# Electronic Signature and MCReF E-Filing

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 MCReF.

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**.
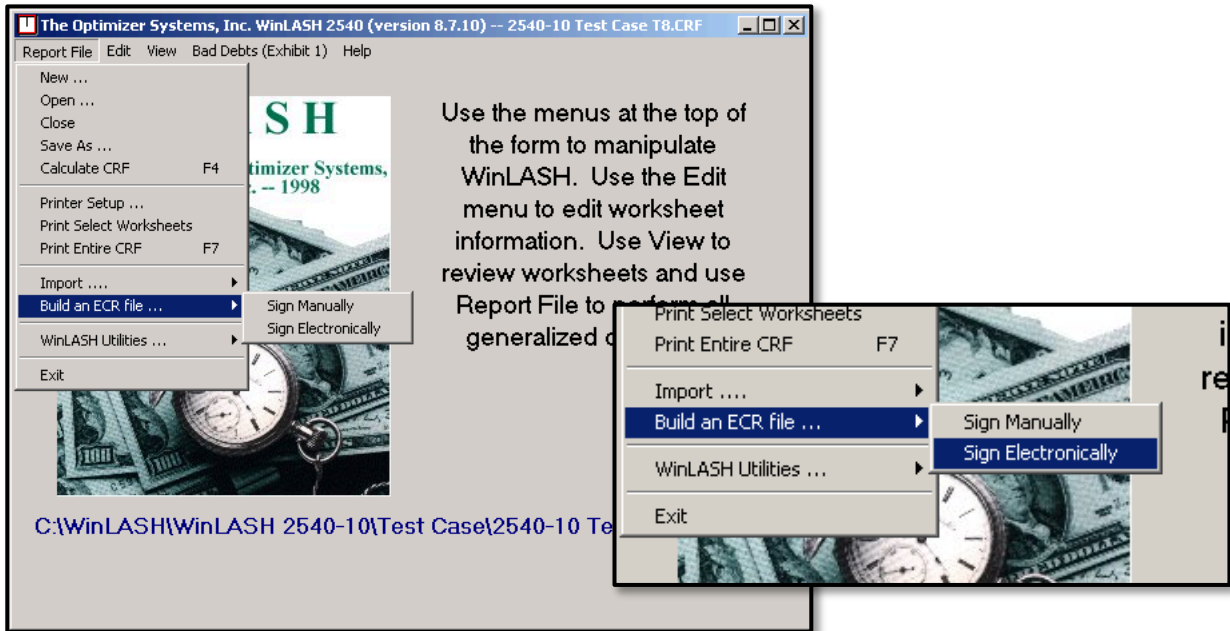
Selecting **Sign Electronically** will open a new dialog box for signature information to be filled in.
(*Note: per CMS regulations, the cost report must be signed by either the Administrator or Chief Financial Officer*)
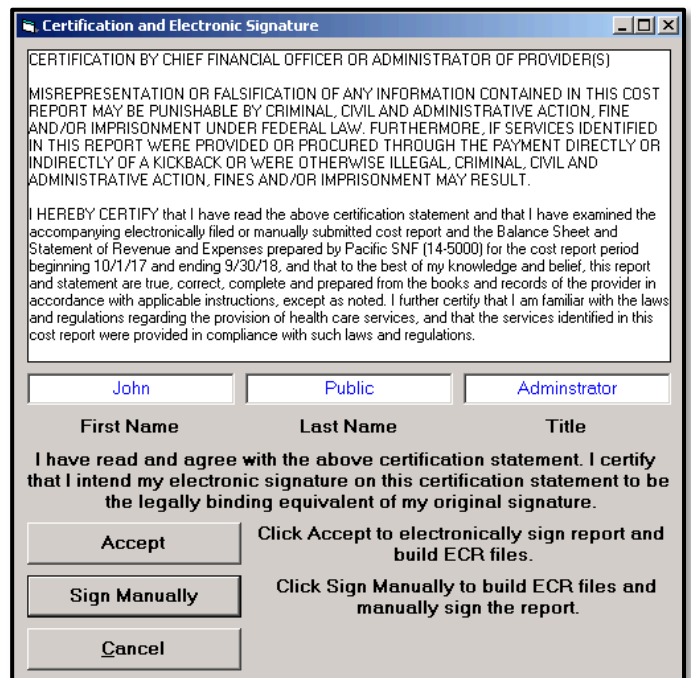
After the **First Name**, **Last Name** and **Title** fields are completed the **Accept** button will become available.

