



# SAFE

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Store and File Electronically

Health Financial Systems has built a website for storage of our user's Medicare Cost Report files and associated files. The SaFE site is currently available to test. HFS anticipates this new product will go live in 2015 and will then be available for an additional fee. Any data submitted to the site during the test period will continue to be stored regardless of the user's decision to purchase the service in the future.

Users of the 2552-10, 2540-10, 265-11, 216-94, and 1984-14, Health Financial Systems Medicare Cost Report software will be offered the option to store their data on the HFS SaFE website at the point of exporting their ECR file.

SaFE does not, in anyway, reduce or change the normal Medicare Cost Report filing requirements. You must still put the EC and PI files on some sort of storage media and mail them to your MAC. Your MAC will require a signed certification page, the EC and PI file.

SaFE is not intended and should NOT be used to store protected data. Medicare Cost Report data purposely does not contain protected data. This data can be e-mailed without using secure e-mail and will eventually be published in the CMS public use files. Our SaFE server has the ability to upload work paper files and other files that you select. Do NOT transmit PII or PHI to the HFS SaFE site.

Your data will be transmitted using SSL and will be stored on secured HFS servers. Only users on your account will have access to the files that are uploaded. Again, SaFE is intended for Medicare Cost Report data and associated files. If HFS becomes aware of potential PII or PHI data being stored on the SaFE server in your account, you will be notified and the data will be destroyed.

You will notice a new option on the normal Export ECR window.



If you are wondering, "Why should I do this?". Click on the link to access the web page about some of the SaFE advantages and features.

If you would like to give the SaFE product a test run, click the check box for "Store Files in HFS SaFE".



Then click "Next" to continue with the ECR export process.

The next screen has four areas that we should discuss.....

**SaFE - Store and File Electronically (Beta)**

In addition you can send your electronic files to HFS SaFE for further analysis and processing.

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

HFS Log in Information

User Name: Dolin User name and password are case sensitive.

Password: \*\*\*\*\*

Remember me on this Computer [Forgot User Name/Password?](#)

MAC Information

Your MAC has been detected and set automatically:

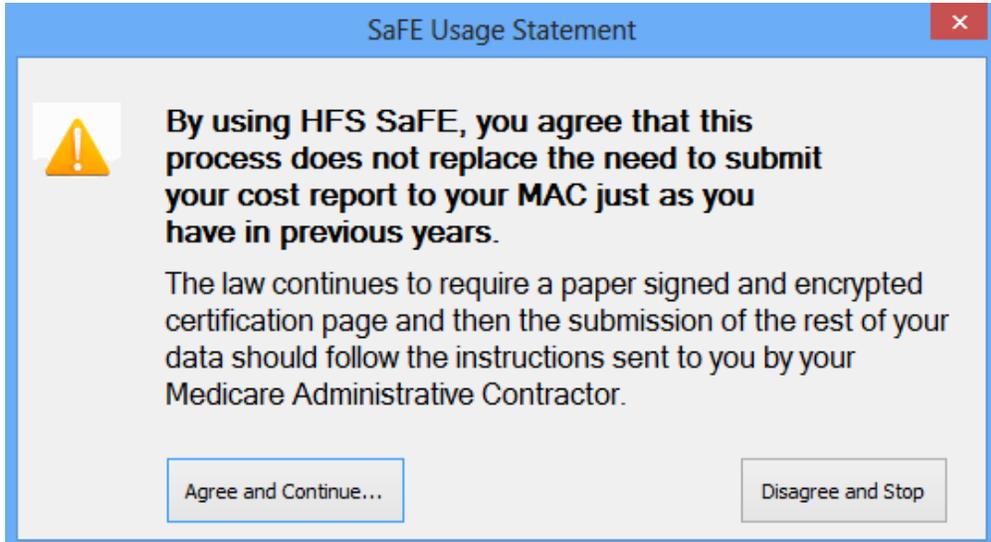
15201 - CGS

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.

