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URL: <http://www.palmettogba.com/Palmetto/Providers.nsf/docsCat/JM%20Home%20Health%20and%20Hospice~Resources~Audit%20and%20Reimbursement~PSR~PSR%20-%20Order%20Summary%20Report?open&Expand=1>

PS&R - Order Summary Report

The Provider Statistical & Reimbursement System (PS&R) contains various report features. The following describes how to order the Summary Report which is used in preparing the Medicare cost report.

An approved PS&R User can order reports. Access to the PS&R is controlled through the Enterprise Identity Management (EIDM) website. If access is needed, refer to the article, [PS&R - Obtain Access through EIDM \(/Palmetto/Providers.nsf/docsCat/JM Part A~Resources~Audit and Reimbursement~PSR~PSR - Obtain Access through EIDM?open&Expand=1\)](#), for instructions.

A. Login to PS&R

Use the following link to login to the PS&R: <https://psr-ui.cms.hhs.gov/psr-ui> (<https://psr-ui.cms.hhs.gov/psr-ui>)

The **Terms and Conditions** screen will appear (see below). To continue, review and accept the terms and conditions.

Select **I Accept**. (Please refer to the arrow below.)

The screenshot shows a web browser window displaying the CMS.gov Enterprise Portal. The browser's address bar shows the URL: <https://eidm.cms.gov/EIDMLoginApp/login.jsp?contextType=external&username=string>. The page header includes the CMS.gov logo and the text "Enterprise Portal" and "Centers for Medicare & Medicaid Services". Navigation links include "Home", "About CMS", "Newsroom", "Archive", "Help & FAQs", "Email", and "Print". Two yellow buttons are visible: "Health Care Quality Improvement System" and "Provider Resources".

Terms and Conditions

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

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

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

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

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

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

At the bottom of the terms and conditions box, there are two buttons: "I Accept" and "Decline". A large blue arrow points to the "I Accept" button.

The footer of the page includes the CMS.gov logo, the text "A federal government website managed by the Centers for Medicare & Medicaid Services, 7500 Security Boulevard, Baltimore, MD 21244", and a logo of the Centers for Medicare & Medicaid Services. There are also links for "CMS & HHS Websites", "Tools", and "Helpful Links".

The **Welcome to CMS Enterprise Portal** screen will appear. Enter your **User ID** and **Password** as established in registering for EIDM (or obtained previously through the Individuals Authorized Access to the CMS Computer Services (IACS) system).

