

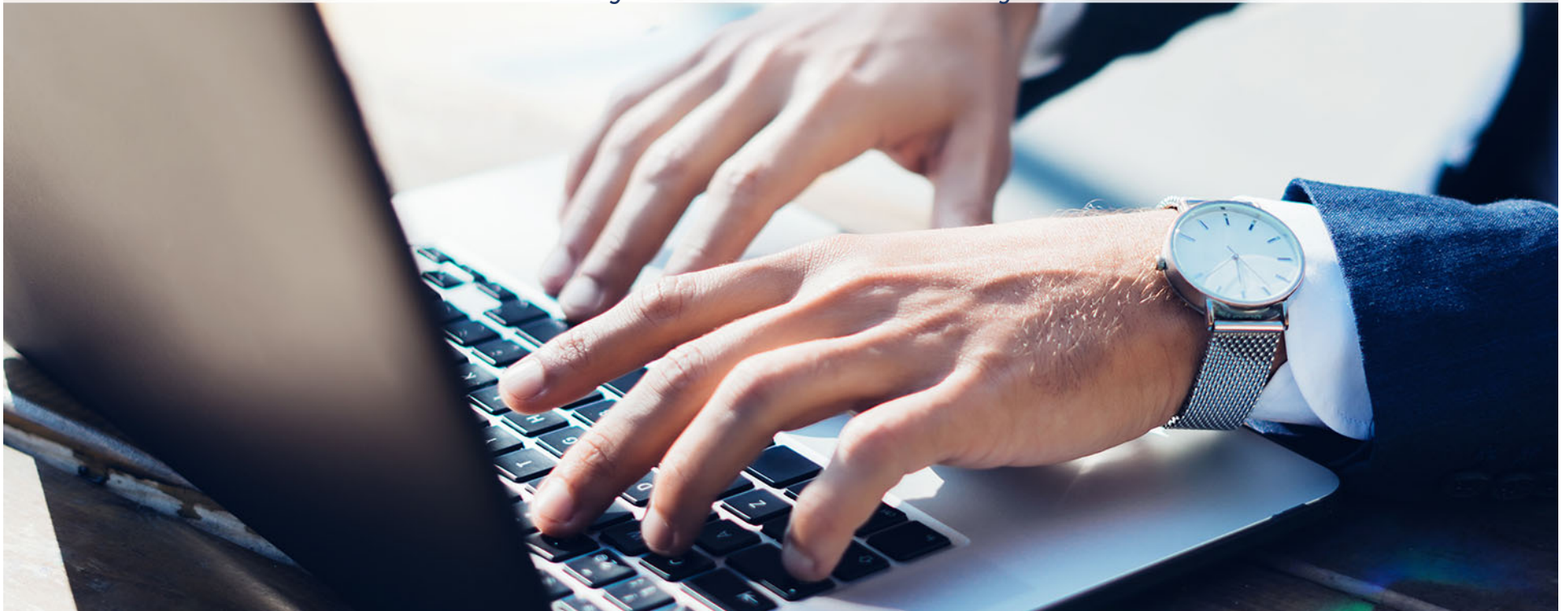


## HFS SaFE, Electronic Signature Options & MCRReF

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August 23, 2019

Presented by Eric Swanson & Becky Dolin



- **Agenda**
  - HFS SaFE
  - **Electronic Signing**
    - Electronic Signature Process Background (2018 IPPS FR)
    - Electronic Signature Process (HFS Software)
  - MCRReF

# Export | Create ECR File

Available in

2552-10, 2540-10,

1984-14,

265-11, 224-14,

222-92, 222-17,

2088-17, 1728-94

and 216-94.

Export ECR


**Options**  
Select options to apply to the Export process.

**ECR Submission**  
1st Submission

The selected submission changes the resulting ECR file name:  
**EC370001.18A1**

**ECR Location**  
C:\MCRIF32\Hospital

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?](#)

Next Cancel

## **Why would providers want to do this?**

- 1. Acceptance Pre-Scan**
- 2. Comparison to Prior Year HCRIS Data**
- 3. Cost Report Storage**

- Uses STAR MAC info to predict the providers MAC

Export ECR

### SaFE - Store and File Electronically

Send your report to SaFE for further analysis and processing.

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

HFS Log in Information


Username:  Username and password are case sensitive.

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

Remember me on this Computer

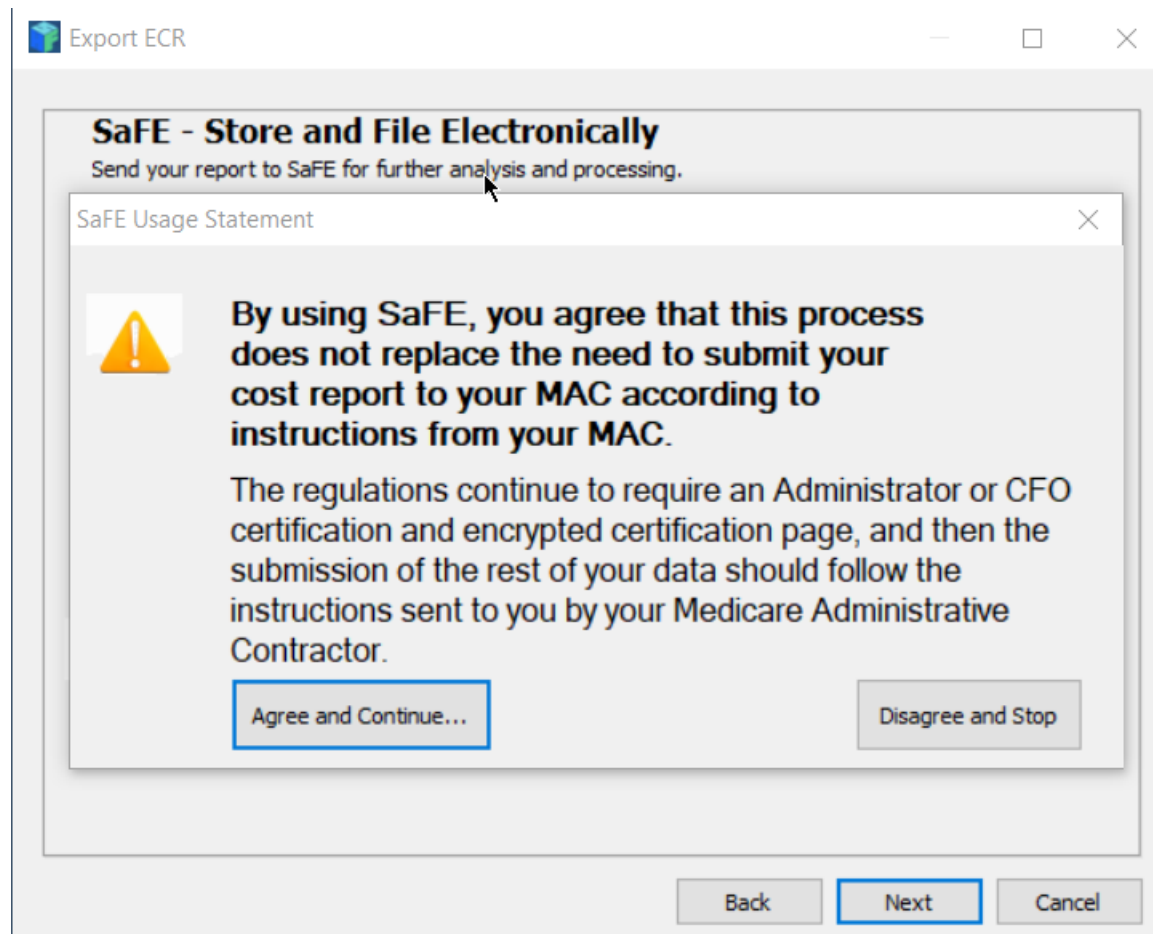
MAC Information

Your MAC has been detected and set automatically:

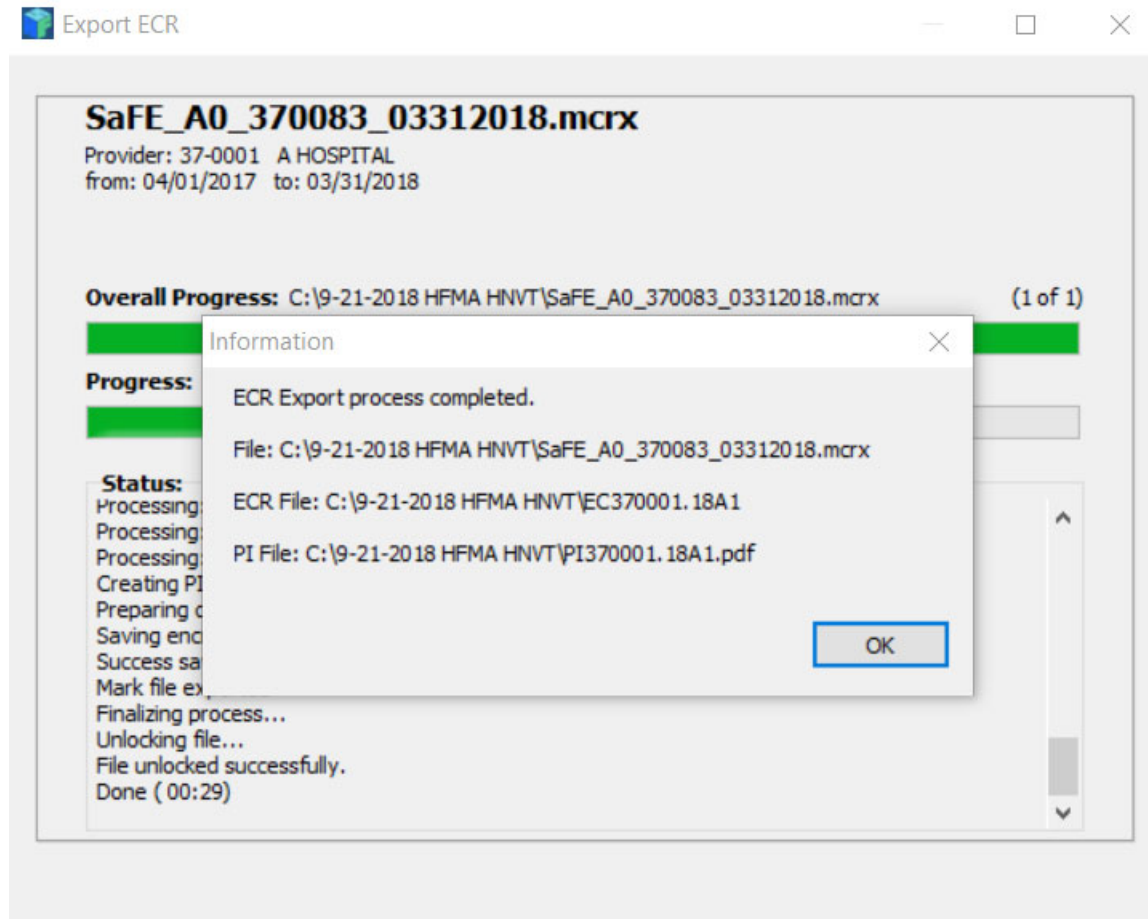
 By using HFS SaFE, you agree that this process does not replace the need to submit your cost report to your MAC just as you have in previous years. The law continues to require a paper signed and encrypted certification page and then the submission of the rest of your data should follow the instructions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

Back Next Cancel

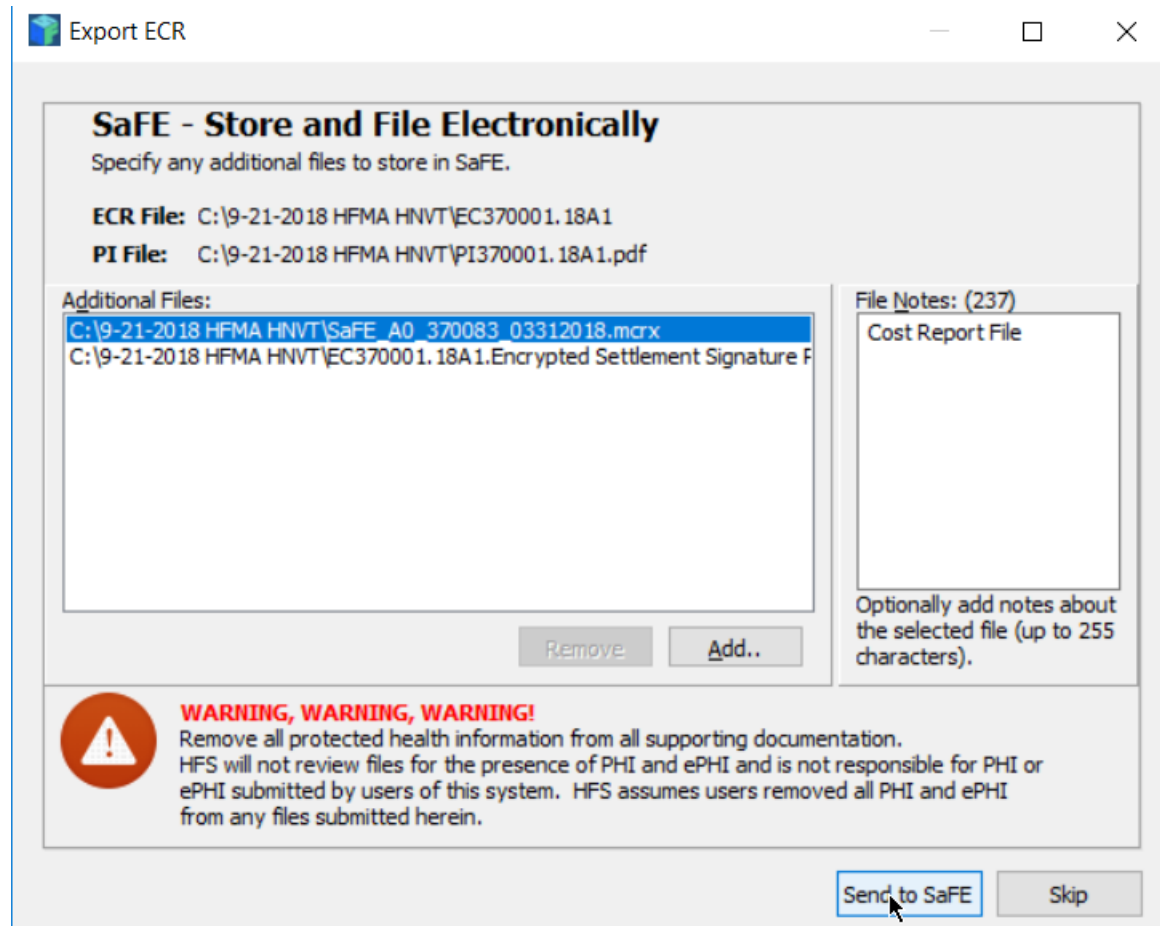
- Does not replace submission of data to your MAC.



