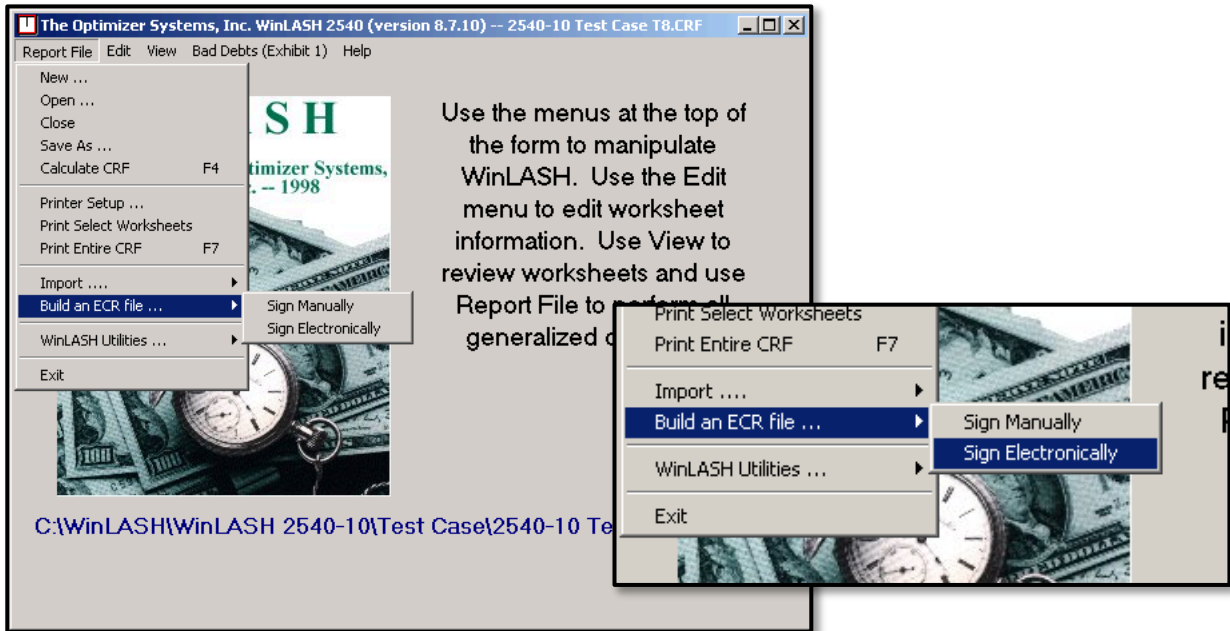


Electronic Signature and MCR eFiling

WinLASH Electronic Signature

The cost report certification page (Worksheet S) can now be signed electronically within the WinLASH software. This feature enables a paperless submission of a cost report via MCR eFiling.

After a report has been calculated and cleared of all Level I edits, the **Build an ECR file** option will be available. This option now contains a new sub-menu with the choices **Sign Manually** or **Sign Electronically**.



Selecting **Sign Electronically** will open a new dialog box for signature information to be filled in.

(Note: per CMS regulations, the cost report must be signed by either the Administrator or Chief Financial Officer)

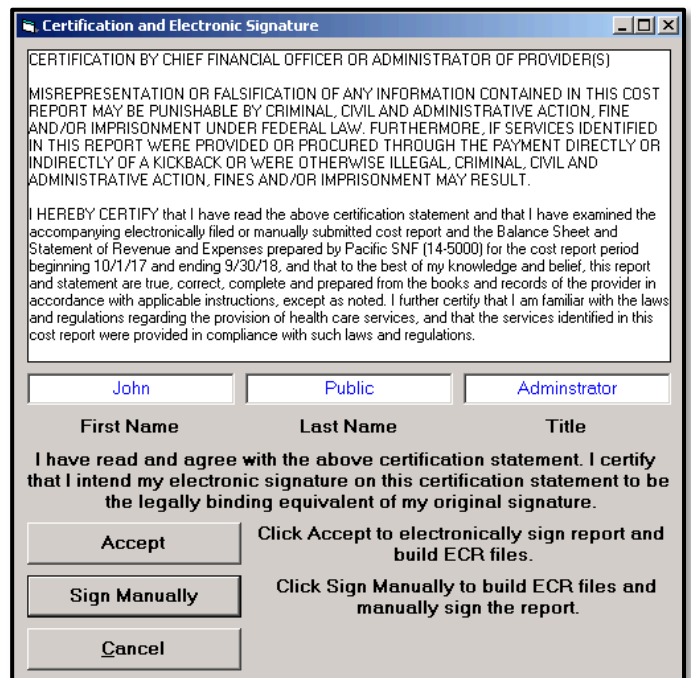
After the **First Name**, **Last Name** and **Title** fields are completed the **Accept** button will become available.

