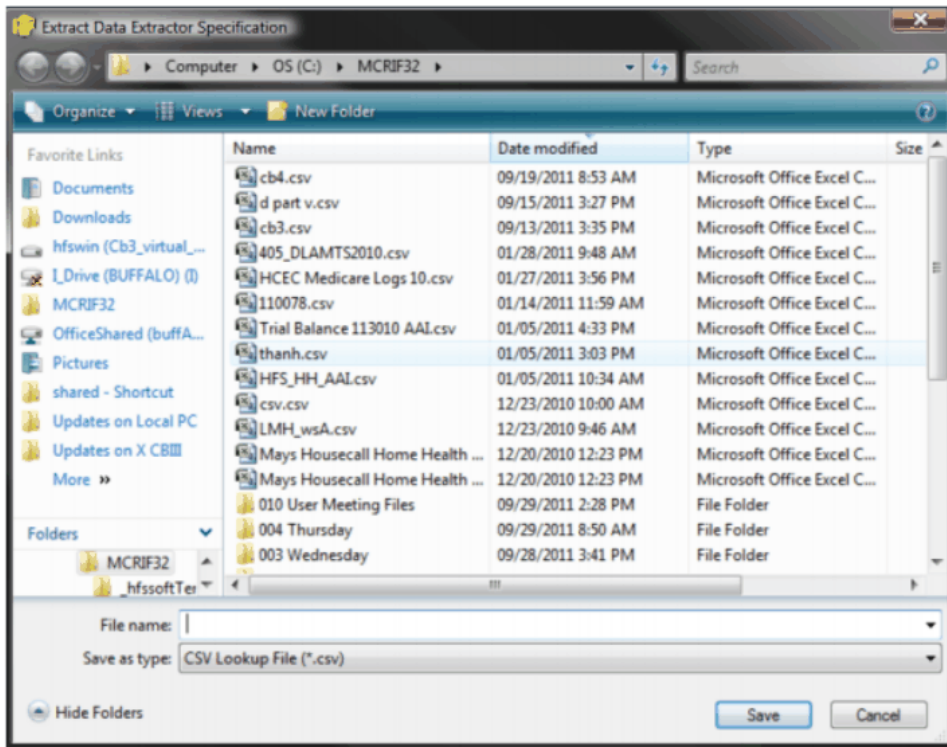
The first option determines if the output file will include zeros and spaces for fields in the cost report that did not contain data or contained zeroes. Select **Extract only lines containing data** to omit lines without data from your output file. The Additional Extracted Fields options allow you to automatically extract the file name and/or cost report fiscal year end date and embed that data in each line of extracted data. This is a very useful option because it helps identify the source of the extracted data. After you choose the options you want, click **OK**.

12.2 Extracting Data

When you have finished entering your project extract specifications, the next step is to extract the cost report data. Click the **Extract** button.



You will be prompted to enter a file name for your output file.



This window will allow you to specify a name for the file where you want the file written and the format of that file. Select the file type in the **Save As Type** list. Click **Save**, and your extraction specification will run and the output file you specified will contain your results. A file with lines of data like this will be produced:

```
A 37.00 1.00,3023260
A 37.00 2.00,805780
A-8 30.00 3.00,""
A-8-2 4.00 4.00,38860
B-1 37.00 3.00,23090
B-1 37.00 4.00,419410
B1 37.0027.00,3829040
B2 37.0027.00,""
B3 37.0027.00,""
C1 37.00 1.00,7194864
D-4181 37.00 2.00,3640574
D5181 37.00 2.00,3077773
D5181 37.00 2.01,""
D5181 37.00 3.00,""
EA181 7.00 1.00,""
EB181 10.00 1.00,7388617
E-1181 1.00 2.00,20225653
E-1181 1.00 3.00,"00/00/00"
```

Notice that there is only one comma in this file. All worksheet identification data is

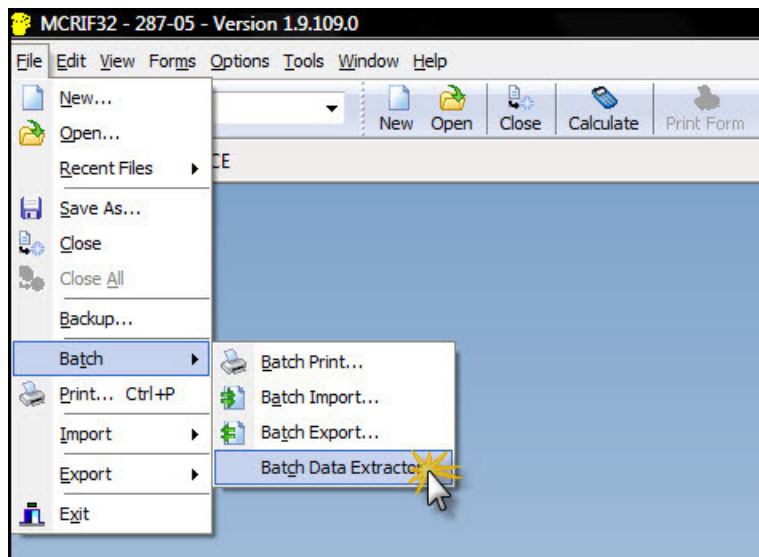
located to the left of the comma. This is done to simplify searching for data in Excel. If the extracted data is formatted as text, date, or if there was no data in the specified location, the extracted data will be enclosed in quotes.

13 Batch Data Extractor

Batch Data Extractor is a useful adaptation of the HFS Data Extractor tool. Like Data Extractor, with Batch Data Extractor you can extract data from a cost report. The data is extracted and formatted as a comma separated file (.csv) file that can be imported into Excel, or any other spread sheet program.

Unlike Data Extractor, Batch Data Extractor extracts data from multiple Medicare cost reports. The Batch Data Extractor applies extract specifications to multiple cost reports. The extract specifications are determined by the software user. Search criteria are used to determine which cost reports to extract data from. Specifications are used to determine what data will be extracted from the selected cost reports.

To use Batch Data Extractor, the cost report software must be running. Do not open a cost report file. Start Batch Data Extractor by selecting **Batch Data Extractor** from the **Batch** sub-menu on the **File** menu. Non-batch Data Extractor is started from the **Tools** menu. Because of the “batch processing” capabilities of Batch Data Extractor, the feature is assigned to a location shared by other “batch” functions. The picture below depicts the location of Batch Data Extractor on the **File** menu.



Batch Data Extractor will start up and you will see the Batch Data Extractor screen. The picture below shows the opening screen.

Search Criteria
Create custom criteria to use when searching for matching cost report data.

Use search criteria when searching for matching files.

Provider No.: to

Fiscal Year End: to

In the spreadsheet below, specify other custom search criteria to further narrow the returned data:

	Identifier	OP	Value
1	[Beds]	>	100
2	[DSH?]	=	Y
3			
4			

Search Criteria File: C:\MCRIF32\2552-10.dsc

See also [Data Extractor](#)

13.1 Search Criteria

On the left side of the screen there is a column which contains selector buttons for the various cost report software modules. The first in the list is the 2552-10. In the example below, the 2552-10 cost report type is selected. When a cost report type is selected the three configuration sections: Search Criteria, Data Specifications and Data Extraction appear immediately below the selected cost report type.

Batch Data Extractor

2552-10

Search Criteria **B**

Create custom criteria to use when searching for matching cost report data.

Search Criteria

Use search criteria when searching for matching files.

Provider No.: to

Fiscal Year End: to

In the spreadsheet below, specify other custom search criteria to further narrow the returned data:

	Identifier	OP	Value
1	[Beds]	>	100
2	[DSH?]	=	Y
3			
4			

C

D

Search Criteria File: C:\MCRIF32\2552-10.dsc **E**

In the screen shown above, there are five screen elements identified. The first area, "A", is the group of selector buttons discussed above, and the three configuration sections. The default is the first item in the group, Search Criteria. Click **Search Criteria** to view the Search Criteria screen (displayed above.) Because it is the default selection, it is the screen you will see first whenever you select a cost report software type in the left column and when you start Batch Data Extractor.

"B" is the Search Criteria screen. This section contains various controls that allow the user to specify criteria the system should use when finding matching files. Remember that this section is not where you specify what data you want to extract from the files. This is where you specify which files data will be extracted from.

You can elect not to specify any criteria here, in which case the software will use all files in a specified location. To use file selection criteria, select the option labeled "**Use search criteria when searching for matching files.**" You can search by provider number and/or fiscal year end dates. In the provider number line, you can specify the beginning and end of a potential range of provider

numbers. In this example, the range is limited to only one provider number. In the fiscal year end line you can enter a beginning date and an ending date for a potential range of fiscal year ends. In this example, files with a fiscal year end date as early as 05/08/2018 and as late as 05/07/2019 may be included in the batch extract.

Beneath the provider number line and the fiscal year end line is a table where you can specify **Custom Search Criteria** ("C") that will be used when selecting those files to include in the batch extract. On each of the lines in the table, you can click on the line in the Identifier column and you can select from a list of criteria. Possible selections are **FYB**, **FYE** and **Provider Number**. For **FYB** and **FYE** you can select an operator in the **OP** column of either greater than, less than or equal to. You indicate the value to be used for the comparison in the **Value** column. For **Provider Number**, the only available option in the OP column is "=".

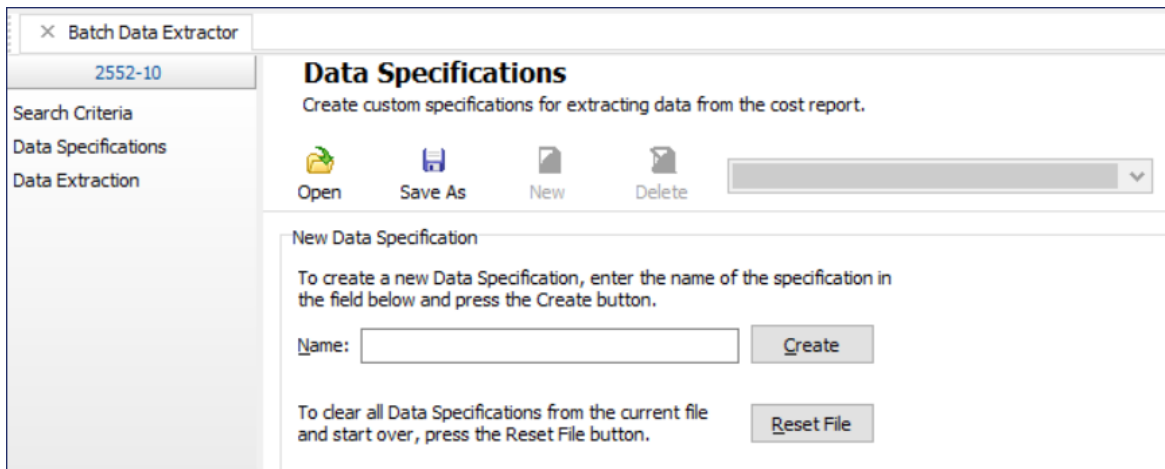
Immediately below the Search Criteria input table are four buttons. ("D.") The **Open** button allows you to select and open a search criteria file. A search criteria file is a saved instance of search criteria. It is a template that can be used over and over to select cost reports with certain characteristics. The **Save As** button enables you to save the currently specified search criteria in a search criteria file, with a .dsc extension, for future use. The **Clear** button clears all text from the **Search Criteria** input table. The **Define** button opens up another specification screen.

Identifier	Worksheet	Program	Provider	Line Number	Column Number	Other Data
				0.00	0.00	

The **Search Criteria** screen allows you to specify data within the cost report that must match the criteria for the cost report to be included in the batch extract. Enter the worksheet, program (where applicable), provider (where applicable), line number, column number and other details (where applicable). After you have defined a field it can be used on the previous screen as an "identifier" and included in the Search Criteria. These criteria will be compared to the data contained in the group of potential cost reports that may be included in the batch extraction to help determine which reports will be used and which will not.

13.2 Data Specifications

The second configuration section in the left column of the main screen is Data Specifications.

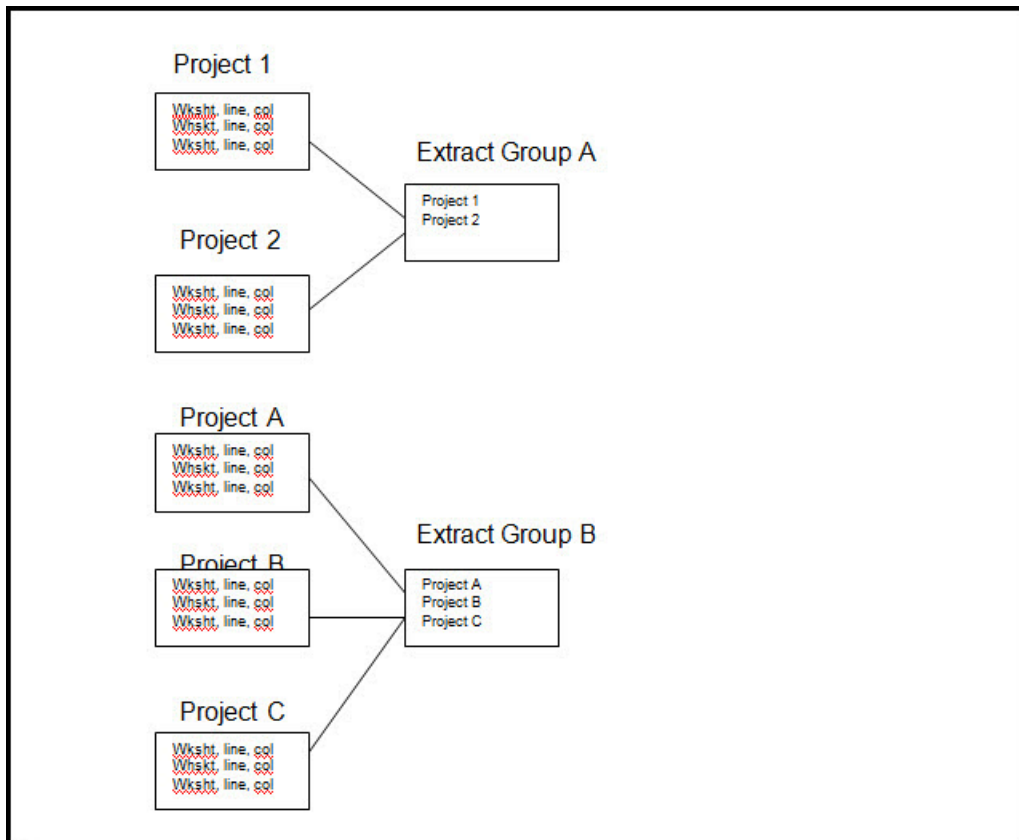


When this screen is opened for the first time, you will be prompted to enter the name for your new Data Specification. You may also choose to reset, or clear, all Data Specification and start from scratch. If you previously created a Data Specification, you can click **Open** and select the file you want to work with.

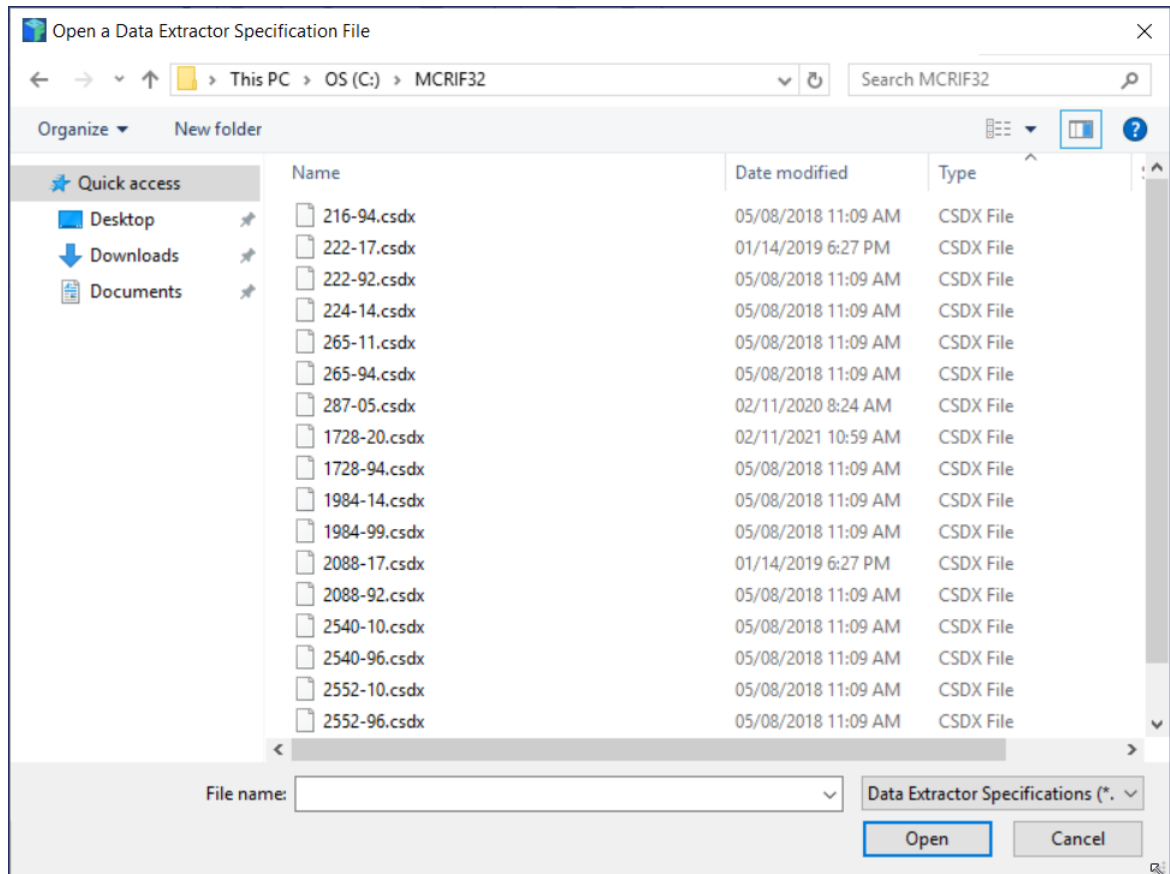
13.3 Specification Groups

Specification Groups

This topic is identical to the material covered in the Data Extractor section. If you read that section already, you may wish to skip ahead to the next topic. Each Specifications Group can have many extract project Specifications. There will not be a separate file for each project Specification. You can have multiple Specifications Groups. You might have a budget group, an audit group, etc. Within the budget group, you might have a wage project specification, a depreciation project specification, etc.



