**New 265-11 Software**

We are pleased to announce that CMS approved our new ESRD 265-11 cost report software and the full version of the software is available on our website for download. **If you didn’t use the beta version of the 265-11 software, you must download and install the software from the website the first time you install it.** Otherwise the software will not work right. If you used the beta software, you can install the CMS approved version by performing a “Check for Updates.”

Please note the new file extension for the 265-11 cost report data files is .mcrx. You will be able to open both 265-94 and 264-11 cost report using the yellow icon HFS software. Both the 265-11 and 265-94 systems are installed in the same folder and both start with the same yellow HFS icon-shortcut. Note: any data you entered in the beta version of the software is compatible with the full version of the software.

**Effective Dates (January 1, 2011 and after)**

Form CMS-265-11 must be completed by all independent end stage renal dialysis (ESRD) facilities that are not hospital-based for cost reporting periods beginning/services rendered on or after January 1, 2011.

**Extended Filing Deadlines for 265-11 Cost Reports**

CMS recently extended the filing deadline for ESRD 265-11 cost reports. According the CMS January 31, 2012 Technical Direction Letter (TDL 12205), these are the new ESRD cost report due dates.

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| --- | --- | --- | --- |
| COST  REPORTING  FYE | STANDARD  DUE DATE | PREVIOUSLY  REVISED DUE  DATE | NEWLY REVISED DUE  DATE |
| 01/31/2011 | 06/30/2011 | 01/31/2012 | 02/29/2012 |
| 02/28/2011 | 07/31/2011 | 01/31/2012 | 02/29/2012 |
| 03/31/2011 | 08/31/2011 | 01/31/2012 | 02/29/2012 |
| 04/30/2011 | 09/30/2011 | 01/31/2012 | 02/29/2012 |
| 05/31/2011 | 10/31/2011 | 01/31/2012 | 02/29/2012 |
| 06/30/2011 | 11/30/2011 | 01/31/2012 | 02/29/2012 |
| 07/31/2011 | 12/31/2011 | 02/29/2012 | 03/31/2012 |
| 08/31/2011 | 01/31/2012 | 02/29/2012 | 03/31/2012 |
| 09/30/2011 | 02/29/2012 | 02/29/2012 | 03/31/2012 |

**Installation:**

**If you didn’t use the beta version of the 265-11 software, you must download and install the software from the website the first time you install it.** Otherwise the software will not work right. If you used the beta software, you can install the CMS approved software from the website or by performing a “Check for Updates.” If this is your first install of the 265-11 software (including beta version), install the 265-11 software on your computer by following these steps.

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.
2. You may be prompted to enter your username and password. Enter them in the text boxes on the screen.
3. If you can’t remember your username and password we will retrieve them for you if you click on “Forgot Password”. You can also or email us at [support@hfssoft.com](mailto:support@hfssoft.com), or call us at (888) 216-6041. 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.
4. After you enter your username and password you will see the download page.
5. The Downloads page will display a list of licensed software that you may download. For the 265-11, click on the “Full Version” button next to the ESRD product description.
6. Check the box indicating you have read and understand our software license agreement. Click on the button labeled “Click Here to Download”. Click on “Save File” in the pop-up box that appears. If the install program doesn’t start automatically you will need to browse to the folder where your downloaded files are saved and find the setup file and double click it to run the setup program. 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.

1. After the installation is finished, you can start the software by double clicking on the yellow HFS desktop icon. **A new icon will not be installed. You will use the same shortcut that you used with the 265-94 and other cost report systems.**

**Advice and Issues Regarding the New 265-11 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.

**New File -** To create a new 265-11 cost report file click on File/New. You will need to select the file type 265-11 and give your file a name. Do not accept the default name “New”. That can lead to confusion later. Enter a meaningful name that will help you remember your file.

**Automated Account Interface “AAI” –** The AAI feature is enabled in the new 265-11 software. It is fully functional, as is the batch AAI feature.

**Use Template Option -**  The option to use a template file when you create your new 265-11 cost report is enabled. You may use your 265-94 cost report files as a templates. If you select the option, the data from your 265-94 cost report will be used to populate Worksheet S, Part II and S-2 (if your 265-94 339 data file is present) in the new 265-11 files you create. The cost report period will automatically increment by one year from the dates in the template file when you use this feature.

**Check for Updates-** Updates to the 265-11 will be available though check for updates. We anticipate posting regular updates. We suggest you check for updates every few days, and check again before your export your ECR file to submit your cost report.

**General Tips and Information:**

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). We encourage you to call and email and ask questions. Using the software should be a pleasant experience. If you can’t figure something out, just call us or send us an email. 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.)

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

Chuck Briggs

Health Financial Systems

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