



Health Financial Systems

User Manual

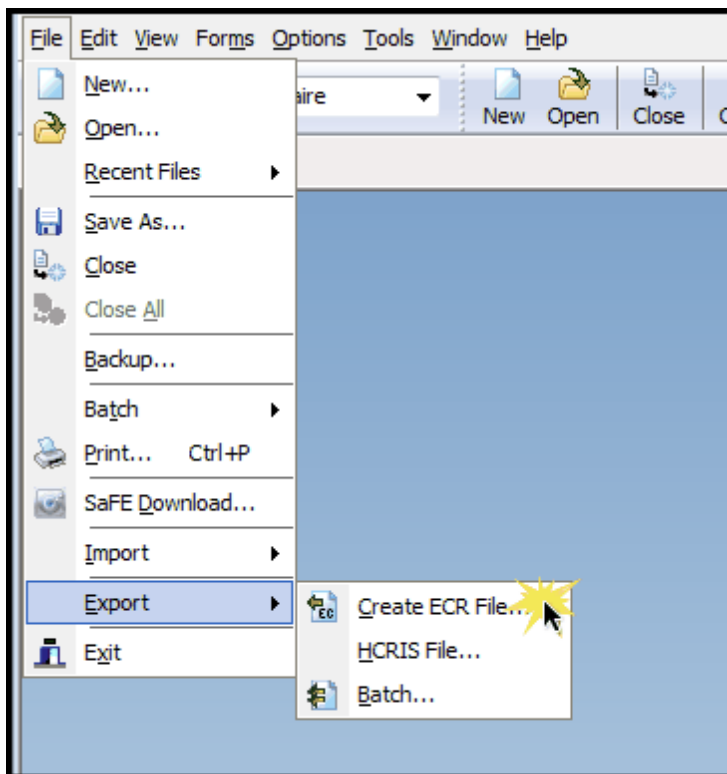
Cost Report Software

published 4/6/2018

version 3.3.2

6.2 How to Create ECR Files

The cost report must be open and calculated and free of Level I errors. Point to **Export** on the **File** menu and select **Create ECR File**.



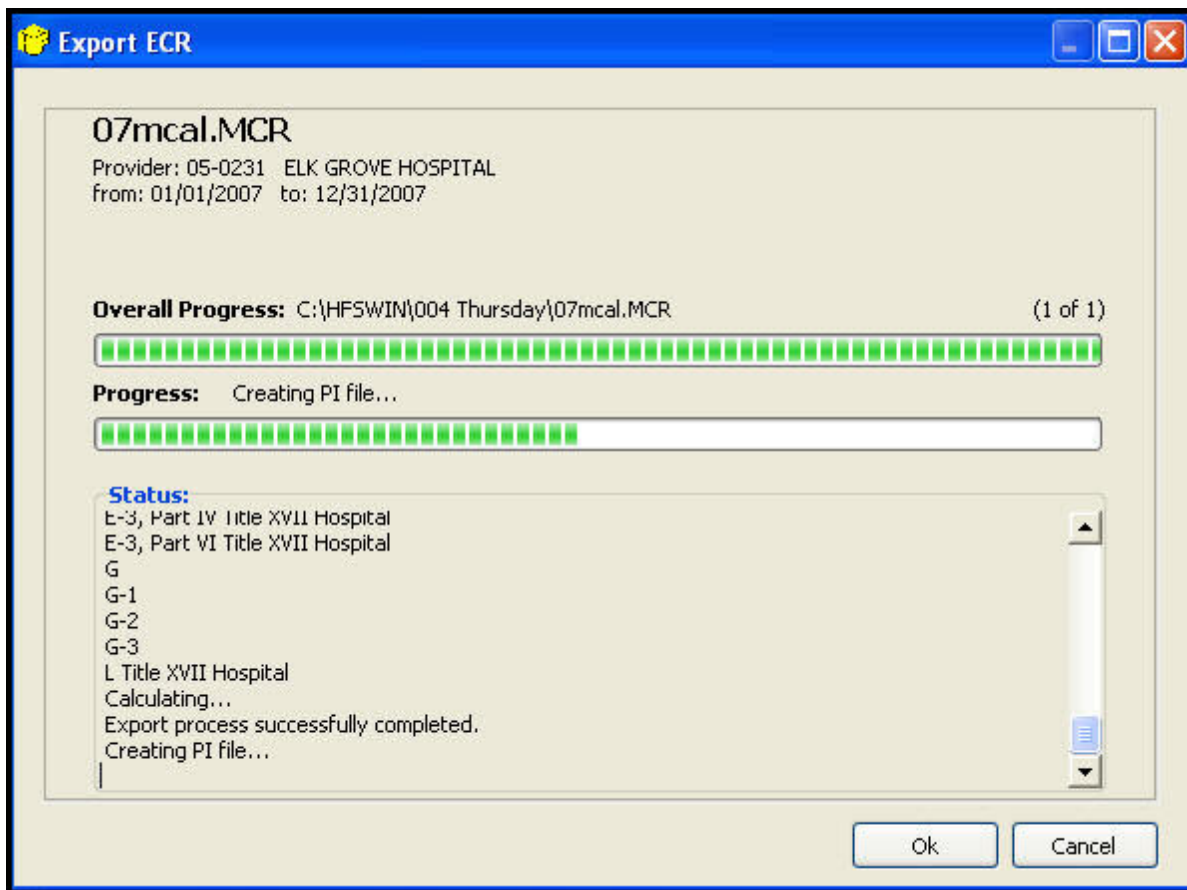
The **Export ECR** dialog box will appear. You can select first or second ECR submission. The default is First Submission. The destination for the ECR file may be changed by entering a valid location in the **ECR Location** box or by clicking the **Open** button and selecting a location. Valid destinations include a CD, Flash drive or other valid data storage.



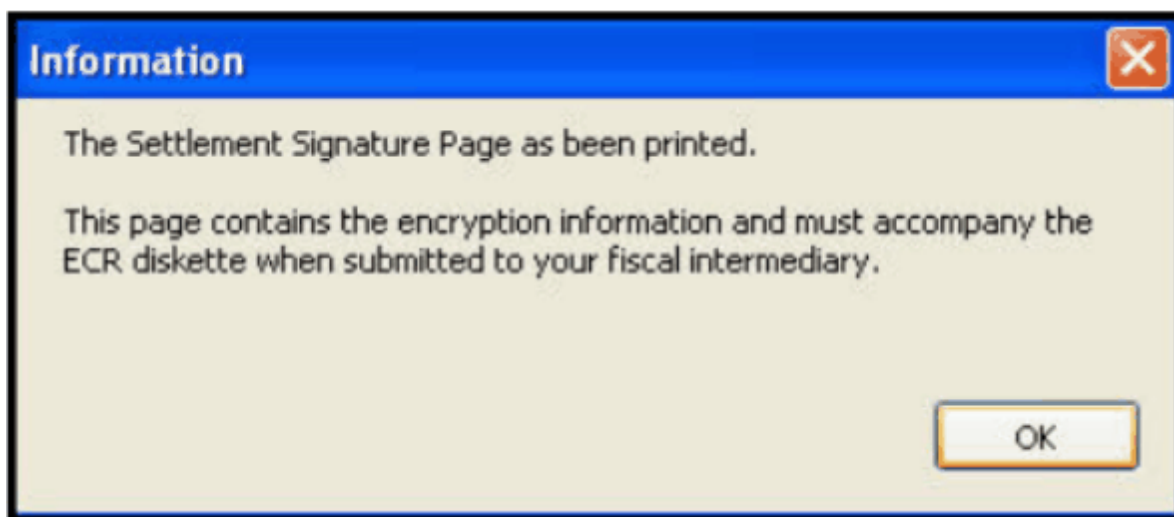
Click on the file folder icon next to the ECR Location text box and a window appears where you may browse and select the destination drive and/or directory for the ECR file.

Note: The target drive/directory for the ECR file may also be modified in the Preferences window, under **Setup Options**, select **File Locations** and then click **ECR Files**. To change the target destination click on the **Edit Item** button and the cursor will appear in the text box and you can type the preferred destination. Alternatively, you can click the **Open** button and browse to and select the appropriate location. If the submission option and target destination are both correct, click **OK** and the ECR export process will begin. The following dialog box will appear and depict the progress and status of the ECR export process.

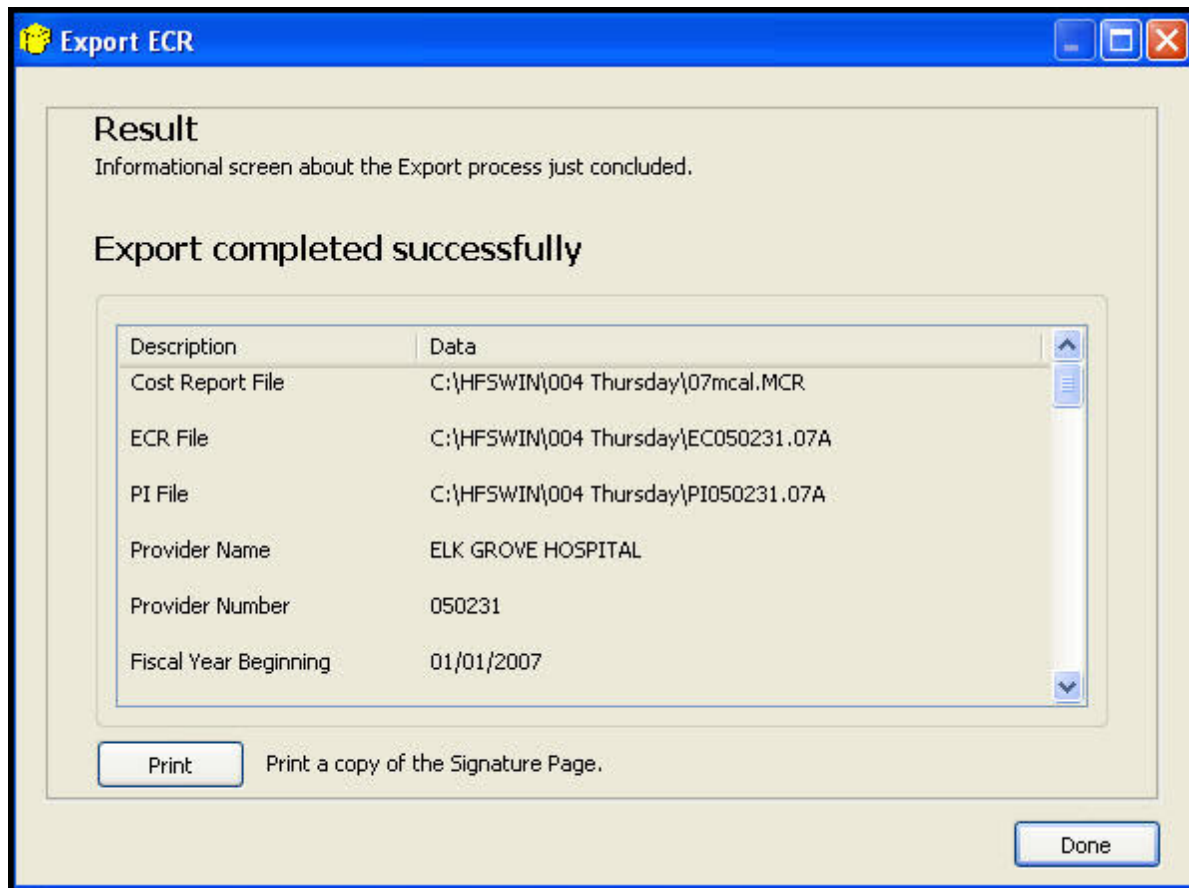
The **Store Files in HFS SaFE** option is recommended and is covered in the next section in detail.