Before we go any further, let's address backward compatibility. We know that many of our clients already have set up extracts in older versions of the software. You may access these extracts by clicking the **Open** button. The following screen to be displayed.



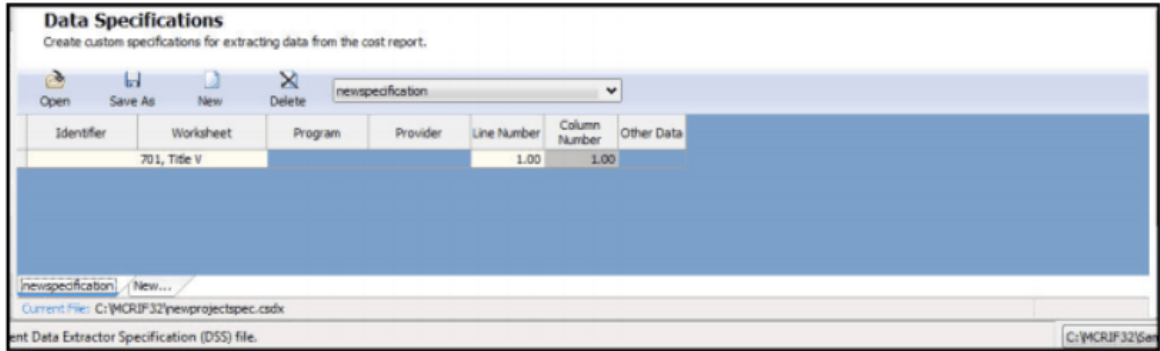
You can then use this open file window to locate and select the old extract specifications. Once you select a file, the system will make a copy of that file in the new format (.csdx). Any changes that you make will only be in the new extract file format. The old format (.csd) extract specification file will still be available in its original form for use with older software.

The same screen can be used to create a new Specification Group or to open existing Specification Groups. To create a new Specification Group, click on the *Open Folder* icon as you would to access old format specifications. Enter a new file name in the File Name box. You can now create one or more project Specifications for that Specifications Group. To open an existing Specification Group, you can use the browse capabilities of this window to select the drive and folder for the desired Specification Group. Select the Specifications Group that you want to use by double clicking on the Specification Group name or click once on the name and then click **Open**.

Once you have selected the correct Specification Group, it is time to enter project specifications. Click the **New** tab in the lower left corner of the Data Extractor window. This will allow you to enter a new project Specifications name. The name

can have spaces and special characters. Remember the project Specification name is one project in a Group Specification. Each Group Specification can have multiple projects. The Group Specification name is a file name.

You can delete a project Specifications using the **Delete Specification** (paper with a red "X" through it) icon. Simply click on this icon and the form appearing in the specifications window will be deleted. Whether you select **Create a New Specification** or **Open an Existing Specification**, you will be see the following screen.



This screen allows you to identify the Medicare cost report elements you want to extract. You must completely identify the data elements you want to extract. If the worksheet you select has multiple parts, those will be listed in the Worksheet pull down. For example, you would enter or select Worksheet D, Part V. If the Worksheet can have multiple occurrences (programs and components), the system knows this and will allow you to specify one of the appropriate programs (Title V, XVIII or XIX) and component (hospital, sub provider, SNF, etc.)

We have given you some shortcuts to simplify the entry of the project specifications. If you want to extract all Worksheet A, Administrative and General costs, you would need to specify all possible subscripts of line 6 (6.01, 6.02, etc.). Instead, you can enter line 6.99. That will extract all subscripts of line 6. If you wanted to extract an entire worksheet, you can specify line 999.99 and column 99.99. Notice the tabs at the bottom of the screen. These can be used to change from one data extract to another.

When you have finished entering your project extract Specifications, the next step is to export the cost report values. This can be done by clicking on the selector tab at the left of the screen labeled **Data Extraction**. The following window appears.

Data Extraction

Extract data from a selected data source based on your data specifications and search criteria.

Data Source Type:

Data Source

Extract data from all cost report files in this location:

Extract data from the selected files:

Data Specifications

Select from one of your predefined data specifications:

Use registered search criteria.

Output Type

Select the type of file to create:

You can select the type of files to extract data from. Currently the options are .mcrx and .mcax files. Both of these are selected by default. Next you must either specify a location, such as a directory or disk, where the files are located, or specify the names of files to be included in the extract. Then choose a Data Specification from those that have been defined and saved. If you click **Options**, the following dialog box appears.

Data Extractor Options

Data Extractor Options

Data Options

Extract only lines containing data

Additional Extracted Fields

Cost report file name

Cost report fiscal year end date

You may choose to limit extraction to only lines that contain data. You may also choose to include the cost report file name and the fiscal year end date as part of the data extracted from the cost reports. When you are finished, click **OK**.

Next select the type of output file. The default is comma separated value file, and that is the one we will use for this example. Next click **Extract**. You will be prompted to enter a file name for the extract file. Click **Save**. The extract will proceed and you will see a dialog box that will provide information about the export. When finished click **Close**.

The following is an example of the contents of the file that will be produced:

```
A 37.00 1.00,3023260
A 37.00 2.00,805780
A-8 30.00 3.00,""
A-8-2 4.00 4.00,38860
B-1 37.00 3.00,23090
B-1 37.00 4.00,419410
B1 37.0027.00,3829040
B2 37.0027.00,""
B3 37.0027.00,""
C1 37.00 1.00,7194864
D-4181 37.00 2.00,3640574
D5181 37.00 2.00,3077773
D5181 37.00 2.01,""
D5181 37.00 3.00,""
EA181 7.00 1.00,""
EB181 10.00 1.00,7388617
E-1181 1.00 2.00,20225653
E-1181 1.00 3.00,"00/00/00"
```

Notice that there is only one comma in this file. All worksheet identifier information is located to the left of the comma. This simplifies searching through the extracted data. If the data is text, or date formatted, or if there was not data to extract on that line, the extracted data or null value will be enclosed in quotes.

13.4 Data Extraction

The third configuration section is Data Extraction. Click **Data Extraction** to open the **Data Extraction** screen.

The screenshot displays the 'Data Extraction' configuration window. On the left, a sidebar lists navigation options: 'Search Criteria', 'Data Specifications', and 'Data Extraction', with a red arrow pointing to the latter. The main window title is 'Data Extraction' and includes the instruction: 'Extract data from a selected data source based on your data specifications and search criteria.' The 'Data Source Type' is set to 'Cost Report Files (*.mcrx;*.mcax)'. Under 'Data Source', the first radio button is selected: 'Extract data from all cost report files in this location:', with a text box and a 'Browse...' button. The second radio button is 'Extract data from the selected files:', with a list box, 'Add...', and 'Remove' buttons. The 'Data Specifications' section has a dropdown set to 'Basic Data' and a checked 'Use registered search criteria.' checkbox. The 'Output Type' section has a dropdown set to 'Comma Separated Value File (' and an 'Extract...' button, with a red arrow pointing to it.

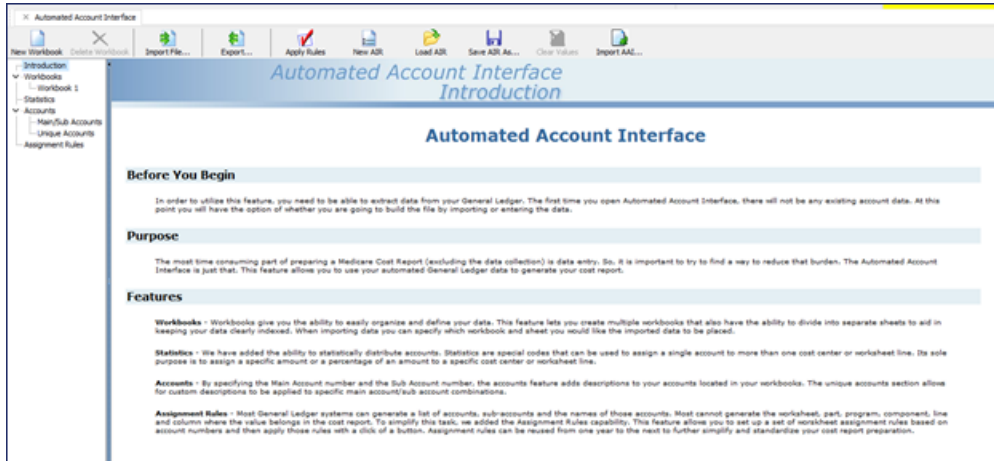
The first step is to choose the type of cost reports you want to extract data from. Select a type of cost report from the Data Source Type list. Next, select the data source. You can select data from all cost reports in a folder or select specific cost report files to extract data from. Select one option and then identify the folder or the cost report files.

The third step is to select a Data Specification. Choose a specification from the list of available specifications. You can also click **Options** to open the **Data Extractor Options** dialog box where you can select the options discussed in the previous chapter.

The final step is to select the output file type from the list of file types. After you select the type of file, click **Extract** to extract data and create the output file.

14 Automated Account Interface

The most time-consuming part of preparing a Medicare cost report (excluding the data collection) is data entry. So, it is important to use every available tool to reduce that burden. The Automated Account Interface was designed to reduce data entry to an absolute minimum. AAI allows you to import a .csv or .xls file, cross-reference your data and then export it to your cost report. AAI is designed to automate the mass-download of data from a provider's general ledger, organize and map that data and export the data to any data entry enabled cell in the cost report.



The AAI screen allows you to get to all of the main functions of the system with the tool bar buttons. You can navigate between screens by selecting them in column on the left side of the screen. While using AAI you can work on your cost report in the top half of the cost report window.

The AAI information is stored in a file with an extension of .aix. If you used the AAI feature in older versions of our software you will be able to open your AAI files and the system will convert them to the new .aix format. The Automated Account Interface is available in the 2552-10/96, 2540-10/96, 265-11/94, 1728-94, 2088-17/92, 222-17/92, 1984-14/99, 216-94, 224-14, CHDRX, LTCIR/X systems.

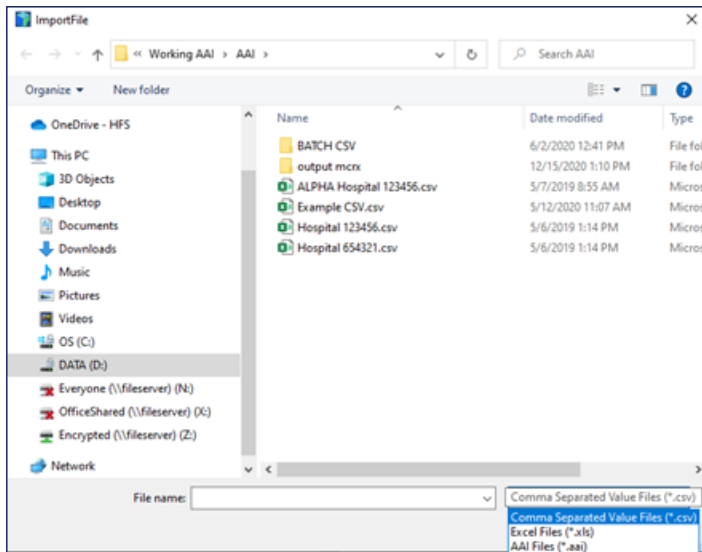
See also: [Batch AAI](#)

14.1 Import

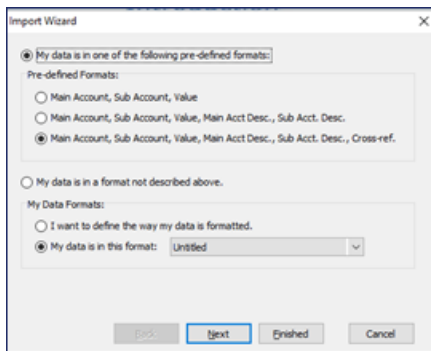
To import the file that you have created from your general ledger system or other accounting software, click the Import File button on the tool bar.



Select the Files of Type box to select either a .csv, .xls or .AAI file.



Next, the Import Wizard will let you choose a file layout or define your file layout if it does not match one of the options.



The HFS pre-defined file formats are for .csv files in the following formats:

1. Account,Sub-account,Dollars
2. Account,Sub-account,Dollars,Account_Names,Sub-account_Names
3. Account,Sub-account,Dollars,Account_Names,Sub-account_Names, Cross_Reference_Data

All formats assume that the fields are separated by commas. You should not have commas in the Account Name or Sub-account Name fields. You cannot have commas or dollar signs in the Dollars field.

In the second format, the system will determine whether you have one or two account names. If you have two account names, they will be stored as the Main Account and Sub-account names. If you only have one name, the system will store it as the unique label for that combination of account and sub account.

The third option when importing will allow you to import the cross-reference data. The cross-reference data must contain six components separated by commas: Worksheet, Part, Program, Component, Line and Column. If the Worksheet does not have a Part, Program or Component, leave the cell blank. Entering the cross-reference data requires some familiarity with the system. If you are not sure what needs to go into the cross-reference values, go into the Automated Account Window, open a Workbook, click on a worksheet cell, scroll, and select the required worksheet, and select correct Title and Component you are looking for. Then, enter EXACTLY as you see in the cells (more so, for component selection). The following are some examples of cross-reference data.

Worksheet A, line 1, column 2: "A, , , 1,2"

Worksheet E-3, Part III, Title 18, Hospital, line 4, column 1: "E3,3,18,Hospital,4,1"

Worksheet E-3, Part III, Title 18, Subprovider - IRF, line 7, column 1: "E,3,18, Subprovider - IRF,7,1"

If your file is not in one of the formats above, then select "My data is in a format not described above." You can then tell the system how the fields in your file are organized.

	Field Name	Data Type	Sample Data
>>	Field1	Main Account Number	810010
2	Field2	Do Not Import (Skip)	10
3	Field3	Main Account Number	14077
4	Field4	Sub Account Number Value	HOUSEKEEPI
5	Field5	Main Account Descripti	ENV SVCSMGMT & SUPEI
6	Field6	Sub Account Descripti	A
7	Field7	Do Not Import (Skip)	0
8	Field8	Do Not Import (Skip)	0
9	Field9	Do Not Import (Skip)	0
10	Field10	Do Not Import (Skip)	10

The system will read your file and show the first record in the *Sample Data* column. Go to the Data Type column and click the down arrow to see the list of expected fields and choose the field that matches the Sample Data. If the field should not be imported leave the Data Type set to Do Not Import (Skip).

You can Save this Specification by clicking the Save As button and use this the

next time you want to import a file in this format.

The Import Wizard asks you to choose a destination and action for the imported data.

Import Wizard

Select where the data will be imported:

Select the Worksheet Book and sheet where you would like to import the data:

Worksheet Book:

Sheet:

Select how the imported data will affect existing data:

Replace existing values that match the imported data.

Add imported values to existing values.