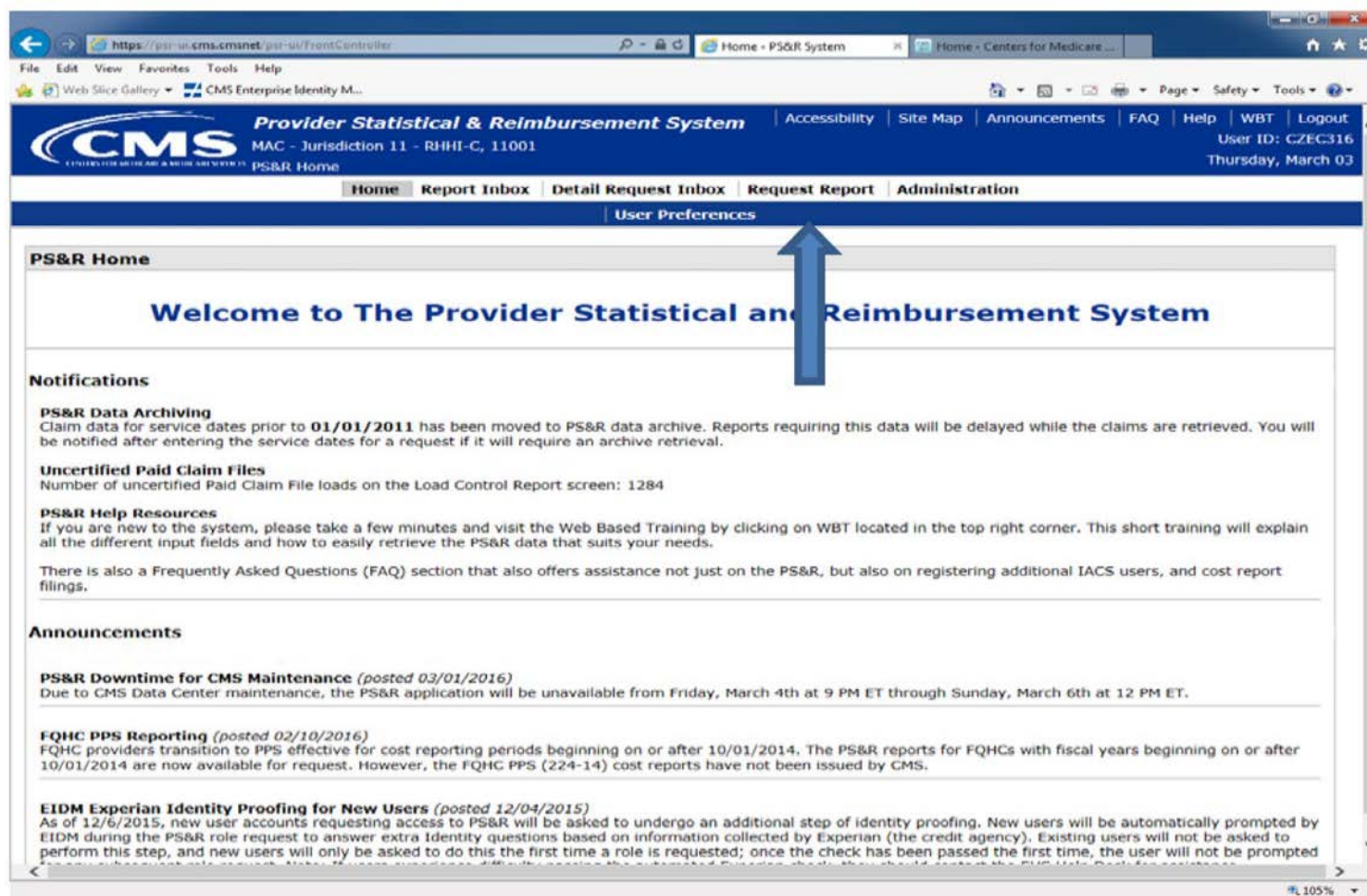
The screenshot shows the CMS.gov Enterprise Portal login page. The browser address bar displays the URL <https://edms.cms.gov/EDM/LoginApp/userlogin.jsp>. The page header includes the CMS.gov logo and navigation links: Home, About CMS, Newsroom, Archive, Help & FAQs, Email, and Print. Below the header, there are two yellow buttons: Health Care Quality Improvement System and Provider Resources. The main content area features a blue banner that reads "Welcome to CMS Enterprise Portal". Below the banner is a login form with two input fields: "User ID" and "Password". To the right of the "User ID" field, a large blue arrow points towards the "Log In" button. Below the input fields are two buttons: "Log In" and "Cancel". Underneath the buttons are three links: "Forgot Password?", "Forgot User ID?", and "Need an account? Click the link - [New user registration](#)". The footer of the page contains a "Home" button, the CMS.gov logo, and the text "Enterprise Portal". To the right of the logo, it says "A federal government website managed by the Centers for Medicare & Medicaid Services, 7500 Security Boulevard, Baltimore, MD 21244". Below the footer, there are three columns of links: "CMS & HHS Websites" (Medicare.gov, MyMedicare.gov, StopMedicareFraud.gov, Medicaid.gov, InsureKidsNow.gov, HealthCare.gov, HHS.gov/Open), "Tools" (Acronyms, Contacts, FAQs, Glossary, Archive), and "Helpful Links" (Web Policies & Important Links, Privacy Policy, Freedom of Information Act, No Fear Act, HHS.gov, Inspector General, USA.gov). The page is zoomed in at 105%.

Select **Log In**.

B. Order Summary Report

After logging in, the **Welcome to The Provider Statistical and Reimbursement System** screen will appear.

In the banner line at the top of the screen – select **Request Report**.



The screenshot shows the CMS Provider Statistical & Reimbursement System (PS&R) home page. The browser address bar displays the URL: <https://psr-ws.cms.cmsnet.gov/ui/FrontController>. The page header includes the CMS logo, the text "Provider Statistical & Reimbursement System", and navigation links for Accessibility, Site Map, Announcements, FAQ, Help, WBT, and Logout. The user ID is CZEC316, and the date is Thursday, March 03. The main navigation bar contains links for Home, Report Inbox, Detail Request Inbox, Request Report, and Administration. A blue arrow points to the "Request Report" link. The main content area is titled "PS&R Home" and features a welcome message: "Welcome to The Provider Statistical and Reimbursement System". Below this, there are sections for Notifications, Announcements, and Help Resources.