If the export process is successful, the Settlement /Signature Page will be sent to the printer and you will see the following dialog box .



Click **OK**. The cost report program will display the result of the ECR export process. The name of the cost report file, EC file, PI file, provider name, provider number and fiscal year will be displayed. Either click **Print** to produce another copy of the Settlement Signature Page or click **Done**.



The Signature Settlement Page must be submitted with the disk, CD, or Flash drive containing the EC and PI files. If submitting using a system other than the .mcx, the user must also submit a printed copy of the CMS 339 Questionnaire because it is not part of the EC or PI files. It is always a good idea to confirm that the ECR files are on the CD or Flash drive before submitting the ECR file. Using Windows Explorer or My Computer, navigate to the disk where the files are supposed to be and confirm they are there and that they were created at the same time on the same date. Every year numerous provider cost reports are rejected because the preparer made a mistake and the ECR files are not on the disk submitted to the MAC.

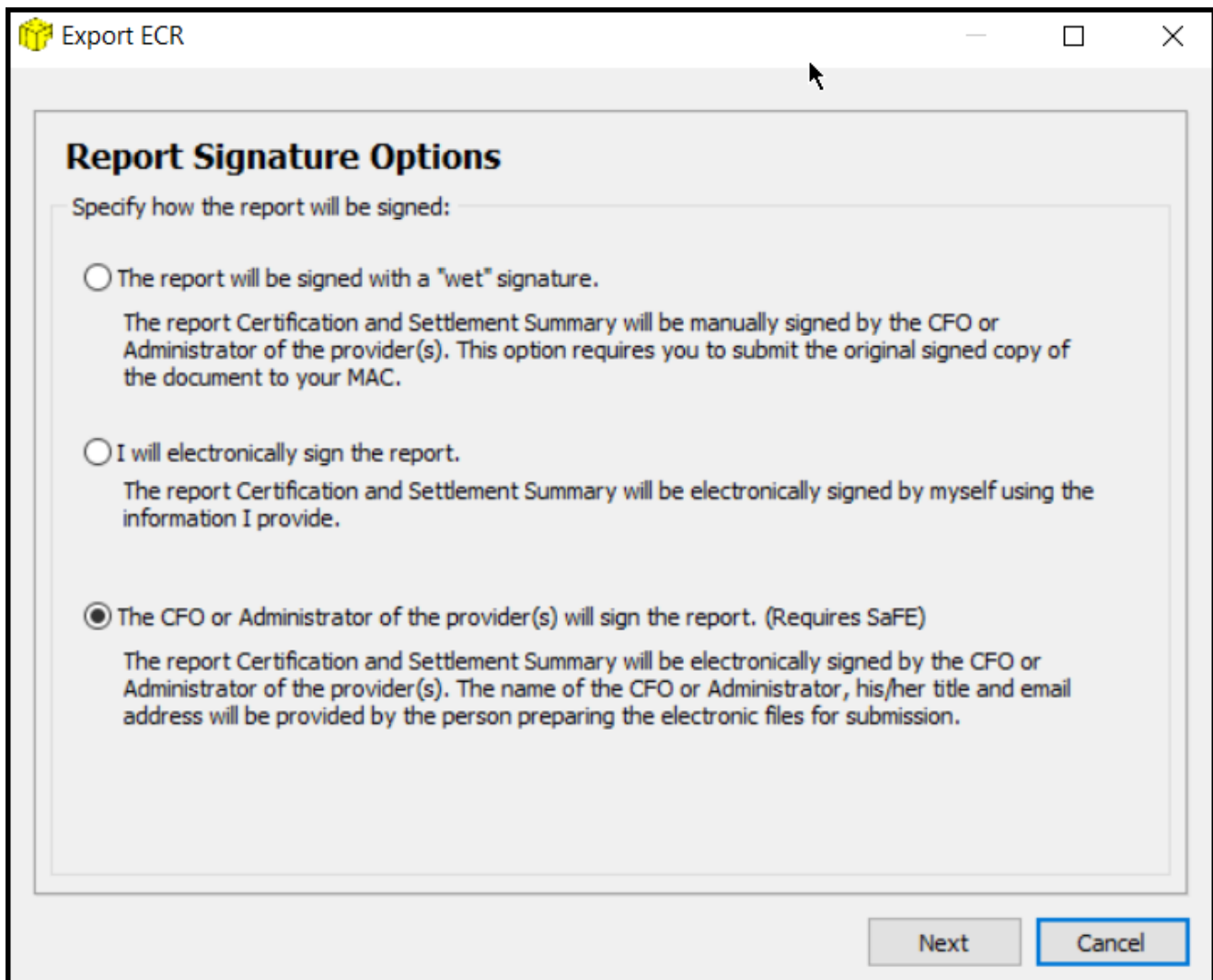
HFS makes an automatic backup of the ECR files, and the encrypted signature page, in the folder where you opened the cost report. If you click on Options/Preferences/Setup/File Locations, the "current year files" location is where the backup is made. For a hospital you would see ECxxxxxx.09A, Plxxxxxx.09A (or 09A.PDF) and ECxxxxxx.09A.PDF (the signature page).

6.3 Electornic Signatures

CMS published Medicare Cost Report Electronic Signature regulations in the IPPS Final Rule published in the Federal Register on August 14, 2017. CMS incorporated the changes to accommodate the electronic signing option in the 2552-10 Transmittals 12 and 13, 216-94 Transmittal 7, 265-11 Transmittal 4, and 2540-10 Transmittal 8. HFS has been approved for these changes in the 2552-10 Transmittals 12 and 13 and is working on the changes and CMS approvals for other form sets.

The HFS system incorporated these changes and provides you with a convenient method for providing an electronic signature either from the cost report preparer or another person. The following is a description of the HFS electronic signature process.

The first screen of the ECR Export process will now ask you to specify how the cost report will be signed.



The screenshot shows a window titled "Export ECR" with a yellow cube icon. Inside the window is a section titled "Report Signature Options" with the instruction "Specify how the report will be signed:". There are three radio button options:

- ☐ The report will be signed with a "wet" signature.
The report Certification and Settlement Summary will be manually signed by the CFO or Administrator of the provider(s). This option requires you to submit the original signed copy of the document to your MAC.
- ☐ I will electronically sign the report.
The report Certification and Settlement Summary will be electronically signed by myself using the information I provide.
- ☒ The CFO or Administrator of the provider(s) will sign the report. (Requires SaFE)
The report Certification and Settlement Summary will be electronically signed by the CFO or Administrator of the provider(s). The name of the CFO or Administrator, his/her title and email address will be provided by the person preparing the electronic files for submission.

At the bottom right of the window are two buttons: "Next" and "Cancel".

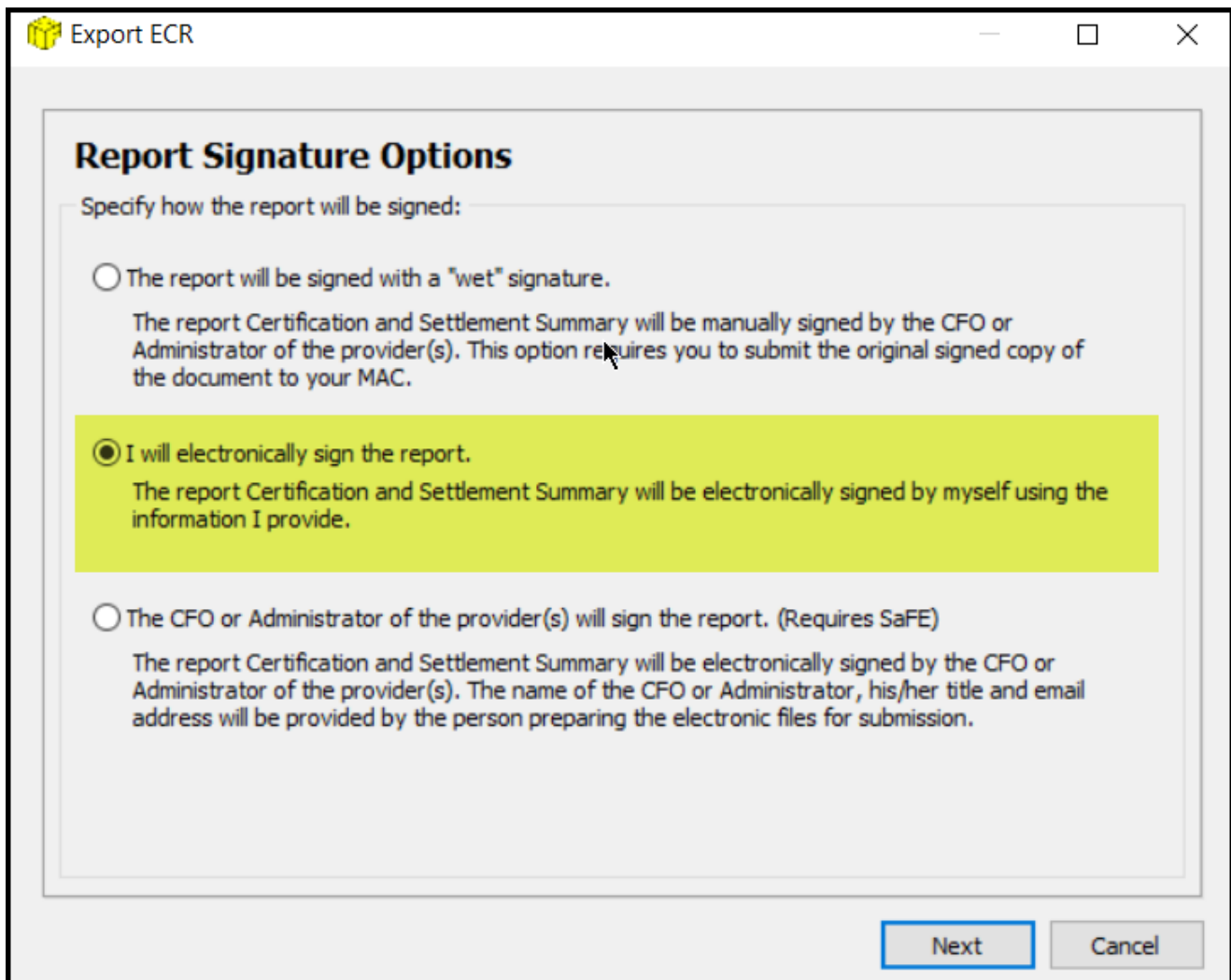
The first option, “The report will be signed with a “wet” signature”, will take you through the ECR export process with no changes. At the end of this process you will be able to print the encrypted Worksheet S and sign it as usual.

The second option, “I will electronically sign the report”, will guide you through putting your electronic signature on the encrypted Worksheet S.

The third option, “The CFO or Administrator of the provider(s) will sign the report. (Requires SaFE)”, will walk you through the steps necessary to collect a signature from the individual you identify in another step.

Option 2

Choose the second option to sign the cost report yourself.




The screenshot shows a window titled "Export ECR" with a standard Windows title bar (minimize, maximize, close buttons). Inside the window is a dialog box titled "Report Signature Options". Below the title is the instruction "Specify how the report will be signed:". There are three radio button options:

- ☐ The report will be signed with a "wet" signature.
The report Certification and Settlement Summary will be manually signed by the CFO or Administrator of the provider(s). This option requires you to submit the original signed copy of the document to your MAC.
- ☒ I will electronically sign the report.
The report Certification and Settlement Summary will be electronically signed by myself using the information I provide.
- ☐ The CFO or Administrator of the provider(s) will sign the report. (Requires SaFE)
The report Certification and Settlement Summary will be electronically signed by the CFO or Administrator of the provider(s). The name of the CFO or Administrator, his/her title and email address will be provided by the person preparing the electronic files for submission.