Clicking **Accept** will continue the Build ECR File process.

The certification page will print with signature information filled in and the electronic signature checkbox will be checked.

To print the certification page without the signature information pre-filled, click **Sign Manually**.

For paperless cost report submission, the certification page can be saved directly to PDF with the signature information filled in. **See instructions below for printing directly to PDF.**



The screenshot shows the 'Certification and Electronic Signature' dialog box. It contains a certification statement and a form for signature information. The certification statement reads: 'CERTIFICATION BY CHIEF FINANCIAL OFFICER OR ADMINISTRATOR OF PROVIDER(S) 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 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 Pacific SNF (14-5000) for the cost report period beginning 10/1/17 and ending 9/30/18, 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.'

The form has three input fields: 'First Name' (containing 'John'), 'Last Name' (containing 'Public'), and 'Title' (containing 'Administrator'). Below the form are three buttons: 'Accept', 'Sign Manually', and 'Cancel'. To the right of the buttons are instructions: 'Click Accept to electronically sign report and build ECR files.' and 'Click Sign Manually to build ECR files and manually sign the report.'

Electronic Signature and MCR eFiling



The certification page will print with the electronic signature checkbox checked and name, title and date filled in.

CERTIFICATION BY CHIEF FINANCIAL OFFICER OR ADMINISTRATOR

I HEREBY CERTIFY that I have read the above certification statement and that I have manually submitted cost report and the Balance Sheet and Statement of Revenue and Expense cost report period beginning October 1, 2017 and ending September 30, 2018, and that its statements are true, correct and complete and prepared from the books and records or instructions, except as noted. I further certify that I am familiar with the laws and regulations, and that the services identified in this cost report were provided in accordance with the laws and regulations.

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

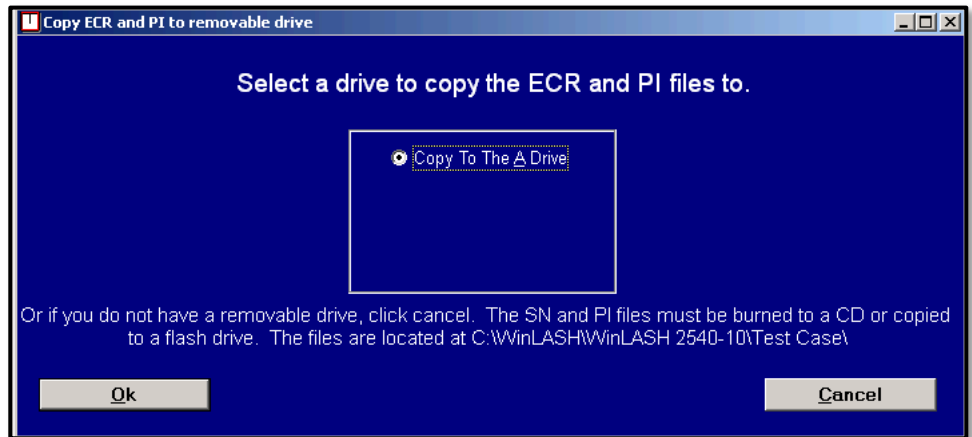
ECR Encryption Information:
03/28/2019 10:10

jaC73znfrywVm7x:KXlhRGx8HYmg70
i2ycx0GOqSysyisT3BXU7e0EbxPuuy
rxYd1NVz2H0cW9af

PI Encryption Information:
03/28/2019 10:10

(Signed) John Public
Title: Administrator
Date: 03/28/2019

If filing via MCR eFiling, click cancel when the "Copy ECR and PI to removable drive" screen comes up.

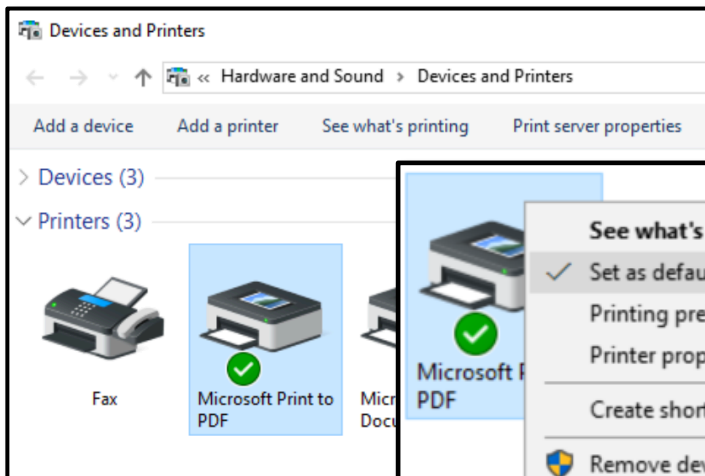
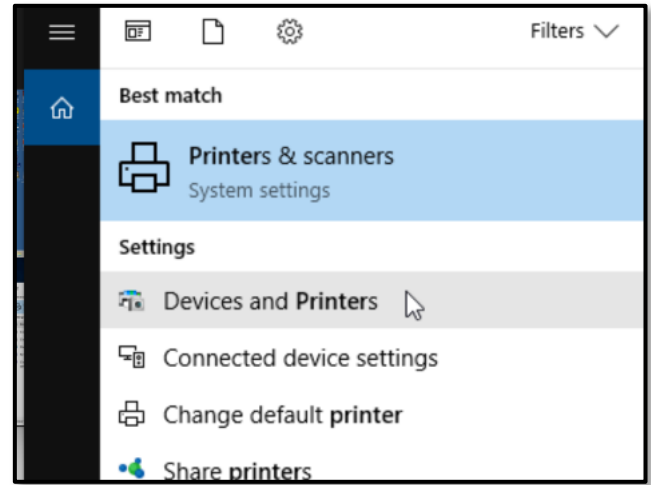


