

Medicare Managed Care Manual

Chapter 20 - Plan Communications Guide

Section 8 - Using the Common Working File (CWF)

(Rev. 50, 04-09-04)

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8.1 - Introduction

(Rev. 40, 11-14-03)

Medicare + Choice organization (M+C organization) can utilize the Medicare beneficiary information on the Common Working File (CWF) to facilitate the submittal of enrollment and other membership data to CMS. The information that can be accessed by M+C organizations includes eligibility, End Stage Renal Disease (ESRD), working aged and hospice data and utilization.

8.2 - The Common Working File

(Rev. 50, 04-09-04)

The CWF is resident at nine host sites located throughout the United States; however, three of the sites have been consolidated. The data related to the approximately 40 million Medicare beneficiaries is divided by geographical proximity to one of the nine sites. When M+C organizations access the CWF, the site closest to their service areas will be most likely to house data for their members. The sites are:

- *Northeast*
- *Keystone*
- *Great Lakes*
- *Mid-Atlantic*
- *South*
- *Southeast*
- *Southwest*
- *Great Western*
- *Pacific*

8.3 - Accessing the Common Working File

(Rev. 40, 11-14-03)

M+C organizations must obtain a user ID and password to access the CWF. These are separate from the user ID/password that an M+C organization obtains to access the CMS Data Center. Call your CO contact (see [Appendix H](#)) regarding CWF site and contact information.

M+C organization's will only require one CWF user ID/password to access any of the nine sites. This is because if a beneficiary's information is not found at a particular host site, the user can select another site without logging out.

8.3.1 - Logging Onto CWF

(Rev. 50, 04-09-04)

M+C organizations will access CWF through the CMS Data Center (HDC). (Refer to [Section 3 - Logging Onto the HDC](#) for instructions.)

```
DEPARTMENT OF HEALTH AND HUMAN SERVICES                Terminal
HCFA DATA CENTER                                       LU08D129

HH      HH      DDDDDDD//                               CCCCCC
HH      HH      DD  ///D                               CC      CC
HH      HH      DD  ///DD                              CC      CC
HHHHHHHHHH      DD  /// DD                            CC
HHHHHHHHHH      DD  -///DD                             CC
HH      HH      DD  /// DD                             CC      CC
HH      HH      DD/// DD                               CC      CC
HH      HH      DD///DDDD                             CCCCCC
//

OFFICE OF COMPUTER AND COMMUNICATIONS SERVICES

PLEASE HIT 'ENTER' FOR APPLICATION SELECTION MENU
(THE ACTION DESK PHONE IS: (410)-786-2580 or 1-800-562-1963)
(THE HDC STATUS PHONE IS: (410)-786-2599)
!!!! PLEASE HIT PF12 AT THE APPLICATION MENU FOR LATEST HCFA NEWS !!!!

***** B R O A D C A S T   M E S S A G E S *****
** PLEASE CHECK HCFA NEWS FOR THE LATEST SYSTEM INFORMATION **
***** HIT PF12 AT THE APPLICATIONS MENU *****
*****
```

At the “HDC” screen press **Enter** to obtain the “HDC Application Menu.” This screen displays a list of all applications that can be accessed from the HDC.

```
PAGE 1 of 3 ..... A P P L I C A T I O N   M E N U.....
04/05/00 14:19                               TERMINAL - LU08D142
```

```
** PLEASE CHECK HCFA NEWS FOR THE LATEST SYSTEM INFORMATION **
***** HIT PF12 AT THE APPLICATIONS MENU *****
*****
```

```
.....
1  TSO          ACTIVE   Application Development
2  RESERVED    INACTIVE Future CICS System
3  CICS41      ACTIVE   CICS41 System
4  M204PRD1    ACTIVE   MODEL204 Production Region
5  M204PRD2    ACTIVE   MODEL204 Version 2 Production
6  WYLBUR      ACTIVE   WYLBUR Online System
7  IDMSTEST    ACTIVE   IDMS/CV100 Database System
8  Y2KMILL     ACTIVE   MILL LPAR 2 Menu
9  M204PRD3    ACTIVE   Oscar/Cafm/Casr/Crowd/Clia
```

Select application ==>

more . . .

```
.....
PFK 1  H E L P          PFK 12  ** HDC NEWS**   PFK 3  HDC LOGO
PFK 7  PAGE BACK       PFK 8  PAGE FORWARD
PFK 2  APPLICATION INFO PFK 11 UTILITIES
```

