

# Getting Started for Users of 2552-10 Cost Report Software

Dear Hospital cost report software customer:

We are pleased to announce that CMS formally approved our 2552-10 cost report software. Effective immediately we are discontinuing the “beta testing” of our 2552-10 software and we are releasing it to all our Hospital cost report software users. For the foreseeable future, users of our Hospital software will have both the 2552-96 and 2552-10 software products installed and both will be updated periodically. We anticipate making frequent updates to the 2552-10 software. You should check for updates frequently and make sure you have the most current version before you finish and submit your cost report.

Please read this document. You will find answers to the questions you are likely to have when you install the new software program and start to prepare your Hospital cost report.

## **INSTALLATION:**

### **Beta Users – 2552-10 Beta Version Already Installed:**

If you already installed the 2552-10 beta version of our software, you do not need to download and re-install the 2552-10 program. Instead, you can get the current, updated version using “Check for Updates.”

1. Start the HFS cost report program. After the program starts, click “Help” and select “Check for Updates.” A dialog box will appear on your screen like the one depicted in Figure 1.

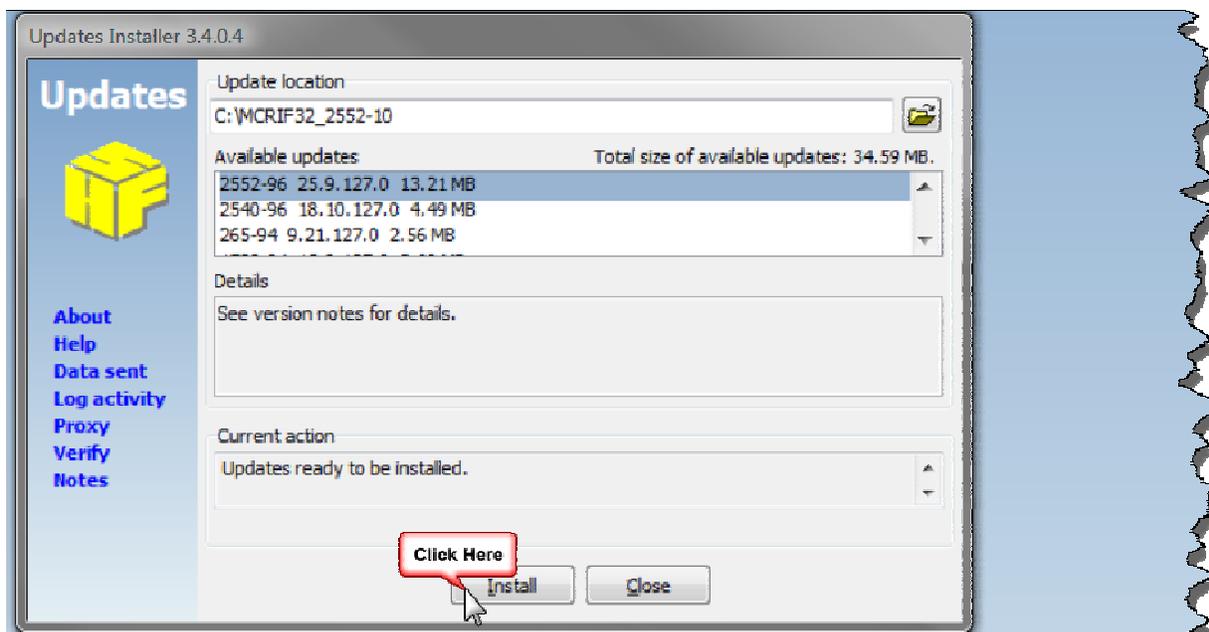


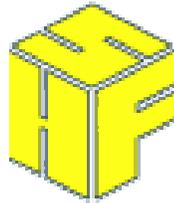
Figure 1 - Updates Installer dialog box

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You will be prompted for your username and password. If you don't have a username and password, go to step 1 in the next section and create them.

2. Enter your username and password. You will either see a dialog box displaying a message advising you that there are updates to install, or the dialog box message may say that there are no updates.
3. If there are no updates, click OK to exit.
4. Double click the yellow HFS cube to start the software and work on your cost report.