Electronic Signature and MCR eFiling

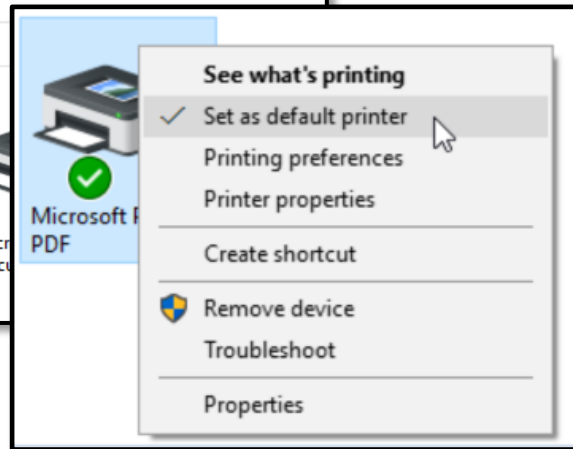
Printing to PDF in WinLASH

In order to print to PDF in WinLASH you will need to set up a PDF printer as your computer's default printer:

- Make sure you have a PDF printer installed on your computer. Windows 10 includes **Microsoft Print to PDF** which is the solution demonstrated here, however the steps are the same with any PDF printer.
- Open the Devices and Printers settings on your computer.



- In the **Devices and Printers** settings window, locate the **Microsoft Print to PDF**.



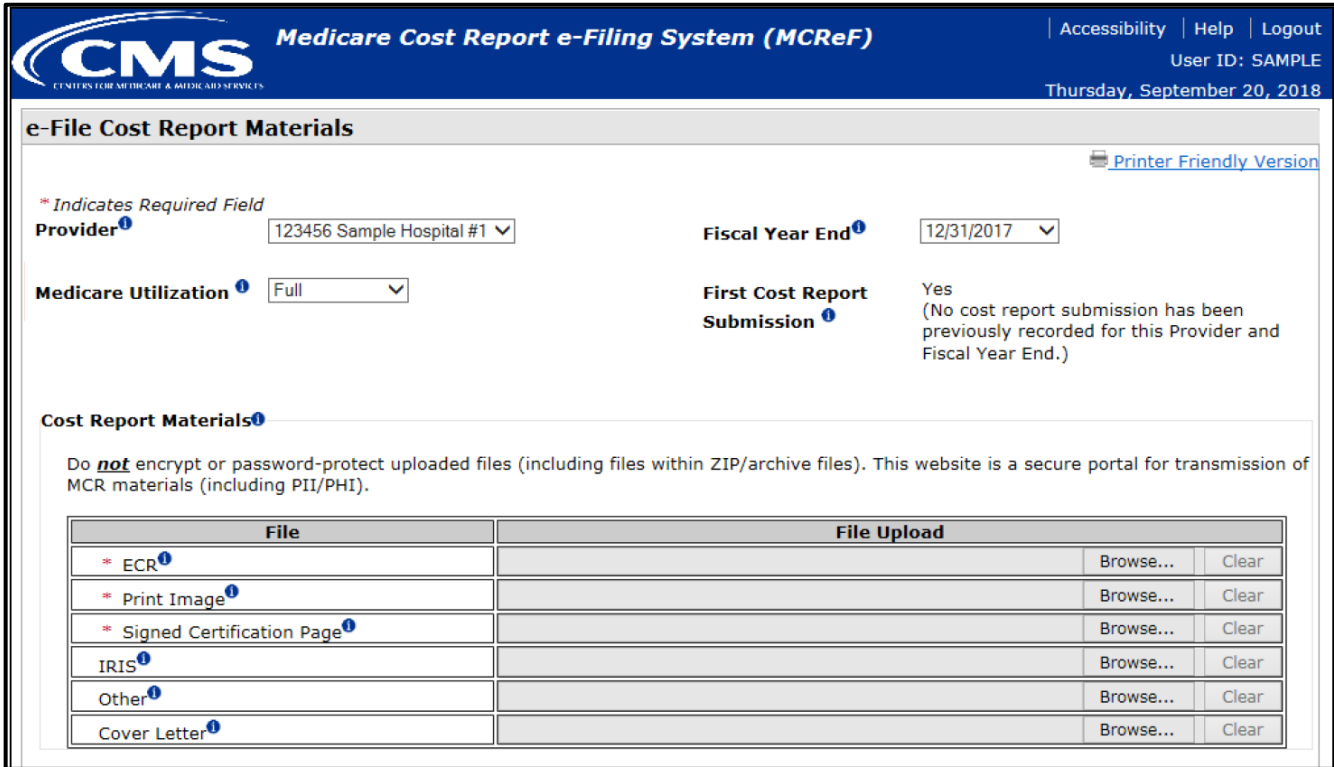
- Right-click on the **Microsoft Print to PDF** icon and select "Set as default printer" from the context menu.
- Now, all printing from WinLASH will print directly to PDF. When you print your computer will prompt you to name and save the PDF file that will be created.