PS&R Home

Welcome to The Provider Statistical and Reimbursement System

Notifications

PS&R Data Archiving
Claim data for service dates prior to **01/01/2011** has been moved to PS&R data archive. Reports requiring this data will be delayed while the claims are retrieved. You will be notified after entering the service dates for a request if it will require an archive retrieval.

Uncertified Paid Claim Files
Number of uncertified Paid Claim File loads on the Load Control Report screen: 1284

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

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

Announcements

PS&R Downtime for CMS Maintenance (posted 03/01/2016)
Due to CMS Data Center maintenance, the PS&R application will be unavailable from Friday, March 4th at 9 PM ET through Sunday, March 6th at 12 PM ET.

FQHC PPS Reporting (posted 02/10/2016)
FQHC providers transition to PPS effective for cost reporting periods beginning on or after 10/01/2014. The PS&R reports for FQHCs with fiscal years beginning on or after 10/01/2014 are now available for request. However, the FQHC PPS (224-14) cost reports have not been issued by CMS.

EIDM Experian Identity Proofing for New Users (posted 12/04/2015)
As of 12/6/2015, new user accounts requesting access to PS&R will be asked to undergo an additional step of identity proofing. New users will be automatically prompted by EIDM during the PS&R role request to answer extra Identity questions based on information collected by Experian (the credit agency). Existing users will not be asked to perform this step, and new users will only be asked to do this the first time a role is requested; once the check has been passed the first time, the user will not be prompted

On the next screen, select **Request Summary**.

The screenshot shows a web browser window displaying the CMS Provider Statistical & Reimbursement System. The browser address bar shows the URL: <https://psr-ui.cms.cmsnet/psr-ui/favoriteRequests.jsp?orders=00>. The page header includes the CMS logo, the system name, and navigation links such as Accessibility, Site Map, Announcements, FAQ, Help, WBT, and Logout. The user ID is C2EC316, and the date is Friday, March 04. The main navigation menu includes Home, Report Inbox, Detail Request Inbox, Request Report, and Administration. Below this, a sub-menu highlights Favorite Requests, Request Summary, Request Detail, Request Miscellaneous, and Load Control Report. The main content area is titled "Favorite Requests: (0 of 100 in use)*" and contains a table with columns: Remove Favorite, Favorite Name, Cont... or ID, Saved Date, Category, and Recently Run. The table is currently empty, with a message stating "You have not saved any requests as Favorites." Below the table, there is a note: "*You are allowed to save up to 100 reports as favorites. It is your responsibility to manage your favorites list and ensure that you do not exceed the limit." and buttons for Refresh and Remove. A blue arrow points to the "Request Summary" tab in the sub-menu.

The **Summary Report Request** screen will appear. Perform the following steps to complete the request.

1. Select Provider(s)

Select the provider number/name and click >> button to select the provider. Select **Continue** at the bottom of the screen.

2. Select Report(s)

Select the first option – By Service Type by clicking the round button. All will be displayed on the next line.

Scroll to the end of the screen and select Continue.

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

Four periods may be listed. If only one period is needed, exclude the other periods by clicking the box beside Exclude. If a different period is desired, enter the dates in the above section and select Apply

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

The default setting is all paid dates and is typically used. If different dates are desired, choose those below. Scroll down to the end of the screen and select Continue.

5. Select Report Format

The PDF option will produce the PS&R in a report format. The CSV option will produce a file that can be loaded into the cost report software. If in doubt, order both. Select Continue.