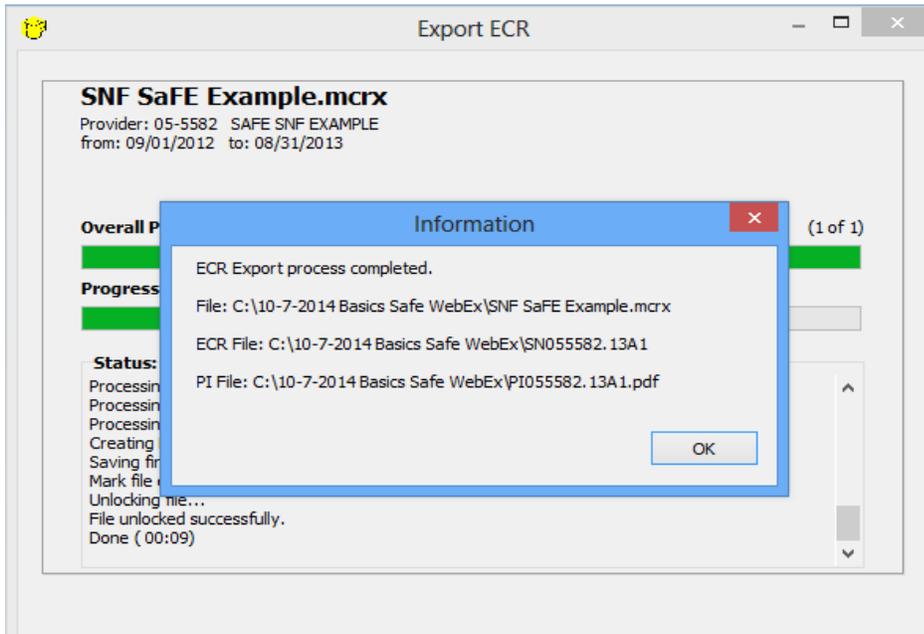
Back Next Cancel

1. Click the Checkbox to select the option to store your files in the HFS SaFE again. You can change your mind from the answer you gave on the prior screen or leave it the same. If you do not have the option check marked you can just click the Next button to move onto the normal ECR process.
2. You will need to log In using your HFSSOFT.com credentials. This is the same username and password that you use for Check for Updates or installing from our Downloads page. If you do not know your username or password, then click the Forgot Username/Password link and we will help you find it.
3. The MAC Information is our best guess at which MAC will actually process your report. REMEMBER: YOU STILL HAVE TO SEND YOUR REPORT IN ITS ENTIRETY TO YOUR MAC JUST AS YOU DID LAST YEAR. If you disagree with our best guess, you can go ahead and use the drop down box and pick the correct MAC. We use this information to give you a link to the MAC's website for mailing instructions; we do not transmit the file to your MAC.
4. We just want to make it clear that you still have to file your cost report by mailing it to the MAC. HFS is really trying to avoid any confusion. **If you do not mail your cost report as required by law, your MAC will consider it late and all penalties and interest will start.**

After you click Next to continue with the process you will be asked to confirm that you understand that this process does not replace the CMS requirements of mailing in your ECR files, signed certification page and other documentation as described by your MAC.



Click the Agree and Continue button to continue the process. The next screen should look familiar to you. The HFS system will create the EC and PI files, encrypt them and create the encrypted Wkst S for signature. The system makes the files in your data file location and you can choose to have them copied to an additional location as well.