At the bottom right of the dialog box are two buttons: "Next" and "Cancel". The "Next" button is highlighted with a blue border.

You will be presented with a screen where you can enter your first name, last name, and title. Then you must certify that you have read the certification statement.

 Export ECR

MISREPRESENTATION OR FALSIFICATION OF ANY INFORMATION CONTAINED IN THIS COST REPORT MAY BE PUNISHABLE BY CRIMINAL, CIVIL AND ADMINISTRATIVE ACTION, FINE AND/OR IMPRISONMENT UNDER FEDERAL LAW. FURTHERMORE, IF SERVICES IDENTIFIED IN THIS REPORT WERE PROVIDED OR PROCURED THROUGH THE PAYMENT DIRECTLY OR INDIRECTLY OF A KICKBACK OR WERE OTHERWISE ILLEGAL, CRIMINAL, CIVIL AND ADMINISTRATIVE ACTION, FINES AND/OR IMPRISONMENT MAY RESULT.

[Click here to view the full Certification Statement of the Report](#)

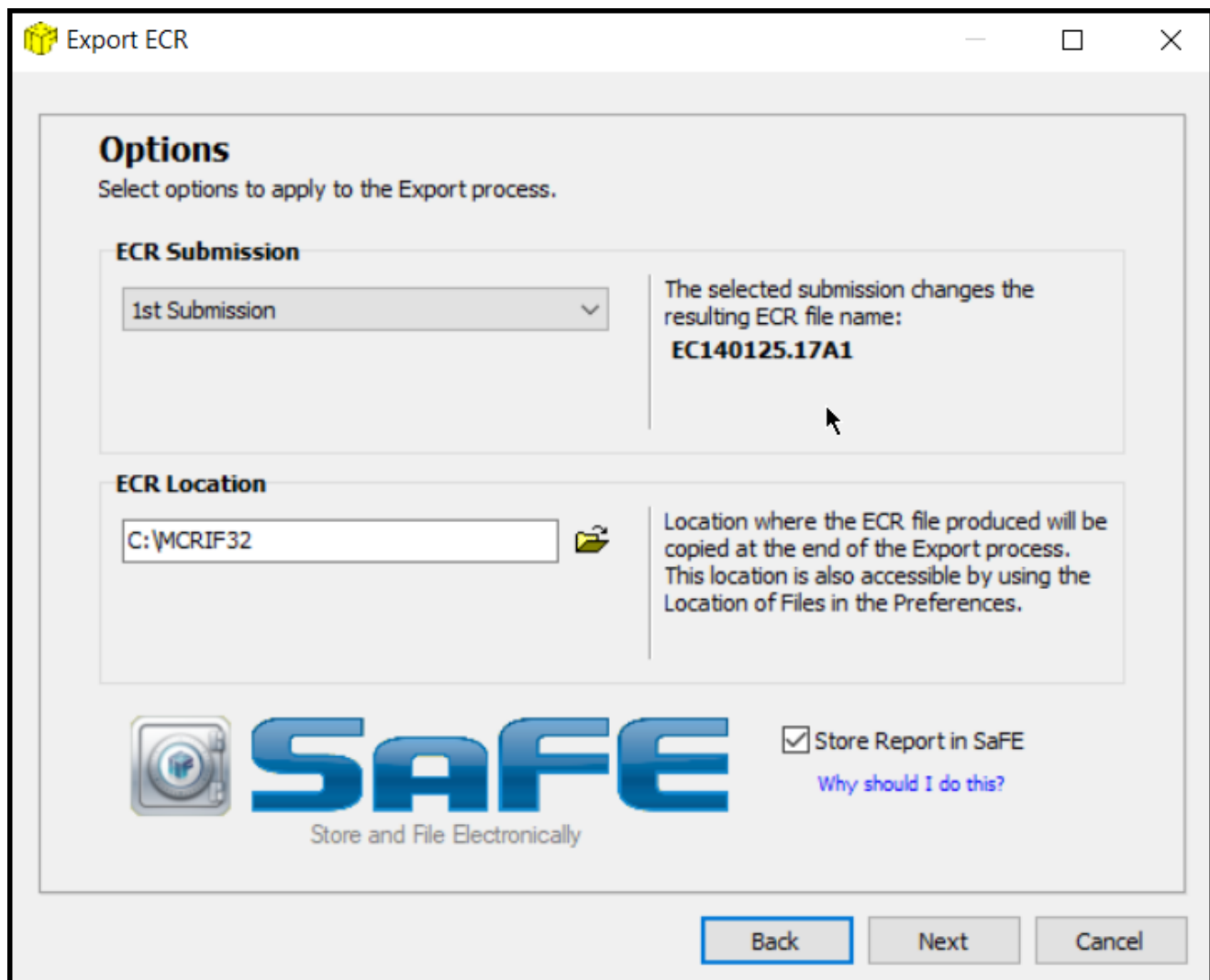
Certification of Intent for Person Signing the Report

☒ I have read and agree with the above certification statement.
I certify that I intend my electronic signature on this certification statement to be the legally binding equivalent of my original signature.

First Name:

Last Name:

Title:



The image shows a software window titled "Export ECR" with a yellow cube icon. Inside, there's a section titled "Options" with the instruction "Select options to apply to the Export process." Below this are two main sections: "ECR Submission" and "ECR Location". The "ECR Submission" section has a dropdown menu set to "1st Submission" and a text box showing "The selected submission changes the resulting ECR file name: EC140125.17A1". The "ECR Location" section has a text box containing "C:\MCRIF32" and a folder icon, with a text box explaining that this is the location where the ECR file will be copied. At the bottom, there's a logo for "SaFE" (Store and File Electronically) and a checkbox labeled "Store Report in SaFE" which is checked. A link "Why should I do this?" is next to the checkbox. At the very bottom are three buttons: "Back", "Next", and "Cancel".


Options
Select options to apply to the Export process.

ECR Submission
1st Submission

The selected submission changes the resulting ECR file name:
EC140125.17A1

ECR Location
C:\MCRIF32

Location where the ECR file produced will be copied at the end of the Export process. This location is also accessible by using the Location of Files in the Preferences.

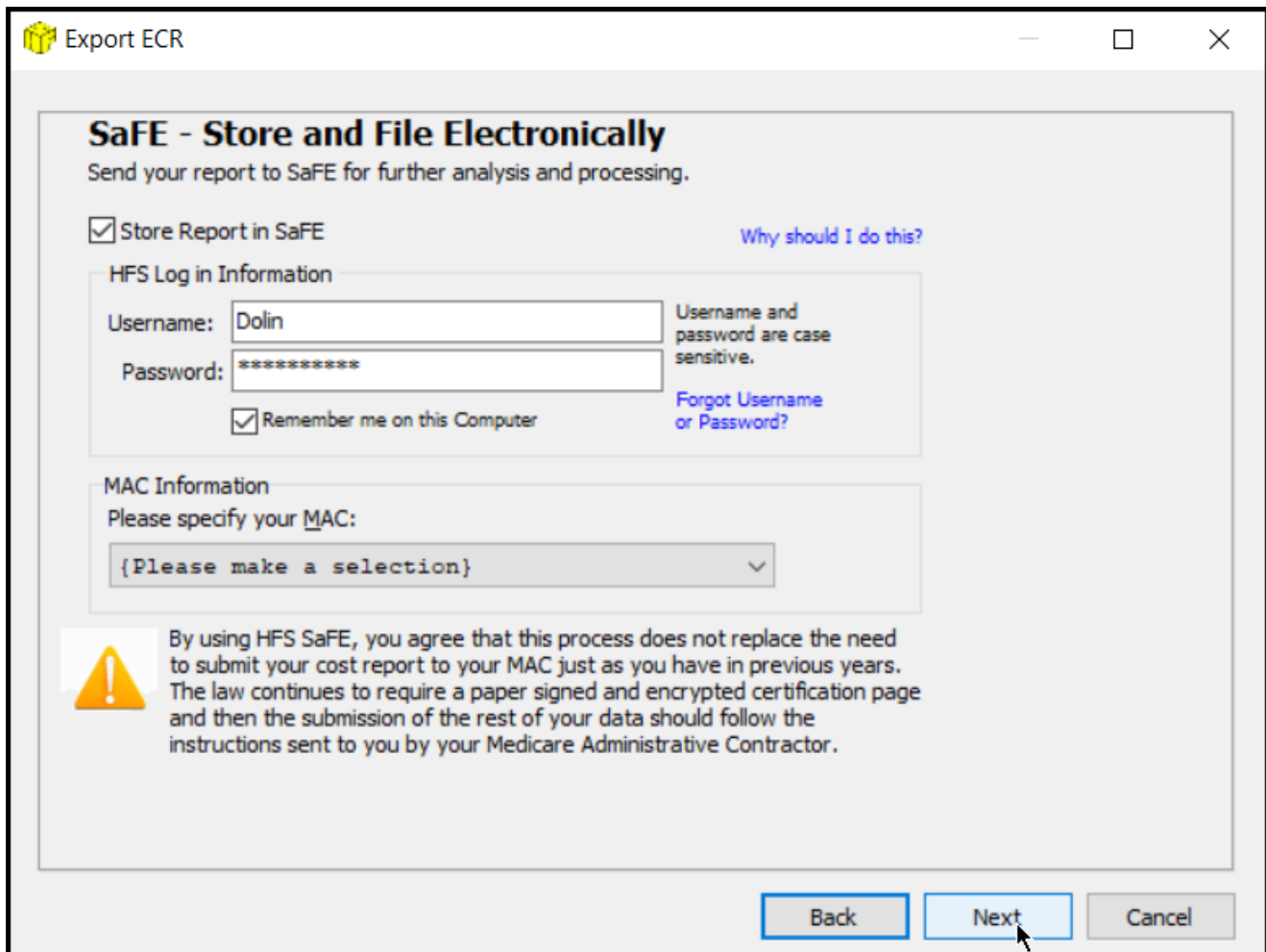
 **SaFE**
Store and File Electronically

☒ Store Report in SaFE
[Why should I do this?](#)

Back Next Cancel

While creating the ECR files through the ECR Export process you will be provided with new options. HFS recommends that all users choose the "Store Report in SaFE" option for storage and to take advantage of the pre-acceptance checks the SaFE site performs. This option is mandatory if you intend to have the system collect a signature from someone other than you.

