
CMS Manual System

Pub. 100-04 Medicare Claims Processing

Department of Health &
Human Services (DHHS)
Centers for Medicare &
Medicaid Services (CMS)

Transmittal 453

Date: JANUARY 28, 2005

CHANGE REQUEST 3593

SUBJECT: Instructions for Downloading the Medicare Zip Code File.

I. SUMMARY OF CHANGES: Instructions for downloading the Medicare zip code file.

NEW/REVISED MATERIAL – EFFECTIVE DATE: July 1, 2005.

***IMPLEMENTATION DATE: July 5, 2005.**

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

(R = REVISED, N = NEW, D = DELETED) – (Only One Per Row.)

| R/N/D | CHAPTER/SECTION/SUBSECTION/TITLE |
|-------|----------------------------------|
| N/A | |

III. FUNDING: Medicare contractors shall implement these instructions within their current operating budgets.

IV. ATTACHMENTS:

| | |
|----------|--------------------------------------|
| | Business Requirements |
| | Manual Instruction |
| | Confidential Requirements |
| | One-Time Notification |
| X | Recurring Update Notification |

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

Attachment – Recurring Update Notification

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|-------------|------------------|------------------------|---------------------|
| Pub. 100-04 | Transmittal: 453 | Date: January 28, 2005 | Change Request 3593 |
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SUBJECT: Instructions for Downloading the Medicare Zip Code File

I. GENERAL INFORMATION

A. Background: Each calendar quarter, CMS issues an updated zip code file used for pricing ambulance claims and jurisdictional pricing.

Every 2 months, CMS obtains an updated listing of zip codes from the U.S. Postal Service (USPS). On the basis of the updated USPS file, CMS updates the Medicare zip code file and makes it available to contractors.

Approximately 6 weeks prior to the beginning of each calendar quarter (i.e., approximately 6 weeks prior to January 1, April 1, July 1, and October 1), CMS will make available an updated Medicare zip code file. Thus, the updated file will be available in early November for the January 1 release, early February for the April 1 release, early May for the July 1 release, and early August for the October 1 release.

When an updated file is loaded to the Connect:Direct, it will add to the inventory of zip code files on the mainframe. The name of the file is [MU00.@AAA2390.ZIP.LOCALITY.Vyyyyr](#), where “yyyy” equals the calendar year and “r” equals the release number with January = 1, April = 2, July = 3, and October = 4.

NOTE: Even the most recently updated zip code file will not contain zip codes established by the USPS after CMS compiled the file. Therefore, for zip codes reported on claims that are not on the most recent zip code file, follow the instructions in the CMS Manual System, Publication 100-4, chapter 15, section 20.1.5.

B. Policy: This instruction describes the process for updating the Medicare zip code file.

C. Provider Education: None.

II. BUSINESS REQUIREMENTS

“Shall” denotes a mandatory requirement

“Should” denotes an optional requirement

| Requirement Number | Requirements | Responsibility (“X” indicates the columns that apply) | | | | | | | | |
|--------------------|---|---|-------------|---------------------------------|-----------------------|---------------------------|-------------|-------------|-------------|-----------------|
| | | F I | R H I | C a r r i e r | D M E R C | Shared System Maintainers | | | | Other |
| | | | | | | F I S S | M C S | V M S | C W F | |
| 3593.1 | Shared systems maintainers, fiscal intermediaries, and carriers as appropriate shall use the most recent version of the Medicare zip code file to process ambulance claims, and shall do jurisdictional pricing for other benefit categories where instructions direct the use of the zip code file. | X | | X | | X | X | X | | As appropriate. |
| 3593.2 | Approximately six (6) weeks before the beginning of each calendar quarter shared systems maintainers, fiscal intermediaries, and carriers as appropriate shall go to the Connect:Direct and search for the zip code file. | X | | X | | X | X | X | | As appropriate. |
| 3593.2.1 | Shared systems maintainers, fiscal intermediaries, and carriers as appropriate shall confirm that the release number (the last 5 digits) corresponds to the upcoming calendar quarter. | X | | X | | X | X | X | | As appropriate. |
| 3593.2.2 | If the release number (the last 5 digits) does not correspond to the upcoming calendar quarter, shared systems maintainers, fiscal intermediaries, and carriers as appropriate shall notify M. Barton Kershbaum at (410) 786-3321. | X | | X | | X | X | X | | As appropriate. |
| 3593.2.3 | Once shared systems maintainers, fiscal intermediaries, and carriers as appropriate have confirmed that the zip code file on the Connect:Direct corresponds to the next calendar quarter, shared systems maintainers, fiscal intermediaries, and carriers as appropriate shall download the file and incorporate the file into their testing regime for the upcoming model release. | X | | X | | X | X | X | | As appropriate. |
| 3593.2.4 | The name of the zip code file for July 2005 will be <u>MU00.@AAA2390.ZIP.LOCALITY.V20053</u> . The release number for this file is 20053, release 3 for the year 2005. | X | | X | | X | X | X | | As appropriate. |

III. SUPPORTING INFORMATION AND POSSIBLE DESIGN CONSIDERATIONS

A. Other Instructions: N/A

| X-Ref Requirement # | Instructions |
|---------------------|--------------|
| | |

B. Design Considerations: N/A

| X-Ref Requirement # | Recommendation for Medicare System Requirements |
|---------------------|---|
| | |

C. Interfaces: N/A

D. Contractor Financial Reporting /Workload Impact: N/A

E. Dependencies: N/A

F. Testing Considerations: N/A

IV. SCHEDULE, CONTACTS, AND FUNDING

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|---|---|
| <p>Effective Date: July 1, 2005</p> <p>Implementation Date: July 5, 2005</p> <p>Pre-Implementation Contact(s): Bart Kershbaum, (410) 786-3321, Mkershbaum@cms.hhs.gov</p> <p>Post-Implementation Contact(s): For availability of the file: Bart Kershbaum (410) 786-3321; for the accuracy of zip code entries or for urban/rural designations: Glenn McGuirk (410) 786-5723.</p> | <p>Medicare contractors shall implement these instructions within their current operating budgets.</p> |
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