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Certified Public Accountants & Consultants

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To: Administrator, Director of Reimbursement, Controller or Office Manager
From: Anthony Abbate, C.P.A.
Date: December 22, 2009
Subject: PS&R Retrieval System

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CMS has changed the way Medicare providers will receive their PS&R to file their Medicare cost report. Medicare providers will be required to register with CMS on the "Individuals Authorized Access to the CMS Computer Services" (IACS) system. No longer will you receive our PS&R from your local fiscal intermediary.

The process for a provider to get set-up on IACS and access their PS&R is threefold. First, a **Security Official** must be chosen to register the provider on the IACS system if they have not already done so. The Security Official will be completing the application online for the provider and will be required to submit certain documents as requested by Medicare. Since we do not know how long these processes may take, we recommend that clients begin the application now. **NOTE: Very Important!** The Security Official will be authorizing Group Administrators and End Users to use the PS&R system BUT the Security Official himself/herself can NOT self-authorize for his/her use. Therefore, carefully plan and select the appropriate individual in your facility. Once the Security Official is set up the facility must nominate a "**Group Administrator**". The Group Administrator in turn will be a person who can BOTH access the PS&R system AND approve End Users like ADLLP personnel. One other note on set-up: discussion with CMS had turned up that providers must report their 6 digit Medicare provider number in the field marked "CMS Certification Number" in order for the PS&R system to work. For various reasons this field was not marked "required" on the set-up screen.

The last step to the set-up process is for **End Users** to apply for a user ID and then get authorized by the Group Administrator. End User ID's will be issued based on Social Security numbers and email accounts. An End User ID can be keyed to many different providers which will allow organizations such as ADLLP to be an authorized user of the PS&R system. Once a facility's Group Administrator has received his ID and password, End Users can begin the online registration process. The procedure will simply be the End User completes the registrations screen by entering the provider **Legal** name and other personal information. The IACS system will send the Group Administrator an

email that the End User requested access. If the Group Administrator approves, the IACS system emails the End User that they are now approved and have access on their assigned ID. Once your Group Administrator is registered, please let us know so we can complete the User ID process to download the PS&R to work on your cost report.

The link to register for your ID and password is <http://www.cms.hhs.gov/iacs/>. Review the instructions on the screen, then click "Enter CMS Applications Portal" at the lower half of the page to begin the registration process. Next click on "Account Management", then click on "New User Registration, then click on "Provider/supplier Community", and then click "Security Official" to begin the registration process. There is also a "Frequently Asked Questions" file that should be downloaded and reviewed to further understand how the system will work and your responsibilities as a user of the system. The help line phone number is 866-484-8049.