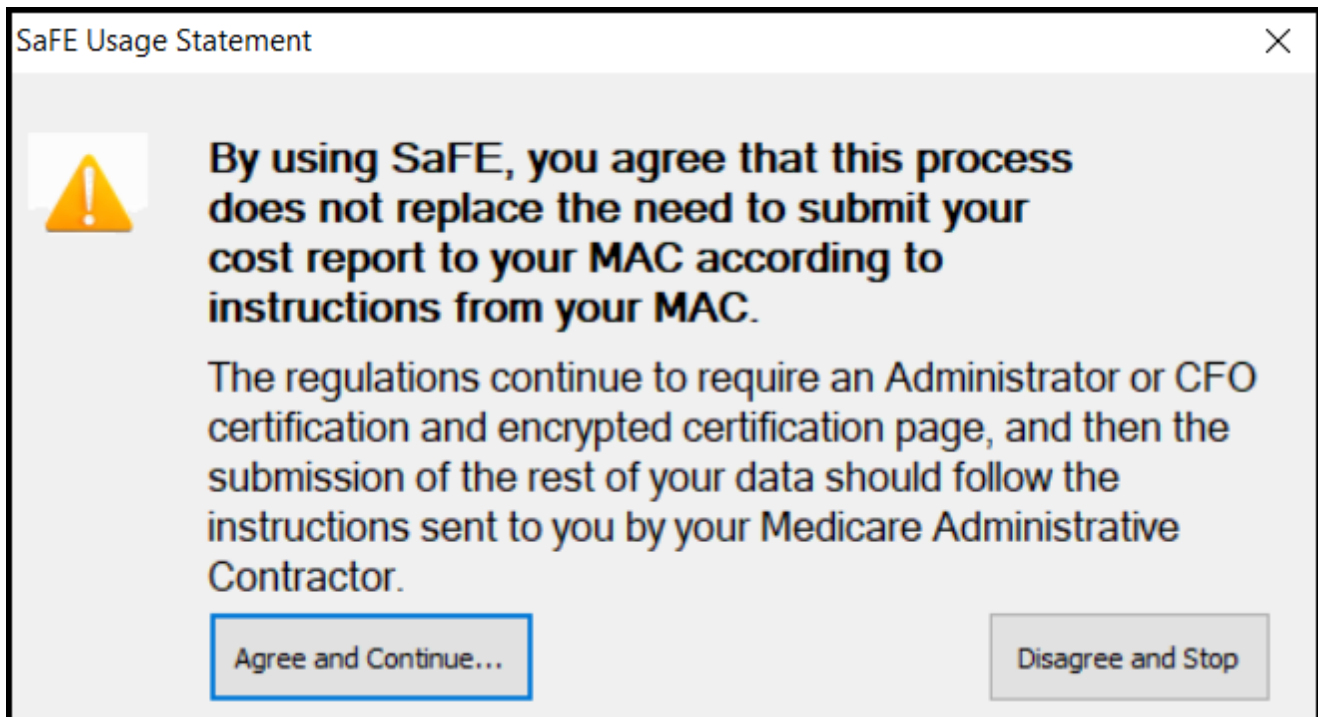
The ECR Location will be the same if you do not electronically sign the report or signs if you sign it yourself.



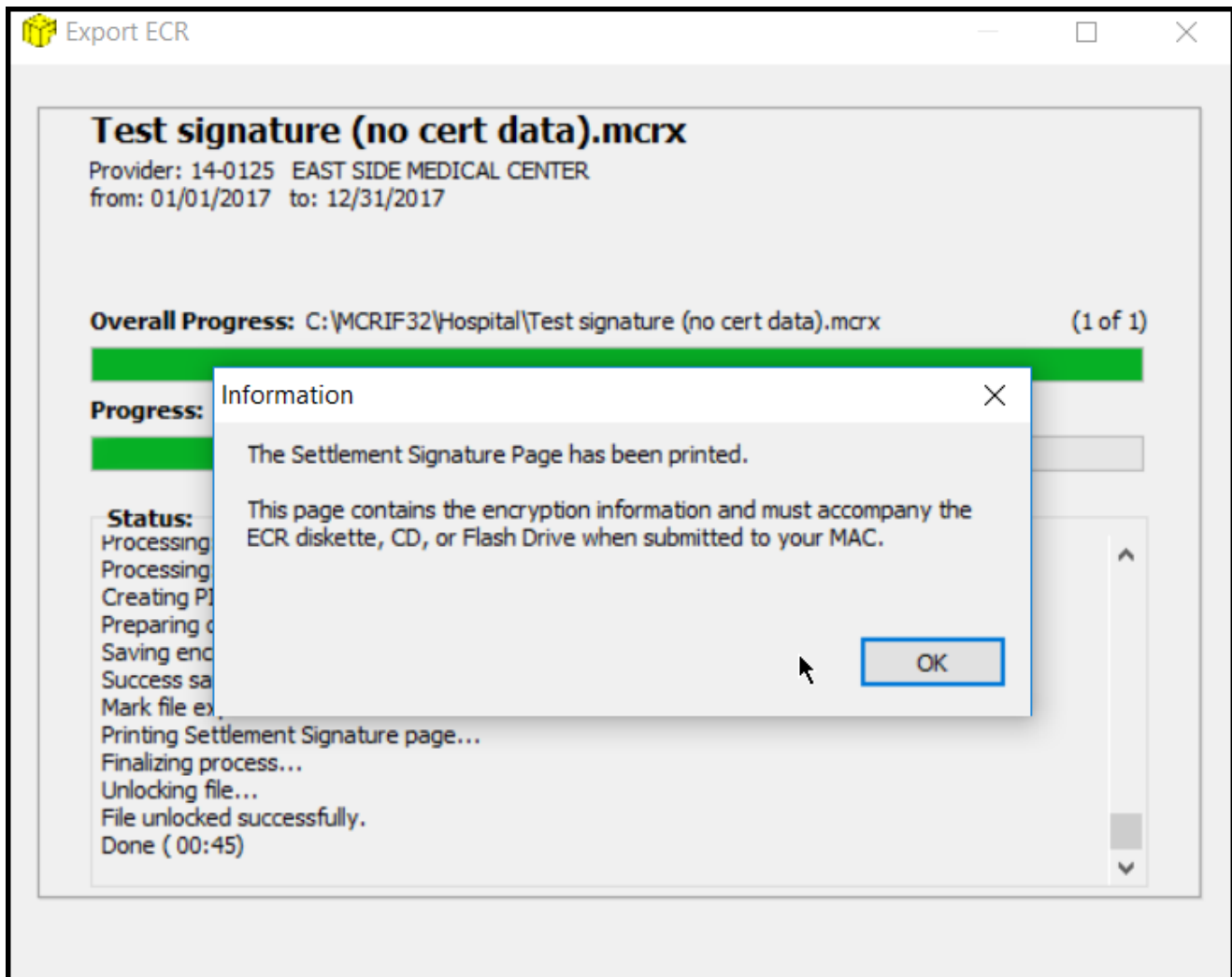
The image shows a screenshot of the 'Export ECR' window. The main title is 'SaFE - Store and File Electronically' with the subtitle 'Send your report to SaFE for further analysis and processing.' There is a checkbox labeled 'Store Report in SaFE' which is checked. To the right of this checkbox is a link that says 'Why should I do this?'. Below this is a section titled 'HFS Log in Information' which contains two text boxes: 'Username:' with the value 'Dolin' and 'Password:' with the value '*****'. To the right of these boxes is a note: 'Username and password are case sensitive.' Below the password box is a checkbox labeled 'Remember me on this Computer' which is also checked. To the right of this checkbox is a link that says 'Forgot Username or Password?'. Below the login section is a section titled 'MAC Information' with the text 'Please specify your MAC:' and a dropdown menu showing '{Please make a selection}'. At the bottom left of the main content area is a yellow warning icon. To the right of the icon is a paragraph of text: 'By using HFS SaFE, you agree that this process does not replace the need to submit your cost report to your MAC just as you have in previous years. The law continues to require a paper signed and encrypted certification page and then the submission of the rest of your data should follow the instructions sent to you by your Medicare Administrative Contractor.' At the bottom right of the window are three buttons: 'Back', 'Next', and 'Cancel'. A mouse cursor is pointing at the 'Next' button.

If you opt in to use the HFS SaFE you will need to provide your user name and password. This is the same information that you provide to get updates through Check for Updates or when you log into the HFS website. If you do not have a user name and password, please go to HFSSOFT.com and click Register/Join.

The ECR Submission box can be changed if this is not your as submitted report. This option is used if more than one report is filed within a calendar year. Amended reports are identified by going to Worksheet S, Part III and editing line 3.




You must select "Agree and Continue" to proceed. Then the system will process all of the records necessary to make the EC and PI files and the encrypted Worksheet S.



The ECR Export process is complete and you can now submit your ECR files.

If you opted to use the HFS SaFE site you will be given the option to add files to your SaFE submission.

 Export ECR

SaFE - Store and File Electronically

Specify any additional files to store in SaFE.

ECR File: C:\MCRIF32\Hospital\EC140125.17A1

PI File: C:\MCRIF32\Hospital\PI140125.17A1.pdf

Additional Files:

C:\MCRIF32\Hospital\Test signature (no cert data).mcx
C:\MCRIF32\Hospital\EC140125.17A1.Encrypted Settlement Signature Page.


Remove

Add..

File Notes: (237)

Cost Report File

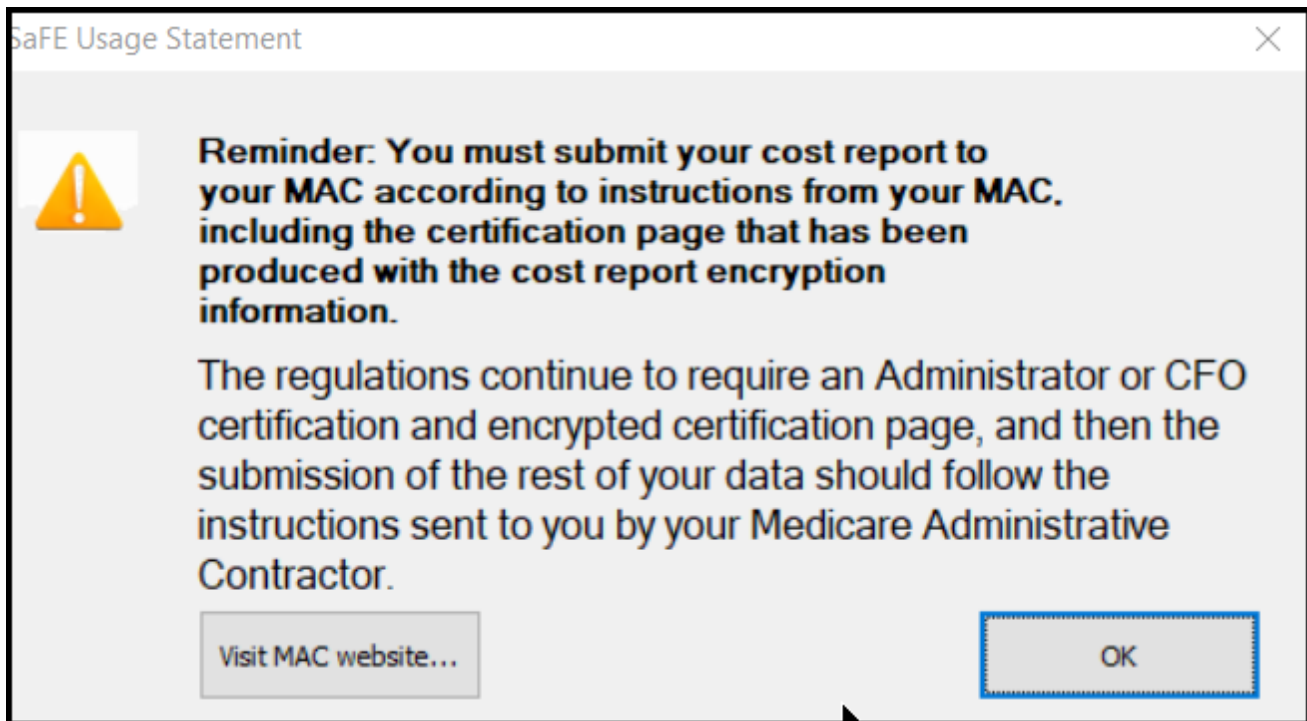
Optionally add notes about the selected file (up to 255 characters).

**WARNING, WARNING, WARNING!**
Remove all protected health information from all supporting documentation. HFS will not review files for the presence of PHI and ePHI and is not responsible for PHI or ePHI submitted by users of this system. HFS assumes users removed all PHI and ePHI from any files submitted herein.