- Submission files created normally.



# Files submitted – EC, PI, .mcrx, .pdf, .mcp, .aaix





Export ECR


### SaFE - Store and File Electronically

Your files are being sent to the HFS SaFE for storage and analysis.

## SaFE Storage Successful

- Collecting Files Completed!
- Preparing Files Completed!
- Transmitting Files to SaFE Completed!


#### SaFE Usage Statement



**Reminder: You must submit your cost report to your MAC according to instructions from your MAC, including the certification page that has been produced with the cost report encryption information.**

The regulations continue to require an Administrator or CFO certification 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.

[Visit MAC website...](#) OK

 Export ECR

**Export Results**  
Informational screen about the Export process just concluded.

**Export completed successfully**

Description	Data
Cost Report File	C:\9-21-2018 HFMA HNVTSaFE_A0_370083_03312018....
ECR File	C:\9-21-2018 HFMA HNVTEC370001.18A1
PI File	C:\9-21-2018 HFMA HNVTP1370001.18A1.pdf
Provider Name	A HOSPITAL
Provider Number	370001
Fiscal Year Beginning	04/01/2017
Fiscal Year End	03/31/2018
Export Process	Export completed successfully

Print a copy of the Signature Page.



Mon 10/1/2018 3:32 PM

no-reply2@hfssoft.com

SaFE Files Received and Stored

To Becky.Dolin@hfssoft.com

## Health Financial Systems

### Files Received and Stored

Thank you for storing your Electronic Cost Report files with SaFE.  
You will receive a second notification when the pre-acceptance report for this report is ready for viewing and downloading.  
You can see your report status on the [HFS SaFE Web Portal](#).

Files Sent: 10/1/2018 3:31:48 PM by Becky Dolin  
SaFE ID: B362B0ADF89D4B068488924BA389B693  
Cost report type: 2552-10  
Provider number: 370001  
Provider name: A HOSPITAL  
Fiscal year end: 03/31/2018

### 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



Mon 10/1/2018 3:33 PM

no-reply2@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: 10/1/2018 3:31:48 PM by Becky Dolin

SaFE ID: [B362BOADF89D48068488924BA389B693](#)

Cost report type: 2552-10

Provider number: 370001

Provider name: A HOSPITAL

Fiscal year end: 03/31/2018

### PRE-ACCEPTANCE STATUS

Your submission passed our Pre-acceptance scan and is ready for submission to your MAC.

### 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



# SaFE

Store and File Electronically

## Cost Report Analysis & Storage

HFSSoft

Contact Us

[Join / Sign In](#)

HOME

PREFERENCES

ACCOUNT

SaFE Products

SUPPORT

COMPANY

### SUBMISSIONS

[Submissions](#)

[Submissions with Errors](#)

[Recycle Bin](#)

## Welcome to HFS - Sign In

SaFE login will allow you access to view and download various reports.

### Sign In to your account.

Username:  x

Password:

[Forgot Username and/or Password?](#)

Remember me.

If you check the "Remember me" box, a cookie will be saved so you'll be automatically signed in next time.



### Submissions

Electronic Cost Report files stored in SaFE.



Account:    
 File submitted by:    
 ( 90 submissions )

Store date:  From  To   
 Fiscal year:

Provider type:    
 Provider number:    
 Pre-Acceptance:

Checked: [Download](#) | [Reprocess](#) | [Delete](#) page 1 of 4

<input type="checkbox"/>			Signing Status	Stored Date	Provider Type	Provider Number	FYB	FYE	Pre-Acceptance Check	HFS Information Reports
<input type="checkbox"/>	<input type="button" value="u"/>	<input type="button" value="v"/>	Wet Signed	10/1/2018 3:31:48 PM	2552-10	370001	04/01/2017	03/31/2018	<a href="#">Passed</a>	<a href="#">View</a>
<input type="checkbox"/>	<input type="button" value="u"/>	<input type="button" value="v"/>	Wet Signed	9/21/2018 5:24:23 AM	2552-10	370083	04/01/2017	03/31/2018	<a href="#">Passed</a>	<a href="#">View</a>
<input type="checkbox"/>	<input type="button" value="u"/>	<input type="button" value="v"/>	Wet Signed	8/31/2018 8:45:53 AM	2540-10	385225	01/01/2017	12/31/2017	<a href="#">Passed</a>	N/A

# File Storage/Retrieval and Processing

Checked: Download | Reprocess | Delete

page 1 of 4

<input type="checkbox"/>			Signing Status	Stored Date	Provider Type	Provider Number	FYB	FYE	Pre-Acceptance Check	HFS Information Reports																						
<input type="checkbox"/>			Wet Signed	10/1/2018 3:31:48 PM	2552-10	370001	04/01/2017	03/31/2018	<table border="1"> <tr><td colspan="2">Passed</td></tr> <tr><td>Spec date</td><td>Passed</td></tr> <tr><td>Transmittal</td><td>Passed</td></tr> <tr><td>Vendor code</td><td>Passed</td></tr> <tr><td>Duplicate records</td><td>Passed</td></tr> <tr><td>ECR encryption</td><td>Passed</td></tr> <tr><td>PI encryption</td><td>Passed</td></tr> <tr><td>Level I</td><td>Passed</td></tr> <tr><td>HCRIS edits</td><td>Passed</td></tr> <tr><td>Settlement</td><td>Passed</td></tr> <tr><td>700 report</td><td>Passed</td></tr> </table>	Passed		Spec date	Passed	Transmittal	Passed	Vendor code	Passed	Duplicate records	Passed	ECR encryption	Passed	PI encryption	Passed	Level I	Passed	HCRIS edits	Passed	Settlement	Passed	700 report	Passed	<a href="#">View</a>
Passed																																
Spec date	Passed																															
Transmittal	Passed																															
Vendor code	Passed																															
Duplicate records	Passed																															
ECR encryption	Passed																															
PI encryption	Passed																															
Level I	Passed																															
HCRIS edits	Passed																															
Settlement	Passed																															
700 report	Passed																															

- EC370001.18A1 ECR File
- PI370001.18A1.pdf PI File
- SaFE\_A0\_370083\_03312018.mcrx Cost Report File
- EC370001.18A1.Encrypted Settlement Signature Page.pdf Settlement signature page.
- SaFE\_A0\_370001\_03312018.mcrx Cost Report file. (SaFE Report)
- SaFE\_A0\_370001\_03312018.Edits.pdf Edits Report (SaFE Report)
- SaFE\_A0\_370001\_03312018.ALL.pdf All Worksheets (SaFE Report)
- SaFE\_A0\_370001\_03312018.IER.pdf Import Error Report. (SaFE Report)
- SaFE\_A0\_370001\_03312018.PreAcceptance.pdf Pre-Acceptance (SaFE Report)
- SaFE\_A0\_370001\_03312018.902.pdf SR 902 - Interns and Residents to Beds Ratio Report (SaFE Report)
- SaFE\_A0\_370001\_03312018.916.pdf SR 916 - OPPS RCC Report (SaFE Report)
- SaFE\_A0\_370001\_03312018.917.pdf SR 917 - Cost to Charge Ratio Report (SaFE Report)
- SaFE\_A0\_370001\_03312018.918.pdf SR 918 - Pass Thru Per Diem Report (SaFE Report)
- SaFE\_A0\_370001\_03312018.921.pdf SR 921 - HITECH FISS Data Report (SaFE Report)
- SaFE\_A0\_370001\_03312018.922.pdf SR 922 - HITECH FISS Data Report - Finalized Report (SaFE Report)

## Delete Submissions Confirmation

### WARNING

You are about to delete the following submissions:

020008, 2552-10, submitted: 8/7/2017 8:24:57 AM by Becky Dolin

*Only submissions that have been processed can be deleted.  
Deleted submissions can be restored from the **recycle bin** in your account.*

Delete

Cancel

### Submissions

Electronic Cost Report files stored in SaFE.