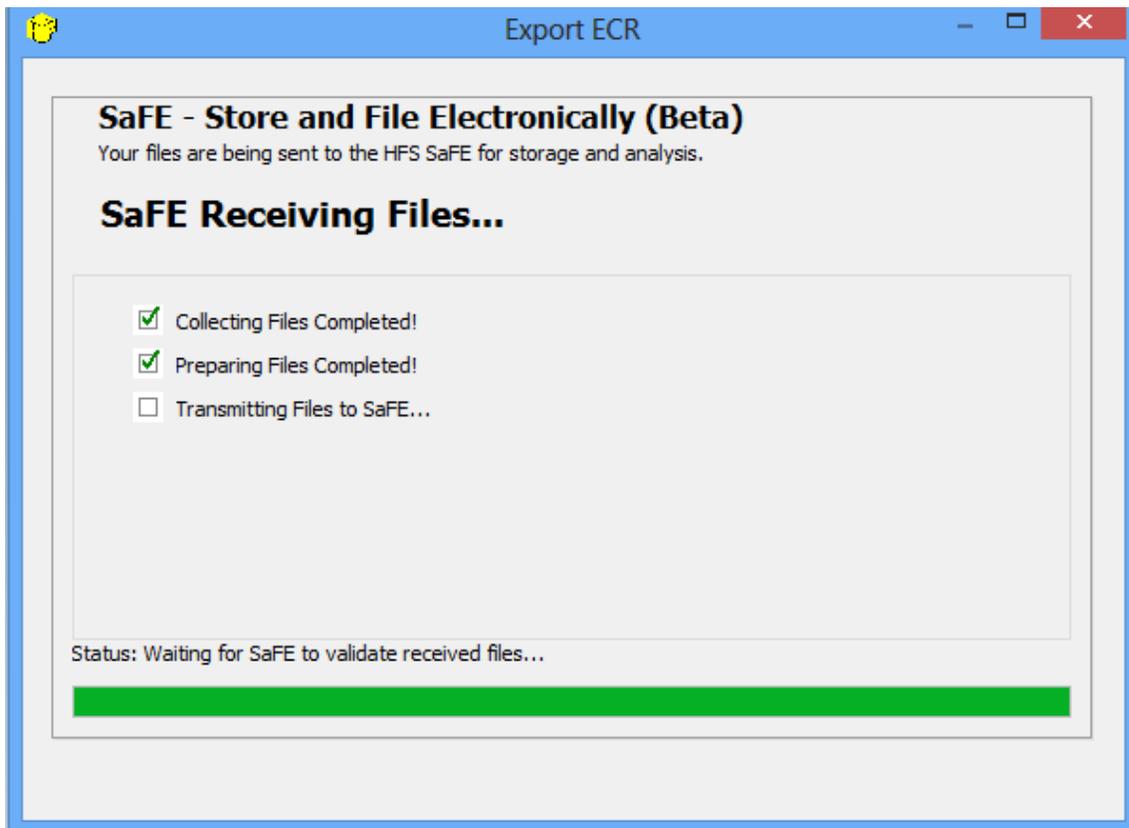




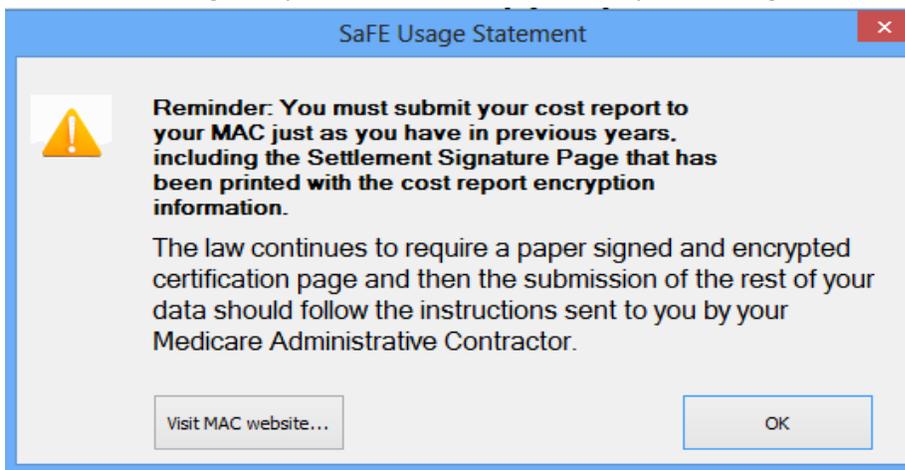
This is where things start getting exciting and new. ....

1. The EC(SN, RD, RH, RF, CM, HH, HO) and PI files have been created and we will transmit them to the SaFE site for a validity check and storage.
2. Your HFS data file(.mcr, .mcrx) will also be uploaded to the SaFE site. We recommend that you store associated files in the SaFE. In this example the encrypted Wkst S will be transmitted to the SaFE for storage. If you have used features like PS&R Reconciliation (.mcp) or the Automated Account Interface(.aai, .aaix) we will list these files as well. We recommend saving these as next year you will be able to download them and have a very efficient start to next year's cost report filing. If you do NOT want to save these files to SaFE you can click on the file to highlight it and then click the Remove button.
3. If you have other files that you would like to save in the SaFE such as work papers, click the Add button, then Browse and select your file. The File Type box has drop downs for files with a .pdf, .xls, .xlsx or \*.\*. With the additional file highlighted, you can click in the File Note box and type in a description of your file (up to 255 characters). The SaFE site will not accept .exe files for upload.
4. The HFS SaFE site is not intended to store PII or PHI data. Do not upload any file that contains PII or PHI.
5. Click the Send to SaFE button or you can change your mind and click the Skip button and not transmit anything to the SaFE site.