*Figure 2 -yellow HFS cube icon/shortcut*

5. If there are updates to install, click "Install." You don't need to select any of the updates from the list of files displayed in the check for updates dialog box. Just click "Install" and let the system do the download and install the updates for you.
6. After you click "Install" you will be advised that the cost report program needs to be closed before the updates can be installed.
7. Click "OK" to close the program. As soon as the program is closed the download/update process will start.
8. After the updates are installed the cost report program will re-start automatically

### **New User - Beta Version of the 2552-10 Program Not Installed:**

Install the 2552-10 software on your computer.

1. Open your Internet browser and go to our website, [www.hfssoft.com](http://www.hfssoft.com). At the top of the main page you will see a series of tabs. Select the orange "Downloads" tab. You will go to the "Sign In page" where you may be prompted to enter your username and password. Enter both if you know them. If you can't remember your username and password we will retrieve them for you if you call us at (888) 216-6041, or send an email to [support@hfssoft.com](mailto:support@hfssoft.com) and request that we reply with your username and password. If you do not have a username or password because you are a new user, click on the "New User" button to register and obtain a username and password. (See Figure 3 below.)

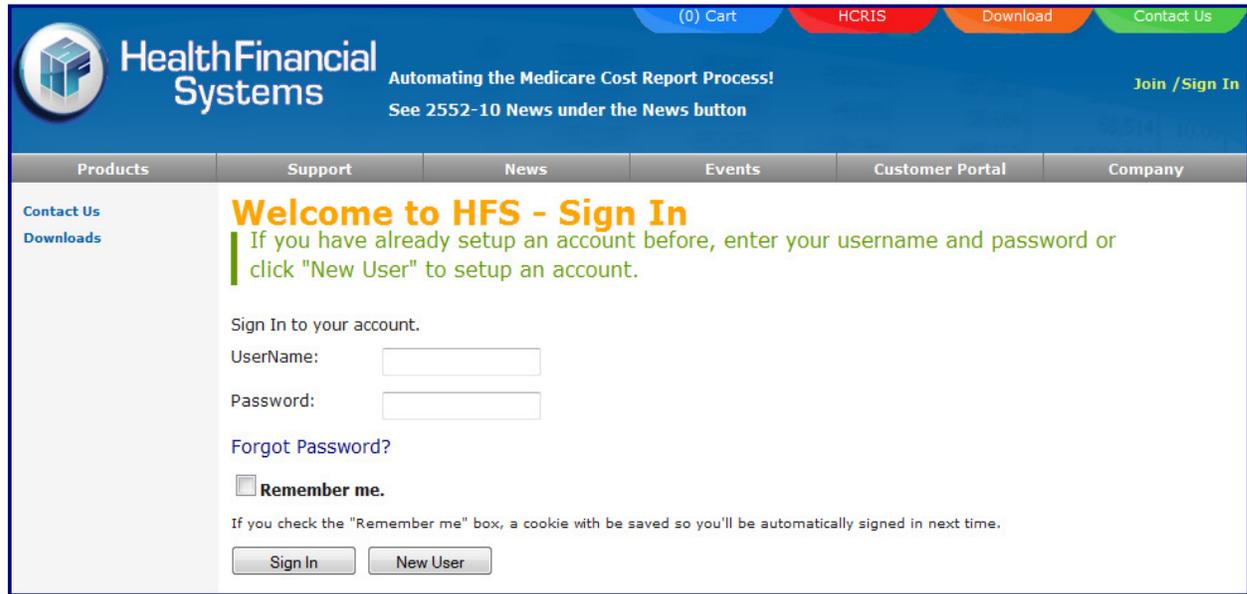
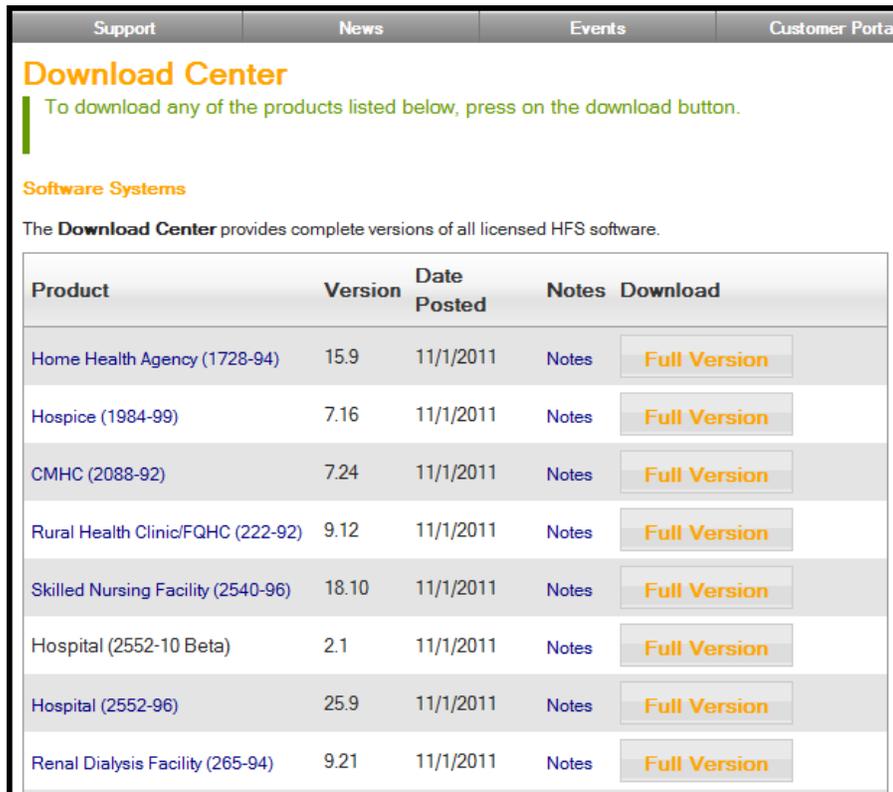