Account:  From


File submitted by:   Store date:

( 60 submissions )  Fiscal year:

Checked: [Download](#) | [Reprocess](#) | [Delete](#)

<input type="checkbox"/>		Stored Date	Provider Type	Provider Number
<input type="checkbox"/>		8/7/2017 8:30:28 AM	2552-10	020008
<input checked="" type="checkbox"/>		8/7/2017 8:24:57 AM	2552-10	020008
<input type="checkbox"/>		7/14/2017 10:41:54 AM	265-11	012501






**My Provider Single Report Comparison**

Provider: 020008 - USA HOSPITAL

Reports: 
 IP PPS Dashboard  
 DSH Report  
 Hospital Uncompensated S-10

- This screen defaults to Hospital Uncompensated S-10 and the most recent status for each period.
- Use the drop down boxes in the report heading to change the FY and status for each column independently.

Hospital Service - Organ Acquisition	N	N	N	N
Hospital Specific Payment	0	0	0	0
Acute Medicare Util	39.00%	39.00%	33.88%	29.89%
Acute Medicare Days	2,467	2,467	2,347	1,753
Acute Medicare Discharges	535	535	478	421
Acute Medicare ALOS	461.12%	461.12%	491.00%	416.39%
Acute Medicaid Util	25.38%	25.38%	19.21%	21.40%
Acute Medicaid Days	1,605	1,605	1,331	1,255
Acute Medicaid Discharges	419	419	466	297
Acute Medicaid ALOS	383.05%	383.05%	285.62%	422.56%
Acute Medicaid HMO Util	0	0	0	0
Acute Medicaid HMO Days	0	0	0	0
Acute Medicaid HMO Discharges	0	0	0	0
Acute Medicaid HMO ALOS	0	0	0	0
Acute Total Days	6,325	6,325	6,928	5,865
Acute Total Discharges	1,710	1,710	1,643	1,520
Acute Total ALOS	369.88%	369.88%	421.67%	385.86%
<b>Cost</b>				
DRG Reimb	4,550,711	4,550,711	4,900,681	3,493,727




**My Provider Single Report Comparison**

Provider:

Reports: 

- IP PPS Dashboard
- DSH Report
- Hospital Uncompensated S-10


- This screen defaults to the most recent status for each period.
- Use the drop down boxes in the report heading to change the FY and status for each column independently.

IP PPS Dashboard				
PDF XLS SPEC	SaFE Report	HCRIS 2014	HCRIS 2013	HCRIS 2012
FYE	07/01/13-06/30/14 <input type="text" value="v"/>	06/30/2014 <input type="text" value="v"/>	06/30/2013 <input type="text" value="v"/>	06/30/2012 <input type="text" value="v"/>
Cost Report Status	As Submitted <input type="text" value="v"/>	As Submitted <input type="text" value="v"/>	As Submitted <input type="text" value="v"/>	As Submitted <input type="text" value="v"/>
	<a href="#">SaFE CR File</a>	<a href="#">Available</a>	<a href="#">Available</a>	<a href="#">Available</a>
<b>Facility Information</b>				
Provider Name	ELIZA COFFEE MEMORIAL HOSPITAL	ELIZA COFFEE MEMORIAL HOSPITAL	ELIZA COFFEE MEMORIAL HOSPITAL	ELIZA COFFEE MEMORIAL HOSPITAL
Provider Number	010006	010006	010006	010006
City	FLORENCE	FLORENCE	FLORENCE	FLORENCE
State	AL	AL	AL	AL
County	LAUDERDALE	LAUDERDALE	LAUDERDALE	LAUDERDALE
<b>Facility Data</b>				
Beds	358	358	358	358
CBSA - Code	22520	22520	22520	22520
Reclass CBSA - Code	Florence-Muscle Shoals, AL	Florence-Muscle Shoals, AL	Florence-Muscle Shoals, AL	Florence-Muscle Shoals, AL

MCRIF32 - Version 1.65

- File
- Edit
- View
- Forms
- Op
- New...
- Open...
- Recent Files
- Save As...
- Close
- Close All
- Backup...
- Batch
- Print... Ctrl+P
- SaFE Download...**
- Import
- Export
- Exit

Browse SaFE Storage




Enter your user name and password for your SaFE account on HFSOFT.COM:

User Name:

Password:

Browse SaFE Storage




**Retrieving submission data from SaFE...**

**Browse SaFE Storage**

---

Company:   Store Date      From:  To:

User:   Fiscal Year End                   Provider Type:

Provider Number:


Date Stored	Type	Provider Number	FYB	FYE
4/23/2015 10:33:02 AM	2552-10	01-0006	07/01/2013	06/30/2014
4/23/2015 10:41:21 AM	2552-10	01-0006	07/01/2013	06/30/2014
4/23/2015 11:10:21 AM	2552-10	01-0006	07/01/2013	06/30/2014
4/23/2015 11:18:45 AM	2552-10	01-0006	07/01/2013	06/30/2014
4/23/2015 12:17:48 PM	2552-10	01-0006	07/01/2013	06/30/2014
4/29/2015 10:46:42 AM	265-11	06-2510	01/01/2014	12/31/2014
4/29/2015 10:47:41 AM	265-11	06-2520	01/01/2014	12/31/2014
4/29/2015 10:50:25 AM	265-11	06-2522	01/01/2014	12/31/2014
4/29/2015 4:42:10 PM	265-11	06-2523	01/01/2014	12/31/2014
4/29/2015 4:43:18 PM	265-11	06-2525	01/01/2014	12/31/2014
4/29/2015 4:45:28 PM	265-11	06-2526	01/01/2014	12/31/2014
4/29/2015 4:46:05 PM	265-11	06-2526	01/01/2014	12/31/2014
4/30/2015 9:59:36 AM	265-11	06-2510	01/01/2014	12/31/2014
5/1/2015 4:01:11 PM	265-11	06-2510	01/01/2014	12/31/2014
5/22/2015 10:50:40 AM	2552-10	10-0039	07/01/2013	06/30/2014
5/22/2015 12:10:29 PM	2552-10	45-0051	07/01/2013	06/30/2014
8/11/2015 8:12:56 AM	2552-10	01-0006	07/01/2013	06/30/2014

**Provider:**  
 05-5582      09/01/2012 to 08/31/2013  
 SAFE SNF EXAMPLE  
 2907 EAST CHAMBERS      38  
 BASILE, CA 70515

**MAC Specified on Export:**  
 11301 - Palmetto GBA  
 SaFE Used: 11301 (Palmetto GBA)

**Software Version:**  
 MCRIF32: 1.56.0.1  
 2540-10: 5.21.156.0



**Browse SaFE Storage**

Company:   Store Date From:  To:   Provider Type:

User:   Fiscal Year End From:  To:  Provider Number:

Date Stored	Type	Provider Number	FYB	FYE
4/23/2015 10:33:02 AM	2552-10	01-0006	07/01/2013	06/30/2014
4/23/2015 10:41:21 AM	2552-10	01-0006	07/01/2013	06/30/2014
4/23/2015 11:10:21 AM	2552-10	01-0006	07/01/2013	06/30/2014
4/23/2015 11:18:45 AM	2552-10	01-0006	07/01/2013	06/30/2014
4/23/2015 12:17:48 PM	2552-10	01-0006	07/01/2013	06/30/2014
4/29/2015 10:46:42 AM	265-11	06-2510	01/01/2014	12/31/2014
4/29/2015 10:47:41 AM	265-11	06-2520	01/01/2014	12/31/2014
4/29/2015 10:50:25 AM	265-11	06-2522	01/01/2014	12/31/2014
4/29/2015 4:42:10 PM	265-11	06-2523	01/01/2014	12/31/2014
4/29/2015 4:43:18 PM	265-11	06-2525	01/01/2014	12/31/2014

- ECR File (EC010006.14A1)
- PI File (PI010006.14A1.pdf)
- Cost Report File (A0\_010006\_06302014.mcrx)
- Settlement signature page. (EC010006.14A1.pdf)
- PS&R data file. (A0\_010006\_06302014.mcp)
- Supporting documentation. (My Workpaper for Storage in SaFE.pdf)

**Provider:**  
 01-0006 07/01/2013 to 06/30/2014  
 HFS TEST FILE  
 205 MARENGO STREET 818  
 FLORENCE,AL 35630

**MAC Specified on Export:**  
 10001 - Cahaba Government Benefit Administrators,  
 SaFE Used: 10001 (Cahaba Government Benefit Adm

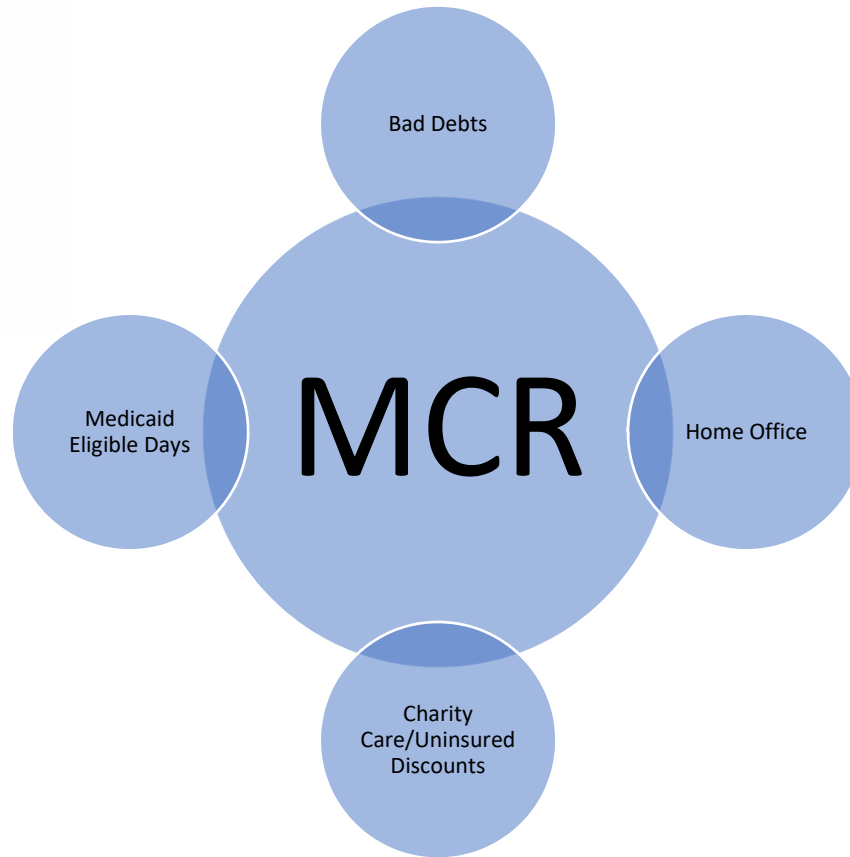
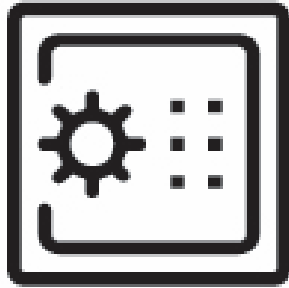
**Software Version:**  
 MCRIF32: 1.57.0.10  
 2552-10: 7.5.157.0

- Processed and Stored 9,758 provider submissions.
- Hospital, SNF, ESRD, RHC, FQHC, HHA, Hospice and OPO submissions
- 37 Failed Pre-Acceptance **Those files were looked at and corrected by HFS Support prior to submission so rejection was avoided.**
- 33% of submissions included additional HFS Files

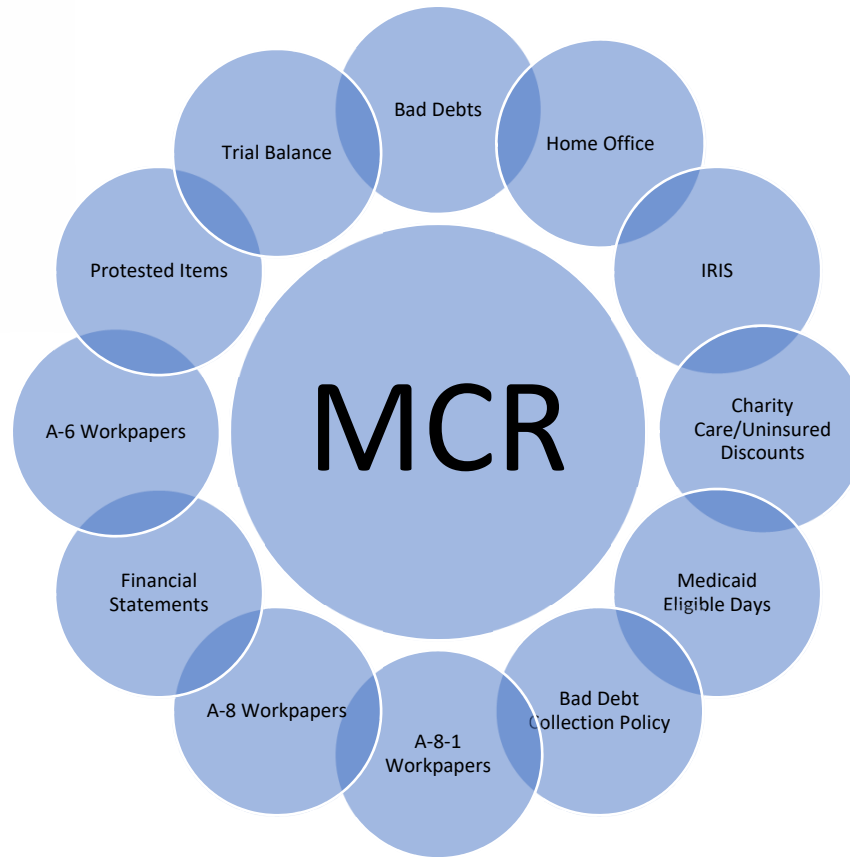
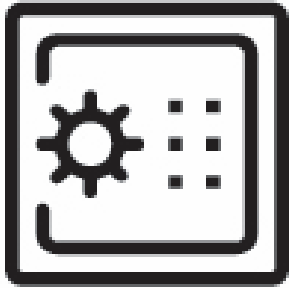
**FYB's 10/1/2018 (9/30/2019 FYE's filed in February of 2020 and after) Acceptance to Consider More...**