The next screen will show the storage progress.

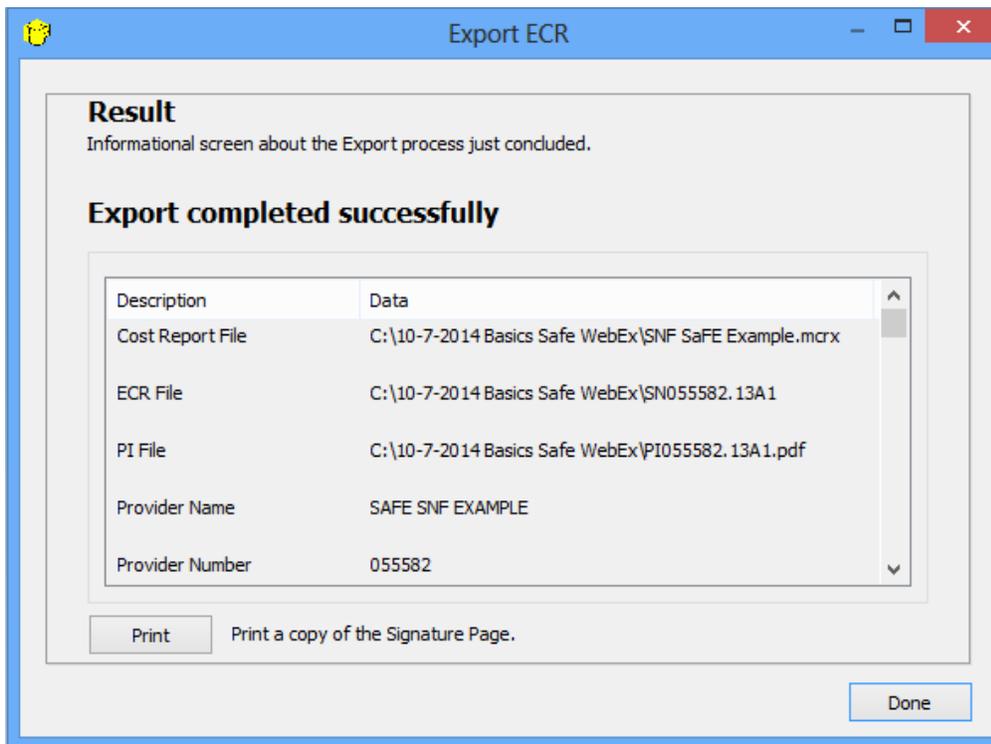


And then another warning regarding the fact that this process does NOT take the place of the existing and required by law submission process. There is also an option to Visit MAC website. This will take you to the closest we could get to your MAC's Medicare Cost Report mailing instructions.



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After clicking OK, you will be back to the normal ECR Export completion information screen.



Once the SaFE site receives your files we will notify you at the e-mail associated with your HFSSOFT.com log in.

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## SaFE Files Received and Stored

no-reply@hfssoft.com

Sent: Mon 10/27/2014 5:19 PM

To: Becky@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: 10/27/2014 5:18:30 PM by Becky Dolin  
SaFE ID: E3B21AE80ED34C0BBF23C336B17CF024  
Cost report type: 2540-10  
Provider number: 055582  
Provider name: SAFE SNF EXAMPLE  
Fiscal year end: 08/31/2013

### 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

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And then you will receive a second e-mail after we have processed your report. The speed of these e-mail responses will depend on the server traffic.

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## SaFE Files Received and Stored

no-reply@hfssoft.com

Sent: Mon 10/27/2014 5:19 PM

To: Becky@hfssoft.com

## Health Financial Systems

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To see the details of our processing or to view or retrieve your stored files, click the HFS SaFE Web Portal link in the e-mail or go to <https://safe.hfssoft.com/>.

