

**Five Top Medicare Ground Ambulance Data Collection System (GADCS) Tips for Selected Ground Ambulance Organizations in Year 1 and Year 2 that are Required to Report Beginning in January 2023**  
*[Revised November 2, 2023]*

- 1. Confirm when your organization needs to collect and report information.** Organizations selected in Year 1 and Year 2 should have already reported the start date for their continuous, 12-month data collection period and contact information to CMS. The data collection period runs January 1, 2022 through December 31, 2022 for many organizations, but may be months later if your most recent fiscal year started after January 1, 2022. Your organization's 5-month data reporting period begins immediately after its 12-month data collection period. See the [GADCS Frequently Asked Questions \(FAQ\) document](#) for examples of data collection and reporting timelines. If your organization was selected in Year 1 or Year 2 and you **have not yet provided your data collection period start date and contact information to CMS, you are required to provide this information to Palmetto GBA, one of Medicare's Administrative Contractors, immediately via this [Palmetto GBA website](#)**. If you have not yet provided this information and your reporting period has passed, you may also [contact CMS](#) for advice on next steps.
- 2. Familiarize yourself with CMS' GADCS resources.** The [CMS GADCS website](#) links to many documents and guides to help ground ambulance organizations understand how to collect and report information. These include a printable version of the GADCS questions (the "instrument") in [English](#) and in [Spanish](#), a GADCS [User Guide](#) with screenshots of the web-based GADCS system and pointers on each question, a [GADCS FAQ document](#), tip sheets on topics such as [allocating costs and revenues](#) and [reporting expenses for contracted services](#), slides and recordings from [prior webinars](#), and a [video walkthrough](#) of the GADCS.
- 3. Decide ahead of time whether to use a template to submit facility/vehicle data.** For some questions related to facilities and vehicles, larger organizations may find it easier to complete and import the optional Microsoft Excel-based templates instead of entering information row-by-row in the web-based GADCS system. See CMS' August 4, 2022 [slide presentation](#) and the [facilities](#) and [vehicles](#) template files (revised on November 7, 2022) for details. There are also sections of the video walkthrough which demonstrate the [use of the templates](#) and entry of [facilities](#) and [vehicles](#) data directly into the web-based system.
- 4. Coordinate with your billing staff or company (if you use one).** You'll need to report ground ambulance service volume by billing code and revenue by payer. Later, you'll be asked for revenue received—not billed—by payer. Billing staff and companies can run reports to make gathering and reporting this information easier. See the [GADCS User Guide](#) for more information.
- 5. Register in advance to get access to the GADCS Portal.** Prior to accessing the GADCS, you will need to register for a user ID and password in CMS' Enterprise Identify Management (IDM) system. IDM is the CMS identification and authentication system used to access CMS web-based applications. IDM allows users to obtain one ID and password needed to access GADCS. Once you have the user ID and password, you can request your GADCS role. See the [GADCS Portal Quick Tips](#) for more information. Please ensure that your name was listed as one of the contacts for your organization when you reported your initial data requirement (start date of your data collection period and contact information) to [Palmetto GBA's website](#). We are limiting access to the GADCS portal to those that are on the list of contacts.