- **Bad Debt Listing**
  - **Medicaid Eligible Days**
  - **Charity Care Log/Uninsured Discounts Listing**
  - **Home Office**
  - **IRIS (postponed but on the horizon)**
- And more.....**









## SaFE's next goals.....

- **Store sensitive data**
- **Encourage standard formats to enable automated checks**
- **Live Checking**
- **Build Relationships with these files**
- **Submit to CMS/MAC**



- **May's SaFE Volume:**
  - Wet - 44%
  - Self – 7 %
  - CFO – 49%
- **May's Overall Volume:**
  - Wet - 69%
  - Self – 9 %
  - CFO – 22%

- **Electronic Signature vs Electronic Filing (Separate Processes)**
- **Why (Electronic Signature)**
  - IPPS 2018 Final Rule Regulation change
  - Allow electronic signature
    - Placed on the signature line of the Certification statement
    - Any format of the original signature that contains the first and last name of the provider's administrator or CFO (for example, photocopy or stamp) or
    - An electronic signature that must be the first and last name of the provider's administrator or CFO entered in the "providers electronic program"
    - Cannot be "a symbol, numerical characters, or codes."

- **Why (Electronic Signature)**
  - Where electronic signature is elected:
    - CMS has added an electronic signature checkbox on the certification page
      - [ ] 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.
    - Completion of both the electronic signature checkbox and the electronic signature, placed on the signature line by the provider's administrator or CFO under the certification statement, would together constitute an accepted electronic signature

- **Why**
  - Provider may submit the Certification and Settlement Summary page to the MAC using same method/timing of EC and PI file submission
    - CD/USB Drive
    - CMS new MCRReF portal
    - Could still choose to sign the certification statement and mail to MAC.
  - Option to use for cost reporting periods ending on or after December 31, 2017

- **Electronic Signature Process begins at ECR export**
- **Three options**
  - “Wet” signature
  - Preparer completes electronic signature
  - Preparer forwards to Administrator/CFO (via email)

- Option One “Wet” Signature
- No change, Signature page will print, must be signed and mailed with CD/Flash Drive. You are able to scan and include on CD/Flash Drive – must check off the option.

The screenshot shows a dialog box titled "Export ECR" with a yellow border. Inside, the section "Report Signature Options" asks the user to "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, there are two buttons: "Next" and "Cancel".



- Option Two “I” am qualified to sign the report

**Export ECR**

**Report Signature Options**

Specify how the report will be signed:




- 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.

Next Cancel

- Option Two “I” am qualified to sign the report
- Second screen for Certification

The screenshot shows a window titled "Export ECR" with a yellow border. At the top, there is a warning message: "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." Below this is a button that says "Click here to view the full Certification Statement of the Report". Underneath is a section titled "Certification of Intent for Person Signing the Report" which contains a checked checkbox and the text: "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." Below this are three input fields: "First Name:" with the value "ERIC", "Last Name:" with the value "SWANSON", and "Title:" with the value "CFO". At the bottom right of the window are three buttons: "Back", "Next", and "Cancel".

- Option Two “I” am qualified to sign the report
- Process continues as previously
  - Electronic Signature will print in hard copy
  - Electronic signature PDF file will be created

Name	Date modified	Type	Size
 FQ141850.17A1	5/3/2018 12:23 PM	17A1 File	17 KB
 FQ141850.17A1.Encrypted Settlement Sig...	5/3/2018 12:24 PM	Adobe Acrobat D...	84 KB
 PI141850.17A1.pdf	5/3/2018 12:23 PM	Adobe Acrobat D...	411 KB

- Option Two “I” am qualified to sign the report
- Process continues as previously
  - Electronic Signature will print in hard copy
  - Electronic signature PDF file will be created

**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 PQHC CARE ( 14-1850 ) for the cost reporting period beginning 01/01/2017 and ending 12/31/2017 and that 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: 5/3/2018 Time: 12:23 pm  
 7o4CgRGeT0zIey7OE5ywESAfc63j30  
 PoDrQ0PSeWxogZCpBfTZet5jnEOmM2  
 Abq30YgPeq0svaLq  
 PI: Date: 5/3/2018 Time: 12:23 pm  
 FCs: jYCy3RfKt7j2qjeJy7C1MfLzXR0  
 :0Rx40Mv5IZp82Ixm5OexbzOn1xj1  
 :2D24QVWZ4n02TPhs

(signed) ERIC SWANSON  
 Officer or Administrator of Provider(s)  
 CPO  
 Title  
 05/03/2018 12:23:49 PM  
 Date

Name	Date modified	Type	Size
 FQ141850.17A1	5/3/2018 12:23 PM	17A1 File	17 KB
 FQ141850.17A1.Encrypted Settlement Sig...	5/3/2018 12:24 PM	Adobe Acrobat D...	84 KB
 PI141850.17A1.pdf	5/3/2018 12:23 PM	Adobe Acrobat D...	411 KB

# • Option Three “Third Party” Signature

The screenshot shows a window titled "Export ECR" with a yellow border. Inside, there 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 dialog box are two buttons: "Next" and "Cancel".

- Option Three “Third Party” Signature
- Enter third party name and title (and email address)

The screenshot shows a dialog box titled "Export ECR" with a yellow border. It contains two main sections: "CFO or Administrator Information" and "SaFE Pre-Acceptance Option".

**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: ERIC  
 Last Name: SWANSON  
 Title: CFO

Email Address: ERIC@HFSSFOT.COM  
 Verify Email Address: ERIC@HFSSOFT.COM

**SaFE Pre-Acceptance Option**

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

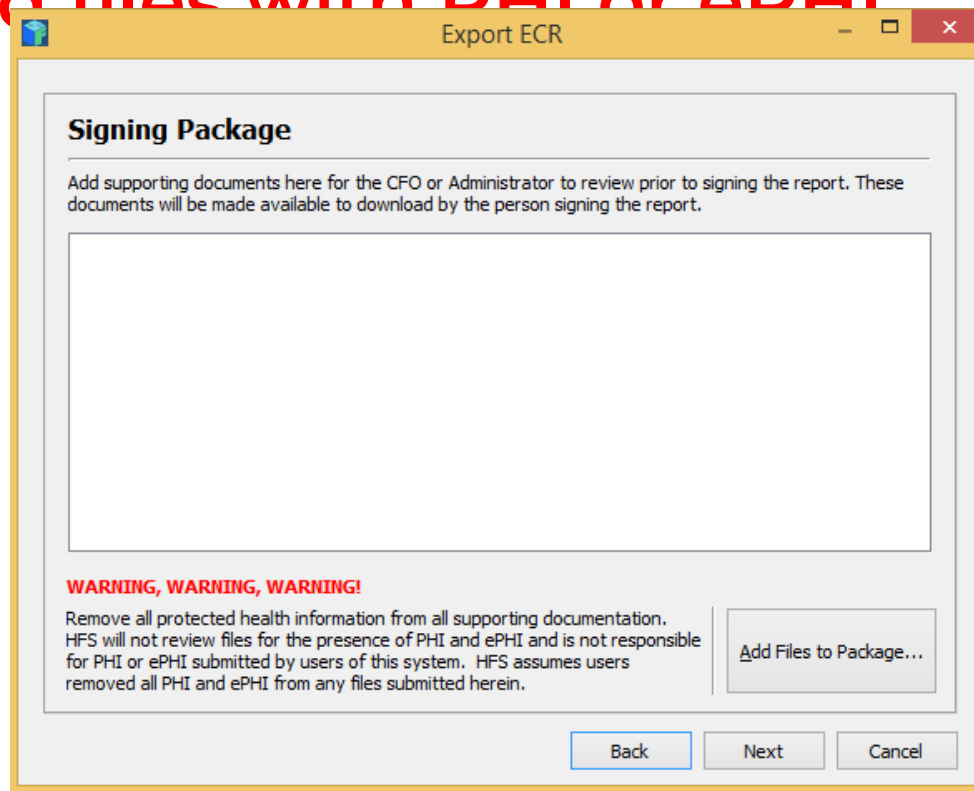
Check this option if you want the request for electronic signature sent to the CFO or Administrator only if the report passes the SaFE Pre-Acceptance verification.