At the bottom of the “Application Menu” screen, at the “Select application” ==> prompt, you may type in **CWFHMO** and press **Enter**.

```
PAGE 1 of 3 ..... A P P L I C A T I O N   M E N U.....
04/05/00 14:19                               TERMINAL - LU08D142
```

```
** PLEASE CHECK HCFA NEWS FOR THE LATEST SYSTEM INFORMATION **
***** HIT PF12 AT THE APPLICATIONS MENU *****
*****
```

```
.....
1  TSO          ACTIVE   Application Development
2  RESERVED    INACTIVE Future CICS System
3  CICS41      ACTIVE   CICS41 System
4  M204PRD1    ACTIVE   MODEL204 Production Region
5  M204PRD2    ACTIVE   MODEL204 Version 2 Production
6  WYLBUR      ACTIVE   WYLBUR Online System
7  IDMSTEST    ACTIVE   IDMS/CV100 Database System
8  Y2KMILL     ACTIVE   MILL LPAR 2 Menu
9  M204PRD3    ACTIVE   Oscar/Cafm/Casr/Crowd/Clia
```

Select application ==> **CWFHMO**

more . . .

```
.....
PFK 1  H E L P          PFK 12  ** HDC NEWS**   PFK 3  HDC LOGO
PFK 7  PAGE BACK       PFK 8  PAGE FORWARD
PFK 2  APPLICATION INFO PFK 11 UTILITIES
```

This will bring up the “Product Selection” menu screen containing a list of CWF host sites. Use the **F8** key to scroll through the list until you locate the host site that you want to select.

```
MENU                                HIHO MAIN MENU                                PAGE 1 OF 1
INQUIRY TYPE          HIC                                HOST ID          SEX
MCO PLAN NUMBER H_____
ELIGIBILITY INQUIRIES:
BENB  BENE ELIGIBILITY DATA
MSPA  MSP SUMMARY DISPLAY
MSPD  MSP DETAIL DISPLAY
HOSS  HOSPICE SUMMARY DISPLAY

UTILIZATION INQUIRIES:
BENM  BENE UTILIZATION DATA FOR MCOs

HOST IDS:  GL, GW, KS, MA, NE, PA, SE, SO, SW

F2=MENU F3=RETURN          F5=BENB          F12=EXIT          05/28/02
```

At the ==> prompt, type in the number for the site you wish to access and press Enter. The “CICSCWFB” logon screen will be displayed. In this example the host site “79 CICSCWFB MD PRODUCTION CICS” has been selected. This screen will vary depending on the host site that you select.

Type in your **user ID**, your **password** and then press **Enter**. A message will be displayed “YOUR SIGNON HAS BEEN COMPLETED PLEASE PROCEED.” Type **HIHO** and press **Enter**. The “HIHO Main Menu” screen will be displayed.

Or, If the “CICSCWFB” logon screen is not displayed, you may have to logon to the “CICS/ESA” system to access CWF. If the host site is GL, GW, KS, SE, or SO, after you select the site host from the Product Selection screen, the “CICS/ESA” for that specific site host will be displayed. The following is an example of the “CICS/ESA” screen for “Oregon.”

8.4 - The Healthcare Inquiry for HMOs (HIHO)

(Rev. 40, 11-14-03)

The Healthcare Inquiry for HMOs (HIHO) is the system that is used to access CMS CWF data.

```
MENU                               HIHO MAIN MENU                       PAGE 1 OF 1
INQUIRY TYPE                       HIC                                HOST ID
                                         SEX
                                         MCO PLAN NUMBER H_____

ELIGIBILITY INQUIRIES:

  BENB  BENE ELIGIBILITY DATA
  MSPA  MSP SUMMARY DISPLAY
  MSPD  MSP DETAIL DISPLAY
  HOSS  HOSPICE SUMMARY DISPLAY

UTILIZATION INQUIRIES:
  BENM  BENE UTILIZATION DATA FOR MCOs

HOST IDS:  GL, GW, KS, MA, NE, PA, SE, SO, SW

F2=MENU F3=RETURN           F5=BENB           F12=EXIT           05/28/02
```

There are four different inquiry types that are available to M+C organizations from the “HIHO Main Menu” screen:

- **BENB** - Bene Eligibility Data
- **MSPA** - MSP Summary Display
- **MSPD** - MSP Detail Display
- **HOSS** - Hospice Summary Display
- **BENM** – Bene Utilization Data for M+C organization’s

To access the data, type in the **4-digit code** for the data you want to display in the “Inquiry Type field, type in the **beneficiary’s health insurance claim number** in the “HIC” field, and press **Enter**.

