

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Centers for Medicare & Medicaid Services



News Flash – The publication titled “Evaluation and Management Services Guide” (revised December 2010), is now available in print format from the Medicare Learning Network®. This guide is designed to provide education on medical record documentation and evaluation and management billing and coding considerations. The “1995 Documentation Guidelines for Evaluation and Management Services” and the “1997 Documentation Guidelines for Evaluation and Management Services” are included in this publication. To place your order, visit <http://www.cms.gov/MLNGenInfo> on the Centers for Medicare & Medicaid Services (CMS) website, scroll down to “Related Links Inside CMS,” and select “MLN Product Ordering Page.”

MLN Matters® Number: MM7412 **Revised**

Related Change Request (CR) #: 7412

Related CR Release Date: May 20, 2011

Effective Date: May 20, 2011

Related CR Transmittal #: R2221CP

Implementation Date: No later than October 31, 2011

Postcard Mailing for the Annual Participation Open Enrollment Period

Note: This article was revised on June 3, 2011, to include additional information that will be on the postcard mailed to providers.

Provider Types Affected

This article is for physicians, practitioners, and suppliers who are eligible to make annual Medicare participation decisions through their Medicare contractors (carriers or Medicare Administrative Contractors (A/B MAC)).

Provider Action Needed



STOP – Impact to You

This article is based on Change Request (CR) 7412 which informs providers that they will not be receiving the usual Compact Disc (CD) from Medicare contractors announcing the annual open participation enrollment period that allows eligible

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physicians, practitioners, and suppliers to make their calendar year Medicare participation decision.



CAUTION – What You Need to Know

CR7412 informs providers that this year and as well as future years, the Centers for Medicare & Medicaid Services (CMS) is directing Medicare contactors to produce a postcard mailing, regarding the annual open participation enrollment period, instead of a CD, for eligible physicians, practitioners and suppliers.



GO – What You Need to Do

See the Background, Key Points, and Additional Information Sections of this article for further details regarding these changes.

Background

Every year, Medicare contractors conduct an open participation enrollment period in order to provide eligible physicians, practitioners and suppliers with an opportunity to make their calendar year Medicare participation decision. The open enrollment period runs from November 15 to December 31. In the past, contractors mailed a CD to all physicians and other health professionals announcing the annual open participation enrollment period. The CD contained an announcement document, the CMS-460 form, and provider education material about the Medicare program. The Medicare Physician Fee Schedule (MPFS) fees used to be included on the CD, but due to frequent last minute changes, they are now placed on the Medicare contractors' websites. Removing the Medicare fees from the CD provides greater flexibility for updates late in the year due to possible legislative changes or CMS payment policy decisions. Since the MPFS fees are no longer included on the CD and the educational materials, as well as the Form CMS-460, appear on your contractors' websites, the value of the CD to the provider community has diminished.

Key Points

The CMS is directing contractors to stop producing CDs for the annual participation mailing and replace the CD with a postcard reminder as follows:

- The annual open participation enrollment mailing takes place in mid November;
- Medicare contractors will also continue to post the new fees on their websites once the MPFS regulation is put on display;
- The "Medicare Claims Processing Manual" (Chapter 1, Section 30) is being updated with information regarding the postcard mailing and will also provide guidance to contractors for producing the postcard. You may review this

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chapter by referring to CR7412 at

<http://www.cms.gov/Transmittals/downloads/R2221CP.pdf> on the CMS website;

- The postcard will contain the following message:
Medicare Participating Provider Program
2012 Participation Enrollment and Fee Disclosure Information
- The postcard will also state “This is a reminder that the 2012 Annual Participation Open Enrollment Period is approaching. The open enrollment period runs mid-November through December 31”;
- Your Medicare contractor will include their toll-free telephone number and Web address on the postcard; and
- Medicare Physician Fee Schedule fees for services rendered in calendar year 2012 will also be posted on your local Medicare contractor’s website.

- The website will provide information to providers. For example:
 - Your Medicare contractor will have specific information about the Annual Participation Open Enrollment Period via a single page on their website as well as their telephone number;
 - The website will provide instructions for submitting the participation enrollment forms, or disenrollment requests (how, when, where, etc.); and

Any participating health care professional who is not changing their participation status does not need to take any action during this Annual Participation Open Enrollment Period. If you do not have Internet access, you should contact your local Medicare contractor to request a hardcopy Participation Enrollment and Information Package, which will include the new Medicare Physician Fee Schedule fees.

Additional Information

If you have any questions or if you do not have internet access, please contact your local Medicare Contractor at their toll-free number to request a hardcopy Participation Enrollment and Information Package, which includes the new Medicare fees. That toll-free number may be found on the postcard you receive or at <http://www.cms.hhs.gov/MLNProducts/downloads/CallCenterTollNumDirectory.zip> on the CMS website.

The official instruction associated with this CR7412 issued to your Medicare Carrier or A/B MAC regarding this change may be viewed at <http://www.cms.gov/Transmittals/downloads/R2221CP.pdf> on the CMS website.

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