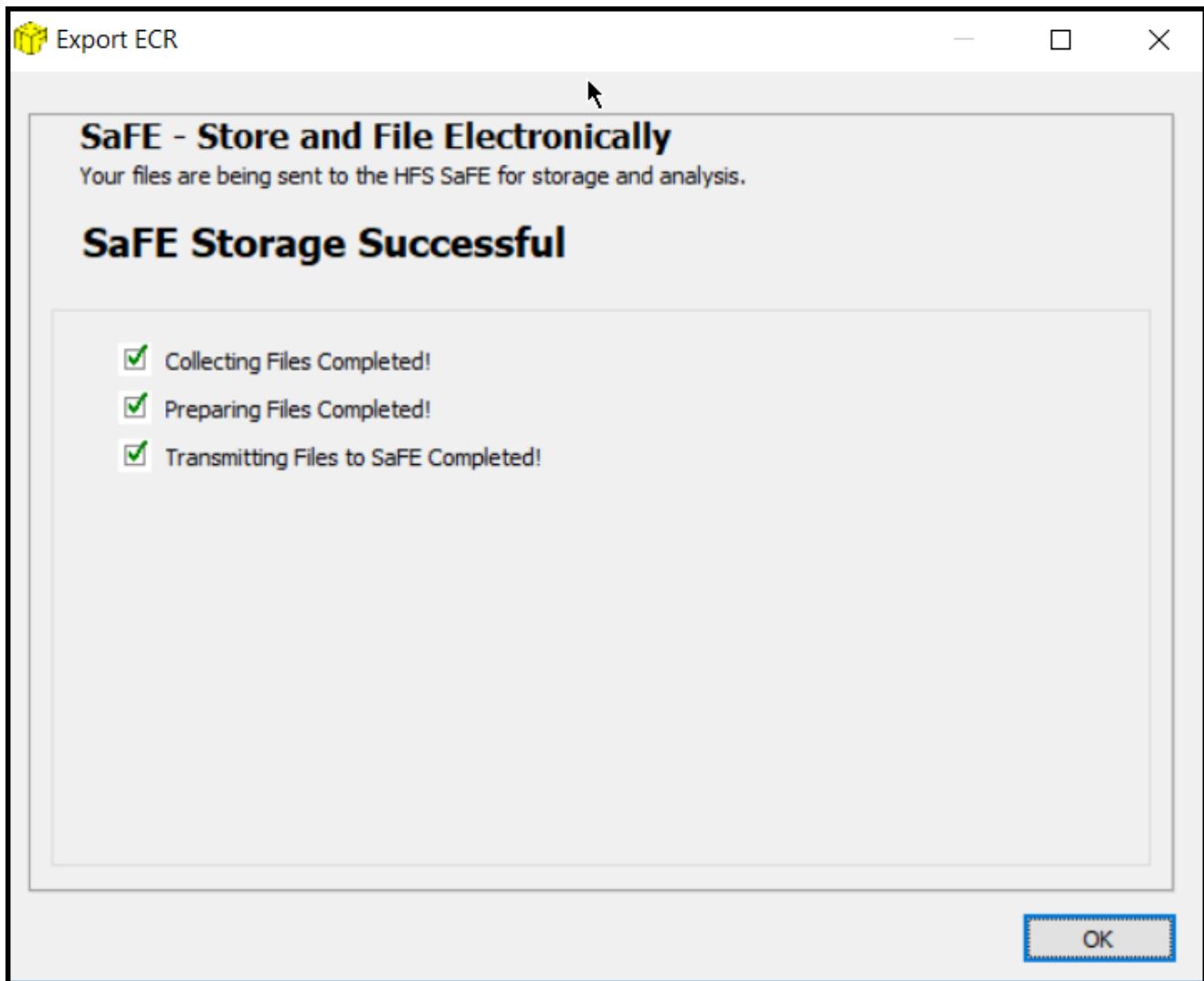
Send to SaFE

Skip

Click “Send to SaFE” and your files will be transmitted.



Say OK to the final SaFE Usage Statement and your submission will be complete with your electronic signature.



PART II - CERTIFICATION

MISREPRESENTATION OR FALSIFICATION OF ANY INFORMATION CONTAINED IN THIS COST REPORT MAY BE PUNISHABLE BY CRIMINAL, CIVIL AND ADMINISTRATIVE ACTION, FINE AND/OR IMPRISONMENT UNDER FEDERAL LAW. FURTHERMORE, IF SERVICES IDENTIFIED IN THIS REPORT WERE PROVIDED OR PROCURED THROUGH THE PAYMENT DIRECTLY OR INDIRECTLY OF A KICKBACK OR WERE OTHERWISE ILLEGAL, CRIMINAL, CIVIL AND ADMINISTRATIVE ACTION, FINES AND/OR IMPRISONMENT MAY RESULT.

CERTIFICATION BY CHIEF FINANCIAL OFFICER OR ADMINISTRATOR OF PROVIDER(S)

I HEREBY CERTIFY that I have read the above certification statement and that I have examined the accompanying electronically filed or manually submitted cost report and the Balance Sheet and Statement of Revenue and Expenses prepared by EAST SIDE MEDICAL CENTER (14-0125) for the cost reporting period beginning 01/01/2017 and ending 12/31/2017 and to the best of my knowledge and belief, this report and statement are true, correct, complete and prepared from the books and records of the provider in accordance with applicable instructions, except as noted. I further certify that I am familiar with the laws and regulations regarding the provision of health care services, and that the services identified in this cost report were provided in compliance with such laws and regulations.

☒ I have read and agree with the above certification statement. I certify that I intend my electronic signature on this certification statement to be the legally binding equivalent of my original signature.

Encryption Information

ECR: Date: 3/12/2018 Time: 7:27 am
DedZ:lCqYyTqj21lop3XuNpKpnJDz0
TksLv08cOxUto34Mzx9wD9u.Vau:F.
OUL82T0.cP01E29C
PI: Date: 3/12/2018 Time: 7:27 am
46J7woKHqXU51FJ.Aflivns2aLUMz0
33Q:609SwIOecfDZvdBOXFyRnGNEjA
FB1L0xNJ.a0yN9Ro

(Signed)

BECKY DOLIN

Officer or Administrator of Provider(s)

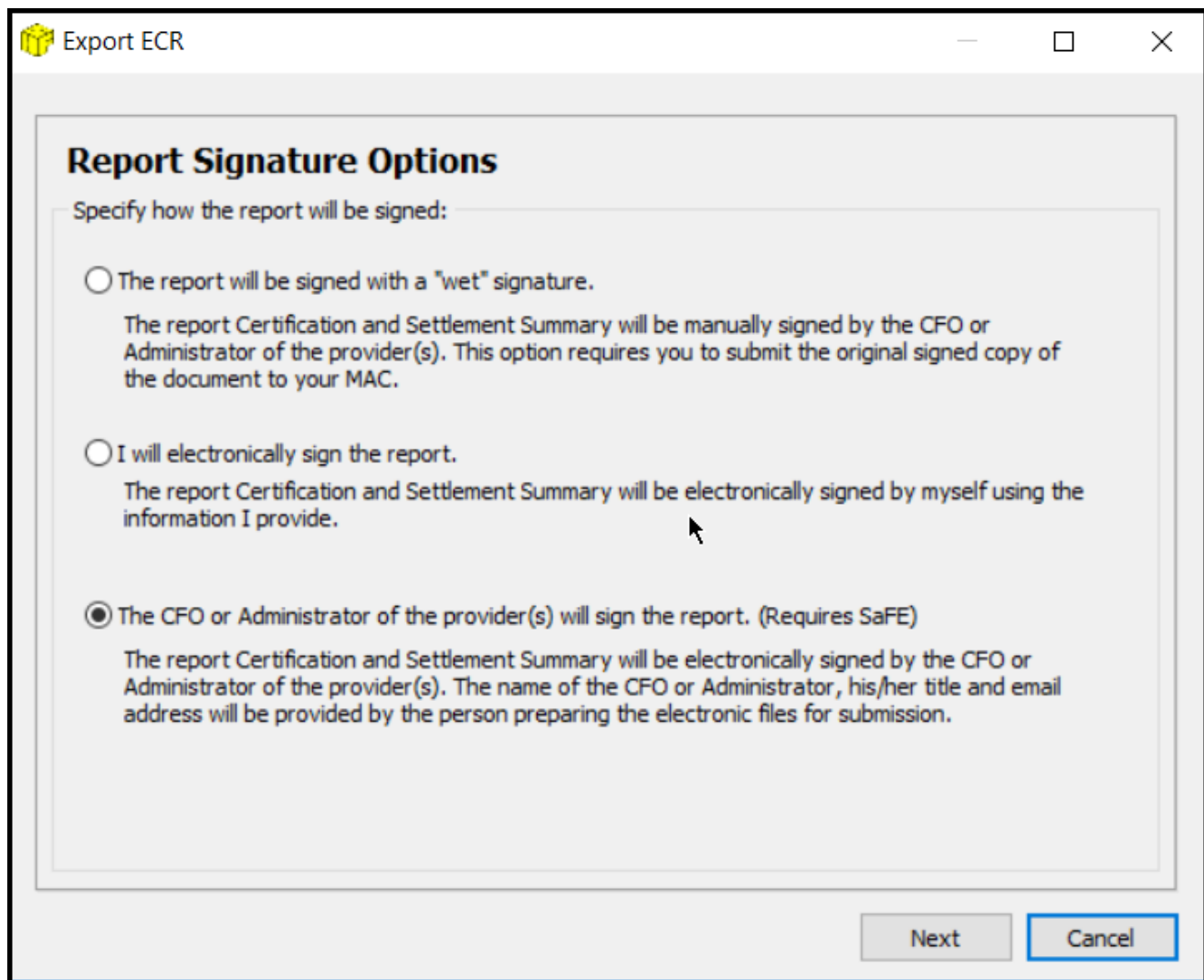
CFO

Title

03/12/2018 07:27:02 AM (0)

Date

If this cost report will be signed by a CFO or Administrator and you are not that person, select "The CFO or Administrator of the provider(s) will sign the report. (Requires SaFE.)"




The screenshot shows a software window titled "Export ECR" with a yellow cube icon. Inside the window is a section titled "Report Signature Options" with the instruction "Specify how the report will be signed:". There are three radio button options:

- ☐ The report will be signed with a "wet" signature.
The report Certification and Settlement Summary will be manually signed by the CFO or Administrator of the provider(s). This option requires you to submit the original signed copy of the document to your MAC.
- ☐ I will electronically sign the report.
The report Certification and Settlement Summary will be electronically signed by myself using the information I provide.
- ☒ The CFO or Administrator of the provider(s) will sign the report. (Requires SaFE)
The report Certification and Settlement Summary will be electronically signed by the CFO or Administrator of the provider(s). The name of the CFO or Administrator, his/her title and email address will be provided by the person preparing the electronic files for submission.

At the bottom right of the window are two buttons: "Next" and "Cancel". The "Cancel" button is highlighted with a blue border.

The next screen is where you enter the first name, last name, title and e-mail address of the person who will sign the report. This screen also gives you the option to not request a signature if the file does not pass all of the SaFE pre-acceptance checks. HFS recommends you select this option.

 Export ECR

CFO or Administrator Information

Enter the information for the CFO or Administrator of the provider(s) who will sign the Certification and Settlement Summary of the report. A notification will be sent to the email address provided with a link to electronically sign the report.

