

<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 2082</b>	<b>Date: May 4, 2018</b>
	<b>Change Request 10526</b>

**SUBJECT: Analysis for Mandatory Support of Review Contractors to Send Electronic Medical Documentation Requests (eMDR) to Participating Providers via the Electronic Submission of Medical Documentation (esMD) System**

**I. SUMMARY OF CHANGES:** The purpose of this Change Request (CR) is to analyze the requirements for process updates and technical solution to support sending Additional Documentation Request (ADR) letters electronically as eMDR.

**EFFECTIVE DATE: October 1, 2018**

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

**IMPLEMENTATION DATE: October 1, 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**



Number	Requirement	Responsibility								Other
		A/B MAC		H H H	D M E M A C	Shared- System Maintainers			C W F	
		A	B			F I S S	M C S	V M S		
	<p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>Analyze any existing systems that can be leveraged such as the MAC portals and Fiscal Intermediary Shared System (FISS) Direct Data Entry (DDE) access to providers.</li> <li>Expansion to be considered for sending other outbound documents that may contain PHI data.</li> </ul>									
10526.2	<p>The SSMs and MACs shall attend eleven (11) one-hour analysis calls (on or about the third week of June) to discuss:</p> <ul style="list-style-type: none"> <li>Processes to meet the requirement; and</li> <li>Potential challenges related to enrollment and the exchange of PHI data.</li> </ul>	X	X	X	X	X	X	X		esMD
10526.2.1	The SSMs shall document and post meeting minutes from their perspective in ECHIMP within three (3) business days after each call.					X	X	X		
10526.2.2	The SSMs and MACs shall provide the contact names and email addresses for the analysis calls to CMS at <a href="mailto:esMDBusinessOwners@cms.hhs.gov">esMDBusinessOwners@cms.hhs.gov</a> within five (5) business days of the issuance of this CR.	X	X	X	X	X	X	X		
10526.3	<p>The SSMs shall upload to ECHIMP, 30 calendar days after the final conference call, a design document that shall include draft implementation requirements and recommended business processes.</p> <p><b>NOTE:</b> The draft requirements and business processes will be used to develop the implementation CR for a future release.</p>					X	X	X		
10526.3.1	The SSMs shall send their estimated hours/level of effort associated with the design document to CMS at <a href="mailto:esMDBusinessOwners@cms.hhs.gov">esMDBusinessOwners@cms.hhs.gov</a> , 30 calendar days after the final conference call.					X	X	X		

### III. PROVIDER EDUCATION TABLE

Number	Requirement	Responsibility				
		A/B MAC			D M E	C E D I
		A	B	H H H		
	None					

### IV. SUPPORTING INFORMATION

**Section A: Recommendations and supporting information associated with listed requirements: N/A**

*"Should" denotes a recommendation.*

X-Ref Requirement Number	Recommendations or other supporting information:

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

### V. CONTACTS

**Pre-Implementation Contact(s):** Melanie Jones, 410-786-5461 or [Melanie.Jones@cms.hhs.gov](mailto:Melanie.Jones@cms.hhs.gov)

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

### VI. FUNDING

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

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**ATTACHMENTS: 0**