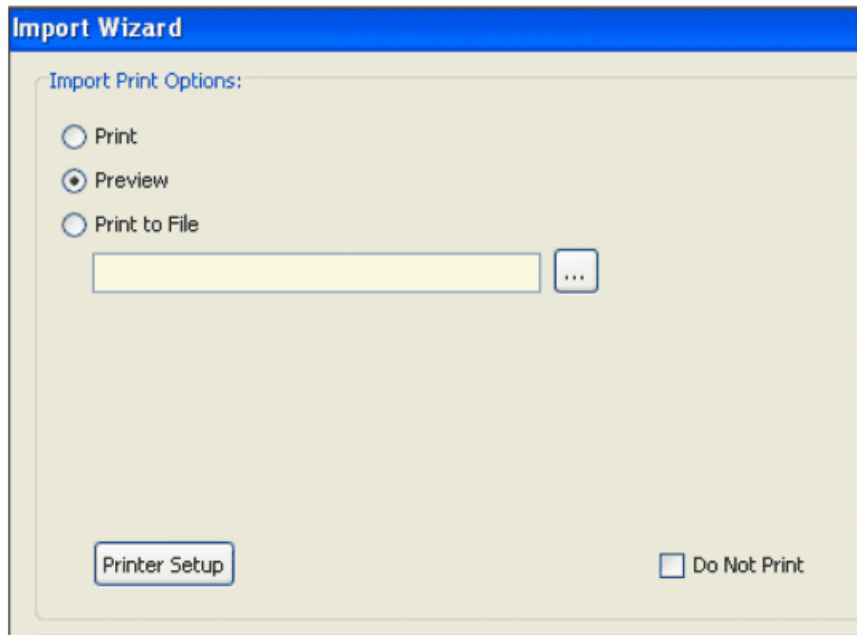
Subtract imported values from existing values.

Remove existing data and replace it with imported data.

If you will be importing one file the default destination, Workbook 1 and Sheet 1, should be left as is.

If you have multiple files to import and you want to be able to view them, cross-reference them and export them individually then you should choose separate Workbooks or Sheets. When importing the data, you have four “Action” options. The first and fourth options replace data. The first option only replaces the values (dollars, text, days, etc.). The fourth, remove option, deletes the entire sheet including all accounts, labels, dollars, and cross-reference information and builds a new sheet using only the information in the import file. The system will warn you before it actually deletes the existing sheet.

The second and third import options add or subtract the incoming values to (or from) the existing values in the AAI file. These two options do not change the existing cross-reference information.



You can choose to Print, Preview or Print to File the report. You can also choose Do Not Print.

The following report shows an example of an Imported file into a .aax file that did not have any data. You will notice that the Action column repeats Record Added. If the file had previous matching data, the Action column would read Record Updated. This report is very helpful when existing data is in place because it will show Records that have been Added and may need further attention.

Import Records Downloaded Into AAI		Customer Account Information	
Main Account	Sub Account	Sequence	Amount Action
Workbook 1 : Sheet1			
10 Provider Name		0	RECORD ADDED
20 CCN		0	654,321.00 RECORD ADDED
30 Provider Type		0	1.00 RECORD ADDED
40 Street		0	RECORD ADDED
50 City		0	RECORD ADDED
60 State		0	RECORD ADDED
70 Zip		0	95,608.00 RECORD ADDED
80 County		0	RECORD ADDED
1000 BLD	3000	0	12,321.00 RECORD ADDED
1001 BLD	3001	0	123,456.00 RECORD ADDED
1002 MYBLE	3002	0	4,567.00 RECORD ADDED
1003 BLD	3003	0	8,910.00 RECORD ADDED
1004 BLD	3004	0	321,123.00 RECORD ADDED
1005 MYBLE	3005	0	654,456.00 RECORD ADDED
1006 EMP BENS	3006	0	987,789.00 RECORD ADDED
1007 EMP BENS	3007	0	3,693.00 RECORD ADDED
1008 EMP BENS	3008	0	2,582.00 RECORD ADDED

14.2 The Main AAI Screen

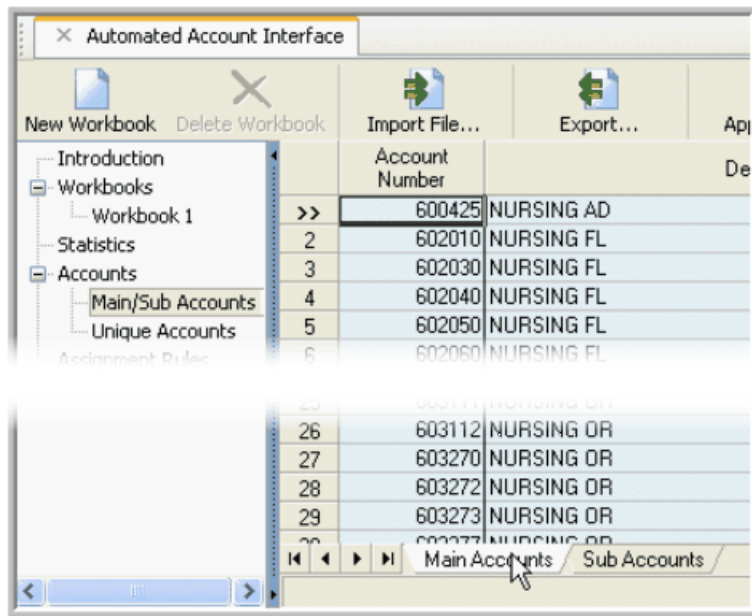
Your imported data will be displayed on the main AAI screen.

Main Account	Sub Account	Sequence	Worksheet	Program	Component	Other	Line	Column	Value	Basis	Note
10		0	S-2, Part I				3.00	1.00	Hospital Name 2		
20		0	S-2, Part I				3.00	2.00	654321		
30		0	S-2, Part I				3.00	4.00			

If you did not import the cross-reference information, you can enter the Page, Part, Program, Component, Line and Column information directly on this screen. You can sort the Account screen on any column just by clicking on the column heading. The first click on a column heading will sort it into ascending order and the second click will change it to descending order. This can be very helpful if you have an unexpected value on a particular line, you can sort by that line and find all the accounts that contribute to that line.

The system has the ability to store multiple .csv files in separate worksheets or workbooks. These can be set up as you import or by clicking on the **New Workbook** button on the AAI tool bar. You can switch between workbooks by clicking on the left-hand task pane tree and worksheets within the workbook by clicking on the tabs at the bottom of the window.

The Main Account Descriptions, Sub Account Descriptions and Unique Account Descriptions can be viewed by clicking in the Left-hand task pane tree on Accounts. The Account Descriptions can be viewed on the main screen at the bottom left of the screen individually as you scroll through your accounts. Descriptions can be edited on this screen. If you enter a unique line label, then that label only applies to that specific account and sub account combination. Unique line labels can be edited and added using this screen. When you enter or change a unique line label, it only affects the one entry. Unique labels can also be imported.



There is a snap line (dotted line) between the left-hand task pane and the Account View Window. If you click on this snap line it will remove the task pane view and allow the Account View Window to use the whole window. Another click on the snap line will restore the left-hand task pane.

Accounts can be added by typing them at the end of your worksheet. The account descriptions can then be added on the Accounts listing.

Accounts can be deleted by zeroing the account and sub account information on the worksheet screen or by highlighting the line and choosing CTRL+X to cut it. The amount column can be cleared by highlighting the entire column and choosing CTRL+X to cut the values. If you are using the same cross-reference for multiple providers, you can make a copy of the file and "Clear" all the values. Then, when you download the new provider's data, it will not have any of the previous values. The same process can be applied to use last year's file for this year, make a copy and "clear" the file.

14.3 Sequence

The Sequence number gives you the ability to have the same Main Account and Sub Account go to multiple places or to manually split the amount. Utilizing the sequence number, you can have two Worksheet, Part, Program, Component, Line and Column references. If you import a file that has a duplicate account/sub account combination, but different cross referencing the system will change the sequence code.

14.4 Manually Enter Cross-Reference Information

There are three ways to tell the system where your data should go in the cost report. The first is to enter your data on the AAI screen. You can manually type your entries into the *Worksheet, Program, Component, Other, Line* and *Column* cells. This sounds like a big job, but the system helps by repeating the above entry with whenever you press Enter. Usually, groups of accounts share most cross-referencing information, so this process goes pretty quickly. Also, this file can be copied and used for the next facility's report or next year's report so you will only have to do the cross referencing once.

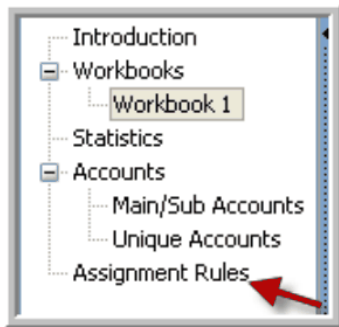
14.5 Import Cross Reference Information

When you import your data, you will be given the option to choose a format that includes the cross-reference data in your import file. The cross-reference data must contain six components separated by commas: *Worksheet, Part, Program, Component, Line* and *Column*. If the *Worksheet* does not have a *Part, Program* or *Component*, enter zeros or have nothing between the commas. As mentioned before, entering the cross-reference data requires some familiarity with the system. If you are not sure what needs to go into the cross-reference Values, again, go into a *Workbook* in the *Automated Account Window* and enter the *worksheet* for which you will be supplying cross-reference data.

14.6 Assignment Rules

The third option is to use our *Assignment Rules* feature. Most GL systems can generate a list of accounts, sub accounts and the names of those accounts. Not all can generate the *worksheet, part, program, component, line, and column* where the value belongs in the cost report. To simplify this task, we added the *assignment rules* capability. Let's say that you have an overtime salary sub account #123. It is likely that this sub account occurs in 100 different departments. Instead of keying the cost report location 100 times, you generate a single assignment rule that states for the range of expense accounts, every time you see sub account #123, it goes to *Worksheet A, column 1*. When you apply the assignment rules, the system makes the 100 references for you.

Perhaps this same accounting system has an account (or department) #654. This account has 100 sub accounts (expense classifications). You would need to type the cost report location 100 times. Or you can type a single assignment rule that says whenever you see department #654, put it on line 41 of the cost report. When you apply the assignment rules, the system makes the 100 references for you. To access the *Assignment Rules*, click *Assignment Rules* in the task pane.



You can then enter or modify your rules in the Assignment Rules screen. If you do not enter a value (like the line number field in the following example), this field will not be completed for this rule when you Apply the rules. Entering a good description helps you recall what the rule does

	Description	Main Account Range From	Main Account Range To	Sub Account Range From	Sub Account Range To	Add On	Worksheet	Program	Component	Other	Line	Column	Basis
100	Institutional Supplies (6360 - 6370)	6360	6379	0	0	D/A		00			21.00	0.00	
101	Non Salary (all subaccounts)	0	0	60000	79999	D/A		00			0.00	2.00	
102	Salary (60000 to 60999)	0	0	60000	60999	D/A		00			0.00	1.00	
103	Employee Benefits (62000)	0	0	62000	62999	D/A		00			5.00	0.00	
104	80000 Expenses	0	0	80000	89999	D/A		00			0.00	2.00	
105	Depreciation (71300 - 71699)	0	0	71300	71699	D/A		00			1.00	0.00	
106	Depreciation Movable (71700 - 71999)	0	0	71700	71999	D/A		00			4.00	0.00	
107	Interest (72300 - 72700)	0	0	72300	72700	D/A		00			88.00	0.00	
108	REVENUE MANAGEMENT (9790)	9790	9790	0	0	D/A		00			6.00	0.00	
109	CARDIAC CATH (9790)	9790	9790	0	0	D/A		00			53.00	0.00	
110	DEVELOPMENT (9810 TO 9830)	9810	9830	0	0	D/A		00			99.02	0.00	
111	CORPORATE ADM 9070	9070	9070	0	0	D/A		00			6.00	0.00	

Rules can be inserted by keying CTRL+I. The order of the rules can be used to make exceptions to an already existing and broad rule, as rules are applied in sequential order. You can create a rule that affects a large range of accounts. Then add rules that replace the cross referencing for selected accounts.



The previously depicted three icons on the Automated Account Interface tool bar are for the Assignment Rules. When you are finished creating or editing the Assignment Rules you will click on the Apply Rules icon to have the assignment rules fill in your cross-reference data on the AAI Account screen. When you apply rules, you will be able to specify which workbook and sheet the rules should apply to. The Assignment Rules are stored in a file with an extension of .airx. After you have entered data you will save this file by choosing the Save AIR As icon. You can choose the location and name of the file at this time. To select an existing .airx or .air file, click the Load AIR button. You can use the .airx file that you create for your next year's cost report, another facility with the same GL set up or share it with another cost report preparer.

14.7 Statistics

The system has the ability to statistically distribute accounts. The first step in this process is to define the statistics to be used. To add a statistic, click Statistics in the left-hand task pane. On the Statistics Screen, you will see all the existing statistics listed at the top of the window. The bottom of the Statistics screen will allow you to add a new statistic. Type a new statistic code and a description of the statistic. The statistics code will be entered in the Basis column on the accounts screen for those accounts to be allocated using that statistic.

New AAI Statistic

Statistics are created using your own statistic code and description.
In addition Statistics can be fully customizable.
Enter the Statistic Code and Description, then press the Finished button.

Statistic Type: Cost Centers based User defined

Statistic Code:

Description:

Notes:

Once the statistic is defined, it must be entered. When you define a new statistic, you can either choose Cost Center based or User Defined. The following screen shows Cost Center based. The amounts you enter on each cost center will be used to allocate the account data to the lines. A running total is kept at the left.

Line	Description	Value
1	1.00 OLD CAP REL COSTS-BLDG & FKST	
2	2.00 OLD CAP REL COSTS-MVBLE EQUIP	
3	3.00 NEW CAP REL COSTS-BLDG & FKST	
4	4.00 NEW CAP REL COSTS-MVBLE EQUIP	
5	5.00 EMPLOYEE BENEFITS	
6	5.02 DAY CARE	
7	6.00 ADMINISTRATIVE & GENERAL	
8	7.00 MAINTENANCE & REPAIRS	
9	8.00 OPERATION OF PLANT	
10	9.00 LAUNDRY & LINEN SERVICE	
11	10.00 HOUSEKEEPING	
12	11.00 DIETARY	50.00
13	11.02 DIETARY - OTHER	50.00
15	12.00 CAFETERIA	
16	13.00 MAINTENANCE OF PERSONNEL	
17	14.00 NURSING ADMINISTRATION	
18	15.00 CENTRAL SERVICES & SUPPLY	
19	16.00 PHARMACY	
20	17.00 MEDICAL RECORDS & LIBRARY	
21	18.00 SOCIAL SERVICE	
21	19.00 MEDICAL SUPPLIES AND EXPENSE	

Description:

Notes:

Total Statistic:

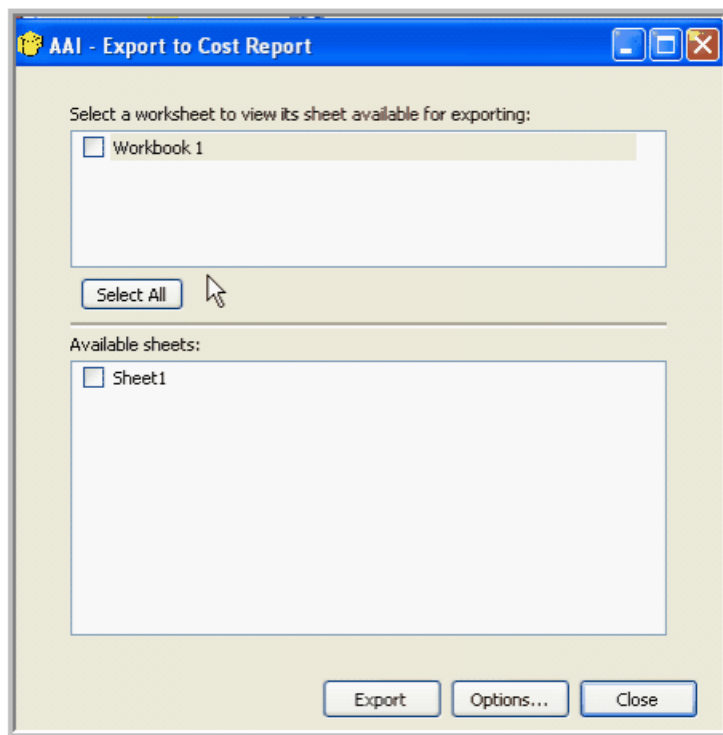
To modify a statistic, click its Code in the top of the window. You can also right click the statistic's Code and get the option to add a new statistic, delete a statistic or import a statistic. If you have statistics from a Prior Year or in another AAI file you can click Import and bring them into this file.