First Name:	BECKY	Email Address:	BECKY@HFSOFT.COM
Last Name:	DOLIN	Verify Email Address:	BECKY@HFSOFT.COM
Title:	CFO		

SaFE Pre-Acceptance Option

☒ Request electronic signature only if the report passes the SaFE Pre-Acceptance verification.

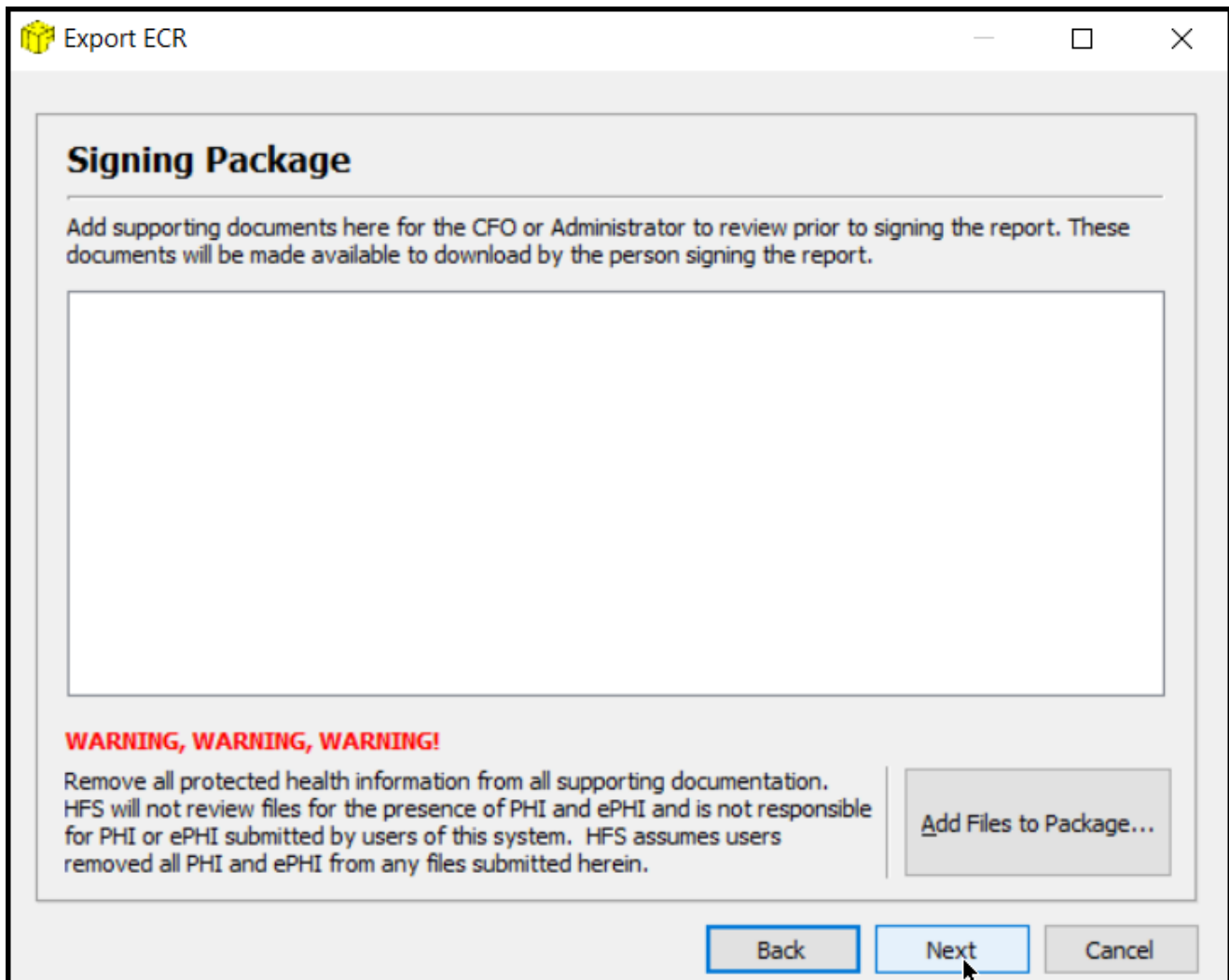
Check this option if you want the request for electronic signature sent to the CFO or Administrator only if the report passes the SaFE Pre-Acceptance verification.

Note: You will be notified via email of the SaFE Pre-Acceptance verification result.

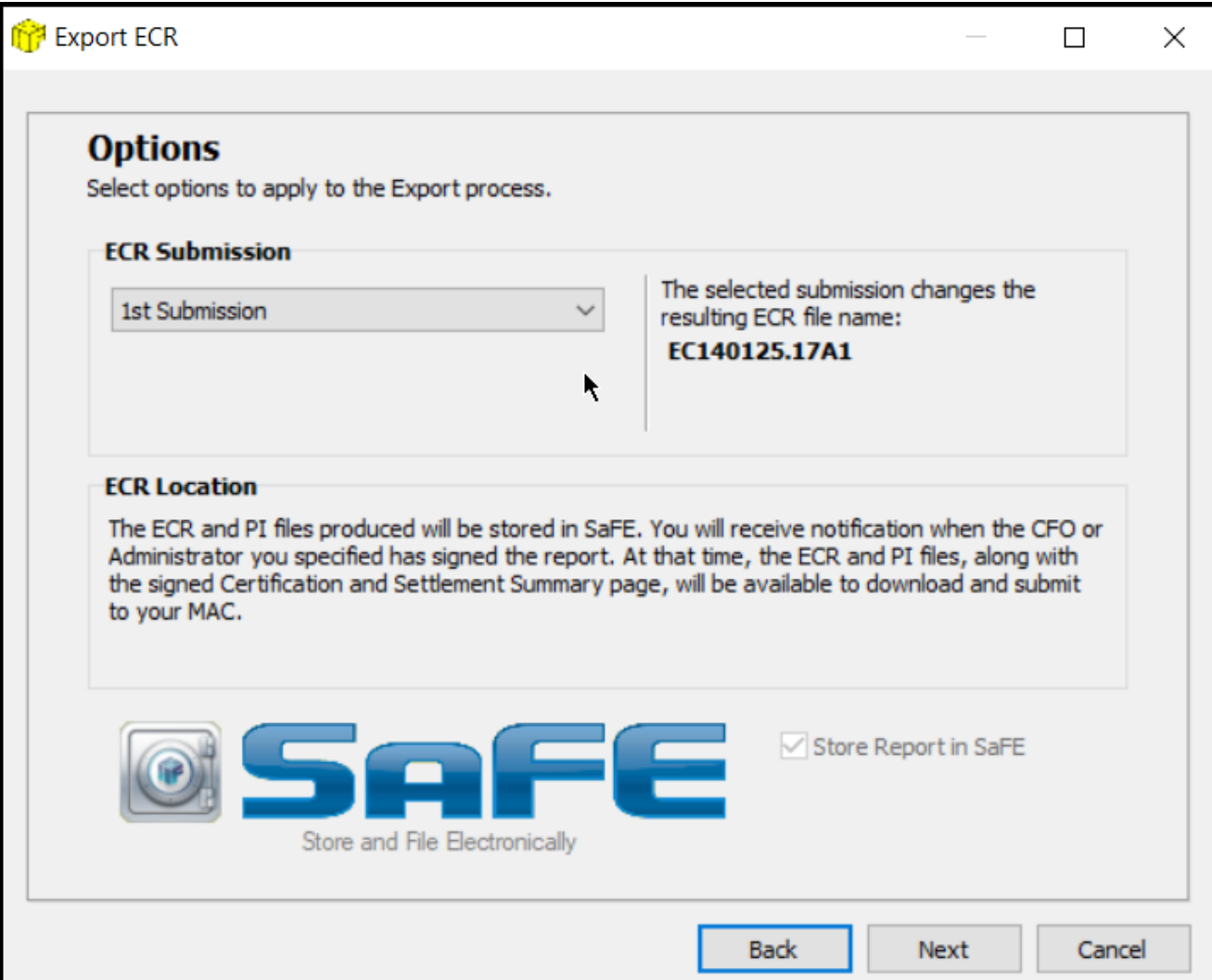
Back

Next

Cancel



The next screen will present you with an option to add files to the “signing package”. HFS will present the signor with a full PDF of the MCR and all associated system files. If you would like to add more files click the “Add Files to Package” button. Files with confidential or sensitive data should not be added using this process. HFS is not responsible for the consequences that may arise if you upload confidential or sensitive data files.



The image shows a software window titled "Export ECR" with a yellow cube icon. It contains two main sections: "Options" and "ECR Location". The "Options" section has a sub-section "ECR Submission" with a dropdown menu set to "1st Submission". To the right of the dropdown, text states: "The selected submission changes the resulting ECR file name: **EC140125.17A1**". The "ECR Location" section contains explanatory text about file storage in SaFE. At the bottom of this section is the SaFE logo (a blue cube icon) and the text "SAFE Store and File Electronically". To the right of the logo is a checked checkbox labeled "Store Report in SaFE". At the bottom right of the window are three buttons: "Back", "Next", and "Cancel".

Options
Select options to apply to the Export process.


ECR Submission

1st Submission ▼

The selected submission changes the resulting ECR file name:
EC140125.17A1

ECR Location

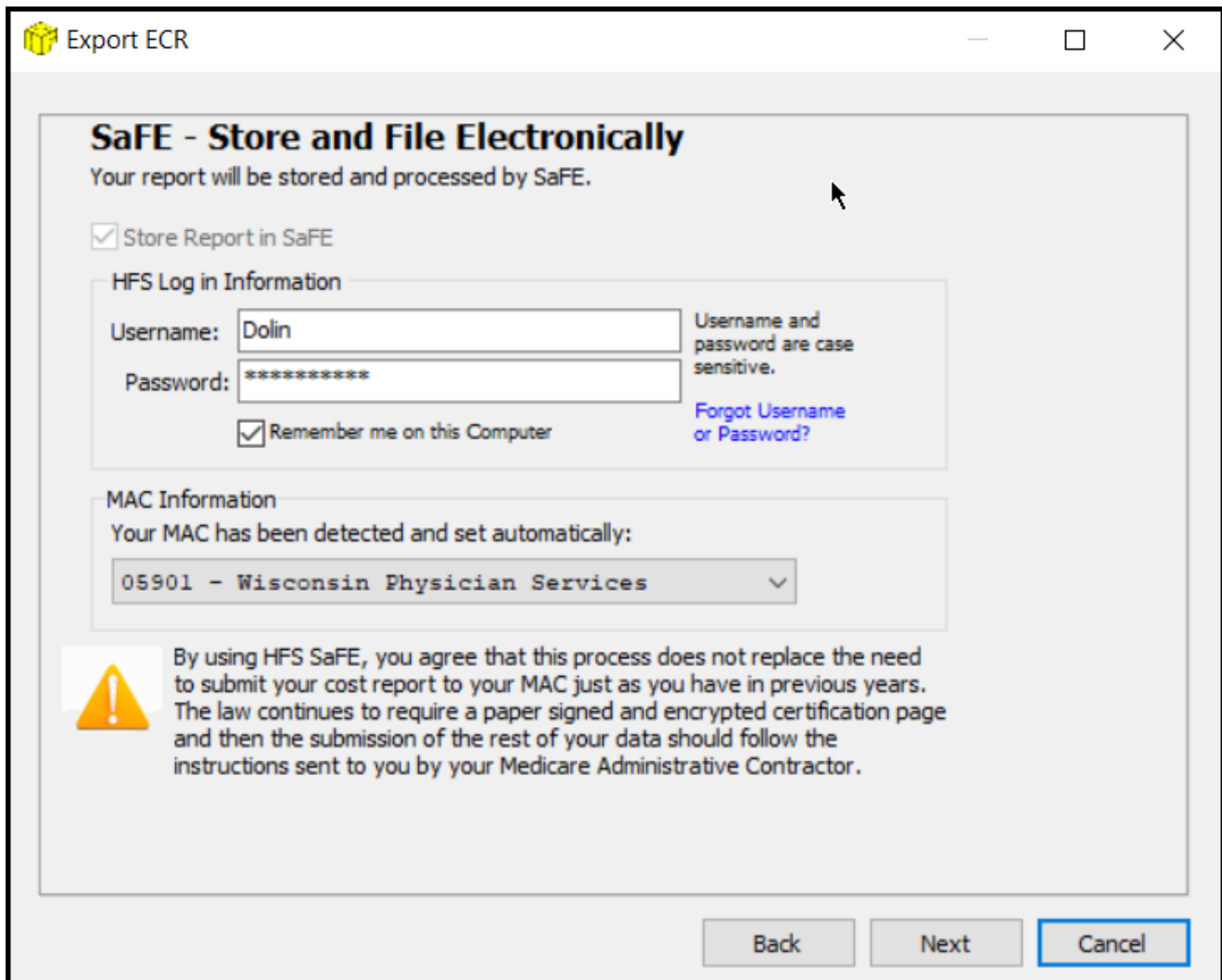
The ECR and PI files produced will be stored in SaFE. You will receive notification when the CFO or Administrator you specified has signed the report. At that time, the ECR and PI files, along with the signed Certification and Settlement Summary page, will be available to download and submit to your MAC.