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

Buttons: Back, Next, Cancel

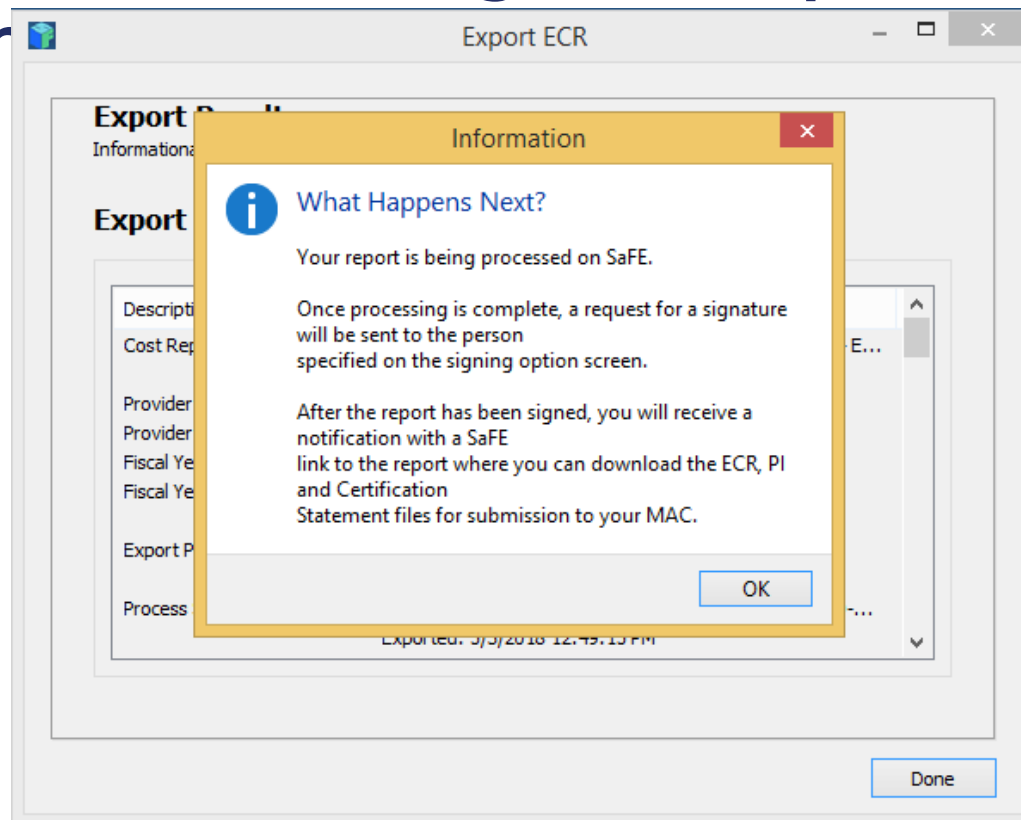
- **Option Three “Third Party” Signature**
- **The CFO or Administrator DOES NOT need a HFS username or password. The system will email them to proceed to sign/certify.**

- Option Three “Third Party” Signature
- Preparer can add files to accompany signature request. **Please DO NOT forward files with PHI or ePHI**





- Option Three “Third Party” Signature
- EC continues and preliminary files created in SaFE, the files will not be on your PC until signature process is complete



- Option Three “Third Party” Signature
- Wait for signature files

### Health Financial Systems

#### SaFE Confirmation of Electronic Signature Request

A request for electronic signature has been sent to Eric Swanson at email address [ERIC@HFSSOFT.COM](mailto:ERIC@HFSSOFT.COM).

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

If Eric has not received the email to electronically sign, please forward this email to Eric and have them click on the following link to complete the electronic signature.

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

#### Report Information

Report Sent: 8/15/2019 8:54:18 AM by Eric Swanson

SaFE ID: E030F12BFF7E4552930A01823B9100EC

Cost report type: 1984-14

Provider number: 141590

Provider name: HOSPICE CARE

Fiscal year end: 12/31/2018

- Signature Process (From CFO View)
- CFO receives an email

## Health Financial Systems

### Electronic Signature Requested

Eric Swanson 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: 5/3/2018 10:49:56 AM by Eric Swanson

SaFE ID: 275F39250F374A2C9017B1F0EAED0FC2

Cost report type: 224-14

Provider number: 141850

Provider name: FQHC CARE

Fiscal year end: 12/31/2017

- Signature Process (From CFO View)
- CFO receives an email and clicks on the link and validates email

The screenshot displays the SaFE web application interface. At the top, there is a blue header with the SaFE logo (a gear and a document icon) and the text "SaFE Store and File Electronically". To the right of the logo, it says "Cost Report Analysis & Storage". Further right, there are links for "HFSSoft", "Contact Us", and "Join /Sign In". Below the header is a navigation bar with buttons for "HOME", "PREFERENCES", "ACCOUNT", "SaFE Products", "SUPPORT", and "COMPANY".

The main content area is titled "Certification Statement Signing" in orange. Below this title, there is a green vertical bar followed by the text "Electronic Signing on the Certification Statement of the Report.".

A white box with a blue border contains the instruction: "Please verify the email address of the person signing the certification statement for this report:". Below this instruction is a form with an "Email Address:" label, a text input field containing "Eric@hfssoft.com", a close button (x), and a "Continue to Electronic Signing..." button.

At the bottom of the page, there is a dark grey footer with links for "Legal Notice", "Privacy Statement", "Contact Us", and "Site Map". Below these links, it says "Copyright © 2018 Health Financial Systems - Version 1.3.0.1".

- Signature Process (From CFO View)
- CFO can review certification page and agree. There are also links below which the CFO can review, the PI file just to ment

HOME	PREFERENCES	ACCOUNT	SaFE Products	SUPPORT	COMPANY
------	-------------	---------	---------------	---------	---------

**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.

**Select an Option to Continue**

---

**Report Files Available for Download:**

- [PI File](#)
- [Signature Package](#)
- [Settlement Signature Page \(Unsigned\)](#)
- [Edits Report \(SaFE Report\)](#)
- [Pre-Acceptance \(SaFE Report\)](#)

- Signature Process (From CFO View)
- Electronically signed Certification returned to preparer

<a href="#">HOME</a>	<a href="#">PREFERENCES</a>	<a href="#">ACCOUNT</a>	<a href="#">SaFE Products</a>	<a href="#">SUPPORT</a>	<a href="#">COMPANY</a>
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### Certification Statement Signing

Electronic Signing on the Certification Statement of the Report.