14.8 Export

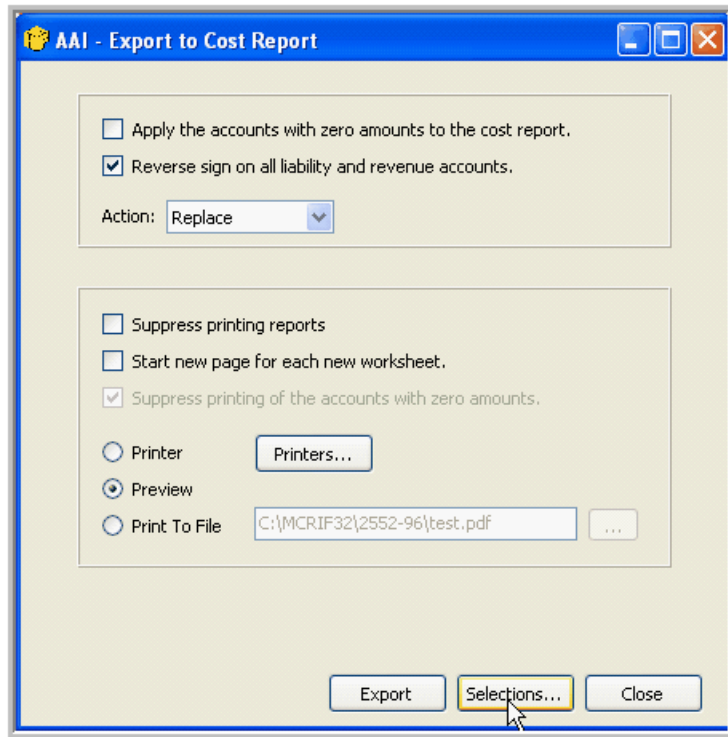
Click the Export button to export your data from the Automated Account Interface to your cost report.



When you export AAI data you will be able to specify which workbook and sheet to export. Click to select the workbook and sheet. If there is only one sheet in a selected workbook, the sheet will be automatically selected when you select the workbook.

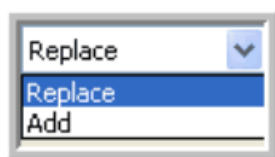


Click the Options button to configure the available options.



The first option allows you to not export accounts with zero amounts to the cost report. For this option you need to consider whether you already have data in the cost report that you do not want replaced with zeros from the AAI file. If you choose to apply accounts with zero amounts, AAI will replace existing cost report values with zeroes. Some users have very large charts of accounts. Individual providers may not use many of these accounts. We give you the option of not applying the accounts that do not have any dollars.

The second option allows you to reverse the sign on liability and revenue accounts. In a true trial balance, all revenue and liability accounts are negative. In order to get these into the cost report correctly, it is necessary to reverse the signs. AAI will reverse the sign if the destination field in the cost report is a revenue or liability amount.



The third option is the type of Action. Chose to either replace existing cost report data or add AAI data to any existing cost report data. If you had sheets set up with monthly or quarterly data and you imported them one at a time you would choose Add because you would want your data to reflect the cumulative total of the data of al sheets you imported. If you were only using one sheet you would

probably leave the default at replace.

You can suppress the printing of the export report. However, this report is one of the primary advantages of the export. The report is an audit trail showing you which accounts went into each line and column and worksheet in the cost report.

Hospital Medicare Cost Report Reference					Customer Account Information	
Line	Main Account	Sub Account	Sequence	Amount	Basis	
A Column 1.00						
5.00	916010 HUMAN RESO	10 ENV SVCSMGMT & SUPERVISION	0	64,144.00		
	916020 HUMAN RESO	20 ENV SVCSTECH & SPECIALISTS	0	147,490.00		
	916040 HUMAN RESO	40 NSG SUPERVOCATIONAL LPN	0	17,387.00		
	916060 HUMAN RESO	60 ENV SVCSCLERIC/OTH ADMIN	0	20,346.00		
	916111 HUMAN RESO	111 ENV SVCSMISC-NONPROD PAY	0	1,625.00		
	916112 HUMAN RESO	112 ENV SVCSMISC-NONPROD PAY	0	17,854.00		
	916114 HUMAN RESO	114 NSG FLOATMISC-NONPROD PAY	0	2,442.00		
	916116 HUMAN RESO	116 NUTR. SVCSMISC-NONPROD PAY	0	1,065.00		
TOTAL LINE 5.00				272,353.00		
6.00	689010 UTILIZATION REVIEW	10 ENV SVCSMGMT & SUPERVISION	0	106,078.00		

The report is organized by cost report worksheet, i.e. A, B-1, C part I. You can choose to start a new page of the report each time you change worksheets. The report can be printed to your printer, previewed, or printed to a file.

15 Batch AAI

We have many customers who use AAI to create multiple cost reports every year. We recognized the need for a batch process that would eliminate the repetitive steps required to create numerous cost reports, one at a time, using AAI. We developed Batch AAI. Batch AAI will create any number of cost reports in a batch process, using the AAI feature. With Batch AAI it is possible to create many cost reports all at once using the powerful AAI feature.

To start Batch AAI, open the **File** menu and select **Batch**, then click **Batch AAI**. The Batch AAI dialog box opens on your screen.

AAI Batch Import Wizard

AAI Batch Type and Template Options

Create this type of cost report file: 265-11

Always create new output files.

Cost Report Template Options

Use this file as a cost report template:
C:\MCRIF32\006 Files\05 ESRD [265-11]\265-11 Th ...

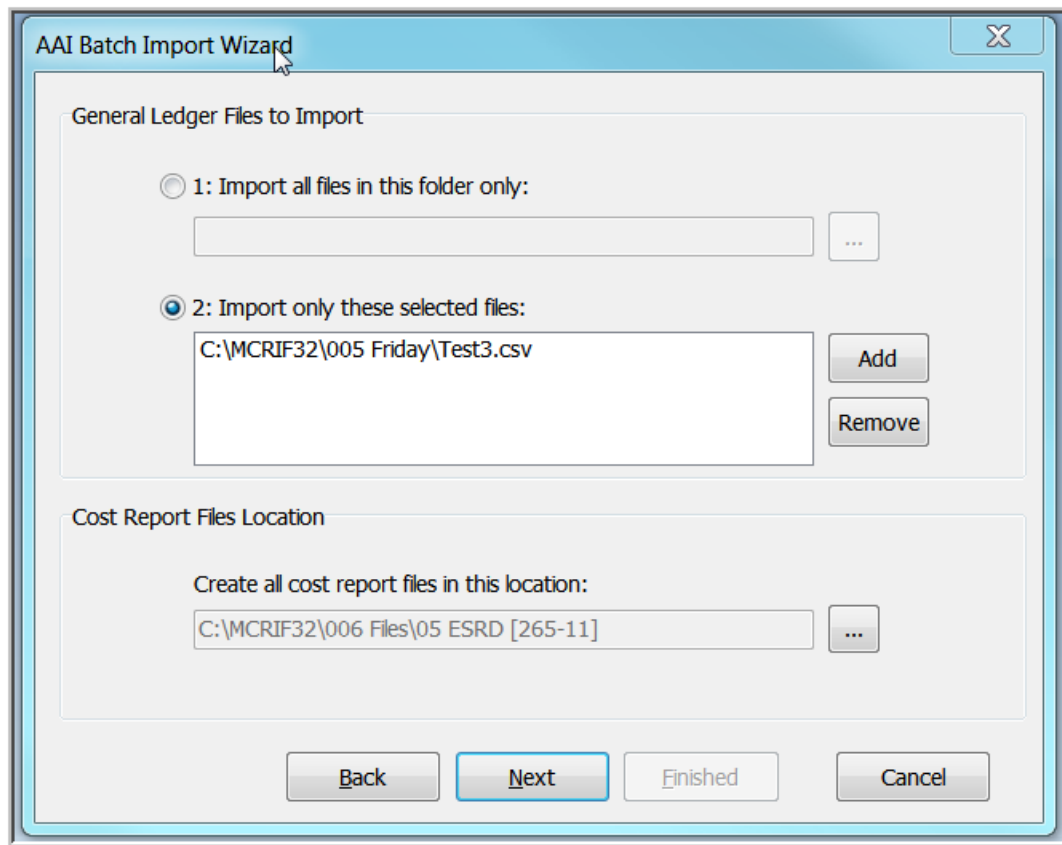
Use this file as a 339 template:
... ..

Use this file as a AAIX template:
C:\MCRIF32\006 Files\05 ESRD [265-11]\265-11 Th ...

Use this file as a AIRX template:
C:\MCRIF32\006 Files\20 AAI files\ESRD 265-11 AAI. ...

Back Next Finished Cancel

In the Batch AAI dialog box you select the type of cost report files you want to create in the batch process. You can create only one type of cost report file during a batch. Then select any of the Cost Report Template Options. You can use a cost report file of the same type as a template. You can do the same with a 339 file. You can also select an AAIX and AIRX file to use as templates. The cost report file and 339 template files will populate parts of your new cost report files with the data in those template files. The AIRX and AAIX templates allow you to create a batch of cost reports based on the same set of assignment rules and account structures.



The screenshot shows the "AAI Batch Import Wizard" dialog box. It has a title bar with a close button (X) in the top right corner. The dialog is divided into two main sections:

- General Ledger Files to Import:** This section contains two radio button options:
 - Option 1: "1: Import all files in this folder only:" followed by an empty text box and a browse button (...).
 - Option 2: "2: Import only these selected files:" followed by a list box containing the file path "C:\MCRIF32\005 Friday\Test3.csv". To the right of the list box are "Add" and "Remove" buttons.
- Cost Report Files Location:** This section contains the text "Create all cost report files in this location:" followed by a text box containing the path "C:\MCRIF32\006 Files\05 ESRD [265-11]" and a browse button (...).

At the bottom of the dialog, there are four buttons: "Back", "Next", "Finished", and "Cancel". The "Next" button is highlighted with a blue border, indicating it is the active step.

In the next dialog box you select a folder that Batch AAI will import data files from. Alternatively, you can identify individual csv files to import data from during the batch processing. You also enter the output location for the files that will be created in the batch. Click **Next** when finished.

The screenshot shows the 'AAI Batch Import Wizard' dialog box. It has a title bar with a close button (X) in the top right corner. The main content area contains two radio button options. The first option is 'My data is in one of the following pre-defined formats:', which is currently unselected. Below it is a box labeled 'Pre-defined Formats:' containing three radio button options: 'Main Account, Sub Account, Value' (selected), 'Main Account, Sub Account, Value, Main Acct Desc., Sub Acct. Desc.', and 'Main Account, Sub Account, Value, Main Acct Desc., Sub Acct. Desc., Cross-ref.'. The second main option is 'My data is in a format not described above.', which is selected. Below it is a box labeled 'My Data Formats:' containing two radio button options: 'I want to define the way my data is formatted.' (unselected) and 'My data is in this format:' (selected). The 'My data is in this format:' option has a dropdown menu next to it with the text 'Untitled'. At the bottom of the dialog box are four buttons: 'Back', 'Next' (highlighted with a blue border), 'Finished', and 'Cancel'.

The third step in the process requires you to select from predefined data formats for the data to be imported into AAI, or if there are none that are appropriate you have to define the name of the data format.

AAI Batch Import Wizard

Using the Field Information section below, describe how the data being imported is formatted. If a field does not match one of the Data Types, simply select 'Skip Field' to have that field skipped when the data is imported.

You can also save your Field Information as a specification using the Save As button.

Field Information: Untitled

	Field Name	Data Type	Sample Data
>>	Main Account Number	Main Account Number	
2	Field2	Do Not Import (Skip)	
3	Value	Value	
4	Field4	Do Not Import (Skip)	
5	Field5	Do Not Import (Skip)	
6	Worksheet Name	Worksheet Name	
7	Worksheet Part	Worksheet Part	
8	Field8	Do Not Import (Skip)	
9	Field9	Do Not Import (Skip)	
10	Worksheet Line	Worksheet Line	
11	Worksheet Column	Worksheet Column	

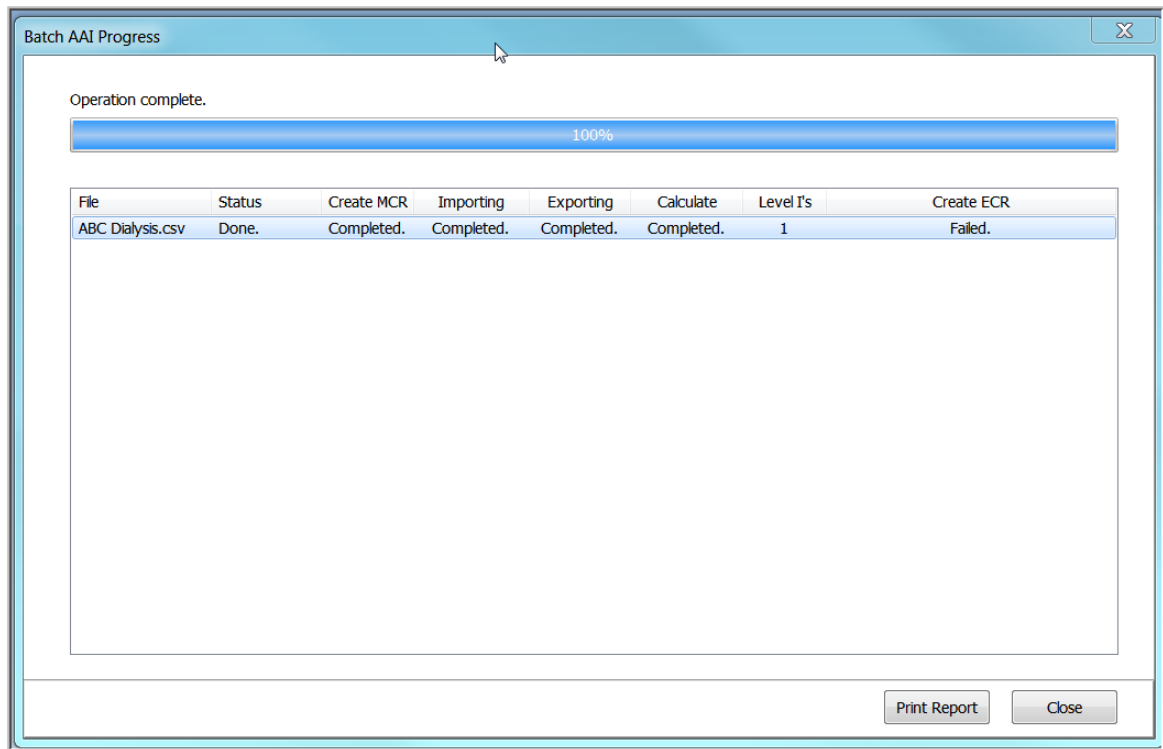
Save As... Specs...

Back **Next** Finished Cancel

After you click **Next** you will enter the details of your data import specification, just as you would if you were using the regular AAI feature. When you are finished you can click **Save As** to save the specification under a new name, or click **Specs** to open another specification file. When you finish entering specifications, click **Next**.

The fifth step in the process is to select from the available options regarding how the imported data will affect existing data. Choose from the same four options available in regular AAI.

When you click **Next**, the Batch AAI process will start and you will see the **Batch AAI Progress** dialog box which shows the status and progress of each file imported during the batch process.



In the example shown above, the AAI import process was successful, except that there was a Level I edit in the cost report file created, and therefore an ECR was not created. When this happens you would have to open the cost report and resolve the condition that caused the Level I edit, recalculate the cost report and export the ECR files.

See also: [AAI](#)

16 Special Reports

All of the HFS Special Reports have been converted to worksheets. Like other worksheets, you can copy and paste, to or from these worksheets, as well as print them to a file (just like any other worksheet). You can also Batch Print any of the Special Reports (from the **File** menu point to **Batch** and select **Print Batch**. These reports are also accessible from the **Print** command on the **File** menu. (If there is no input required, the report is calculated along with the rest of the cost report, and can then be printed). Reports #910 and #920 require user input. Open the reports by selecting **Open** from the **File** menu and select the Reports from the list of all worksheets. Enter data in the Reports and then calculate the cost report.

The following is a detailed list and summary of the HFS Special Reports.

Interns Residents (Bed/Census) Report, or SR #902 (see [CMS Pub. 100-04, Section 20.2.3](#)) – This is used to compute the Intern to bed ratio for IME payments and Capital IME (part of FISS). This is run for audit/settlement purposes. It may also be used for interim payment calculations. It is SR #902 in the list of worksheets displayed in the Print Form dialog box, and can be printed. To print the report from the Print Form dialog box, select SR #902, at the bottom of the worksheet list and click Print. You can also print to a file (PDF).