MENU	HIHO MAIN MENU	PAGE	1 OF 1
INQUIRY TYPE	HIC 123456789A	HOST ID	SEX
		MCO PLAN NUMBER H	_____
ELIGIBILITY INQUIRIES:			
BENB	BENE ELIGIBILITY DATA		
MSPA	MSP SUMMARY DISPLAY		
MSPD	MSP DETAIL DISPLAY		
HOSS	HOSPICE SUMMARY DISPLAY		
UTILIZATION INQUIRIES:			
BENM	BENE UTILIZATION DATA FOR MCOs		
HOST IDS: GL, GW, KS, MA, NE, PA, SE, SO, SW			
F2=MENU	F3=RETURN	F5=BENB	F12=EXIT
			05/28/02

The “Display” screen for the health insurance claim number that you entered on the “HIHO Main Menu” will be shown.

NOTE: In most cases, no entry is required in the “Host ID, and M+C organization Plan Number” field on the “HIHO Main Menu” screen. The system is usually able to locate the record by accessing the other host sites. However, if after the **HIC number** is input and **Enter** is pressed and a message is displayed “that the beneficiary is not found or that no master record exists,” then a “2-digit host ID” other than the one you selected from the “Product Selection” screen must be typed in. The 2-digit host IDs are:

- **GL** - Great Lakes
- **GW** - Great Western
- **KS** - Keystone
- **MA** - Mid-Atlantic
- **NE** - Northeast
- **PA** - Pacific
- **SE** - Southeast
- **SO** - South
- **SW** - Southwest

To exit from this screen, press **F12**.

8.4.1 - Beneficiary Eligibility Data

(Rev. 50, 04-09-04)

The HIHO system provides access to current Medicare eligibility data for a specific beneficiary.

This data includes:

- Part A and Part B entitlement dates,
- MSP indicator,
- Personal identification data (name, sex, etc.),
- Date of birth and date of death,
- End Stage Renal Disease (ESRD) status, and
- Hospice status.

To access eligibility data, type in **BENB** in the “Inquiry Type” field, type in the **beneficiary’s health insurance claim number** in the “HIC” field on the “HIHO Main Menu” and press **Enter**.

MENU		HIHO MAIN MENU	PAGE	1 OF 1
INQUIRY TYPE	HIC	HOST ID	SEX	
		MCO PLAN NUMBER H_____		
ELIGIBILITY INQUIRIES:				
BENB	BENE ELIGIBILITY DATA			
MSPA	MSP SUMMARY DISPLAY			
MSPD	MSP DETAIL DISPLAY			
HOSS	HOSPICE SUMMARY DISPLAY			
UTILIZATION INQUIRIES:				
BENM	BENE UTILIZATION DATA FOR MCOs			
HOST IDS: GL, GW, KS, MA, NE, PA, SE, SO, SW				
F2=MENU F3=RETURN		F5=BENB	F12=EXIT	05/28/02

The “Beneficiary Eligibility Data” screen will be displayed for the health insurance claim number that you entered on the “HIHO Main Menu.” The most current eligibility information is displayed for the beneficiary.

```

BENB          BENEFICIARY ELIGIBILITY DATA          PAGE    1 OF  1
HIC  999999999X          LOCAL HOST          DOB  99/99/9999  SEX  _
CORR 999999999X          NAME XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX DOD  99/99/9999
INDS: MSP _          HOSP _

==>  CURRENT A ENT  99/99/9999  A TRM          SURNAME          FI
==>  CURRENT B ENT  99/99/9999  B TRM          CNTY CD
==>  ESRD:  YES or NO

F2=MENU F3=RETURN          F5=BENB F7=BWD F8=FWD F12=EXIT 99/99/9999
<==

```

This screen displays the following information:

Field	Description
HIC	This is the HIC number that was entered on the “HIHO Main Menu” screen.
HOST NAME	This is the name of the CWF Host site that contains the beneficiary’s records.
DOB	The beneficiary’s date of birth.
SEX	The sex of the beneficiary - M = male; F = female.
CORR	This is the most current HIC number. This number should be used for the beneficiary if there is more than one HIC number.
NAME	This is the beneficiary’s name - last name.first name. middle initial.
DOD	The beneficiary’s date of death.

Field	Description
INDS: MSP	This is the number of secondary payer information occurrences that exist for this beneficiary. If secondary payer information exists, this field will be 1 or greater. If there is no secondary payer information, this field will equal 0 .
HOSP	This field indicates whether the beneficiary has elected to receive hospice benefits. This field will indicate 1 for hospice benefits, or 0 for no hospice benefits.
CURRENT A ENT START DATE	This is the beneficiary's current Medicare Part A entitlement start date.
CURRENT A ENT END DATE	This is the beneficiary's current Medicare Part A entitlement end date.
SURNAME/FI	This is the beneficiary's surname and first initial.
CNTY CD	This is the 3-digit code associated with the county of residence of the beneficiary.
CURRENT B ENT START DATE	This is the beneficiary's current Medicare Part B entitlement start date.
CURRENT B ENT END DATE	This is the beneficiary's current Medicare Part B entitlement end date.
ST CODE	This is the 2-digit code associated with the state of residence of the beneficiary.
<i>ESRD</i>	<i>If the field is YES this indicated ESRD, if the field has a NO, then the beneficiary has no ESRD.</i>

Press **F2** to return to the "HIHO Main Menu." Press **F3** to return to the previous screen. The **F5=BENB** function is not applicable as that is the screen currently being displayed. Press **F7** to scroll backward through a list of records. Press **F8** to scroll forward through a list of records. Press **F12** to exit from the HIHO system.