 **SAFE**
Store and File Electronically

☒ Store Report in SaFE

Back Next Cancel

When you choose to have someone else sign the report no files will be created on your computer because the files will not be finalized and ready for submission until the cost report is signed. You will be notified when the files are signed and processing is complete. You will receive a link to retrieve the files from the HFS SaFE site. You must submit the files after you retrieve them from SaFE.



Export ECR

SaFE - Store and File Electronically

Your report will be stored and processed by SaFE.

☒ Store Report in SaFE

HFS Log in Information


Username: Username and password are case sensitive.

Password: [Forgot Username or Password?](#)

☒ Remember me on this Computer

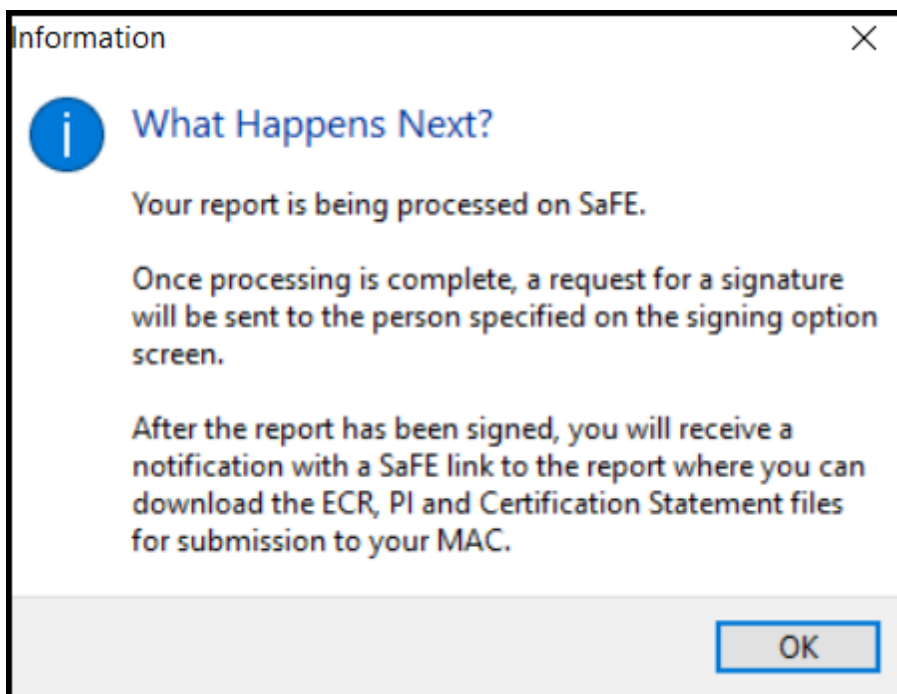
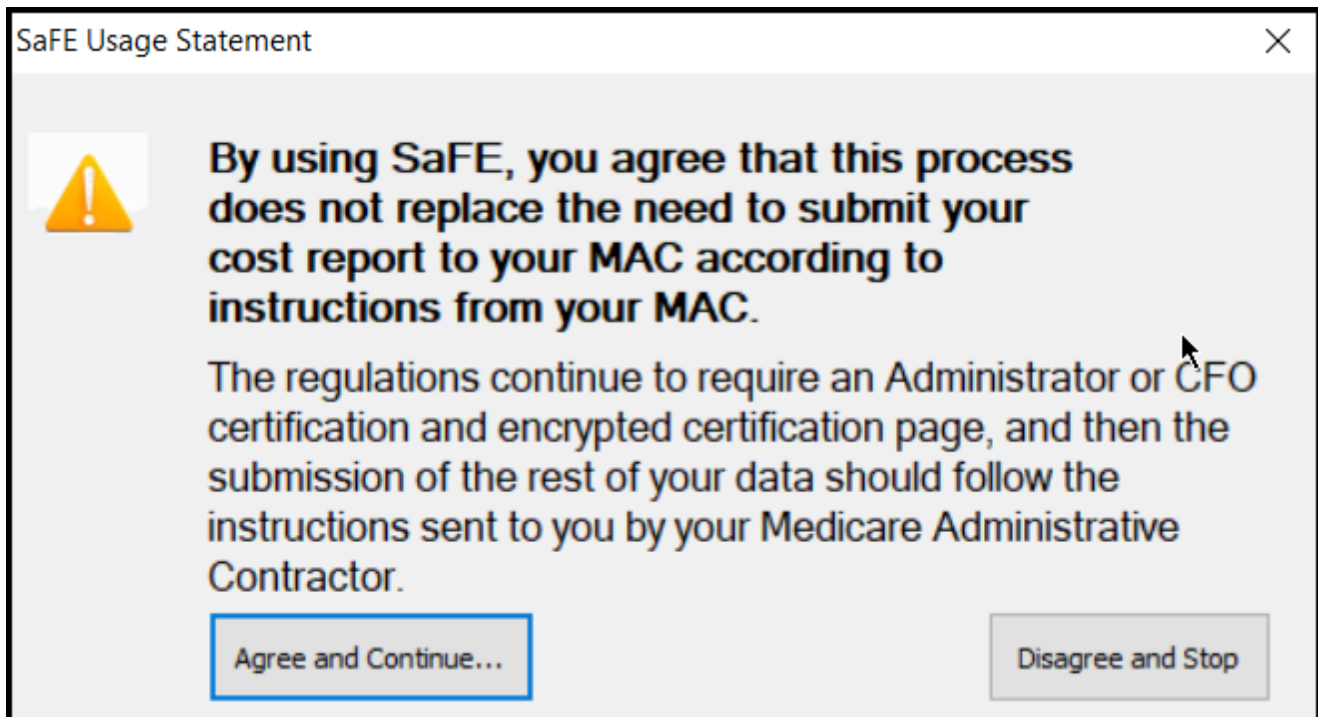
MAC Information

Your MAC has been detected and set automatically:

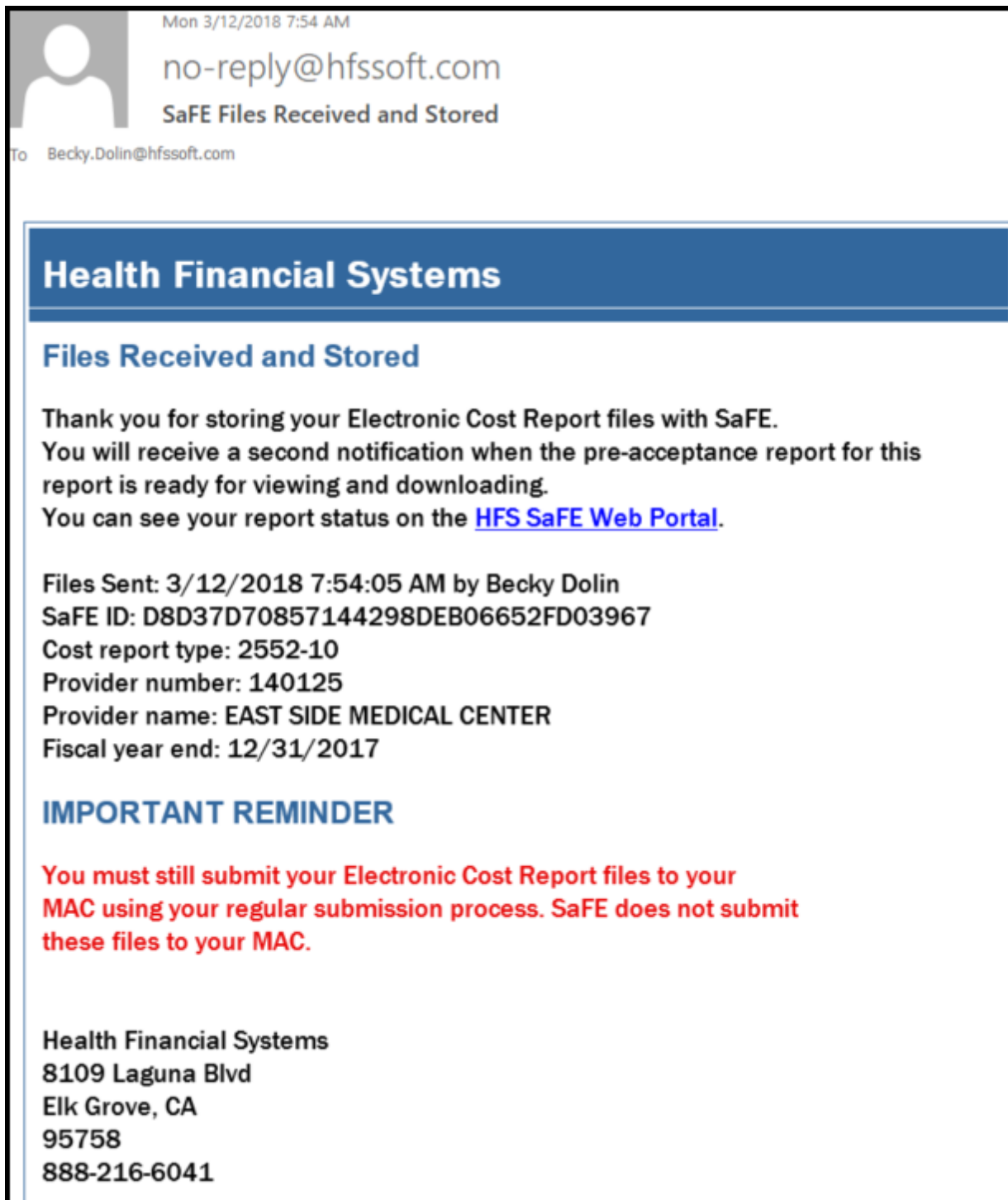
 By using HFS SaFE, you agree that this process does not replace the need to submit your cost report to your MAC just as you have in previous years. The law continues to require a paper signed and encrypted certification page and then the submission of the rest of your data should follow the instructions sent to you by your Medicare Administrative Contractor.

SaFE will take care of the signature from this point forward. You will see that the process is well documented for both the you and the signor.


You must click "Agree and Continue" to proceed.