Long Term Care (RCC) Report SR #903 – P.M. A-02-093 and Change Request #5202. This can be used to compute Long Term Care hospital's PPS payments, and Outliers. This can be run at Tentative and Final Settlement for interim payment purposes (FISS). The I&R to Beds Ratio Report, the I&R to Average Daily Census Ratio Report, and Medicaid Ratio, were incorporated in this report in 2/2007 to consolidate all info on one Report, and to incorporate changes made to the short stay outlier computation initiated in Pricer on 7/1/2006, per Change Request #5202. This includes the Bed Size and Average Length of Stay calculation (ALOS), for this report. It is SR #903 in the list of worksheets displayed in the Print Form dialog box, and can be printed by selecting SR #903 from the bottom of the list and clicking Print. You can also print to a file (PDF).

CAH Medicare Impact Report or SR #905 - This report calculates the Medicare utilization (days to days), and applies this utilization factor to a determined impact amount (Medicare Impact), to estimate the change in each cost center that would result in Medicare Impact. It is SR #905 in the FILE, Print menu, (File, Print, SR #905 at the bottom of the list). You can also print to a file (PDF).

Florida Medicaid Settlement Summary, SR #908 - This report has the special attestation for Florida Hospitals, on the W/S S settlement summary page. It is SR #908 in the FILE, Print menu, (File, Print, SR #908 at the bottom of the list). You can also print to a file (PDF).

CAH Per Diem with Bad Debt, SR #909 - This similar to the SR #910, but includes Bad Debt cost in the per diem calculation. It is SR #909 in the FILE, Print menu, (File, Print, SR #909 at the bottom of the list). You can also print to a file (PDF).

CAH Per Diem Report, or SR #910 - This report calculates the per diem for Hospital, both Part A and Part B, as well as SW/Bed Part A and B. It is SR #910 in the FILE, Print menu, (*File, Print, SR #910* at the bottom of the list). You can also print to a file (PDF).

Psych Rate Report SR #911 – Change Request #3541. After the cost report is calculated, click on Forms, Print, SR #911 (at the bottom of the list), and you can Print or Preview the report. This is the cost to charge ratio report for Psych Hospitals or Subproviders, effective for FY Begin 1/1/2005 and after. This provides the RCC for the interim rate setting. The I&R to Average Daily Census Report was incorporated in this report to make all Psych info available in one report, per Change request #3541. Use the Print Preview Icon to view/print the Report. You can also print to a file (PDF).

CAH 96 Hour Verification Report, or SR #913 - Used to verify the 96 hour maximum stay for inpatients. We use the actual hours on Worksheet S-3 part I, column 4, but if these hours are “1” just to pass the edits, we also compute an estimated length of stay by dividing days by discharges, and multiplying by 24 hours. Use the Print Preview Icon to view/print the Report. You can also print to a file (PDF).

OPPS RCC Report (Excluding Paramed Ed and Allied Health cost), or SR #916 - Change Request #5238 and P.M. A-03-004, is used to compute interim TOPs Payments and Outpatient PPS outliers. This is run for settlement and interim payment purposes. This Report replaced the OPPS RCC Report in 2/2007, as it is the same Report if there are no Paramed Ed costs. It can be printed (File, Print, SR #916, at the bottom of the list). You can also print to a file (PDF).

Cost to Charge (RCC) Report, or SR #917 – Change Request #3966. This is used to compute the acute care PPS Operating and Capital cost to charge ratios, for Outliers; and DSH adjustment. This is run at Tentative, and to Settle reports, but may also be used to set interim payments, i.e. used to calculate the Medicaid ratio for FISS, to pay DSH during the year. You can Print (File, Print, SR #917, at the bottom of the list) the report, or Preview it. You can also print to a file (PDF).

Pass Through Per Diem Report, or SR #918 – This report computes the Allied Health and Med Ed pass through costs, on a per diem basis. It is SR #918 in the 32-bit system, and can be printed (File, Print, SR #918, at the bottom of the list). You can also print to a file (PDF).

Rehab Rate Report (formally Special IRF Report), and now SR #920 – P.M. A-01-131 and Change Request #1921, #2978 (also see [Pub.100-04, section 140.2.6](#)). You can Preview or Print the SR #920. We compute the Medicaid ratio for LIP payment purposes. MACs use this report to update the provider payment history. This can be run each time the report is ‘processed” (Tentative, Final, Reopening). The I&R to Average Daily Census Report was incorporated in this

report to make all Rehab info available in one report, and is per Change Request #4037. The Medicaid ratio was added to this report per Change Request #1851. Use the Print Preview Icon to view/print the Report. You can also print to a file (PDF). We compute the Under/Over the Threshold amounts, and then transfer this Under/Over to the Acceptability Checklist.

HITECH FISS Data Report, or SR #921 - This report displays the days, discharges, charges, and charity care, and cost of EHR equipment, for both CAH and Non CAH hospitals. This data is to entered in FISS within 5 days of acceptance.

HITECH FISS Data Report, Finalized Report or SR #922 - This report is the same as SR #921 but used by the MACs just for cost reports that are NPR'd. This report displays the days, discharges, charges, and charity care, and cost of EHR equipment, for both CAH and Non CAH hospitals. This data is to entered in FISS within 5 days of acceptance.

IRIS to Cost Report Validations, or SR #923 -

17 File Extensions

Extension	Description	Do you need this file?
.MCRX	Data file for 2552-10, 2540-10 and 265-11 cost reports.	Yes
.MCR	Data file for Medicare cost reports (2552-96, etc.)	Yes
.CLTX	Data file for California Long-Term Disclosure Report file (LTCIRX)	Yes
.CLT	Data file for California Long-Term Disclosure Report file (LTCIR)	Yes
.CDRX	Main data file for California Hospital Disclosure Report file (CHDRX)	Yes
.CDR	Main data file for California Hospital Disclosure Report file (CHDR)	Yes
.MCRX.fs~	Temporary file.	Yes, if the cost report file is open.
.TMP	Temporary storage file created during calculate	Recommended
.TXT/.PDF	Text files or Adobe PDF file format, created if you select <i>Print to File</i>	No
.DAMAGED	Created by Restore/Reorganize tool	No, this is a damaged file.

.BPL	Program File for HFS software	Yes
.DAT	Data file for error descriptions	Yes
.LBL	Temporary label file	No
.RAV	Report formatting file for the HFS software	Yes
.UPDATED	Information file for updates	No
Acceptability Checklist		
.ACC	Associated with Acceptability Checklist	Yes
Auditor Extensions		
.MCA, .MC AX	Adjusted cost report file; contains audit adjustments applied in Auditor	Yes, if using Auditor
.TMA	Temporary storage file for MCA file; created during calculate	Recommended
.Auditor	Stores audit adjustments used in Auditor	Yes, if using Auditor
.Auditor.BK	Auditor backup of adjustments	Yes
Automated Account Interface Extensions		
.AIRX	Stores all assignment rules	Yes
.AAIX	Contains account, amount, and cross-reference information	Yes, if using AAI
339 Extensions		
.XPRQ	Main data file that contains 339 information	Yes, if you are using 339
Management Reports		
.255210mr x	Management report groups and global tolerance criteria	Yes
PS&R Extensions		
.MCP	Contains all PS&R information	Yes
.XRD	PS&R file	Yes
Data Extractor		
.CSDX	Contains specifications of data to be extracted	Yes
.CSV	Comma separated file	Yes
.DSC	Batch Data Extractor Specification Criteria file	Keep/delete - user generated
.DSS	Batch Data Extractor Specification file	Keep/delete - user generated
Professional Desk Review		
.PDRX	Data file	Yes
.PDTX	Template file	Yes
Wage Index		
.WIC	Data file	Yes
.WIT	Template file	Yes

18 Introduction to API

Overview of the HFS Application Programming Interface

The HFS Application Programming Interface (API) is a set of functions made available to external programs to allow those programs a way to communicate with the HFS Medicare Cost Report (MCRIF32) software. This communication is performed through a structured command language that tells the MCRIF32 software what type of tasks to perform. Commands can be sent to extract specific worksheet data, to write specific worksheet data, or to perform operations such as printing reports.

Purpose

The purpose of the API is to assist in the automated processing cost report data through user defined tools without the need to open the MCRIF32 software or use the graphical user interface (GUI) of that software. This allows your staff, even with minimal programming knowledge, a powerful mechanism for cost report data mining.

Capabilities

Listed below is a list of capabilities built into the API as of 03/05/2021:

- **Data Extraction** – Commands can be sent to the API to extract data from specific worksheets within the cost report. You can extract data from one or more worksheets and from any number of fields on those worksheets, all with a single command.
- **Data Push** – Commands can be sent to the API to push data to specific worksheets within the cost report. As in data extraction, you can push data to one or more worksheets and to any number of fields on those worksheets, all with a single command.
- **Multiple File Processing** – The API command language allows for multiple files to be acted upon with a single command request. Using this feature provides for faster processing when requesting same data from a large number of cost report files.
- **Worksheet Field Information** – Commands can be sent to the API to request all known field information in addition to extracting the value of the worksheet field. This type of information is useful when you need to know how the data might be formatted. For example, if the field is a date, the API will return date information about the field such as our acceptable date range and date formatting (i.e., mm/dd/yyyy).
- **Cost Centers and Statistical Basis** – Sending a cost center command to the API will return the cost centers and statistical basis information for the cost report. Cost center information includes the Worksheet A¹ line number, cost center code and cost center label. Statistical basis information includes the overhead cost center column number (Worksheet B-1) and statistic code statistic label for that column.
- **Basic File Information** – Commands can be sent to the API to retrieve basic information about the files available. Once you extract a list of the

files available, you can then tell the API to give you information about one or more of those files. The information returned gives the provider name and number, fiscal year begin and end dates, and whether or not the file is calculated.

- **Edits Summary Information** – Commands can be sent to the API to retrieve a summary of the cost report Edits. The information returned gives a list of total number of Edits for each level.
- **Available Files List** – The administrator of the API can control what files will be exposed to the API. When this list is controlled, the API end user cannot add to the list of files available to the API but can query a list of those files so they can start building their requests. This approach is useful when you want to limit the file set that can potentially be modified by users of the API. · **ECR Import** – API has the capability to import ECR files and print ECR import reports. · **Auditor** – Commands can be sent to the API to create Auditor adjustments.

Extraction Formats

Because our clients use our data differently, different file output formats have been requested for the API to produce².

- **Comma Separated Value (CSV)** – This is a standard format supported by almost every spreadsheet manufacturer. Each field is surrounded by double quotes (regardless of data type) and separated by a comma from other fields.
- **Look-up CSV** – This format is similar to the standard CSV format with the exception that some fields are combined into a “look-up” format that is useful when developing queries using Microsoft Excel.
- **Extensible Markup Language (XML)** – This format is a very flexible text format designed to transfer large amounts of variable type data in a way where that data can be easily extracted. This format follows the W³C specifications. To use this format, more programming knowledge is required of the API end user; however, the resulting data typically contains more information than the CSV formats.

Footnotes:

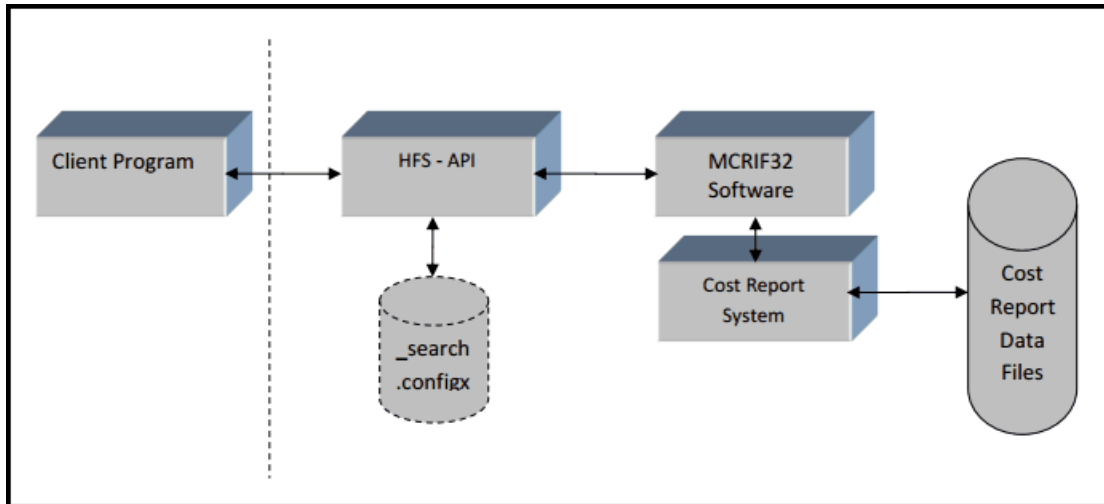
¹ All worksheet references are for the CMS-2552-10 cost report form set.

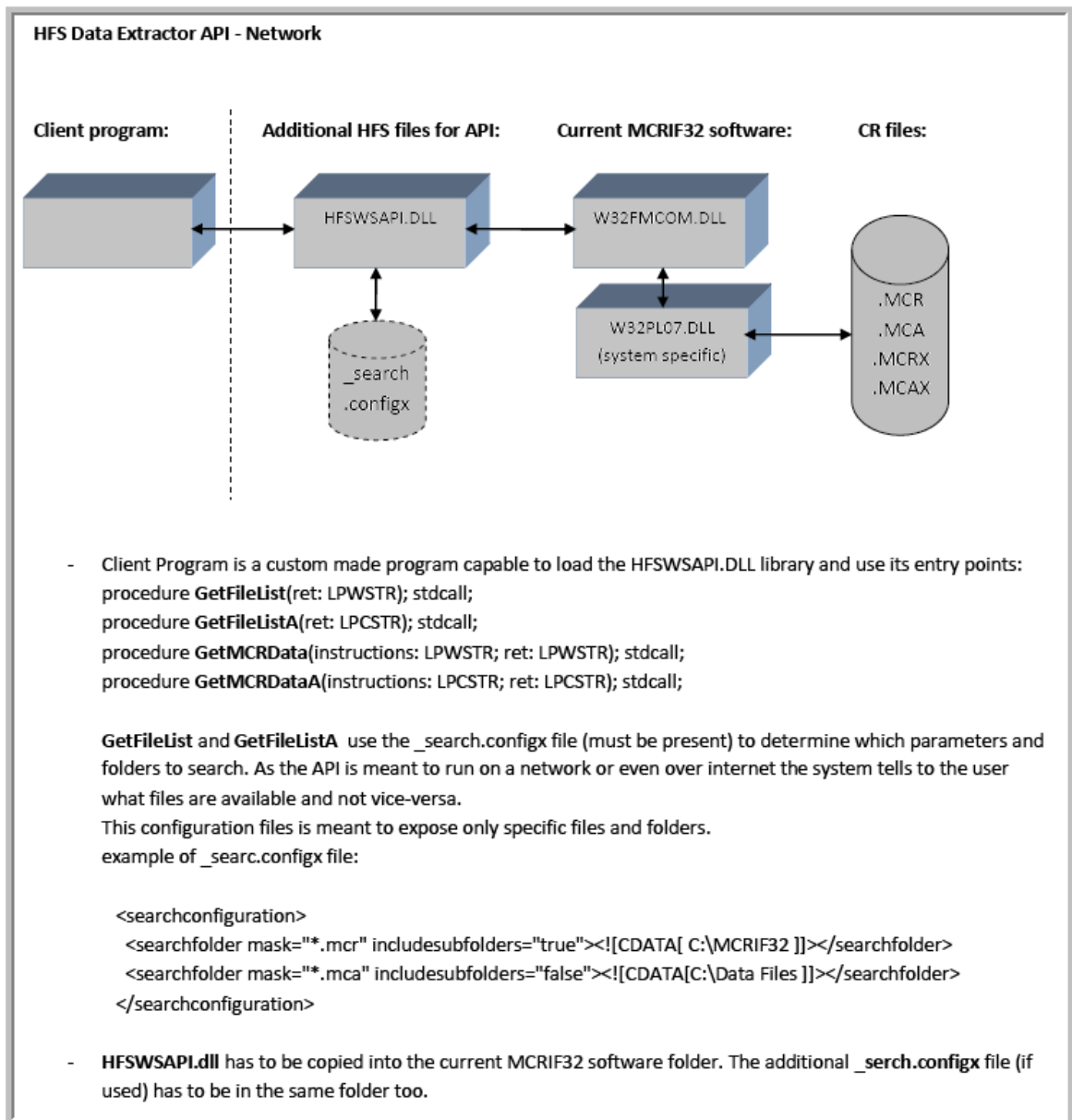
² Refer to the API technical documentation for output layout and examples.

³ See <http://www.w3.org/XML/> for more information.