8.4.2 - MSP Summary Display

(Rev. 40, 11-14-03)

The MSP Summary Display contains a list of all MSP records on file for a specific HIC. To access “MSP Summary Display,” go to the “HIHO Main Menu” screen. Type in **MSPA** in the “Inquiry Type” field, type in the **beneficiary’s health insurance claim number** in the “HIC” field and press **Enter**. The “MSP Summary Display” screen will be shown.

MSPA		MSP SUMMARY DISPLAY		PAGE 1 OF 1				
HIC 123456789D	GREAT WESTERN	DOB 02/19/1918	SEX F					
CORR 123456789D	NAME BROWN.VALERIE.C	DOD 11/11/99						
INDS: MSP 1	HOSP 1							
REC	MSP	DESCRIPTION	EFF DTE	TRM DTE	VAL DEL IND	ORIG UPDT	CONTRACTOR	DOA
001	A	WORKING AGED	02/01/1990		N	12345 12345	06/06/1992	
002	E	WORKMAN=S COMP	06/01/1990	06/15/1990	N	12345 12345	06/15/1990	
TOTAL RECORDS 01								
ENTER "D" (DETAIL) OR "H" (HIGHLIGHT) IN REC FIELD TO SELECT								
F2=MENU F3=RETURN F5=BENB F7=BWD F8=FWD F12=EXIT 04/06/00								

This screen displays the following information:

Field	Description
HIC	This is the HIC number that was entered on the “HIHO Main Menu” screen.
HOST NAME	This is the name of the CWF Host site that contains the beneficiary’s record.
DOB	The beneficiary’s date of birth.
SEX	The sex of the beneficiary - M = male; F = female.
CORR	This is the most current HIC number. This number should be used for the beneficiary if there is more than one HIC number.

Field	Description
NAME	This is the beneficiary's name - last name.first name. middle initial.
DOD	The beneficiary's date of death. If present, this should equal the TERM DATE of the last hospice entry.
REC	This is the number of the MSP occurrence.
MSP	This is the type of MSP coverage. A is the MSP code for Working Aged coverage.
DESCRIPTION	This is the description of the MSP code.
EFF DATE	This is the date that the beneficiary's MSP coverage became effective.
TRM DATE	This is the date the beneficiary's MSP coverage ended.
VAL IND	This indicates the validity of the occurrence; Y = valid, N = not valid. Only valid entries require action.
DEL IND	This indicates if an MSP occurrence has been totally deleted; Y = deleted, blank = not deleted.
ORIG CONTRACTOR	This is the number of the contractor that originally submitted the MSP occurrence.
UPDT CONTRACTOR	This is the number of the contractor who last updated the MSP occurrence.
DOA	This is the Date of Accretion onto CWF.
TOTAL RECORDS	This is the total number of MSP records that exist for this HIC.

Press **F2** to return to the "HIHO Main Menu." Press **F5** to display the beneficiary information for the record. Press **F7** to scroll backward through a list of records. Press **F8** to scroll forward through a list of records. Press **F12** to exit from the HIHO system.

8.4.3 - MSP Detail Display

(Rev. 40, 11-14-03)

The MSP Detail Display allows you to page through all of the MSP detail records on file for a specific HIC.

There are two ways to access the “MSP Detail Display” screen:

1. From the “MSP Summary Display” screen, use the **Tab** key to position the cursor in the “REC” field beside the record whose detail you want to display, type **D** or **H** and press **Enter**.

OR

2. Go to the “HIHO Main Menu” screen. Type in **MSPD** in the “Inquiry Type” field, and type in the **beneficiary’s health insurance claim number** in the “HIC” field, and then press **Enter**.

MENU		HIHO MAIN MENU	PAGE	1 OF 1
INQUIRY TYPE	HIC	HOST ID	SEX	
		MCO PLAN NUMBER H_____		
ELIGIBILITY INQUIRIES:				
BENB	BENE ELIGIBILITY DATA			
MSPA	MSP SUMMARY DISPLAY			
MSPD	MSP DETAIL DISPLAY			
HOSS	HOSPICE SUMMARY DISPLAY			
UTILIZATION INQUIRIES:				
BENM	BENE UTILIZATION DATA FOR MCOs			
HOST IDS: GL, GW, KS, MA, NE, PA, SE, SO, SW				
F2=MENU F3=RETURN		F5=BENB	F12=EXIT	05/28/02

The “MSP Detail Display” screen will be shown.