Figure 1 – Sign In page

- After you enter your username and password you will see the download page



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3. The Downloads page will display a list of licensed software that you may download. Click on the 2552-10 software product you purchased and click the “Full Version” button. You will be prompted to select either “Save” or “Run.” If you save the downloaded file, you must remember where you download it, because you will need to find it and double click on it to start the setup program. If you select “Run “, the software will download and the setup program will start as soon as the program is finished downloading. Select one or the other. The setup program will install the software to C:\MCRIF32, unless you specify a different location. The program may be installed to and run from a network drive, but we do not recommend it because the software generally runs faster from your hard drive
4. After the installation is complete, you can start the software by double clicking on the yellow HFS desktop icon.

### **Net Sync users – Net Sync users will need to either install the software from our website or run the regcomp21.bat file.**

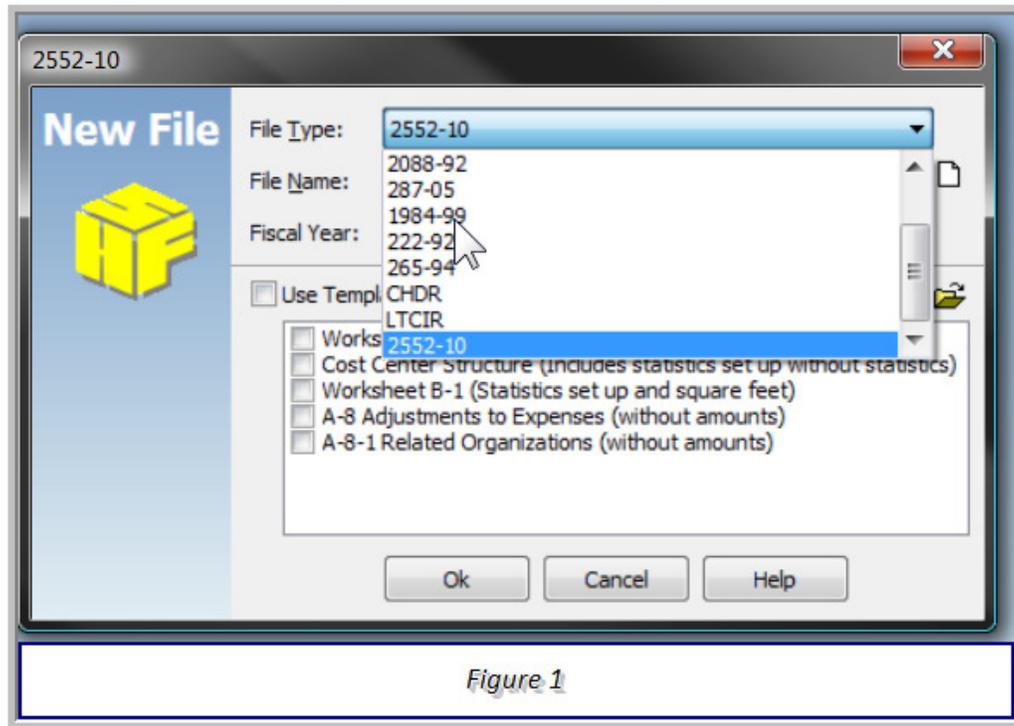
1. Net Sync users can download and reinstall the 2552-10 cost report software and then publish the new files to the various users.
2. Or, Net Sync users can run the batch file, regcomp21.bat. The batch file will make necessary changes to your Windows registry. “ regcomp21.bat” is located in your MCRIF32 folder.
3. To run the regcomp21.bat file go to the Windows Start button and choose the Run command. Type in the location and filename – c:\MCRIF32\Regcomp21.bat. The system should display messages after it succeeds in registering programs and you will hit enter after each message until it finishes(about 6 times).
4. Both the install and regcomp21.bat file require that you have Admin Rights. This is a one time registration. Future updates will follow the regular Net Sync option and will not require admin rights.

### **Advice and Issues Regarding the New 2552-10 Cost Report Software**

**Yellow Icon** - Start the software by clicking on the yellow HFS icon on your desktop, or select the program from your list of programs on your Start button. There is only one yellow HFS icon installed by our software. All our cost report programs start using the same shortcut.

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**New File** - To create a new 2552-10 cost report file click on File/New. You will need to select the 2552-10 file type from the drop down list shown in the picture below.



*Figure 1*

Next you need to give your new file a name in the File Name text box. Avoid the temptation to accept the default name of “New”. A few months from now that name will not help you remember any details about the cost report. Give the file a descriptive name.

**Use Template Option** - You will probably want to select “Use Template”. This option will allow you to select a prior year file that will serve as the template for your new cost report file. Check “Use Template” option and check the boxes that correspond to the parts of the template file you want to import into your new cost report. If you check all the boxes you will import the following information:

- Wkst S-2 Facility Data
- Cost Center Structure
- B-1 Statistics Set Up and Square Feet
- A-8 Adjustments – without amounts
- A-8-1 Related Organizations – without amounts
- S-8 – RHC/FQHC Statistical Data
- S-2, Part II Hosp Reimb Questionnaire(339 Exhibit I) (You will need your prior year .xprq file)

Then click OK to create your new file. The new file will open and you can start entering data..

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**Data Entry - Worksheet S-2:** Dates are now input on S-2 Part I, line 20 (second Tab), instead of on the initial screen. We do NOT display the calendar, but the F4 key, or a double mouse click on the cell, will bring up the calendar.

Early Beta users who used the Template feature may have inadvertently had lines 18.01 to 18.20, added on Worksheet S-2, Part I. This was fixed, and all you need to do is change something on S-2 (e.g. change a Y to an N), then calculate. Then change the S-2 N back to a Y.

The CBSA code was S-2 line 21.03, column 5, in the 2552-96 (Hospital component only). It is now S-2, Part I, column 3, lines 1-19 (all components). Under TOOLS, we have a "Look-Up" table for CBSA codes.