API Layout Overview

The following is an overview of where the API fits into the realm of the end user program and the MCRIF32 software:





Specifications:

The HFS API has the following functions currently available:

```
procedure GetFileList(ret: LPWSTR); stdcall;
```

```
procedure GetFileListA(ret: LPCSTR); stdcall;
```

```
procedure GetMCRData(instructions: LPWSTR; ret: LPWSTR); stdcall;
```

```
procedure GetMCRDataA(instructions: LPCSTR; ret: LPCSTR); stdcall;
```

and some test functions:

```
procedure TestGetMCRData(instructions: LPWSTR; ret: LPWSTR); stdcall;
```

```
procedure TestGetMCRDataA(instructions: LPCSTR; ret: LPCSTR); stdcall;
```

GetFileListA, **GetMCRDataA** and **TestGetMCRDataA** functions have been added to support regular string types.

TestGetMCRData and **TestGetMCRDataA** are for testing purposes, any text can be passed as instruction, the returned

value is:

“API TestGetMCRData - instructions received!” if a text (any text) has been passed to it and

“API TestGetMCRData – no instructions were passed” if no instructions were passed.

As part of the above message you also get the size of the allocated memory by the calling program for the “ret” result.

Capabilities:

Currently the API can operate on Cost Report files in several ways:

- Can process multiple files in one single request
- Ability to select 3 different type of data output format: XML, CSV and Lookup
- Can “read” data and return the result in one of these formats: XML, CSV, Look up
- Can retrieve data including line and column labels
- Can retrieve the worksheet list used by a specific sub-system, can also retrieve component and title lists
- Can retrieve Cost Report file basic information
- Can query data returning characteristics of the type of data along with the data itself
- Can “write” to the Cost Report file with Add or Replace value type of action

The following are examples of commands that may be used to accomplish typical tasks using the API.

- `<outputspecc output="CSV"/>` 3 different type of data output formats: XML, CSV and Lookup
- `<read id="A000000">` Read data returning the result in one of the above formats
- `<read id="A000000" type="alllabels">` Retrieve data including line and column labels
- `<read id="costcenters"/>` Retrieve cost centers and statistical basis
- `<read id="reclassifications">` Can retrieve reclassification code list and all data

- `<read id="worksheetsex"/>` Retrieve the worksheet list used by a specific sub-system
- `<read id="components"/>` Retrieve the component list used by a specific sub-system
- `<read id="programs"/>` Retrieve the program list used by a specific sub-system
- `<read id="worksheetstatus"/>` Retrieve the open worksheet list
- `<query id="A000000">` Query data returning characteristics of the type of data and values
- `<write id="A000000">` Write to the Cost Report file with Add or Replace value type of action
- `<command id="edits"/>` Retrieve current Edits summary
- Can process multiple files in one single request:
`<files>`
`<file type="2552-10" instruction="managementreports"><![CDATA[C:\Data`
`\new1.mcrx]]></file>`
`</files>`
- Can retrieve Cost Report file basic information:
`<property name="filelabel"><![CDATA[C:\Data Files\2552-96\F.mcr]]></`
`property>`
`<property name="calculated">>false</property>`
`<property name="fyb">01/01/2008</property>`
`<property name="fye">12/31/2008</property>`
`<property name="provider"><![CDATA[CHILDRENS RECOVERY`
`CENTER]]></property>`
`<property name="providerNo">09990</property>`

The following code snippets illustrate methods of programmatically instructing API to perform certain useful tasks. the following example illustrates a sample call from a Client program.

Sample call from Client Program (Delphi/Pascal):

```

function LocalGetData(instructions, location: String): WideString;
type
  TAPICall = procedure(instructions: LPWSTR; out ret: LPWSTR); stdcall;
var
  dll: THandle;
  dllName: String;
  proc: TAPICall;
  resultXML: LPWSTR;
  A: array[0..65536] of WideChar; //64Kb
begin
  FillChar(A, sizeof(A), ' ');
  resultXML := A;
  Result := '<instructions />';
  dllName := 'HFSWSAPI.DLL';
  dll := LoadLibrary(PAnsiChar(dllName));
  if dll > HINSTANCE_ERROR then
  try
    proc := GetProcAddress(dll, 'GetMCRData');
    if Assigned(proc) then
    begin
      proc(LPWSTR(instructions), resultXML);
      Result := resultXML;
    end;
  finally
    FreeLibrary(dll);
  end;
end;

instructions :=
  '<instructions>'+
  '<files>'+
  '<file type="2552-96" instruction="batch">'+
  '<![CDATA[c:\Data Files\2552-96\20102.mcr]]>'+
  '</file>'+
  '<file type="2552-96" instruction="batch">'+
  '<![CDATA[c:\Data Files\2552-96\A140635.mcr]]>'+
  '</file>'+
  '</files>'+
  '<instruction name="batch">'+
  '<read id="A000000"><line name="5.00"><column name="7.00" /></line></read>'+
  '<read id="A600000" other="Code [ A]">'+
  '<line name="1.00">'+
  '<column name="3.00" />'+
  '<column name="4.00" />'+
  '</line>'+
  '</read>'+
  '<read id="A81000A"><line name="1.00"><column name="1.00" /></line></read>'+
  '</instruction>'+
  '</instructions>';

```

This next example retrieves MCR data and a list of files.

Sample calls GetMCRDataStr and GetFileListStr from Client Program (Visual Basic):

```

Public Class Form1
  Declare Sub GetMCRDataA Lib "c:\MCRIF32\HFSWSAPI.dll" (ByVal a As String, ByVal ret As String)
  Declare Sub GetFileListA Lib "c:\MCRIF32\HFSWSAPI.dll" (ByVal ret As String)

  Private Sub UpdateScr(ByVal status As Boolean)
    btnGetMCRDataStr.Enabled = status
    btnGetFileListStr.Enabled = status
  End Sub

  Private Sub btnGetMCRDataStr_Click(ByVal sender As System.Object, ByVal e As System.EventArgs)
    Handles btnGetMCRDataStr.Click

    Dim a As String
    Dim b As String

    b = Space$(1048576) 'allocate 1Mb for the result
    UpdateScr(False)
    TextBoxOutput.Text = "working..."
    a = TextBoxInput.Text
    GetMCRDataA(a, b)
    TextBoxOutput.Text = b
    UpdateScr(True)
  End Sub

  Private Sub btnGetFileListStr_Click(ByVal sender As System.Object, ByVal e As System.EventArgs)
    Handles btnGetFileListStr.Click

    Dim b As String

    b = Space$(1048576) 'allocate 1Mb for the result
    UpdateScr(False)
    TextBoxOutput.Text = "working..."
    GetFileListA(b)
    TextBoxOutput.Text = b
    UpdateScr(True)
  End Sub

  Private Sub btnClose_Click(ByVal sender As System.Object, ByVal e As System.EventArgs)
    Handles btnClose.Click

    Close()
  End Sub
End Class

```

The next code snippet retrieves a list of files from Excel.

Sample calls GetMCRDataStr and GetFileListStr from Excel* (VBA code):

```

Private Declare Sub GetMCRDataA Lib "c:\MCRIF32\HFSWSAPI.dll" (ByVal a As String, ByVal ret As String)

Sub proFirst()
  Dim a As String
  Dim b As String

  a = "<instructions><files><file type=""2552-96"" instruction=""batch""><![CDATA[c:\data files\20102.mcr]]></file><file type=""2552-96"" instruction=""batch""><![CDATA[c:\data files\A140635.mcr]]></file></files><instruction name=""batch""><read id=""A000000""><line name=""10.00""><column name=""1.00"" /></line></read></instruction></instructions>"
  b = Space$(524288) 'allocate 512Kb for the result
  GetMCRDataA a, b
  Range("A1").Value = b
End Sub

```

The following picture shows a sample XML file containing data retrieved by API from cost reports.

```

GetMCRData returns the following (sample) XML containing the data from the cost report file/s:

<results>
  <file type="2552-96" err="2">
    <properties>
      <property name="filelabel"><![CDATA[C:\Data Files\2552-96\F.mcr]]></property>
      <property name="calculated">>false</property>
      <property name="fyb">01/01/2008</property>
      <property name="fye">12/31/2008</property>
      <property name="provider"><![CDATA[CHILDRENS CENTER]]></property>
      <property name="providerNo">09900</property>
    </properties>
    <result id="A000000">
      <line name="5.00">
        <column name="1.00"></column>
        <column name="2.00"></column>
        <column name="3.00"></column>
        <column name="4.00"></column>
        <column name="5.00"></column>
        <column name="6.00"></column>
        <column name="7.00"></column>
      </line>
    </result>
    <result id="A600000">
      <line name="1.00">
        <column name="3.00"></column>
        <column name="4.00"></column>
      </line>
    </result>
    <result id="A000000">
      <line name="3.99">
        <column name="2.00"></column>
      </line>
    </result>
    <result id="A81000A">
      <line name="1.00">
        <column name="1.00"></column>
      </line>
    </result>
  </file>
  <file type="2552-96">
    <filelabel><![CDATA[A140635.mcr]]></filelabel>
    <result id="A000000">
      <line name="5.00">
        <column name="1.00">32548</column>
        <column name="2.00">3285995</column>
        <column name="7.00">3318543</column>
      </line>
    </result>
  </file>
</results>

The <file> node could contain an error code like in the sample above err="2", this error is the
Windows system error code. The complete list of Windows errors can be found at the following URL:
http://msdn.microsoft.com/en-us/library/ms681381\(v=vs.85\).aspx

```

API can selectively retrieve data. This example retrieves cost centers and statistics from the cost report.

API has the capability to extract the set of cost centers and statistics.
Here is the request format:

```
instructions :=
  '<instructions>'+
  '<files>'+
  '<file type="2552-96" instruction="batch">'+
  '<![CDATA[c:\Data Files\2552-96\20102.mcr]]>'+
  '</file>'+
  '</files>'+
  '<instruction name="batch">'+
  '<read id="A000000">'+
  '<line name="5.00">'+
  '<column name="1.00" />'+
  '<column name="7.00" />'+
  '</line></read>'+
  '<read id="costcenters" />'+
  '<read id="A81000A"><line name="1.00"><column name="1.00" /></line></read>'+
  '<read id="B000001"><line name="6.00"><column name="3.01" /></line></read>'+
  '</instruction>'+
  '</instructions>';
```

The resulting statistics and cost centers are grouped in this way:

```
<results>
  <file type="2552-96" err="2">
    <result id="A000000">
      <line name="5.00">
        <column name="1.00">32548</column>
        <column name="2.00">3285995</column>
        <column name="7.00">3318543</column>
      </line>
    </result>
    <result id="costcenters">
      <statisticalbasis>
        <basis line="1.00" code="01"><![CDATA[SQUARE FEET]]></basis>
        <basis line="2.00" code="02"><![CDATA[DOLLAR VALUE]]></basis>
        <basis line="3.00" code="01"><![CDATA[SQUARE FEET]]></basis>
      </statisticalbasis>
      <costcenters>
        <costcenter line="1.00" code="0100" deleted="false"><![CDATA[OLD CAP REL]]></costcenter>
        <costcenter line="2.00" code="0200" deleted="false"><![CDATA[OLD CAP REL]]></costcenter>
        <costcenter line="3.00" code="0300" deleted="false"><![CDATA[NEW CAP REL]]></costcenter>
      </costcenters>
    </result>
  </file>
</results>
```

API can query the cost report data file and return data and return specific characteristics of the data elements it retrieves.

API has the capability to query data returning in addition to the original value all characteristics of the data like type and precision. Here is the request format:

```
instructions :=
  '<instructions>'+
  '<files>'+
  '<file type="2552-96" instruction="batch">'+
  '<![CDATA[C:\Data Files\2552-96\F.mcr]]>'+
  '</file>'+
  '</files>'+
  '<instruction name="batch">'+
  '<query id="A000000">'+
  '<line name="6.00">'+
  '<column name="1.00"/>'+
  '<column name="2.00"/>'+
  '<column name="3.00"/>'+
  '</line>'+
  '</query>'+
  '</instruction>'+
  '</instructions>';
```

Result:

```
<results>
  <file type="2552-96" err="0">
    <properties>
      <property name="filelabel"><![CDATA[C:\Data Files\2552-96\F.mcr]]></property>
      <property name="calculated">>false</property>
      <property name="fyb">01/01/2008</property>
      <property name="fye">12/31/2008</property>
      <property name="provider"><![CDATA[CHILDRENS CENTER]]></property>
      <property name="providerNo">09990</property>
    </properties>
    <result id="A000000">
      <line name="6.00">
        <column name="1.00" type="number" min="-999999999999999" max="999999999999999"
precision="0">700</column>
      </line>
    </result>
    <result id="A000000">
      <line name="6.00">
        <column name="2.00" type="number" min="-999999999999999" max="999999999999999"
precision="0">200</column>
      </line>
    </result>
    <result id="A000000">
      <line name="6.00">
        <column name="3.00" type="number" min="-999999999999999" max="999999999999999"
precision="0">0</column>
      </line>
    </result>
  </file>
</results>
```

There are too many potential uses for API for us to show examples of all of them. This tool is incredibly useful and is already installed with your cost report software. If you are interested in using API and you need help writing commands for API, please contact our technical support staff for assistance.

18.1 API Excel Spreadsheet

Used for both writing data to and extracting data from the cost report

Able to create adjustments to the .Auditor file

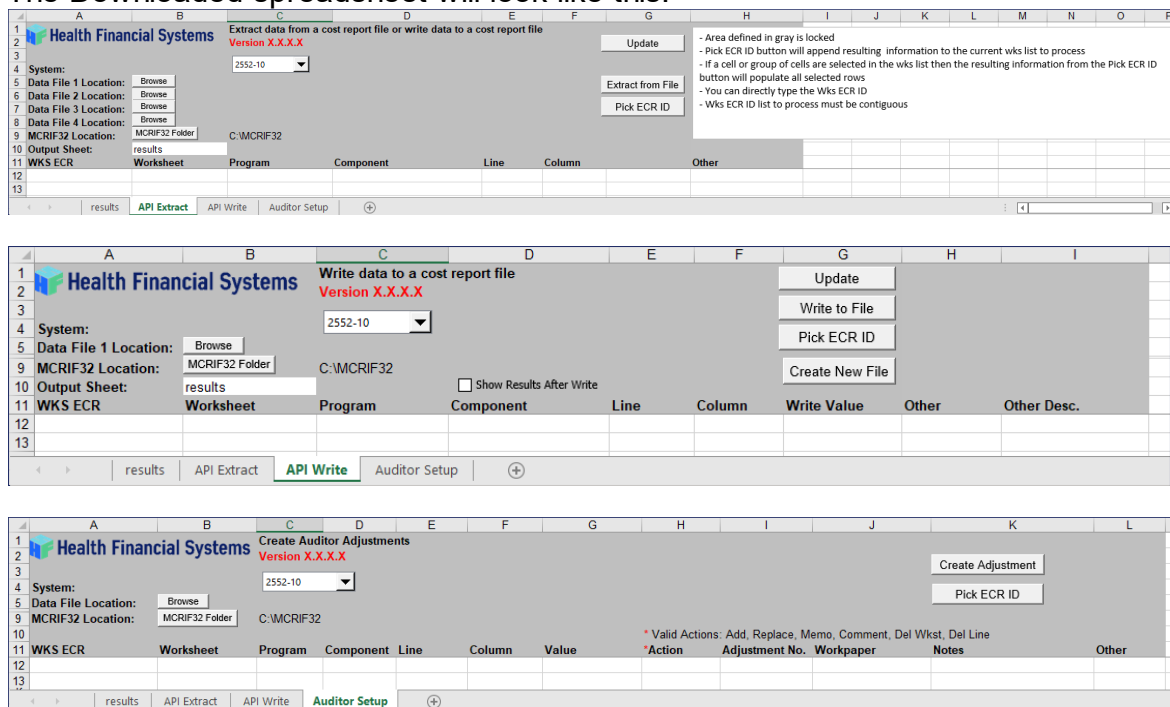
Works with a number of HFS systems:

- Hospital 2552-10 & 2552-96
- Skilled Nursing Facility 2540-10 & 2540-96
- End Stage Renal Disease 265-11 & 265-94
- Organ Procurement Organization 216-94
- Home Health Agency 1728-20 & 1728-94
- Rural Health Clinic 222-17 & 222-92
- Federally Qualified Health Clinic 224-14
- Hospice 1984-14
- CMHC/CORF 2088-17 & 2088-92
- Home Office 287-22 & 287-05
- California Hospital Disclosure Report (CHDR) HCAI Report
- California Long Term Care Integrated Report (LTCIR) HCAI Report

HFS API Excel spreadsheet can be found on our website, www.hfssoft.com, in the Download Center

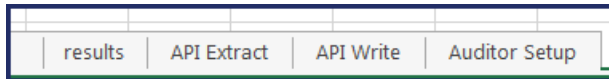
18.1.1 Downloaded/Blank Spreadsheet

The Downloaded spreadsheet will look like this:



Four tabs at the bottom

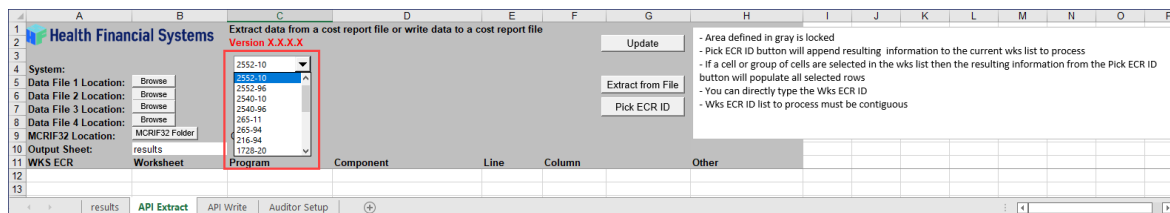
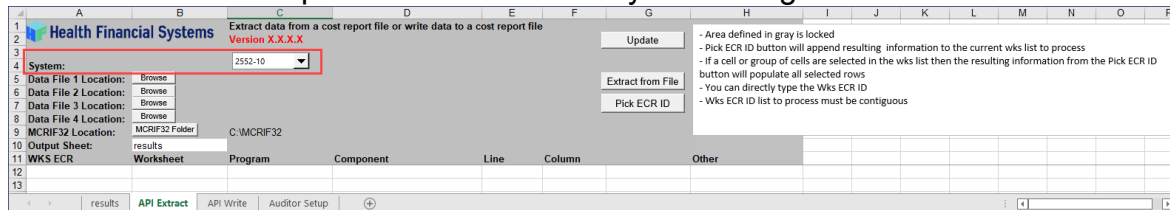
- **Results tab** shows the results of what was extracted from the cost report and also gives a quick overview of what was written into the cost report
- **API Extract tab** this is where specs are laid out identifying what data will be extracted from the cost report file
- **API Write tab** this is where specs are laid out identifying what data will be written to the cost report file
- **Auditor Setup tab** is where adjustments are entered. The adjustments will create a .Auditor file if one does not already exist. Otherwise, adjustments will be added to an existing .Auditor file



18.1.2 Explaining the buttons –API Extract tab

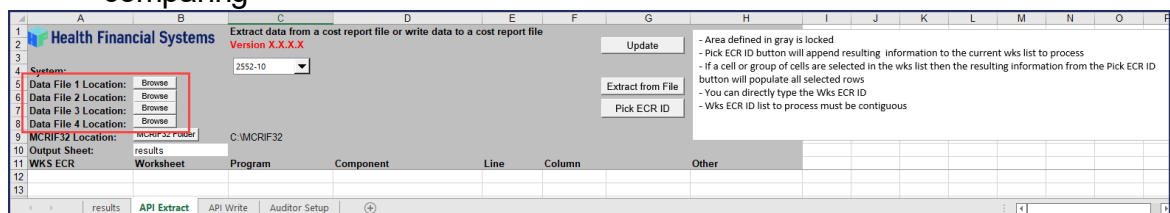
System

- This is a drop-down list where the system being worked with is selected



Data File 1-4 location

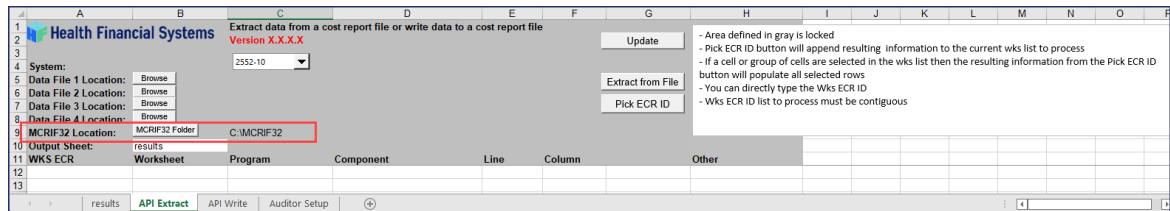
- By selecting the Browse button you can select one or as many as four HFS cost reports
- Extracting data for more than one year can help establish trends and comparing



MCRIF32 Location

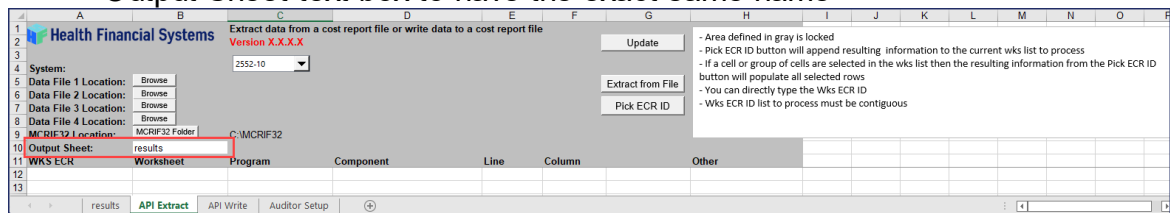
- Default is to the local c drive
- If your MCRIF32 folder is not located at this location, please change the data path by clicking on the MCRIF32 Folder button and navigating to your

MCRIF32 folder



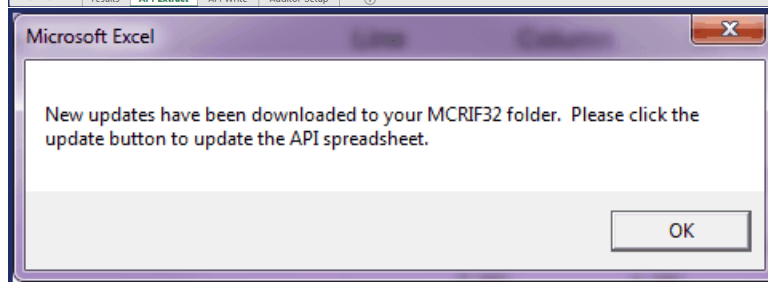
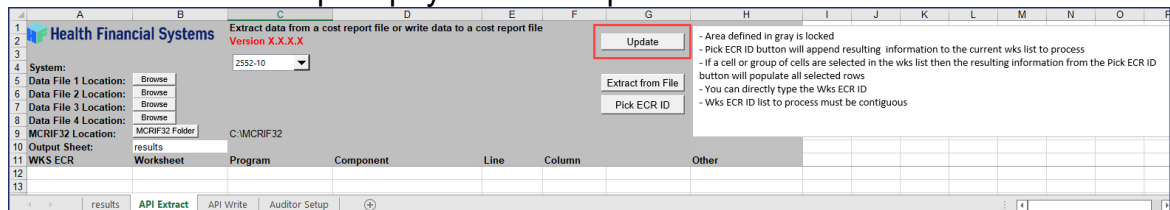
Output Sheet

- Where extracted data will be placed
- Refers to the Results tab at the bottom of the Workbook
- If you decide to rename the Results tab, you will also need to change the Output Sheet text box to have the exact same name



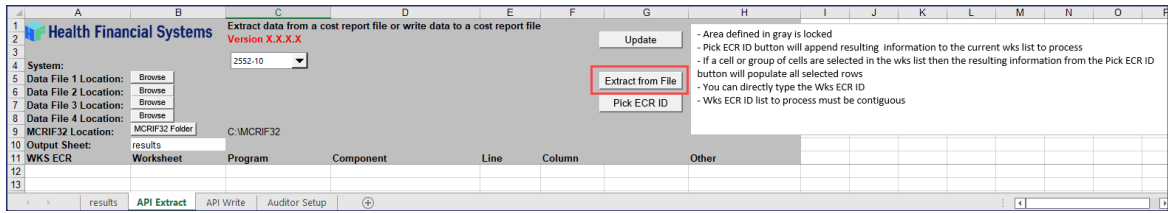
Update

- Updates your API Excel spreadsheet
- When a Help | Check for updates is performed in the HFS software, a file will be placed into your MCRIF32 folder (this is why it is important to have the MCRIF32 Location properly setup)
- If there is an update, the next time the API Excel spreadsheet is opened a notification will prompt you that an update is available



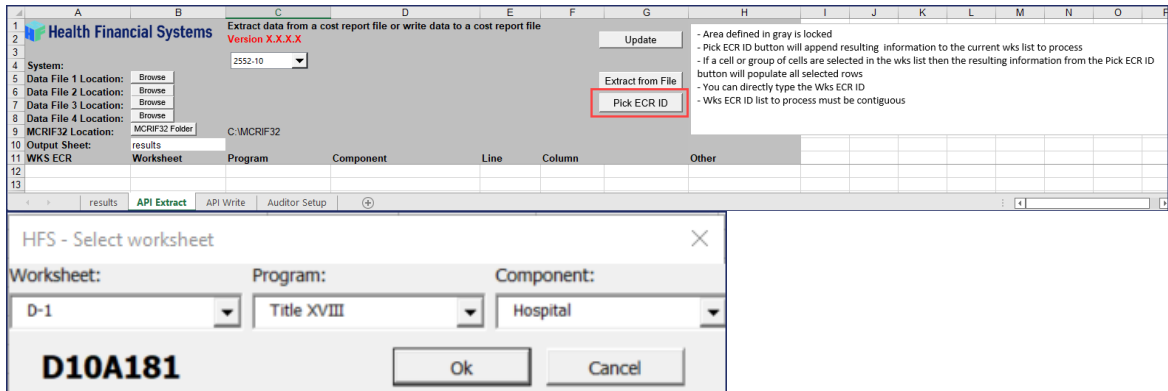
Extract from File

- Will take the specs listed on this tab, extract the data from 1-4 HFS cost reports and present the data on the results tab
- Add a VLOOKUP to your workpapers and the API Excel spreadsheet will not only grab data from the cost report, but then populate your workpapers with this information



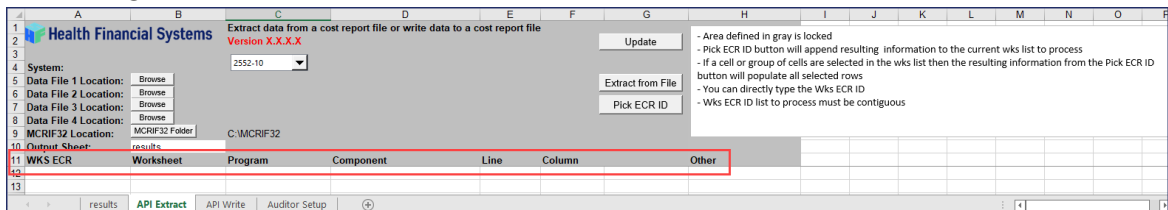
Pick ECR ID

- Helps to fill out the spreadsheet below telling the API which worksheet needs data to be extracted from



Column Headings

- WKS ECR column comes from the Pick ECR Id button. This format is not necessarily something you might recognize
- Worksheet column comes from the Pick ECR ID button but is in a more user friendly/recognizable format
- Program column comes from the Pick ECR Id button when a program is available for the selected worksheet
- Component column comes from the Pick ECR Id button when a component is available for the selected worksheet
- Line column specifies which line data will be extracted from
- Column column specifies which column data will be extracted from
- Other column is used for reclassifications



18.1.3 Explaining the buttons –API Write tab

System

- This is a drop-down list where the system being worked with is selected

The screenshot shows the 'API Write' tab in a spreadsheet application. The 'System:' dropdown menu is highlighted with a red box and contains the value '2552-10'. Other fields include 'Data File 1 Location' (Browse), 'MCRIF32 Location' (MCRIF32 Folder), and 'Output Sheet' (results). The spreadsheet grid shows columns for WKS ECR, Worksheet, Program, Component, Line, Column, Write Value, Other, and Other Desc.

The screenshot shows the 'API Write' tab with the 'System:' dropdown menu open. The dropdown list is highlighted with a red box and contains the following system IDs: 2552-10, 2552-96, 2540-10, 2540-96, 265-11, 265-94, 216-94, and 1728-20. The 'Data File 1 Location' field is set to 'Browse'.

Data File 1 location

- By selecting the Browse button you can select one HFS cost report

The screenshot shows the 'API Write' tab with the 'Data File 1 Location:' field highlighted by a red box. The 'Browse' button next to it is also highlighted. The 'System:' dropdown is set to '2552-10'. The 'MCRIF32 Location' is 'MCRIF32 Folder' and the 'Output Sheet' is 'results'.

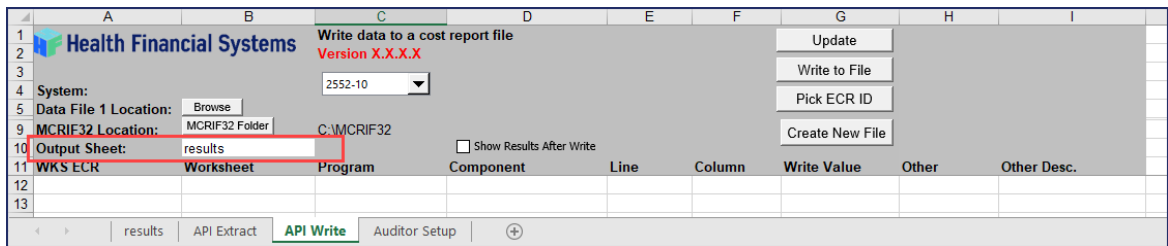
MCRIF32 Location

- Default is to the local c drive
- If your MCRIF32 folder is not located at this location, please change the data path by clicking on the MCRIF32 Folder button and navigating to your MCRIF32 folder

The screenshot shows the 'API Write' tab with the 'MCRIF32 Location:' field highlighted by a red box. The 'MCRIF32 Folder' button next to it is also highlighted. The 'System:' dropdown is set to '2552-10'. The 'Data File 1 Location' is 'Browse' and the 'Output Sheet' is 'results'.

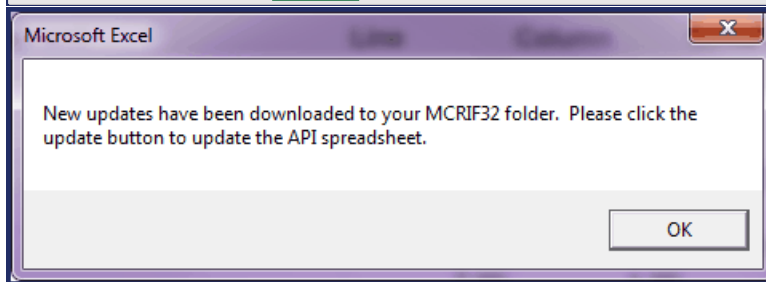
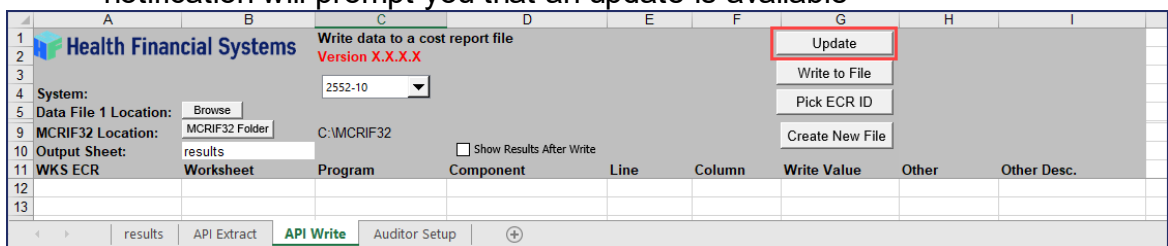
Output Sheet

- Where extracted data will be placed
- Refers to the Results tab at the bottom of the Workbook
- If you decide to rename the Results tab, you will also need to change the Output Sheet text box to have the exact same name



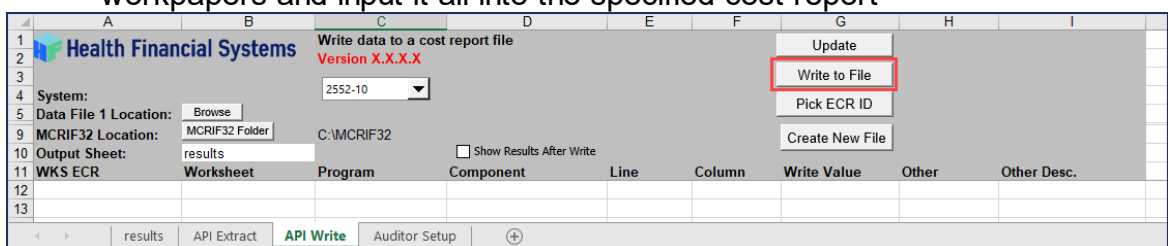
Update

- Updates your API Excel spreadsheet
- When a Help | Check for updates is performed in the HFS software, a file will be placed into your MCRIF32 folder (this is why it is important to have the MCRIF32 Location properly setup)
- If there is an update, the next time the API Excel spreadsheet is opened a notification will prompt you that an update is available