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.***

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

```
                    CERTIFICATION BY CHIEF FINANCIAL OFFICER OR ADMINISTR

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

    [X]  I have read and agree with the above certification statement. I certify that
         certification statement to be the legally binding equivalent of my original s

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ECR Encryption Information:
03/28/2019 10:10
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jaC73znfrywVm7x:KXlhRGx8HYmg7O             (Signed) John Public
i2ycx0GOqSysyisT3BXU7e0EbxPuuy
rxYd1NVz2H0cW9af                          Title:    Adminstrator

------------------------------             Date:     03/28/2019
PI Encryption Information:
03/28/2019 10:10
```
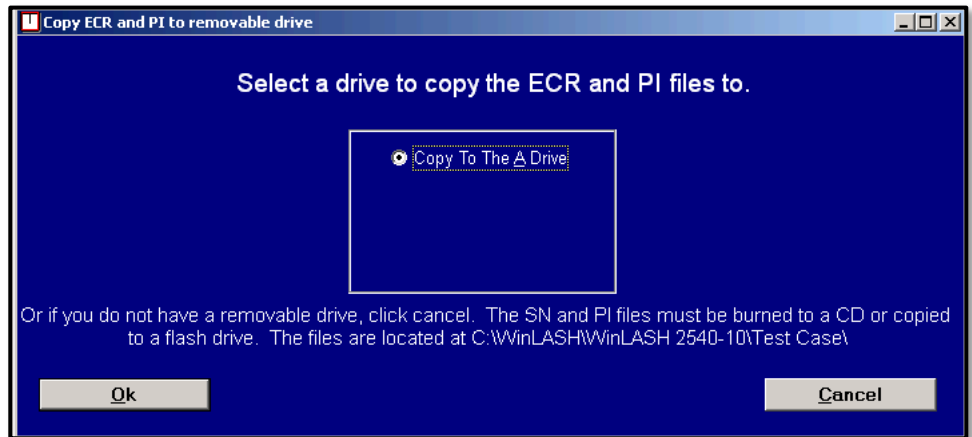
If filing via MCReF, click cancel when the "Copy ECR and PI to removable drive" screen comes up.

Copy ECR and PI to removable drive

Select a drive to copy the ECR and PI files to.

⊙ Copy To The A Drive

Or if you do not have a removable drive, click cancel. The SN and PI files must be burned to a CD or copied to a flash drive. The files are located at C:\WinLASH\WinLASH 2540-10\Test Case\

[Ok]   [Cancel]