You will receive the standard SaFE e-mails. First you will be notified that SaFE received your submission.



The next e-mail shows the pre-acceptance status. Yours will most likely say “Passed”, but if it does not please contact support@hfssoft.com or 888.216.6041 right away. We are notified as well and will most likely already be looking at your report.



Mon 3/12/2018 7:57 AM

no-reply@hfssoft.com

SaFE Files Processed

To: Becky.Dolin@hfssoft.com

Health Financial Systems

Files Processed

Thank you for storing your Electronic Cost Report files with SaFE. Your pre-acceptance report for is ready for viewing and downloading. You can see this and other reports on the [HFS SaFE Web Portal](#).

Report Sent: 3/12/2018 7:54:05 AM by Becky Dolin
SaFE ID: [D8D37D70857144298DEB06652FD03967](#)
Cost report type: 2552-10
Provider number: 140125
Provider name: EAST SIDE MEDICAL CENTER
Fiscal year end: 12/31/2017

PRE-ACCEPTANCE STATUS

Your submission passed our Pre-acceptance scan and will be ready for submission to your MAC once the certification statement has been signed by the CFO/Administrator.

You will receive an email notification when the report has been signed.

IMPORTANT REMINDER

You must still submit your Electronic Cost Report files to your MAC using your regular submission process. SaFE does not submit these files to your MAC.

Health Financial Systems
8109 Laguna Blvd
Elk Grove, CA 95758
888-216-6041

The person who was identified as the signer also received an e-mail. If you elected to only have the

signer notified if the cost report passed the pre-acceptance check, the e-mail was sent by SaFE after you received the notice that the cost report passed the pre-acceptance check . If this option wasn't selected the e-mail was sent prior to this check.



Mon 3/12/2018 7:57 AM

no-reply@hfssoft.com

SaFE Cost Report Signature Request

To: BECKY@HFSOFT.COM

Health Financial Systems

Electronic Signature Requested

Becky Dolin has prepared a Cost Report and has requested your electronic signature on the Certification Statement of the report.

To view information about the report, and to electronically sign the Certification Statement, please use the link below:

[Click here to sign or review the report.](#)

Report Information

Report Sent: 3/12/2018 7:54:05 AM by Becky Dolin

SaFE ID: D8D37D70857144298DEB06652FD03967

Cost report type: 2552-10

Provider number: 140125

Provider name: EAST SIDE MEDICAL CENTER

Fiscal year end: 12/31/2017

IMPORTANT REMINDER

Once your report is signed, you or the person preparing the report must submit your Electronic Cost Report files to your MAC using your regular submission process.

SaFE does not submit these files to your MAC.


Health Financial Systems

8109 Laguna Blvd

Elk Grove, CA 95758

888-216-6041

The preparer is notified that the signer was e-mailed.



Mon 3/12/2018 7:57 AM

no-reply@hfssoft.com

SaFE Confirmation of Electronic Signature Request

To: Becky.Dolin@hfssoft.com

Health Financial Systems

Confirmation of Electronic Signature Request

A request for electronic signature has been sent to Becky Dolin at email address BECKY@HFSOFT.COM.

You will be notified by email when Becky has electronically signed the Certification Statement.

Report Information

Report Sent: 3/12/2018 7:54:05 AM by Becky Dolin
SaFE ID: D8D37D70857144298DEB06652FD03967
Cost report type: 2552-10
Provider number: 140125
Provider name: EAST SIDE MEDICAL CENTER
Fiscal year end: 12/31/2017

IMPORTANT REMINDER

Once your report is signed, you or the person preparing the report must submit your Electronic Cost Report files to your MAC using your regular submission process.

SaFE does not submit these files to your MAC.


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Elk Grove, CA 95758
888-216-6041

When the signer clicks the “Click here to sign or review the report” link, they are taken to a screen

where they must enter the e-mail that was specified by you. An HFS registration is not required and the only report they will have access to is the one on that particular link. Then they can click the “Continue to Electronic Signing...” button.

The screenshot displays the SaFE web application interface. The header features the SaFE logo with the tagline 'Store and File Electronically', the title 'Cost Report Analysis & Storage', and navigation links for 'HFSSoft', 'Contact Us', and 'Join / Sign In'. A secondary navigation bar includes links for 'HOME', 'PREFERENCES', 'ACCOUNT', 'SaFE Products', 'SUPPORT', and 'COMPANY'. The main content area is titled 'Certification Statement Signing' and includes a sub-header 'Electronic Signing on the Certification Statement of the Report.' Below this, a message prompts the user to verify the email address of the person signing. A text input field contains the email 'becky@hfssoft.com', and a button labeled 'Continue to Electronic Signing...' is positioned to its right. The footer contains links for 'Legal Notice', 'Privacy Statement', 'Contact Us', and 'Site Map', along with a copyright notice for Health Financial Systems, Version 1.2.0.1.

The signer is then taken to the next screen where they can view and download the MCR files. Then the signer must choose “I have read and agree...” or they can choose to reject the report. If the signer chooses to reject the report, you will be notified through e-mail immediately. If the signer chooses to agree they will then be prompted to electronically sign the report.


SAFE
 Store and File Electronically

Cost Report Analysis & Storage

[HFSSoft](#)
[Contact Us](#)

[Join / Sign In](#)

[HOME](#)
[PREFERENCES](#)
[ACCOUNT](#)
[SaFE Products](#)
[SUPPORT](#)
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Certification Statement Signing

Electronic Signing on the Certification Statement of the Report.

You are now ready to sign the report. Please read and agree to the following:

MISREPRESENTATION OR FALSIFICATION OF ANY INFORMATION CONTAINED IN THIS COST REPORT MAY BE PUNISHABLE BY CRIMINAL, CIVIL AND ADMINISTRATIVE ACTION, FINE AND/OR IMPRISONMENT UNDER FEDERAL LAW. FURTHERMORE, IF SERVICES IDENTIFIED IN THIS REPORT WERE PROVIDED OR PROCURED THROUGH THE PAYMENT DIRECTLY OR INDIRECTLY OF A KICKBACK OR WERE OTHERWISE ILLEGAL, CRIMINAL, CIVIL AND ADMINISTRATIVE ACTION, FINES AND/OR IMPRISONMENT MAY RESULT.

☒ I have read and agree with the above certification statement.
 I certify that I intend my electronic signature on this certification statement to be the legally binding equivalent of my original signature.

-- OR --

☐ I am rejecting the report.
 The report does not meet my criteria for accepting and certifying the report with my electronic signature.


BECKY DOLIN
 Officer or Administrator of Provider(s)
CFO
 Title

Electronically Sign Report as BECKY DOLIN

Report Files Available for Download:

[PI File](#)
[Settlement Signature Page \(Unsigned\)](#)
[Edits Report \(SaFE Report\)](#)

The report has been signed. The HFS SaFE site kept a log of the activity.


SAFE
 Store and File Electronically

Cost Report Analysis & Storage

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Certification Statement Signing

Electronic Signing on the Certification Statement of the Report.


- Electronic Signature Status -

Status: 3/12/2018 8:14:51 AM - CFO/Admin electronically signed the report. Report queued for signature and notification.	
Provider:	Certification Signatory:
140125 - EAST SIDE MEDICAL CENTER 100 MAIN STREET CHICAGO, IL 60611	BECKY DOLIN CFO BECKY@HFSOFT.COM
Updated: 3/12/2018 8:14:51 AM	History:
	3/12/2018 8:14:51 AM - CFO/Admin electronically signed the report. Report queued for signature and notification. 3/12/2018 8:10:29 AM - Certification Statement Signing page has been viewed. 3/12/2018 8:10:29 AM - Email address verified. 3/12/2018 7:56:58 AM - Request for electronic signature sent.

Note: This is for signature status only. You may close this page at any time.

After the report has been signed, you will receive an email that contains the signed certification statement.
 The preparer will receive an email notification that contains the signed certifications statement and the ECR and PI files for submission to the MAC.
 Please note that SaFE does not submit your files to your MAC. You or the preparer must submit your files to the MAC.
 All times displayed on this page are Pacific Time.

The signer receives an additional e-mail finalizing the process.




Mon 3/12/2018 8:15 AM

no-reply@hfssoft.com

SaFE Electronic Signature Completed

o BECKY@HFSOFT.COM

Message  EC140125.17A1.Encrypted Settlement Signature Page.pdf (34 KB)

Health Financial Systems

SaFE Electronic Signature Completed

This is to inform you that the cost report file you electronically signed is now available for downloading from the SaFE website. The signed certification statement is attached.

You can view the status of the report on the [HFS SaFE Web Portal](#).

SaFE received this report from Becky Dolin on 3/12/2018 7:54:05 AM.
Becky Dolin signed the report on 3/12/2018 8:14:51 AM.
SaFE ID: D8D37D70857144298DEB06652FD03967
Cost Report: 2552-10
Provider: 140125 - EAST SIDE MEDICAL CENTER
Fiscal Year End: 12/31/2017

IMPORTANT REMINDER

You or the person preparing the report must submit your Electronic Cost Report files to your MAC using your regular submission process.

SaFE does not submit these files to your MAC.

Health Financial Systems
8109 Laguna Blvd
Elk Grove, CA 95758
888-216-6041

Attachments may be removed by your email system. If the certification statement is not attached, please contact the report preparer to obtain a copy of the signed certification statement.

A copy of the signed and encrypted Worksheet S is attached to the final email received by the signer.

☒ I have read and agree with the above certification statement. I certify that I intend my electronic signature on this certification statement to be the legally binding equivalent of my original signature.

Encryption Information**ECR:** Date: 3/12/2018 Time: 7:53 am

LjpAvw15REkek9wuINGRHu7K7ScXW0

:6z9g08rf6vJQUZBcAkN8a8HVQgPH:

orwg2YUJpu0Lu5zx

PI: Date: 3/12/2018 Time: 7:53 am

wkwqKx9Gr9b1.c83e7xQEZ.2L7qgR0

JyG5A081IwyhQBR75iUXitGATs:Uhs

N2Rz0Vx:ZL0IQC84

(Signed)

BECKY DOLIN

Officer or Administrator of Provider(s)


CFO

Title

03/12/2018 08:14:51 AM (PT)

Date

You also receive an e-mail indicating that the report was signed. The files you need to submit will be attached to the email.




Mon 3/12/2018 8:15 AM

no-reply@hfssoft.com

SaFE Electronic Signature Completed

o Becky.Dolin@hfssoft.com

Message  EC140125.17A1.final.zip (1 MB)

Health Financial Systems

SaFE Electronic Signature Completed

This is to inform you that the cost report file you submitted has been electronically signed and is now available for downloading from the SaFE website.

Your ECR, PI and signed Certification Statement are attached, or you can download them from the [HFS SaFE Web Portal](#).

SaFE received this report from Becky Dolin on 3/12/2018 7:54:05 AM.
Becky Dolin signed the report on 3/12/2018 8:14:51 AM.
SaFE ID: [D8D37D70857144298DEB06652FD03967](#)
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888-216-6041

Attachments may be removed by your email system. If the zip file containing your ECR, PI and signed ertification statement is not attached, please visit the SaFE website to download your files.

Name	Size	Type	Modified	Attributes	Folder
 EC140125.17A1	179 KB	17A1 File	3/12/2018 7:53 AM		
 EC140125.17A1.Encrypted Settlement Signatur...	33 KB	Adobe Acrobat Doc...	3/12/2018 8:14 AM		
 PI140125.17A1.pdf	1,325 KB	Adobe Acrobat Doc...	3/12/2018 7:53 AM		

Please contact us with any questions, comments or concerns about this new feature.