Write to File

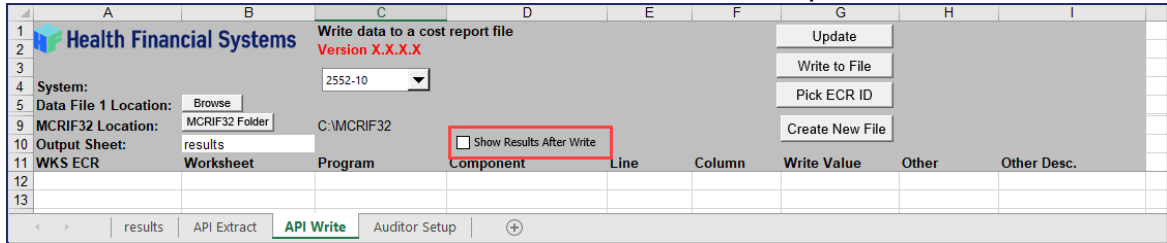
- Will take the specs listed on this tab and write it into the specified cells on the HFS cost report
- This button can take all the total numbers from your standardized workpapers and input it all into the specified cost report



Show Results After Write

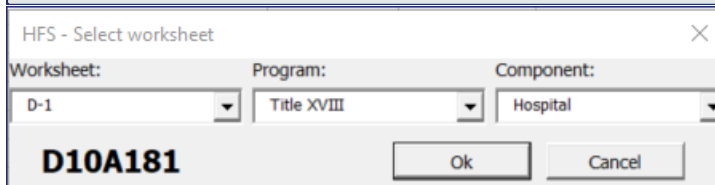
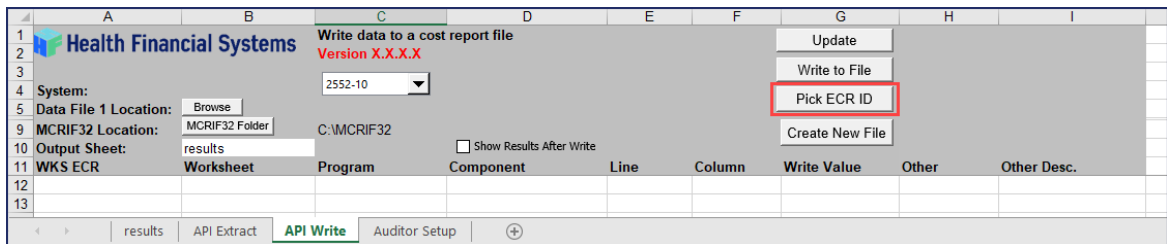
- If checked, after the Write to File button is clicked you will be taken to the results tab

- Shows the values that were written to the cost report



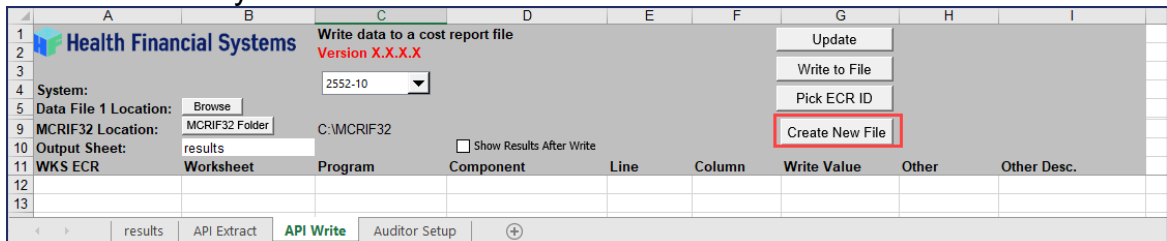
Pick ECR ID

- Helps to fill out the spreadsheet below telling the API which worksheet needs data to be extracted from



Create New File

- If there is not an existing file to write data to, the Create New File button will allow you to create a blank file and write the data to it



Column Headings

- WKS ECR column comes from the Pick ECR Id button. This format is not necessarily something you might recognize
- Worksheet column comes from the Pick ECR ID button but is in a more user friendly/recognizable format
- Program column comes from the Pick ECR Id button when a program is available for the selected worksheet
- Component column comes from the Pick ECR Id button when a component is available for the selected worksheet
- Line column specifies which line data will be written to
- Column column specifies which column data will be written to

- Write Value column is what data is to be put into the cost report
- Other column is used for reclassifications
- Other Desc. Column is used to write a reclassification description

Health Financial Systems Write data to a cost report file
Version X.X.X.X

System: 2552-10

Data File 1 Location: Browse

MCRIF32 Location: MCRIF32 Folder C:\MCRIF32

Output Sheet: results Show Results After Write

Buttons: Update, Write to File, Pick ECR ID, Create New File

WKS ECR	Worksheet	Program	Component	Line	Column	Write Value	Other	Other Desc.

18.1.4 Explaining the buttons –Auditor tab

System

- This is a drop-down list where the system being worked with is selected
- Only the Hospital 2552-10 and SNF 2540-10 systems are currently available

Health Financial Systems Create Auditor Adjustments
Version X.X.X.X

System: 2552-10

Data File Location: Browse

MCRIF32 Location: MCRIF32 Folder C:\MCRIF32

Buttons: Create Adjustment, Pick ECR ID

* Valid Actions: Add, Replace, Memo, Comment, Del Wkst, Del Line

WKS ECR	Worksheet	Program	Component	Line	Column	Value	Action	Adjustment No.	Workpaper	Notes	Other

Data File 1 location

- By selecting the Browse button you can select one HFS cost report

Health Financial Systems Create Auditor Adjustments
Version X.X.X.X

System: 2552-10

Data File Location: Browse

MCRIF32 Location: MCRIF32 Folder C:\MCRIF32

Buttons: Create Adjustment, Pick ECR ID

* Valid Actions: Add, Replace, Memo, Comment, Del Wkst, Del Line

WKS ECR	Worksheet	Program	Component	Line	Column	Value	Action	Adjustment No.	Workpaper	Notes	Other

MCRIF32 Location

- Default is to the local c drive
- If your MCRIF32 folder is not located at this location, please change the data path by clicking on the MCRIF32 Folder button and navigating to your MCRIF32 folder

Health Financial Systems Create Auditor Adjustments
Version X.X.X.X

System: 2552-10

Data File Location: Browse

MCRIF32 Location: MCRIF32 Folder C:\MCRIF32

Buttons: Create Adjustment, Pick ECR ID

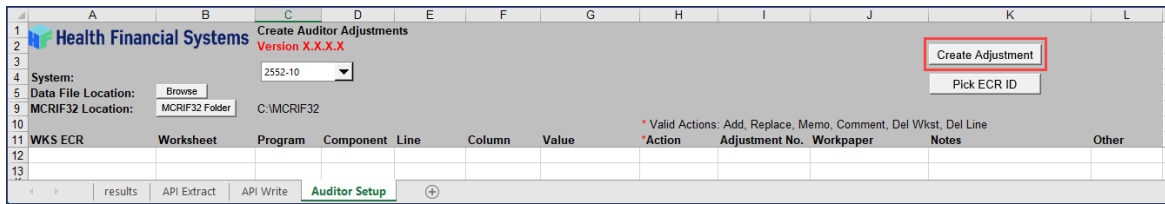
* Valid Actions: Add, Replace, Memo, Comment, Del Wkst, Del Line

WKS ECR	Worksheet	Program	Component	Line	Column	Value	Action	Adjustment No.	Workpaper	Notes	Other

Create Adjustment

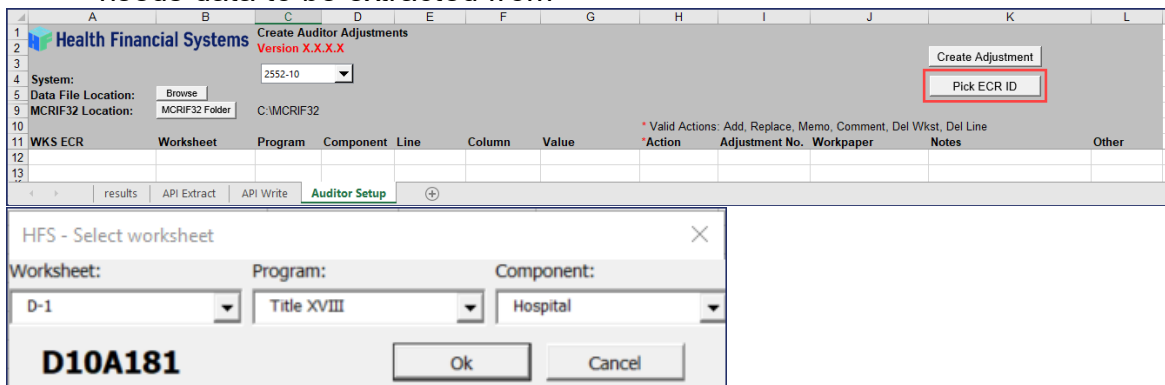
- Will create the specified adjustments into an existing .Auditor file or create a new one if one does not already exist

- Adjustments made on the spreadsheet will NEVER override any existing adjustments in the .Auditor file
- If the Adjustment No. column is left blank, then the adjustment will append to the end



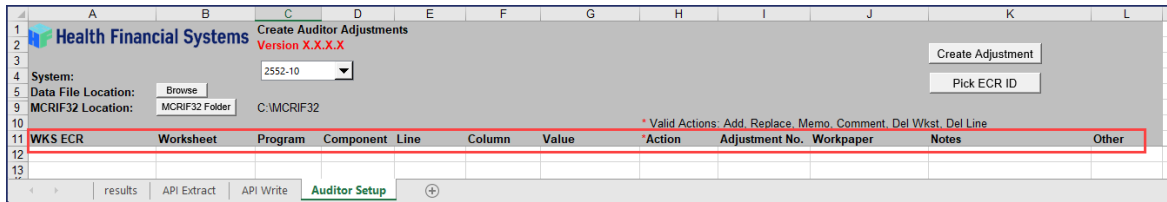
Pick ECR ID

- Helps to fill out the spreadsheet below telling the API which worksheet needs data to be extracted from



Column Headings

- WKS ECR column comes from the Pick ECR Id button. This format is not necessarily something you might recognize
- Worksheet column comes from the Pick ECR ID button but is in a more user friendly/recognizable format
- Program column comes from the Pick ECR Id button when a program is available for the selected worksheet
- Component column comes from the Pick ECR Id button when a component is available for the selected worksheet
- Line column specifies which line data will be adjusted
- Column column specifies which column data will be adjusted
- Value column is the data that will be written as the adjustment
- Action column is the action that the adjustment will have on the adjusted cost report
- Adjustment No. column specifies which main adjustment this adjustment will attach to
- Workpaper column fills in the Workpaper text box in the Medicare Auditor tool
- Notes column fills in the Notes text box in the Medicare Auditor tool
- Other column is used for reclassifications



19 IRIS

HFS received CMS approval for our newest cost report software product, the Interns & Resident Information System (IRIS). Most providers have been using the old, outdated, DOS based IRIS software for many years. The DOS software has not changed in many years and it has not kept pace evolving operating systems or software development trends. Our IRIS software is a Windows application. It can do everything the old software did and more, and it does everything better than the old program you've been using all these years. There is a separate user manual dedicated to the IRIS program. Please contact HFS if you are interested in licensing our new IRIS software.

See also: [IRIS product page](#)

20 HCRIS Analysis Tools

Please see HCRIS product page on the HFS website. There is a separate user manual for this product that can be downloaded from the website.

[HCRIS product page](#)

21 Wage Index Verify

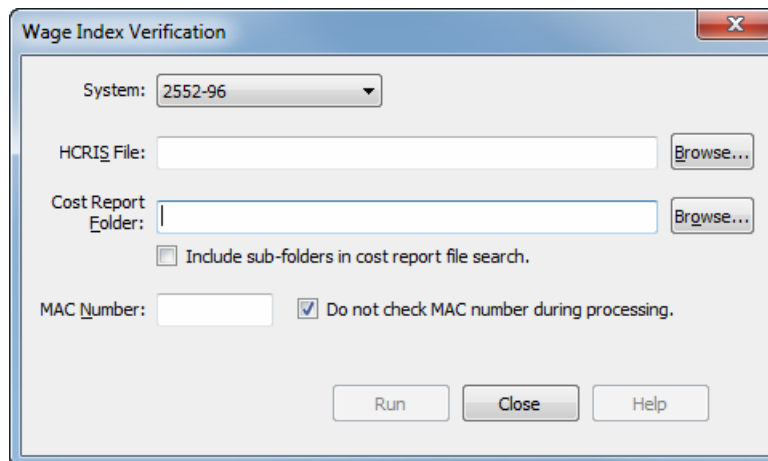
The Wage Index Verification tool was initially created to help MACs verify submitted HCRIS data against the actual cost report files used to submit that HCRIS data. The Wage Index Verification feature is started by clicking Wage Index Verification on the Tools menu. Specify the folder with the HFS Comma Separated (CSV) files reflecting the CMS Public Use File (PUF) that you have downloaded from www.hfssoft.com/. Then specify the folder where the cost report files you wish to compare to the PUF are located.

21.1 Using the Wage Index Verification Tool

The Wage Index Verification feature will examine the data in the CMS PUF file and compare that data to the actual cost report files. To do this, follow these simple steps.

1. Download the HFS CSV files reflecting the CMS PUF file from www.hfssoft.com.

2. Decide which folder will contain all of your cost report files and copy those files to that folder. Note: It's okay for the folder to contain sub-folders with cost report files. Also, the cost report files can be either .mcr, .mcrx, .mca or .mcax files.
3. Start the Wage Index Verification by clicking **Wage Index Verification** on the **Tools** menu. You will see the following screen:



4. Note that separate CSV files have been created for FY 2014 files that were filed on Form 2552-96 and Form 2552-10. The wage index verification will have to be run separately for files submitted on Form 2552-96 and Form 2552-10. Select the appropriate form set in the "System" drop down box.
5. Type the name of the HFS CSV file you downloaded in #1 above. You may also press the **Browse** button to browse for the file.
6. In the Cost Report Folder box, type the name of the folder where your cost report files are located. This should be the same folder you decided upon in step #2 above. You may also press the Browse button to browse for the desired folder.
7. If you created sub-folders and those folders contain cost report files you want to search, place a check mark in the box labeled Include sub-folders in cost report file search.
8. Entering a MAC number will increase the speed of the report generation by limiting the data for review. Enter the MAC Number if available or check the "Do not check MAC number" box.
9. When you have finished with the above steps, click the Run button.
10. The Wage Index Verification software will print preview the results of the verification

process. On the preview screen, you can move through each page by pressing the Next/Prev buttons. When you are ready to print, press the Print button.

11. To close the Wage Index Verification software, press the Cancel button on the Wage Index Verification software's main screen.

Wage Index Verification Report

The headings on the Wage Index Verification Report contain the software version, date and time prepared, the section title and the fiscal year begin date range for the data being verified. This date range is determined from the PUF data you provided to the software. At the foot of each page is the HCRIS data file used and the page number.

There are four different sections on the report:

- **HCRIS DIFFERENCES FOUND**

This section contains all of the differences found between the HCRIS data (PUF) and the actual cost report file. Ordered by provider number, this section shows the provider name, number, fiscal year, and any differences found. These differences are ordered by worksheet and line number on that worksheet. If no differences are found for any provider, the message NO DIFFERENCES FOUND will be printed in this section.

- **SUMMARY OF COST REPORT FILES USED FOR COMPARISONS**

This section shows the cost report files that were used for the data comparisons. Ordered by provider number, this section shows the provider name and number, and the cost report file used to compare against the HCRIS data. This section will help you locate the correct cost report file when you are researching any differences the system may have found. If, for some reason, no cost report files could be matched to your HCRIS data, the message NONE FOUND will be printed in this section.

- **COST REPORT FILE PROCESSING ERROR**

This section shows the cost report files that were matched to a provider in the HCRIS data but could not be properly processed when the system tried to verify that HCRIS data. Ordered by provider number, this section shows the provider name and number, and the cost report file that caused the processing error. This section will help you determine if all

of the HCRIS data was properly processed. If any files show up in this section, reboot your computer and run the Wage Index Verification software again. If you continue to have files show up in this section, call us so we can determine the problem. Ideally, nothing will show up in this section and you will see the message NONE FOUND.

- DATA WITHOUT A MATCHING COST REPORT FILE

This section contains all of the HCRIS data that could not be matched to a cost report file. Ordered by provider number, this section shows the provider name, number and fiscal year. If all of the HCRIS data were matched to cost report files, the message NONE FOUND will be printed in this section. This section may help you determine which cost report files you need to move into the folder that contains the cost report files you want used for the HCRIS wage index verification. This section will not be completed if the “Do not check MAC number” box was checked.