**Auto Open Forms:** We automatically open certain forms, based upon the Worksheet S-2, Part I answers.

- ▶ If line 3 is a PPS acute care hospital, we open E, Part A, if line 4 is a Psych, we open E-3, Part II, etc.
- ▶ Early in the Beta process, we inadvertently opened forms we should NOT have, so you need to Delete these.
- ▶ Click on FORMS, Delete, and look for the little green triangle next to the form. This indicates all "open" forms.
- ▶ If you see a triangle next to E, Part A for the Other Subprovider, this is most likely an error and should be deleted.
- ▶ Same for E-1 for the Other Subprovider.
- ▶ Also, E-3, Part II for the Hospital (unless it is a free standing Psych Hospital), and E-3, Part III for the Hospital (unless it is a free standing Rehab Hospital).
- ▶ Check all forms to make sure all "open" are correct.

A new editing feature is the control + X combination. If you select the data in a cell or line and press control and X the data will be cut from the selected location and the cell or line will be blank.

### Worksheet B-1 Statistics

There are a few new automatic stat codes:

- Patient Days = P
- Inpatient Charges = I
- Outpatient Charges = O

We still have:

- Gross Salaries = S
- Total Charges = C

Please Note that the # symbol for Accumulated Cost - # has been retired. Accumulated cost may only be indicated by using a negative two digit number as the code.

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**Check for Updates:** Updates to the 2552-10 were not available though check for updates because the software was a beta testing version. As of November 2, 2011 CMS approved our 2552-10 software and you will be able to update your 2552-10 software with the normal check for updates procedure.

**Rapidly Evolving Software System:** We anticipate making many changes to the new system. You should check for updates frequently and always check for updates before you create your ECR files.

**Grace Period:** Providers should endeavor to file their cost reports early in order to avail themselves of the grace period bestowed upon early filers. If you submit your report a week early, but there is a problem with the report, you still have the week you did not use originally to fix the problem before your MAC rejects your cost report.

### General Tips and Information:

If Windows Vista or Windows 7 is your operating system and the software does not start when you click the desktop icon, you may need to run the program as an administrator. Right click on the HFS desktop icon. Select "Properties." Click on the check box next to the option that says "Run as Administrator" or "Run in Administrative Mode." The software should startup normally.

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.

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 *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. Clicking on *CMS Instructions* while you are working on your cost report will open the CMS Instructions for the worksheet you are currently working on.

We have numerous online tutorials on our website that demonstrate how to use the software and its various powerful features. (<http://www.hfssoft.com/iFrame/Support/itutorial.aspx>)

You can contact our customer support team Monday through Friday (excluding holidays) between the hours of 5:00 a.m. until 5:00 p.m. (PST) by calling (888)216-6041 or by email ([support@hfssoft.com](mailto:support@hfssoft.com)). We encourage you to call and ask questions. Using the software should be a pleasant experience. If you can't 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.)

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### Useful Features:

Even if you have never used our software before, you should familiarize yourself with the various built-in cost report utilities. The utilities include Auditor, PS&R Reconciliation Tool; Data Extractor, Management Reports and Automated Account Interface.

- ✓ **Auditor** – For performing “What Ifs?” and allows you to see the actual impact of audit adjustments from your FI/MAC.
- ✓ **PS&R Reconciliation Tool** – imports data from PS&R extract files obtained from your FI/MAC, applies worksheet mapping to the imported data and then populates the cost report, thereby eliminating countless hours of data entry and also eliminates data entry errors!
- ✓ **Data Extractor** – Allows you to literally extract data from any part(s) of the cost report and save the data in a convenient .csv file format.
- ✓ **Batch Data Extractor** - Does the same thing, but extracts data from multiple cost reports or from all the reports in one or more specified folder or disk drive.
- ✓ **Management Reports** - Compares two cost reports and analyzes the detailed differences between various aspects of the two. You set the criteria for the analysis.
- ✓ **Automated Account Interface** – Imports data from your accounting program’s general ledger and populates the cost report worksheets. Eliminates data entry errors and eliminates hours of time spent manually typing data into the cost report worksheets.

I hope this information is helpful. Please let us know if we can do anything to assist you as you prepare your cost report.

Becky Dolin  
President  
Health Financial Systems