PBJ Census Data

Training Outline: Module 8
- PBJ Login
- Add Census Data
- Edit Census Data
- Delete Census Data
- QTSO Help Desk Support

PBJ Login

To log into the PBJ system, select the PBJ Submissions link and the QIES National System Login page displays.

If you are unable to login you can go to the QIES User Maintenance application to reset your User ID/Password.

Enter your QIES User ID in the User ID field.

Enter the password for your QIES User ID.

Select the Login button and the U.S. Government-Authorized Use Only pop-up window is presented. Review the contents of the window.

Select the OK button and the PBJ Home page is presented.

Add Census Data

Under the Data Entry section, select the Census Data option.

The Manual Census Data Entry screen will be displayed.

Select the Facility that corresponds to the Census Data.

Select the Federal Fiscal Quarter that corresponds to the Census Data.

Census data needs to be submitted on the last day of the month for a total of three submissions per quarter.

The three types of Census data required are as follows:

Medicare Census

Medicaid Census

Other Census

Select the appropriate box that corresponds to the correct month end date and enter your census information.

The Total Census count will be displayed on the right hand side.

Select the Save Changes button to save your Census Data.

Edit and Delete Census Data

To make a change to saved census data you can highlight the field that needs updated and enter the correct number or enter zero if you entered the information in the wrong field.

Save any updates by selecting the Save Changes button.

QTSO Help Desk Support

If you require assistance with the PBJ submission system, contact the QTSO Help Desk by:

Phone at (800) 339-9313

E-mail at help@qtso.com