MSPD		MSP DETAIL DISPLAY		PAGE 1 OF 1	
HIC 123456789D	GREAT WESTERN	DOB 02/10/1920	SEX F		
CORR 145018379D	NAME BROWN.JACKIE.C	DOD 10/10/99			
INDS: MSP 1	HOSP 1				
MSP A	DESCRIPTION WORKING AGED	EFF DTE 02/01/1990	DOA		
06/06/1992					
DEL IND VAL IND N	PATIENT REL 01	TRM DTE	MNT DTE 06/09/1992		
POLICY NUM	SOURCE CD	REM CD 1 2 3	PHP DTE		
SUBSCRIBER NAME JACKIE BROWN			ORIG CONTRACTOR 12345		
DIAG CD-1 2 3 4 5			UPDT CONTRACTOR 12345		
INSURER INFORMATION:					
NAME			GROUP NUM		
ADDRESS 1			GROUP NAME		
ADDRESS 2			TYPE		
CITY	STATE	ZIP CODE			
F2=MENU F3=RETURN F5=BENB F7=BWD F8=FWD F12=EXIT 04/06/00					

This screen displays the following information:

Field	Description
HIC	This is the HIC number that was entered on the “HIHO Main Menu” screen.
HOST NAME	This is the name of the CWF Host site that contains the beneficiary’s record.
DOB	The beneficiary’s date of birth.
SEX	The sex of the beneficiary - M = male; F = female.
CORR	This is the most current HIC number. This number should be used for the beneficiary if there is more than one HIC number.
NAME	This is the beneficiary’s name - last name.first name. middle initial.
DOD	The beneficiary’s date of death.
MSP	This indicates the type of MSP coverage. A is the MSP code for Working Aged coverage.

Field	Description
DESCRIPTION	This is the description of the MSP code.
EFF DATE	This is the date that the beneficiary's MSP coverage became effective.
DOA	This is the Date of Accretion onto CWF.
DEL IND	This indicates if an MSP occurrence has been totally deleted; D = deleted, blank = not deleted.
VAL IND	This indicates the validity of the occurrence; Y = valid, N = not valid. Only valid occurrences require action.
PATIENT REL	Indicates whether the Working Aged coverage is in the beneficiary's name (01), or the spouses name (02).
TRM DATE	This is the date that the beneficiary's MSP coverage ended.
POLICY NUM	This is the number of the policy that carries the MSP coverage.
SUBSCRIBER NAME	This is the name of the policy holder.
ORIG CONTRACTOR	This is the number of the contractor that originally submitted the MSP occurrence.
UPDT CONTRACTOR	This is the number of the contractor who last updated the MSP occurrence.
INSURER NAME	This is the name of the insurer.
INSURER GROUP NUM	This is the insurer's group number.
INSURER ADDRESS 1	This is line 1 of the insurer's address.
INSURER GROUP NAME	This is the insurer's group name.
INSURER ADDRESS 2	This is line 2 of the insurer's address.
INSURER TYPE	This is the type of insurance being provided to the beneficiary. This type should match the code in the MSP field.
INSURER CITY	This is the insurer's city.
INSURER STATE	This is the insurer's state.

Field	Description
INSURER ZIP CODE	This is the insurer's zip code.

NOTE: The remainder of the fields are maintenance and control items that do not directly impact the information displayed.

Press **F2** to return to the "HIHO Main Menu." Press **F3** to return to the previous screen. Press **F5** to display the beneficiary information for the record. Press **F7** to scroll backward through a list of records. Press **F8** to scroll forward through a list of records. Press **F12** to exit from the HIHO system.

8.4.4 - Hospice Enrollment

(Rev. 40, 11-14-03)

The Hospice Enrollment display contains hospice information for a specific beneficiary. Hospice benefits are provided in periods; i.e., two 90-day periods followed by unlimited 60-day periods. The most current 180 hospice periods elected by the beneficiary will be displayed in chronological order.

To access the "Hospice Summary Display" screen, go to the "HIHO Main Menu" screen. Type in **HOSS** in the "Inquiry Type" field, type the **beneficiary's health insurance claim number** in the "HIC" field, and then press **Enter**.

```

MENU                               HIHO MAIN MENU                       PAGE 1 OF 1
INQUIRY TYPE      HIC                HOST ID          SEX
MCO PLAN NUMBER H_____

ELIGIBILITY INQUIRIES:

  BENB  BENE ELIGIBILITY DATA
  MSPA  MSP SUMMARY DISPLAY
  MSPD  MSP DETAIL DISPLAY
  HOSS  HOSPICE SUMMARY DISPLAY

UTILIZATION INQUIRIES:
  BENM  BENE UTILIZATION DATA FOR MCOs

HOST IDS:  GL, GW, KS, MA, NE, PA, SE, SO, SW

F2=MENU F3=RETURN          F5=BENB          F12=EXIT          05/28/02

```

The "Hospice Summary Display" screen will be shown.

