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| <b>CMS Manual System</b>                | <b>Department of Health &amp; Human Services (DHHS)</b>   |
| <b>Pub 100-20 One-Time Notification</b> | <b>Centers for Medicare &amp; Medicaid Services (CMS)</b> |
| <b>Transmittal 1893</b>                 | <b>Date: August 4, 2017</b>                               |
|   | <b>Change Request 10201</b>                               |

**SUBJECT: Combined Common Edits/Enhancements Module (CCEM) Updates to Business and Holiday Tables**

**I. SUMMARY OF CHANGES:** The purpose of the change request (CR) is to direct the CCEM maintainer to make all the system changes necessary to ensure the CCEM is updated for the business days table so that only non-business days, or exceptions for weekend processing need to be entered on the table.

**EFFECTIVE DATE: January 1, 2018**

*\*Unless otherwise specified, the effective date is the date of service.*

**IMPLEMENTATION DATE: January 2, 2018**

*Disclaimer for manual changes only: The revision date and transmittal number apply only to red italicized material. Any other material was previously published and remains unchanged. However, if this revision contains a table of contents, you will receive the new/revised information only, and not the entire table of contents.*

**II. CHANGES IN MANUAL INSTRUCTIONS:** (N/A if manual is not updated)

R=REVISED, N=NEW, D=DELETED-Only One Per Row.

| <b>R/N/D</b> | <b>CHAPTER / SECTION / SUBSECTION / TITLE</b> |
|--------------|---|
| N/A          | N/A   |

**III. FUNDING:**

**For Medicare Administrative Contractors (MACs):**

The Medicare Administrative Contractor is hereby advised that this constitutes technical direction as defined in your contract. CMS does not construe this as a change to the MAC Statement of Work. The contractor is not obligated to incur costs in excess of the amounts allotted in your contract unless and until specifically authorized by the Contracting Officer. If the contractor considers anything provided, as described above, to be outside the current scope of work, the contractor shall withhold performance on the part(s) in question and immediately notify the Contracting Officer, in writing or by e-mail, and request formal directions regarding continued performance requirements.

**IV. ATTACHMENTS:**

**One Time Notification**

# Attachment - One-Time Notification

|                    |                          |                             |                              |
|--------------------|--------------------------|-----------------------------|------------------------------|
| <b>Pub. 100-20</b> | <b>Transmittal: 1893</b> | <b>Date: August 4, 2017</b> | <b>Change Request: 10201</b> |
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**SUBJECT: Combined Common Edits/Enhancements Module (CCEM) Updates to Business and Holiday Tables**

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## I. GENERAL INFORMATION

**A. Background:** The CCEM currently uses a Business Days table that is loaded from spreadsheet data and is provided with each release. The spreadsheet contains all the dates for the calendar year with Saturday and Sunday marked as non-business days and Monday through Friday are marked as business days. Currently, the spreadsheet has all the dates for the 2010-2020 calendar. The CCEM uses the business day's table to validate claim file receipt dates and assign the ICN/DCN number to claims. The MACs load the spreadsheet to their database business days table and mark any other business (Saturday or Sunday) or non-business days (e.g.holidays) that they want for a given year.

The change for this process is to ensure only exceptions are included on the Business Days table. Dates that are holidays would not be valid business days. This change streamlines the process and reduces the amount of data stored on the table. MACs update the table with the actual exclusion data they need for CCEM processing at their Local Data Center (LDC). Processing logic in the CCEM would change to identify Monday - Friday as business days and Saturday and Sunday as non-business days and reading the business day's table to provide any exceptions to this logic. This also adds the ability to update the business days table (apply additions, changes, and deletes of data) through the Maintenance Console.

**B. Policy:** There has been no change in policy.

## II. BUSINESS REQUIREMENTS TABLE

*"Shall" denotes a mandatory requirement, and "should" denotes an optional requirement.*

| Number    | Requirement   | Responsibility |   |             |             |                                  |                  |                  |             |       |      |
|-----------|---|----------------|---|-------------|-------------|----------------------------------|------------------|------------------|-------------|-------|------|
|           |   | A/B<br>MAC     |   |             | D<br>M<br>E | Shared-<br>System<br>Maintainers |                  |                  |             | Other |      |
|           |   | A              | B | H<br>H<br>H |             | F<br>M<br>V<br>C                 | M<br>C<br>S<br>S | V<br>M<br>S<br>S | C<br>W<br>F |       |      |
| 10201.1   | The contractor shall revise the existing table to only require business day exceptions be entered on the table.           |                |   |             |             |                                  |                  | X                |             |       |      |
| 10201.1.1 | The contractor shall consider Monday thru Fridays as Business days, unless identified on the table as a non-business day. |                |   |             |             |                                  |                  | X                |             |       | CCEM |