To return to normal paper printing, go back to the **Devices and Printers** settings on your computer and set your usual printer as the default.

Electronic Signature and MCR e-Filing

Loading WinLASH ECR Files to MCR eFiling

In the CMS MCR eFiling portal, the “slots” available to upload to are labeled “ECR”, “Print Image” and “Signed Certification Page.” The “Other” slot is for supporting documents (trial balance, financial statements, etc.)



e-File Cost Report Materials

* Indicates Required Field

Provider: 123456 Sample Hospital #1 Fiscal Year End: 12/31/2017

Medicare Utilization: Full First Cost Report Submission: Yes
(No cost report submission has been previously recorded for this Provider and Fiscal Year End.)

Cost Report Materials

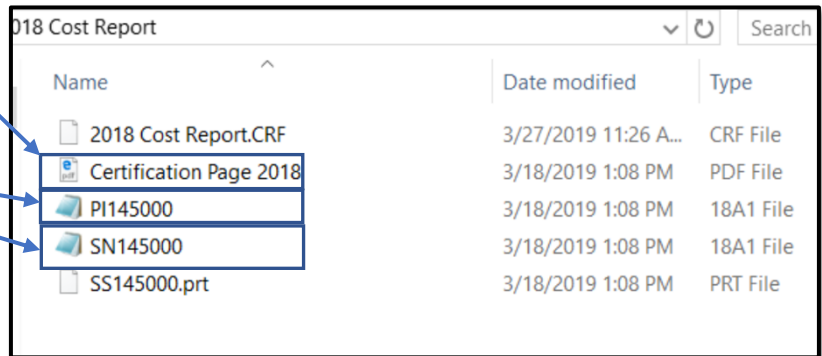
Do **not** encrypt or password-protect uploaded files (including files within ZIP/archive files). This website is a secure portal for transmission of MCR materials (including PII/PHI).

File	File Upload
* ECR	Browse... Clear
* Print Image	Browse... Clear
* Signed Certification Page	Browse... Clear
IRIS	Browse... Clear
Other	Browse... Clear
Cover Letter	Browse... Clear

When

WinLASH completes the Build ECR File process, it creates 3 files (ECR, Print Image, and Certification Page) that map to MCR eFiling as follows:

- This is the “Signed Certification Page.” The name of this file is user defined and can differ from this example.
- This is the “Print Image” file.
- This is the “ECR” file. The name of this file will differ depending on the type of report you are completing:



Name	Date modified	Type
2018 Cost Report.CRF	3/27/2019 11:26 A...	CRF File
Certification Page 2018	3/18/2019 1:08 PM	PDF File
PI145000	3/18/2019 1:08 PM	18A1 File
SN145000	3/18/2019 1:08 PM	18A1 File
SS145000.prt	3/18/2019 1:08 PM	PRT File

- 222 – RHC: RH + 6 digit provider number. (Example: RH273800.18A1)
- 224 – FQHC: FQ + 6 digit provider number. (Example: FQ141850.18A1)
- 1728 – Home Health: HH + 6 digit provider number. (Example: HH147100.18A1)
- 1984 – Hospice: HS + 6 digit provider number. (Example: HS141590.18A1)
- 2540 – Skilled Nursing Facility: SN + 6 digit provider number. (Example: SN145000.18A1)

This article on our website provides more information and links to videos about the MCR eFiling system: <https://www.winlash.com/winlash-news/2018/12/19/medicare-cost-report-e-filing-how-to>