HOSS		HOSPICE SUMMARY DISPLAY		PAGE 1 OF	
HIC 123456789D		GREAT WESTERN		DOB 08/10/1910	SEX
CORR 145018379D	NAME JACKSON.MARIA.C			DOD 08/10/99	
INDS: MSP 1	HOSP 1				
FROM (SRCH) DTE _____					
REC	START DATE	TERM DATE	REVOCATION	IND	
001	08/01/99	08/10/99	0		
F2=MENU F3=RETURN				F5=BENB F7=BWD F8=FWD F12=EXIT	04/07/00

This screen displays the following information:

Field	Description
HIC	This is the HIC number that was entered on the “HIHO Main Menu” screen.
HOST NAME	This is the name of the CWF host site that contains the beneficiary record.
DOB	The beneficiary’s date of birth.
SEX	The sex of the beneficiary - M = male; F = female.
CORR	This is the most current HIC number. This number should be used for the beneficiary if there is more than one HIC number.
NAME	This is the beneficiary’s name - last name.first name. middle initial.
DOD	This is the beneficiary’s date of death.
INDS: MSP	This is the number of secondary payer information occurrences that exist for this beneficiary. If secondary payer occurrences exist, this field will be equal to 1 or greater than 1 . If there is no secondary payer occurrence, this field will equal 0 .
HOSP	This field indicates whether the beneficiary has elected to receive hospice benefits. This field will indicate 1 for hospice benefits, or 0 for no hospice benefits.

Field	Description
FROM (SRCH) DTE	This field is used to search the beneficiary's records from a specific date. Type in the beginning date that you want to search, "MM/DD/YYYY," and press Enter . This field can be left blank so that all periods will be displayed.
REC	This is the record number of the hospice period.
START DATE	This is the date the hospice period began.
TERM DATE	This is the date the hospice period ended.
REVOCAION IND	Used to indicate hospice coverage for this beneficiary. A value of 0 indicates that hospice coverage exists for this beneficiary. A value of 1 indicates that no hospice coverage exists for this beneficiary. If the indicator is = 1, the start and end dates apply to a period when the beneficiary had hospice coverage.

Press **F2** to return to the "HIHO Main Menu." Press **F3** to return to the previous screen. Press **F5** to display the beneficiary information for the record. Press **F7** to scroll backward through a list of records. Press **F8** to scroll forward through a list of records. Press **F12** to exit from the HIHO system.

8.4.5 - Beneficiary Utilization Screen

(Rev. 40, 11-14-03)

The HIHO system provides access to current Medicare beneficiary's utilization data for the five most recent spells of illness for members of your plan. This data includes.

- MSP Indicators
- Hospice status
- Personal identification data (name, sex , etc).
- Date of birth and date of death
- Inpatient Spell Data
- Home Health Visits
- Lifetime reserve days
- Lifetime inpatient psychiatric days

To access beneficiary utilization data, type in **BENM** in the "Inquiry Type" field, then type in the **beneficiary's health insurance claim number** in the HIC field on the HIHO Main Menu, type in the host site ID, next type in your plan "H" number and press **Enter**.

MENU	HIHO MAIN MENU	PAGE	1 OF 1
INQUIRY TYPE	HIC	HOST ID	SEX
		MCO PLAN NUMBER H_____	
ELIGIBILITY INQUIRIES:			
BENB	BENE ELIGIBILITY DATA		
MSPA	MSP SUMMARY DISPLAY		
MSPD	MSP DETAIL DISPLAY		
HOSS	HOSPICE SUMMARY DISPLAY		
UTILIZATION INQUIRIES:			
BENM	BENE UTILIZATION DATA FOR MCOs		
HOST IDS: GL, GW, KS, MA, NE, PA, SE, SO, SW			
F2=MENU F3=RETURN		F5=BENB	F12=EXIT 05/28/02