You will need to sign in.

**HFS SaFE Website**

| Report Date | Provider Type | Provider Number | FYY        | FYE        | Pre-Acceptance Check | HFS Submission Request |
|-------------|---------------|-----------------|------------|------------|----------------------|------------------------|
| 12/31/2012  | 10000         | 10000           | 10/01/2012 | 10/31/2012 | Pending              | Yes                    |
| 12/31/2012  | 10000         | 10000           | 10/01/2012 | 10/31/2012 | Pending              | Yes                    |
| 12/31/2012  | 10000         | 10000           | 10/01/2012 | 10/31/2012 | Pending              | Yes                    |
| 12/31/2012  | 10000         | 10000           | 10/01/2012 | 10/31/2012 | Pending              | Yes                    |

Fully detailed pre-acceptance reports and status

HFS would like your help in testing future electronic filing ideas. If you choose to file your cost report with HFS electronically in addition to your regular filing we will do the following....

Join / Sign In

Support

FAQ

More Info

View SaFE Presentation

Contact Us

And then you will see a screen that shows your stored reports.

If your account has more than one user, submissions will be stored by user ID. If your account has several files stored, it may be helpful to use some of our filtering options; Store Date, Fiscal Year, Provider Type, Provider Number and the status of the Pre-Acceptance.

### Submissions

Submissions stored in Submissions stored in the SaFE service.

Account: Health Financial Systems      From:      To:

File submitted by: Becky Dolin       Store date:                  Provider type: --- All ---

( 10 submissions )

Fiscal year:                  Provider number: --- All ---

Pre-Acceptance: --- All ---

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

| <input type="checkbox"/> |  |  | Stored Date           | Provider Type | Provider Number | FYB        | FYE        | Pre-Acceptance Check   | HFS Information Reports |
|--------------------------|--|--|-----------------------|---------------|-----------------|------------|------------|------------------------|-------------------------|
| <input type="checkbox"/> |  |  | 10/27/2014 5:18:30 PM | 2540-10       | 055582          | 09/01/2012 | 08/31/2013 | <a href="#">Passed</a> | N/A                     |
| <input type="checkbox"/> |  |  | 10/27/2014 2:06:26 PM | 2540-10       | 055582          | 09/01/2012 | 08/31/2013 | <a href="#">Passed</a> | N/A                     |

After we receive your files, we run them through several validity checks. Click on the Pre-Acceptance Check status to see which areas of the file passed or failed our checks.

| <input type="checkbox"/> |        |  | Stored Date           | Provider Type | Provider Number | FYB        | FYE        | Pre-Acceptance Check   | HFS Information Reports |        |             |        |             |        |                   |        |                |        |               |        |         |        |             |        |            |        |            |        |     |
|--------------------------|--------|--|-----------------------|---------------|-----------------|------------|------------|--|-------------------------|--------|-------------|--------|-------------|--------|-------------------|--------|----------------|--------|---------------|--------|---------|--------|-------------|--------|------------|--------|------------|--------|-----|
| <input type="checkbox"/> |        |  | 10/27/2014 5:18:30 PM | 2540-10       | 055582          | 09/01/2012 | 08/31/2013 | <a href="#">Passed</a><br><table border="1" style="width: 100%; border-collapse: collapse;"> <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> | 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 | N/A |
| 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 |  |                       |               |                 |            |            |  |                         |        |             |        |             |        |                   |        |                |        |               |        |         |        |             |        |            |        |            |        |     |

Click the arrow to see all files stored with this report. You will see the files that you sent and the files that were created during the HFS SaFE processing.