#### - Electronic Signature Status -

<b>Status:</b> 5/03/2018 11:17:10 AM - CFO/Admin electronically signed the report. Report queued for signature and notification.	
<b>Provider:</b>	<b>Certification Signatory:</b>
141850 - FQHC CARE 100 STATE STREET CHICAGO, IL 60611	ERIC SWANSON CFO ERIC@HFSSOFT.COM
<b>Updated:</b> 5/03/2018 11:17:10 AM	<b>History:</b>
	5/03/2018 11:17:10 AM - CFO/Admin electronically signed the report. Report queued for signature and notification. 5/03/2018 11:15:30 AM - Certification Statement Signing page has been viewed. 5/03/2018 11:15:30 AM - Email address verified. 5/3/2018 10:51:04 AM - Request for electronic signature sent.

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

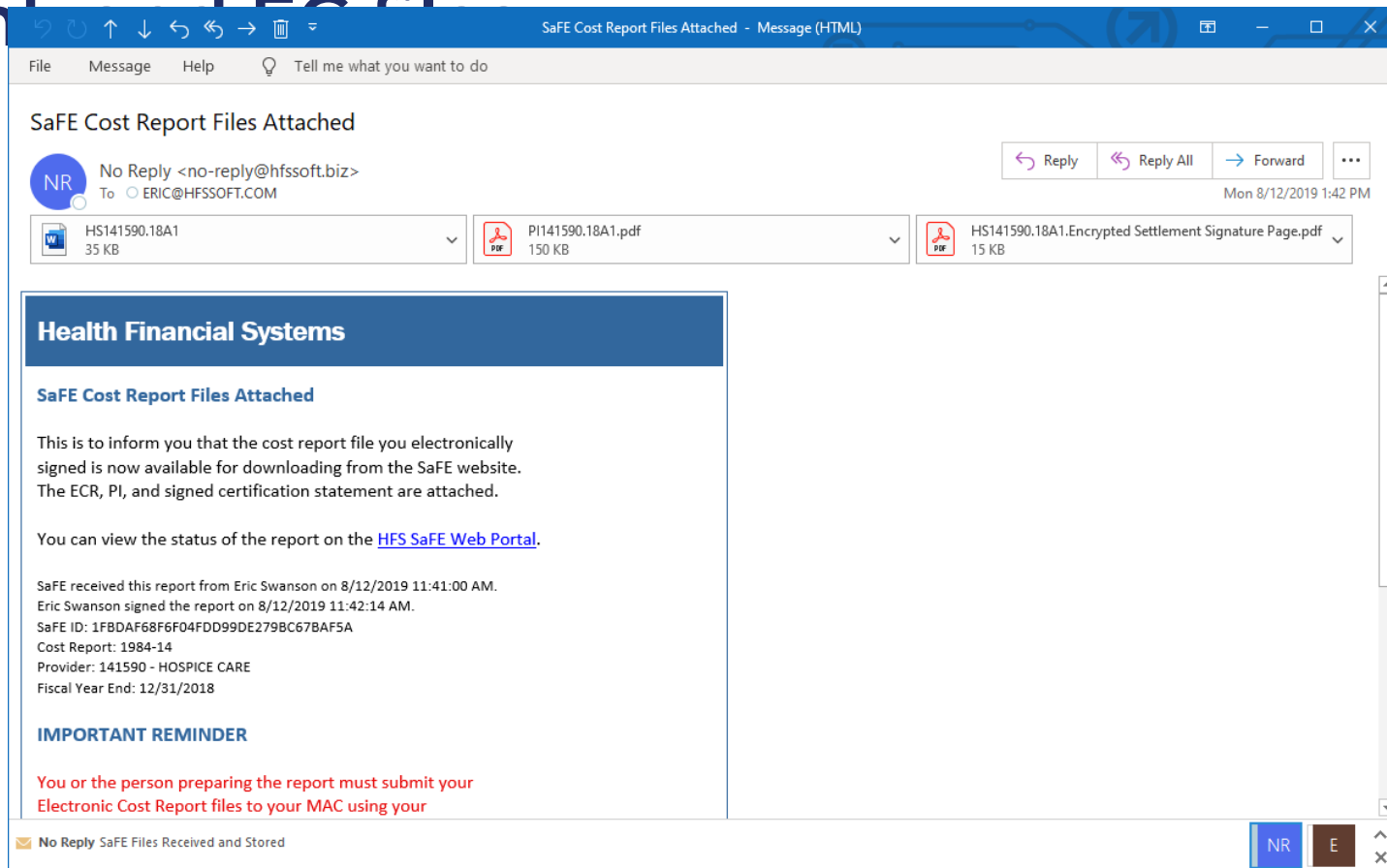
After the report has been signed, you will receive an email that contains the signed certification statement.  
The preparer will receive an email notification that contains the signed certifications statement and the ECR and PI files for submission to the MAC.  
Please note that SaFE does not submit 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.

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- Certification returned to preparer via email

- Link to ECR file



- Link to SaFE storage

HOME   PREFERENCES   ACCOUNT   SaFE Products   SUPPORT   COMPANY

### Submissions

Electronic Cost Report files stored in SaFE.

Account: Health Financial Systems   From:   To:   Provider type: 224-14

File submitted by: Eric Swanson   275F39250F374A2C9017B1F0EAED0FC2    Store date:    Fiscal year:   Provider number: 141850

Pre-Acceptance: Passed   Filter by date

Checked: Download | Reprocess | Delete

<input type="checkbox"/>		Signing Status	Stored Date	Provider Type	Provider Number	FYB	FYE	Pre-Acceptance Check	HFS Information Reports
<input type="checkbox"/>		Signed 5/3/2018 11:17:17 AM	5/3/2018 10:49:56 AM	224-14	141850	01/01/2017	12/31/2017	Passed	N/A

- FQ141850.17A1   ECR File
- PI141850.17A1.pdf   PI File
- HFS Sample 224-14 T2.mcrx   Cost Report File
- FQ141850.17A1.sigpkg   Signature Package
- FQ141850.17A1.Encrypted Settlement Signature Page.pdf   Settlement Signature Page (Signed)
- SaFE\_A0\_141850\_12312017.mcrx   Cost Report file. (SaFE Report)
- SaFE\_A0\_141850\_12312017.Edits.pdf   Edits Report (SaFE Report)
- SaFE\_A0\_141850\_12312017.ALL.Import.pdf   All Worksheets (SaFE Report)
- SaFE\_A0\_141850\_12312017.IER.pdf   Import Error Report. (SaFE Report)
- SaFE\_A0\_141850\_12312017.PreAcceptance.pdf   Pre-Acceptance (SaFE Report)



- HFS generated EC/PI and Signed Certification page can be uploaded to MCRReF user
- CMS stated that a scanned Signed Certification page can also be uploaded as long as a first and last name and the

**Cost Report Materials**

Do **not** encrypt or password-protect uploaded files (including files within ZIP/archive files). This website is a secure portal for transmission of MCR materials (including PII/PHI).

File	File Upload
* ECR <sup>1</sup>	Browse...
* Print Image <sup>1</sup>	Browse...
* Signed Certification Page <sup>1</sup>	Browse...
IRIS <sup>1</sup>	Browse...
Other <sup>1</sup>	Browse...
Cover Letter <sup>1</sup>	Browse...

Questions?

Comments?

Eric Swanson  
[eric@hfssoft.com](mailto:eric@hfssoft.com)

Becky Dolin  
Becky.Dolin@hfssoft.com