

<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 2010</b>	<b>Date: January 26, 2018</b>
	<b>Change Request 10428</b>

**SUBJECT: Analysis Only: Procedures to Handle Foreign (non US) Addresses**

**I. SUMMARY OF CHANGES:** Under Change Request (CR) 9372, all impacted systems implemented procedures for Undeliverable Medicare Summary Notices (UMSNs). In Addition, under CR 9857, the Multi-Carrier System (MCS) expanded their databases to accommodate more address lines. However, foreign addresses are not considered during the change and continue to be a problem for the Healthcare Integrated General Ledger System (HIGLAS) to process payments and/or send Remittance Advices (RAs) to entities residing outside the United States. Generating and sending paper MSNs to the entities may also be an issue.

The Centers for Medicare & Medicaid Services is requesting the impacted systems to conduct analysis on identifying procedures to handle foreign addresses.

**EFFECTIVE DATE: July 1, 2017**

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

**IMPLEMENTATION DATE: July 2, 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**

# Attachment - One-Time Notification

<b>Pub. 100-20</b>	<b>Transmittal: 2010</b>	<b>Date: January 26, 2018</b>	<b>Change Request: 10428</b>
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**SUBJECT: Analysis Only: Procedures to Handle Foreign (non US) Addresses**

**EFFECTIVE DATE: July 1, 2017**

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**IMPLEMENTATION DATE: July 2, 2018**

## I. GENERAL INFORMATION

**A. Background:** Under CR 9372, all impacted systems implemented procedures for UMSNs. Additionally, under CR 9857, MCS expanded their databases to accommodate more address lines. However, foreign addresses are not considered during the change and continue to be a problem for HIGLAS to process payments and/or send Remittance Advices (RAs) to entities residing outside the United States. Generating and sending paper MSNs to the entities may also be an issue.

The Centers for Medicare & Medicaid Services is requesting the impacted systems to conduct analysis on identifying procedures to handle foreign addresses.

**B. Policy:** NA

## II. BUSINESS REQUIREMENTS TABLE

*"Shall" denotes a mandatory requirement, and "should" denotes an optional requirement.*

Number	Requirement	Responsibility									
		A/B MAC			D M E M A C	Shared- System Maintainers				Other	
		A	B	H H H		F I S S	M C S	V M S	C W F		
10428.1	The contractor shall perform analysis and provide draft business requirements to CMS for system changes to handle foreign addresses.					X	X			X	EDB, HIGLAS
10428.2	The contractor shall post the analysis document(s) in ECHIMP by the implementation date of the CR.					X	X			X	EDB, HIGLAS
10428.3	The contractor shall attend up to 5 one-hour calls, to be scheduled by CMS upon request, to discuss options and formulate procedures to handle foreign addresses.					X	X			X	EDB, HIGLAS

## III. PROVIDER EDUCATION TABLE

Number	Requirement	Responsibility				
		A/B MAC			D M E D I	C M 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: N/A

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

**V. CONTACTS**

**Pre-Implementation Contact(s):** Scott Schiller, 301-776-1187 or scott.schiller@cms.hhs.gov , Vinay Vuyyuru, 410-786-9111 or Vinay.Vuyyuru@cms.hhs.gov

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

**VI. FUNDING**

**Section A: 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.

**ATTACHMENTS: 0**