When you enter a valid combination of HIC and M+C organization Plan number, the Beneficiary Utilization Display screen will be shown. **Note: The beneficiary must be in your plan.**

```

BENM          BENEFICIARY UTILIZATION DATA FOR MCOS          PAGE 1 OF 1
HIC 123456789A          SOUTH          DOB 08/24/1918          SEX F
CORR 123456789A          NAME SAMUEL.WILLARD          DOD 07/07/01
INDS: MSP 1  HOSP 1

CURRENT A ENT 01/01/85 A TRM          SURNAME SAMUEL FI W
CURRENT B ENT 07/01/85 B TRM

INPATIENT SPELL DATA

      FULL   CO   FULL SNF   CO SNF   BLD   EARLIEST   LATEST           HOME
      DAYS  DAYS   DAYS     DAYS   DEB   BILLING   BILLING         HEALTH
01   40   30     4       80    0.0   05/22/01   06/26/01         VISITS
02   57   30     20      80    0.0   05/03/00   05/06/00
03
04
05
                                A REM   +0
                                B APP   +0

                                LRSV 060
                                LPSY 190

F2=MENU F3=RETURN          F5=BENB F7=BWD F8=FWD F12=EXIT          05/28/02
  
```

This screen displays the following information:

Field	Description
HIC	This is the HIC number that was entered on the “HIHO Main Menu” screen.
HOST NAME	This is the name of the CWF Host site that contains the beneficiary’s records.
DOB	The beneficiary’s date of birth.
SEX	The sex of the beneficiary - M = male; F = female.
CORR	This is the most current HIC number. This number should be used for the beneficiary if there is more than one HIC number.
NAME	This is the beneficiary’s name - last name.first name. middle initial.
DOD	The beneficiary’s date of death.
MSP	This field indicates whether the beneficiary has Medicare Secondary Payer (MSP). This field will indicate 1 for MSP or 0 for no MSP.

Field	Description
HOSP	This field indicates whether the beneficiary has elected to receive hospice benefits. This field will indicate 1 for hospice benefits, or 0 for no hospice benefits.
CURRENT A ENT START DATE	This is the beneficiary's current Medicare Part A entitlement start date.
CURRENT A ENT TRM DATE	This is the beneficiary's current Medicare Part A entitlement end date.
SURNAME/FI	This is the beneficiary's surname and first initial.
CURRENT B ENT START DATE	This is the beneficiary's current Medicare Part B entitlement start date.
CURRENT B ENT TRM DATE	This is the beneficiary's current Medicare Part B entitlement end date.
INPATIENT SPELL DATA	A spell of illness is a time period defined for the application of deductibles and co-insurance to obtain benefits. Under Part A, spell begins with an inpatient hospital admission and ends 60 days after a discharge when a no other admissions occur. This screen contains the five most recent spells of illness.
FULL DAYS	The number of days remaining of the 60 inpatient hospital days available for each spell after payment of the inpatient deductible. Co-insurance is not applicable
CO DAYS	The number of days remaining of the 30 co-insurance hospital days available for each spell of illness.
FULL SNF DAYS	The number of days remaining of the 20 SNF days available for each spell of illness after payment of inpatient deductible. Co-insurance is not applicable.
EARLIEST BILLING	This is earliest date of service on the first bill received during the spell of illness.
LATEST BILLING	This is the latest date of service on the latest or last bill received during the spell of illness.
HOME HEALTH VISITS	Home Health Visits
A REM	The number of visits remaining of the 100 available for

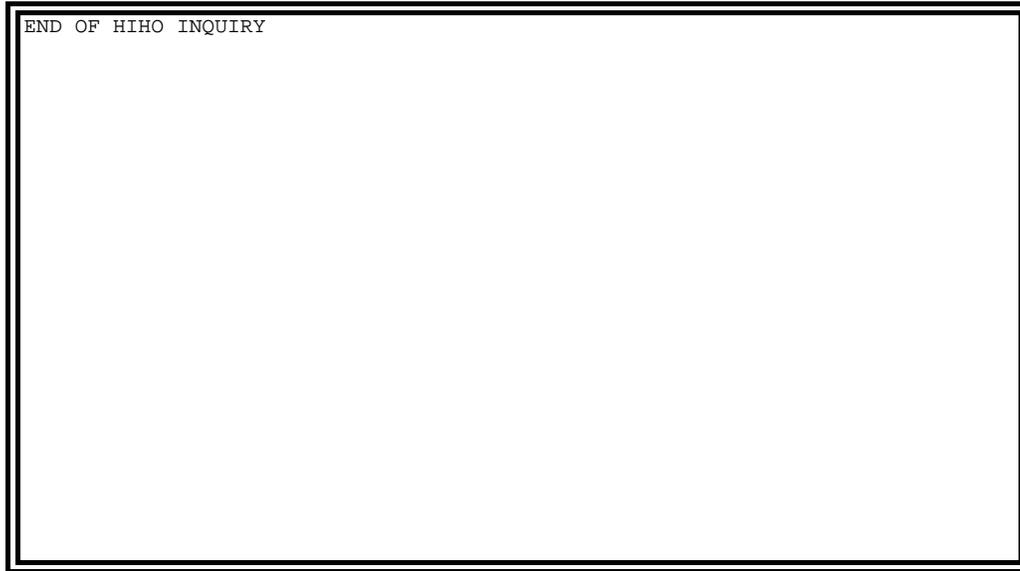
Field	Description
	payment under Part A
B APP	The number visits applied under Part B – visits are unlimited and used after 100 visits covered under Part A is exhausted.
LRSV	This field displays the number of days remaining of the 60 lifetime inpatient hospital days available; co-insurance is payable.
LPSY	This field displays the number of days remaining of the 190 lifetime inpatient psychiatric available; coinsurance is payable.
CO SNF DAYS	This is the number of days remaining of the 80 SNF days available for each spell; co-insurance is payable. These days are used after the full SNF days are exhausted in each spell of illness.
01-05	The number of spells of illness; 01 being the most recent.