| Number                | Requirement   | Responsibility |   |             |                            |                           |             |             |             |       |  |
|-----------------------|---|----------------|---|-------------|----------------------------|---------------------------|-------------|-------------|-------------|-------|--|
|                       |   | A/B MAC        |   |             | D<br>M<br>E<br>M<br>A<br>C | Shared-System Maintainers |             |             |             | Other |  |
|                       |   | A              | B | H<br>H<br>H |                            | F<br>I<br>S<br>S          | M<br>C<br>S | V<br>M<br>S | C<br>W<br>F |       |  |
| 10201.1.1<br>.1       | The contractor shall consider Saturdays and Sundays as non-business days, unless identified on the table as a business day. |                |   |             |                            |                           | X           |             |             | CCEM  |  |
| 10201.1.1<br>.1.1     | The contractor shall consider a date with a Y in the business day field as a business day.                                  |                |   |             |                            |                           | X           |             |             | CCEM  |  |
| 10201.1.2             | The contractor shall consider a date with an N in the business day field as a non-business day.                             |                |   |             |                            |                           | X           |             |             | CCEM  |  |
| 10201.1.2<br>.1       | The contractor shall remove the Julian date from the table.   |                |   |             |                            |                           | X           |             |             | CCEM  |  |
| 10201.2               | The contractor shall add the ability to add/update/delete the Business Days Table using the maintenance console.            |                |   |             |                            |                           | X           |             |             | CCEM  |  |
| 10201.2.1             | The contractor shall add or delete dates.   | X              | X |             |                            |                           |             |             |             |       |  |
| 10201.2.1<br>.1       | The contractor shall only include valid dates.  | X              | X |             |                            |                           |             |             |             |       |  |
| 10201.2.1<br>.1.1     | The contractor shall include only the value Y or N in the business day field.   | X              | X |             |                            |                           |             |             |             |       |  |
| 10201.2.1<br>.1.1.1   | The contractor shall enter a date once and it shall not be changed, if the date is entered incorrectly it may be deleted.   |                |   |             |                            |                           | X           |             |             | CCEM  |  |
| 10201.2.1<br>.1.1.1.1 | The contractor shall note the business day flag of Y / N may be updated.  |                |   |             |                            |                           | X           |             |             | CCEM  |  |

### III. PROVIDER EDUCATION TABLE

| Number | Requirement | Responsibility |   |             |                            |                  |  |
|--------|-------------|----------------|---|-------------|----------------------------|------------------|--|
|        |             | A/B MAC        |   |             | D<br>M<br>E<br>M<br>A<br>C | C<br>E<br>D<br>I |  |
|        |             | A              | B | H<br>H<br>H |                            |                  |  |
|        | None        |                |   |             |                            |                  |  |

#### IV. SUPPORTING INFORMATION

##### Section A: Recommendations and supporting information associated with listed requirements:

*"Should" denotes a recommendation.*

| X-Ref<br>Requirement<br>Number | Recommendations or other supporting information: |
|--------------------------------|--|
|--------------------------------|--|

**Section B: All other recommendations and supporting information:** N/A

#### V. CONTACTS

**Pre-Implementation Contact(s):** Barbara Pecoraro, 410.786.6188 or barbara.pecoraro@cms.hhs.gov

**Post-Implementation Contact(s):** Contact your Contracting Officer's Representative (COR).

#### VI. FUNDING

##### Section A: For Medicare Administrative Contractors (MACs):

The Medicare Administrative Contractor is hereby advised that this constitutes technical direction as defined in your contract. CMS does not construe this as a change to the MAC Statement of Work. The contractor is not obligated to incur costs in excess of the amounts allotted in your contract unless and until specifically authorized by the Contracting Officer. If the contractor considers anything provided, as described above, to be outside the current scope of work, the contractor shall withhold performance on the part(s) in question and immediately notify the Contracting Officer, in writing or by e-mail, and request formal directions regarding continued performance requirements.

**ATTACHMENTS: 0**