| <input type="checkbox"/> |        |  | Stored Date                        | Provider Type | Provider Number                         | FYB        | FYE        | Pre-Acceptance Check  | HFS Information Reports |        |             |        |             |        |                   |        |                |        |               |        |         |        |             |        |            |        |            |        |     |
|--------------------------|--------|--|------------------------------------|---------------|---|------------|------------|---|-------------------------|--------|-------------|--------|-------------|--------|-------------------|--------|----------------|--------|---------------|--------|---------|--------|-------------|--------|------------|--------|------------|--------|-----|
| <input type="checkbox"/> |        |  | 10/27/2014 5:18:30 PM              | 2540-10       | 055582                                  | 09/01/2012 | 08/31/2013 | <p style="text-align: center;"><u>Passed</u></p> <table border="1"> <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> | 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 | N/A |
| 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 |  |                                    |               |   |            |            |   |                         |        |             |        |             |        |                   |        |                |        |               |        |         |        |             |        |            |        |            |        |     |
| <input type="checkbox"/> |        |  | SN055582.13A1                      |               | ECR File                                |            |            |   |                         |        |             |        |             |        |                   |        |                |        |               |        |         |        |             |        |            |        |            |        |     |
| <input type="checkbox"/> |        |  | PI055582.13A1.pdf                  |               | PI File                                 |            |            |   |                         |        |             |        |             |        |                   |        |                |        |               |        |         |        |             |        |            |        |            |        |     |
| <input type="checkbox"/> |        |  | SNF SaFE Example.mcrx              |               | Supporting documentation.               |            |            |   |                         |        |             |        |             |        |                   |        |                |        |               |        |         |        |             |        |            |        |            |        |     |
| <input type="checkbox"/> |        |  | SN055582.13A1.pdf                  |               | Settlement signature page.              |            |            |   |                         |        |             |        |             |        |                   |        |                |        |               |        |         |        |             |        |            |        |            |        |     |
| <input type="checkbox"/> |        |  | submission.zip                     |               | My cost report workpapers all zipped up |            |            |   |                         |        |             |        |             |        |                   |        |                |        |               |        |         |        |             |        |            |        |            |        |     |
| <input type="checkbox"/> |        |  | SaFE_055582 0813.mcrx              |               | Cost Report file. Generated by SaFE.    |            |            |   |                         |        |             |        |             |        |                   |        |                |        |               |        |         |        |             |        |            |        |            |        |     |
| <input type="checkbox"/> |        |  | SaFE_055582 0813.edits.pdf         |               | Report Generated by SaFE.               |            |            |   |                         |        |             |        |             |        |                   |        |                |        |               |        |         |        |             |        |            |        |            |        |     |
| <input type="checkbox"/> |        |  | SaFE_055582 0813.pdf               |               | Report Generated by SaFE.               |            |            |   |                         |        |             |        |             |        |                   |        |                |        |               |        |         |        |             |        |            |        |            |        |     |
| <input type="checkbox"/> |        |  | SaFE_055582 0813.PreAcceptance.pdf |               | Report Generated by SaFE.               |            |            |   |                         |        |             |        |             |        |                   |        |                |        |               |        |         |        |             |        |            |        |            |        |     |

You can click the box to the right of each file and then choose to Download, Reprocess or Delete it.

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

| <input type="checkbox"/> |        |  | Stored Date           | Provider Type | Provider Number | FYB        | FYE        | Pre-Acceptance Check   | HFS Information Reports |        |             |        |             |        |                   |        |                |        |               |        |         |        |             |        |            |        |            |        |     |
|--------------------------|--------|--|-----------------------|---------------|-----------------|------------|------------|--|-------------------------|--------|-------------|--------|-------------|--------|-------------------|--------|----------------|--------|---------------|--------|---------|--------|-------------|--------|------------|--------|------------|--------|-----|
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| 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 |  |                       |               |                 |            |            |  |                         |        |             |        |             |        |                   |        |                |        |               |        |         |        |             |        |            |        |            |        |     |

- SN055582.13A1 ECR File
- PI055582.13A1.pdf PI File
- SNF SaFE Example.mcrx Supporting documentation.
- SN055582.13A1.pdf Settlement signature page.
- submission.zip My cost report workpapers all zipped up
- SaFE\_055582 0813.mcrx Cost Report file. Generated by SaFE.
- SaFE\_055582 0813.edits.pdf Report Generated by SaFE.
- SaFE\_055582 0813.pdf Report Generated by SaFE.
- SaFE 055582 0813.PreAcceptance.pdf Report Generated by SaFE.

And if you are missing something and would like to add to this set of files, click the upload box option and a browse window will appear complete with an area to add a note describing your additional file.