Getting Started

Thank you for selecting Health Financial Systems cost report software. We want to make sure you are completely satisfied with your software. Please contact us if you have any difficulty with the software or if you have any questions. We have a full time support staff (8:00 a.m. (EST) to 5:00 p.m. (PST)) standing by to answer your questions.

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 cost report.

INSTALLATION:

1. 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 tabs. Select the orange "Download" tab. You will go to a page where you may be prompted to enter your user name and password. If you are, please enter them. If you purchased the software from our website please enter the user name and password you registered with. If you are an existing client use your established user name and password. Otherwise, click on the "New User" button to register and obtain a user name and password. (See Figure 1 below.)

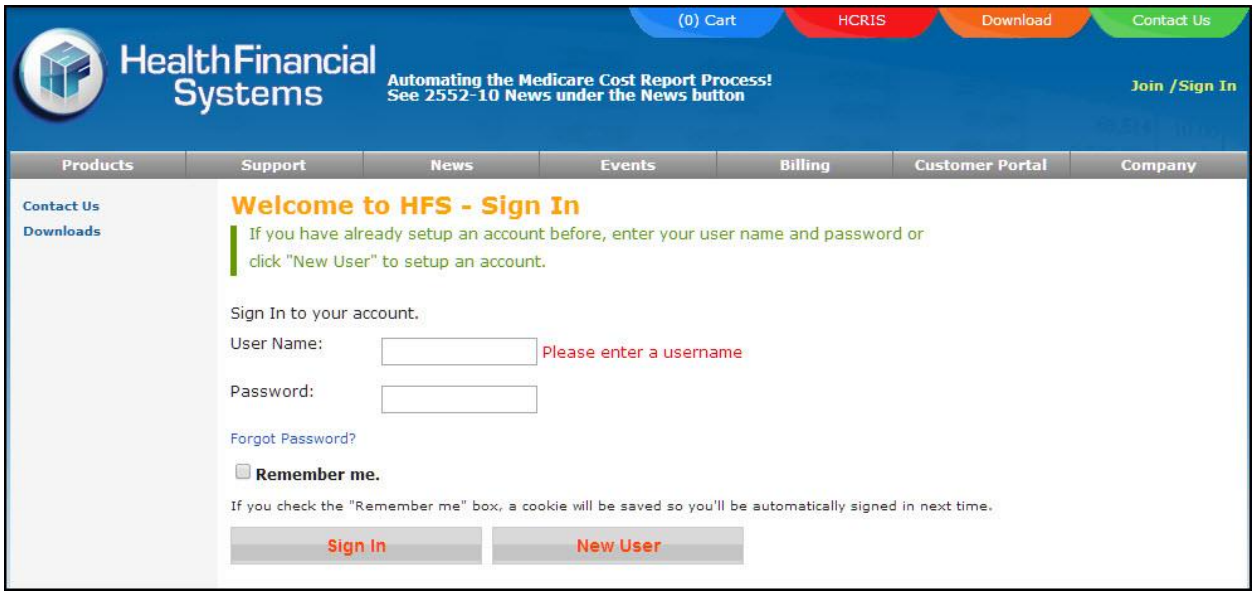

Figure 1 – Sign In page

2. Fill in the blanks. Your information will be transmitted to our servers. Now you can log in to the download server. Enter your user name and password. These are case sensitive so make sure you type it exactly as it was entered. If for some reason you cannot fill out the New User Registration form, we can create a user name and password for you. For help with registration, please call our technical support team at (888) 216-6041 or email us (support@hfssoft.com) and request a user name and password. If you send us an email request we will reply to your email when we have created your user name and password.

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3. Next, download the software. The Download page will display a list of licensed software that you may download. The software products that you have licensed will say "Full Version". Other software products will only be available for demos. Find the 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. If the software does not start when you click the yellow 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". If your operating system is Windows 8, right click the yellow icon and select "Run as Administrator." The software should startup normally.

5. 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.

6. 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.

7. 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 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:

8. 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

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