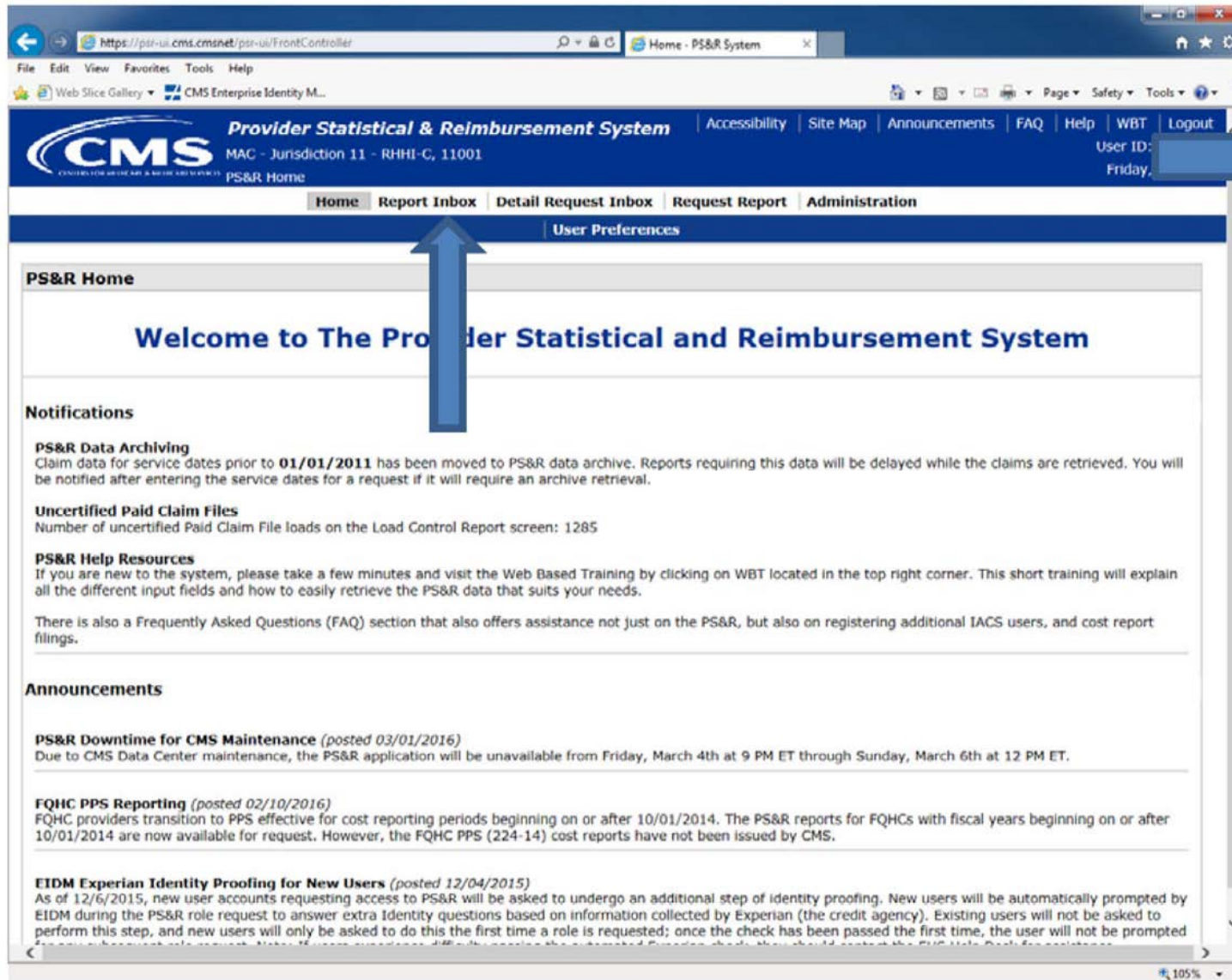
6. Confirm Report Request

This presents information on the request. Scroll down to the end of the screen and select Submit to complete the request (or select Back to modify).

Note: The PS&R System may take a few minutes to a few hours to process the report. The next section will explain how to obtain the completed report.

C. Print or Save - Summary Report

To obtain the completed report, Select Report Inbox in the banner at top of the screen.



On the following screen please note the following:

- The Status column indicates if the request is Queued, Processing or Complete.
 - If status is Queued – the reporting is waiting to process
 - If status is Processing – the report should be complete in a few minutes
 - If status is Complete – the report is available
- Once status is Complete, the PDF or CSV column contains the requested file (refer to the following screen)
 - Click on the item in the PDF or CSV column to open the file
 - After opening the file - print the report or save the file containing the report

Provider Statistical & Reimbursement System
 MAC - Jurisdiction 11 - RHHI-C, 11001
 Summary Report Inbox

Home Report Inbox Detail Request Inbox Request Report Administration
 Summary Report Inbox Detail Report Inbox Miscellaneous Report Inbox

Summary Report Inbox

*After 21 calendar days with a Status of "Complete" or "Error", the report request will no longer appear in this inbox. If the Status is "Complete", it is your responsibility during these 21 days to save the reports to your own computer.
 A Data Definition Document for each report can be found in Appendix E of the PS&R User Manual.

Delete	Request Name	Request Date	PDF	CSV	Status	Days Left in Inbox ⁺
<input type="checkbox"/>	CZEC316-S-2655550	03/04/2016	Y	Y	Queued	-
<input type="checkbox"/>	CZEC316-S-2655477	03/04/2016	(PDF, 143 KB)	-	Complete	21
<input type="checkbox"/>	CZEC316-S-2655462	03/04/2016	(PDF, 143 KB)	CSV	Complete	21

Refresh Delete

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

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