Press **F2** to return to the “HIHO Main Menu.” Press **F3** to return to the previous screen. Press **F5** Press **F7** to scroll backward through a list of records. Press **F8** to scroll forward through a list of records. Press **F12** to exit from the HIHO system.

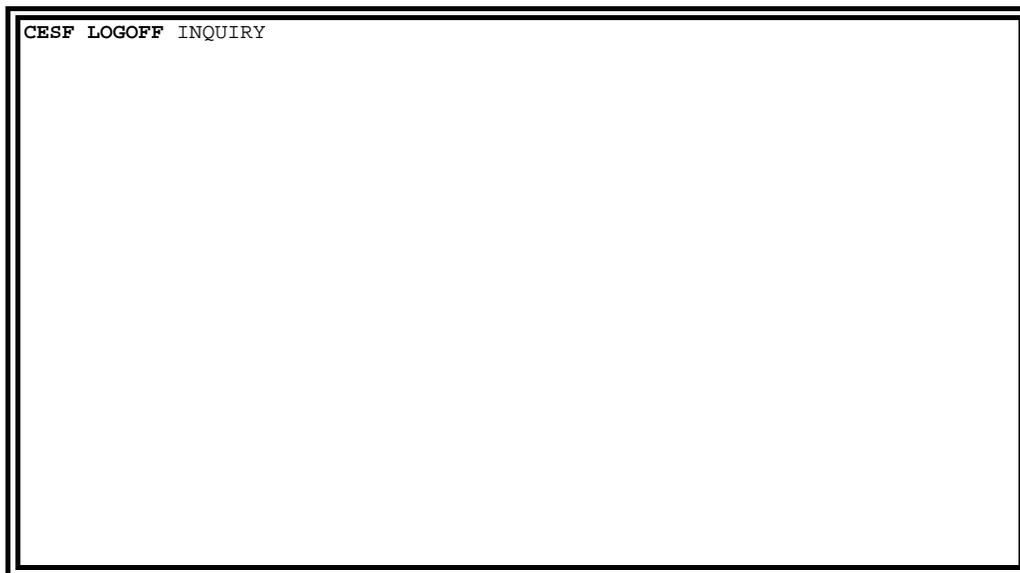
8.5 - Logging Off of CWF

(Rev. 40, 11-14-03)

To logoff of the CWF system, press **F12** from any screen, and a screen will be displayed with a message **END OF HIHO INQUIRY**.



Type **CESF LOGOFF** and press **Enter**.



The "HDC Application Menu" will be displayed.

```
PAGE 1 of 3 ..... A P P L I C A T I O N   M E N U .....
04/07/00 13:58                                     TERMINAL - LU08D1

** PLEASE CHECK HCFA NEWS FOR THE LATEST SYSTEM INFORMATION **
***** HIT PF12 AT THE APPLICATIONS MENU *****
*****

.....

          1  TSO          ACTIVE      Application Development
          2  RESERVED    INACTIVE     Future CICS System
          3  CICS41       ACTIVE       CICS41 System
          4  M204PRD1     ACTIVE       MODEL204 Production Region
          5  M204PRD2     ACTIVE       MODEL204 Version 2 Production
          6  WYLBUR       ACTIVE       WYLBUR Online System
          7  IDMSTEST     ACTIVE       IDMS/CV100 Database System
          8  Y2KMILL      ACTIVE       MILL LPAR 2 Menu
          9  M204PRD3     ACTIVE       Oscar/Cafm/Casr/Crowd/Clia

Select application ==>                                     more . . .

.....
PFK 1  H E L P          PFK 12  ** HDC NEWS**          PFK 3  HDC LOGO
PFK 7  PAGE BACK          PFK 8  PAGE FORWARD
PFK 2  APPLICATION INFO          PFK 11  UTILITIES
```