

Instructions for using Home Office List lookup – SEXTANTH.txt

If the Nursing Home provider has a Home Office, please use SEXTANTH.txt to select the Home Office. SEXTANTH.txt is a list of known home offices.

To use SEXTANT.txt, download it from the Electronic Cost Report for Nursing Homes website (http://ahca.myflorida.com/Medicaid/cost_reim/ecr.shtml) and save it in the same directory as the Sextant excel file is located.

Then in Sextant, when you answer “Yes” to Do you have a Home Office? (Sch P) – a dialog will appear to select a Home Office from (pictured below).

SELECT PRE-DEFINED HOME OFFICE ? X

Select Your Home Office from the drop-down list, Then click OK. Click CANCEL if your Home Office is not listed or to discard your selection.

Home Office DBA

Mailing Address

Mailing Address 2

City

State Abbreviation ZIP code

Note: Selected Data can be modified on the INPUT sheet after clicking OK.

OK E-Cost Report - SEXTANT ver. 1(o) Cancel

Select the Home Office and click OK. This will add the Home Office information to the INPUT sheet. If the Home Office is not listed, click Cancel and enter the information manually. If the Home Office information is out of date – it may be edited on the INPUT sheet after selecting it.

Information for Electronic Cost Reports for Nursing Homes may be found at:

http://ahca.myflorida.com/Medicaid/cost_reim/ecr.shtml