

## Instruction – Ordering PS&R Reports

To complete the SDHC report, a provider will need to order two reports from the PS&R System. For access to the PS&R System, go to: [PS&R: Obtain Access via IDM](#)

Instructions for ordering reports for the cap period 10/01/20xx through 9/30/20xx are as follows.

1. PS&R Summary (to obtain Net Reimbursement)
  - Login to PS&R: <https://psr-ui.cms.hhs.gov/psr-ui>
  - Choose **Request Report**
  - Choose **Request Summary**
  - Select provider number if needed, and **Continue**
  - Select the radio button **By Report Group** and choose report groups 81X and 82X
  - Select **Continue**
  - In the **Period 1 From:** date box, enter 10/01/20xx, and in the **To:** date box, enter 09/30/20xx. Select **Apply**.
  - Be sure to click the "Exclude" box for Periods 2, 3 & 4.
  - For "Paid Dates" choose the default setting to include all paid dates. Click **Continue**.
  - Under **Select Report Format**, choose **PDF** and **Continue**
  - Under **Confirm Report Request**, scroll down and select **Submit**
  - The report will generate and be placed in the **Summary Report Inbox** (an overnight cycle may be required for processing)
  
2. Hospice Beneficiary Count Summary (to obtain Beneficiary Count)
  - Login to PS&R: <https://psr-ui.cms.hhs.gov/psr-ui>
  - Choose **Request Report**
  - Choose **Request Miscellaneous**
  - From drop down box, choose **Hospice Cap Report** select **Continue**
  - Select the provider number if needed, and **Continue**
  - **Enter the Beneficiary Identification Period:** From 10/01/20xx Through 9/30/20xx
  - For **Paid Dates** use the default setting to include all paid dates
  - The **Report Type** must match the method reported on line 1b of the form. Note: Most hospices use the Proportional Method. For Proportional, select the 5<sup>th</sup> item - Hospice Beneficiary Count Summary (Fully Pro-Rated). If the Streamlined Method applies, select the 1<sup>st</sup> item - Streamlined Hospice Beneficiary Count Summary.
  - Select **PDF** for Report Format and **Continue**
  - Under **Confirm Report Request**, select **Submit** to order the report.
  - The report will generate and be placed in **Miscellaneous Report Inbox** (an overnight cycle may be required for processing).

For more detailed guidance on ordering PS&R Reports, refer to:

[PS&R: Order Summary Report](#)  
[PS&R: Order Beneficiary Count Reports](#)