



Related MLN Matters Article #: SE0729

Date Posted: August 2, 2007

Related CR #: N/A

Important Guidance on the New CMS-1500 and UB-04 Forms

Key Words

SE0729, Guidance, CMS-1500, UB-04, Form

Provider Types Affected

All providers using the new forms CMS-1500 or UB-04 to bill Medicare carriers, Fiscal Intermediaries (FIs), or Part A/B Medicare Administrative Contractors (A/B MACs) for services provided to Medicare beneficiaries

Key Points

CMS Form 1500 Version 08-05

- The Centers for Medicare & Medicaid Services (CMS) introduced the revised form CMS-1500 (08-05) in 2006.
- This new version of the form was revised to accommodate the reporting of the National Provider Identifier (NPI).
- It was developed through a collaborative effort led by the National Uniform Claim Committee (NUCC), which is chaired by the American Medical Association, in consultation with CMS.
- The committee includes representation from key provider and payer organizations, as well as standards setting organizations, one healthcare vendor, and the National Uniform Billing Committee (NUBC).
- The committee is intended to have an authoritative voice regarding national standard data content and data definitions for non-institutional health care claims in the United States.
- Although CMS prefers that providers submit all claims to Medicare electronically, the Administrative Simplification Compliance Act Public Law 107-105 (ASCA) and the implementation of 42 Code of Regulations (CFR) 424.32 provide for exceptions to the mandatory electronic claim submission requirement.
- Therefore, Medicare will receive, and process, paper claims (using the new [08-05] version of the CMS-1500 form) only from physicians and suppliers who are excluded from the mandatory electronic claims submission requirements.

- CMS began accepting the revised form CMS-1500 on January 1, 2007, and planned to discontinue the older version on April 1, 2007.
- However, formatting issues forced CMS to extend this date to July 2, 2007. At that time, CMS began returning the 12-90 version of the form. While the Government Printing Office is not yet in a position to accept and fill orders for the revised CMS-1500 form, CMS' research indicates the form is widely available for purchase from print vendors.
- For assistance in locating the form, providers can contact the NUCC at <http://www.nucc.org/>, or they might consider using local print media directories to search for print vendors, contacting other providers to inquire on their source for the form, or searching for "CMS-1500 (08-05)" or "CMS-1500 08/05" on the internet to locate online print vendors.
- Providers **should ask for samples** before ordering to ensure that the formatting is correct.
- Some important details in completing the new CMS-1500 form are as follows:
 - If providers previously populated boxes 17a (referring provider), 24j (rendering provider), and 33 (billing provider) with their legacy number, they should now begin using their NPI also.
 - The billing provider's NPI goes in box 33a. In addition, if the billing provider is a group, then the rendering provider's NPI must go in box 24j. If the billing provider is a solo practitioner, then box 24j is always left blank. A referring provider's NPI goes in box 17b.
 - If the information in block 33 (billing) is different than block 32 (service facility), the provider should populate block 32 with the address information.
 - Providers can learn more about the new version of the CMS-1500 by reading MLN Matters article MM5060 ("Additional Requirements Necessary to Implement the Revised Health Insurance Claim Form CMS-1500"), released September 15, 2006. They can find that article at <http://www.cms.hhs.gov/MLNMattersArticles/downloads/MM5060.pdf> on the CMS website.

UB-04 Information

- At its February 2005 meeting, the NUBC approved the UB-04 (CMS-1450) as the replacement for the UB-92.
- The UB-04, the basic form that CMS prescribes for the Medicare program, incorporates the NPI taxonomy, and additional codes.
- It is only accepted from institutional providers that are excluded from the mandatory electronic claims submission requirements set forth in the ASCA, and the implementing regulation at 42 CFR 424.32.
- Effective March 1, 2007, institutional claim filers such as hospitals, skilled nursing facilities, hospices, and others were to have started to use the UB-04 with a transitional period between March 1, 2007, and May 22, 2007 (during which time, either the UB-92 or the UB-04 may have been used).
- On and after May 23, 2007, the UB-92 is no longer acceptable (even as an adjustment claim). All institutional paper claims must be submitted on the UB-04.
- Providers should note that while most of the data usage descriptions and allowable data values have not changed on the UB-04, many UB-92 data locations have changed. In addition the bill type processing will change.

- Some details of the form are as follows:
 - The UB-04 (form CMS-1450) is a uniform institutional provider bill suitable for billing multiple third party payers. A particular payer, therefore, may not need some of the data elements.
 - When filing, providers should retain the copy designated "Institution Copy" and submit the remaining copies to their Medicare contractor, managed care plan, or other insurer.
 - Instructions for completing inpatient and outpatient claims are the same unless otherwise noted.
 - If providers omit any required data, their contractor will either ask the provider for them or obtain them from other sources and will maintain them on its history record. It will not obtain data that are not needed to process the claim.
 - Data elements in the CMS uniform electronic billing specifications are consistent with the UB-04 data set to the extent that one processing system can handle both.
 - The definitions are identical, although in some situations, the electronic record contains more characters than the corresponding item on the form because of constraints on the form size not applicable to the electronic record.
 - The revenue coding system is the same for both the form CMS-1450 and the electronic specifications.
 - For the UB-04, the billing provider's NPI is entered in Form Locator (FL) 56. The attending provider's NPI is entered in FL76. The operating provider's NPI is entered in FL77. Up to two other provider NPIs can be entered in FL78 and FL79.
 - For assistance in obtaining UB-04s, providers can contact the NUBC at <http://www.nubc.org/>.

Important Note: Medicare Fee-for-Service has instituted a contingency plan for NPI implementation that delays the requirement for the NPI beyond May 23, 2007. For details regarding this delay, please see MLN Matters article MM5595 at <http://www.cms.hhs.gov/MLNMattersArticles/downloads/MM5595.pdf> on the CMS website.

Important Links

The related MLN Matters article can be found at <http://www.cms.hhs.gov/MLNMattersArticles/downloads/SE0729.pdf> on the CMS website.

Providers can find more information about the UB-04 (form CMS-1450) by reading MLN Matters article MM5072 (Uniform Billing (UB-04) Implementation – UB-92 Replacement), released November 3, 2006, which is located at <http://www.cms.hhs.gov/MLNMattersArticles/downloads/MM5072.pdf> on the CMS website.

The related Change Request (CR5072) contains:

- A copy of the UB-04 form (front and back) in PDF format;
- A crosswalk between the UB-04 and the UB-92; and
- The revised portion of the *Medicare Claims Processing Manual*, Chapter 25 (Completing and Processing the CMS 1450 Data Set), Section 70 (Uniform Bill - Form CMS-1450 (UB-04)) and Section 71 (General Instructions for Completion of Form CMS-1450 (UB-04)). These sections contain very detailed instructions for completing the form.

Providers can find CR5072 at <http://www.cms.hhs.gov/Transmittals/downloads/R1104CP.pdf> on the CMS website.

If providers have any questions, they may contact their FI, carrier, or A/B MAC at their toll-free number, which may be found at <http://www.cms.hhs.gov/MLNProducts/downloads/CallCenterTollNumDirectory.zip> on the CMS website.