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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.
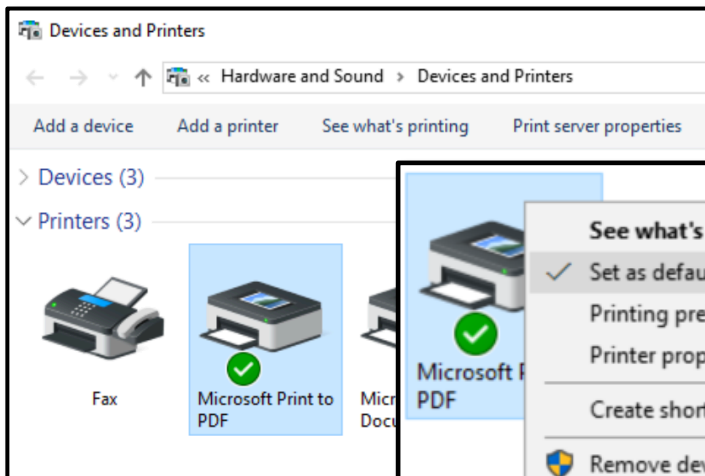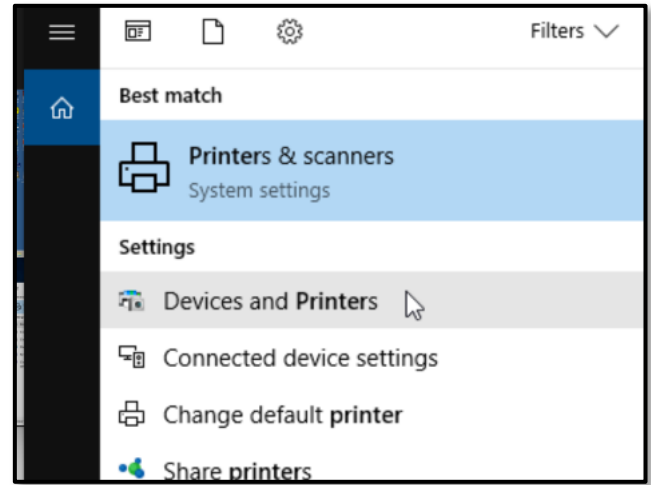
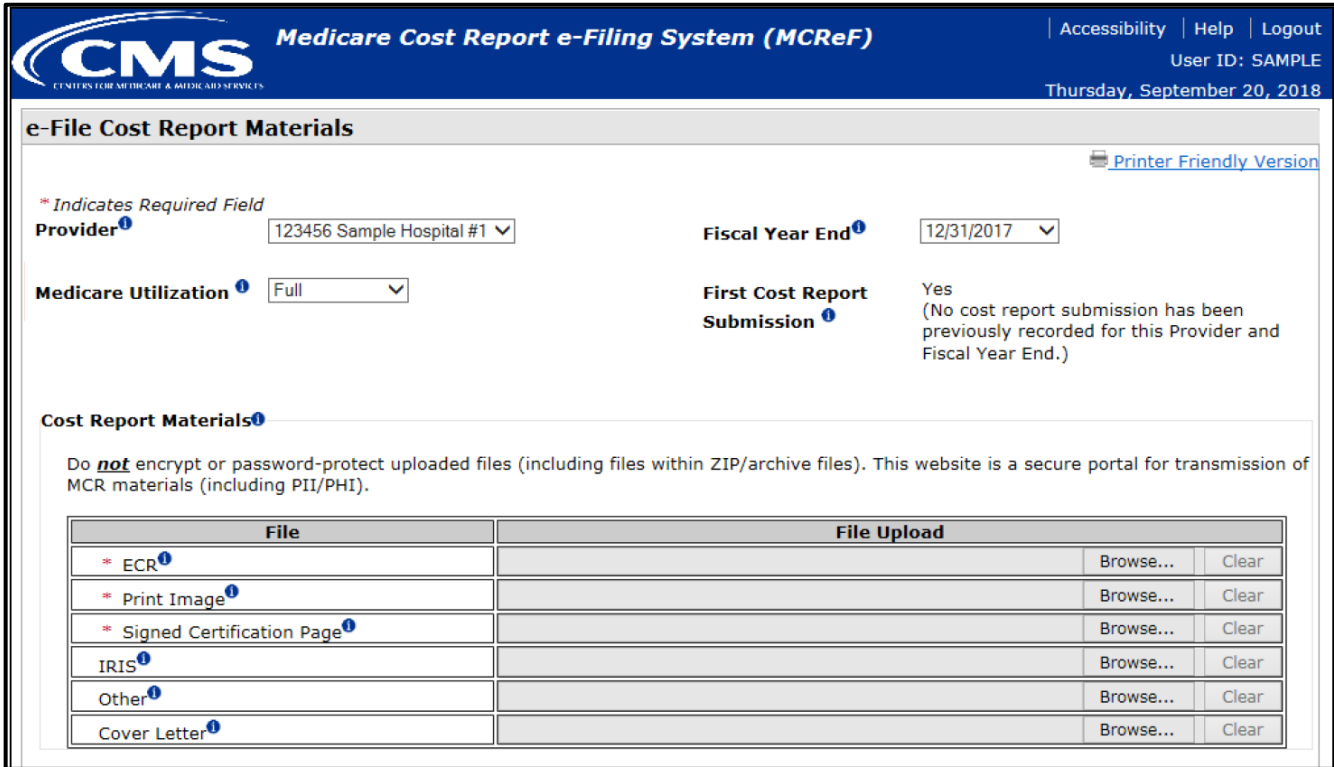- In the **Devices and Printers** settings window, locate the **Microsoft Print to PDF.**
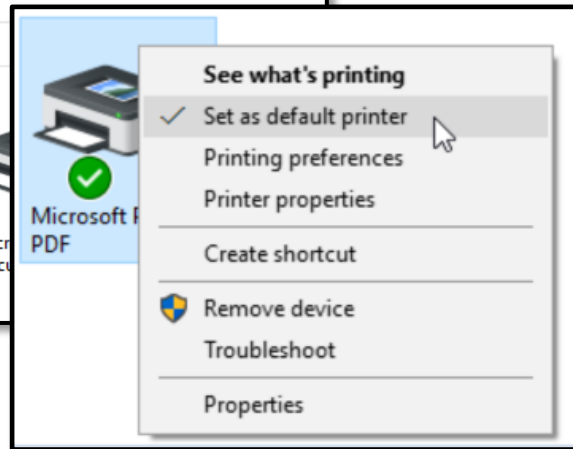
- Right-click on the **Microsoft Print to PDF** icon and select "Set as default printer" from the contex menu.

- 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.*

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Loading WinLASH ECR Files to MCReF

In the CMS MCReF 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.)
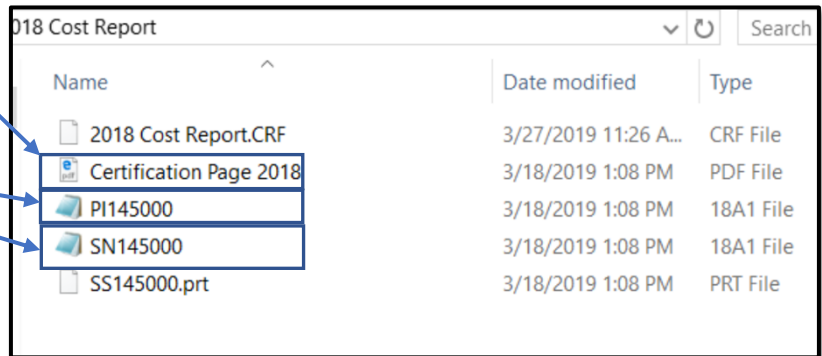
When WinLASH completes the Build ECR File process, it creates 3 files (ECR, Print Image, and Certification Page) that map to MCReF as follows:

- 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:

  - 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 MCReF filing system:
https://www.winlash.com/winlash-news/2018/12/19/medicare-cost-report-e-filing-how-to