

<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 2281</b>	<b>Date: April 16, 2019</b>
	<b>Change Request 11003</b>

**Transmittal 2264, dated February 21, 2019, is being rescinded and replaced by Transmittal 2281, dated, April 16, 2019, to revise the MLN article attachment and background section. All other information remains the same.**

**SUBJECT: Implementation to Exchange the list of Electronic Medical Documentation Requests (eMDR) for Registered Providers via the Electronic Submission of Medical Documentation (esMD) System**

**I. SUMMARY OF CHANGES:** The purpose of this Change Request (CR) is to implement the changes required to send Additional Documentation Request (ADR) letters to participating providers via the esMD system.

**EFFECTIVE DATE: July 1, 2019**

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

**IMPLEMENTATION DATE: July 1, 2019**

*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

Pub. 100-20	Transmittal: 2281	Date: April 16, 2019	Change Request: 11003
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**EFFECTIVE DATE: July 1, 2019**

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**IMPLEMENTATION DATE: July 1, 2019**

## I. GENERAL INFORMATION

**A. Background:** There have been several requests from Medicare providers to the CMS to enable the functionality to send ADR letters electronically. CMS implemented a pilot supporting the electronic version of the ADR letter known as eMDR via the esMD system. Since the eMDRs may contain Protected Health Information data being sent to the prospective provider, a valid consent is required from the authorized individual representing the provider along with the destination details including any delegation to their associated or representing organizations such as Health Information Handlers (HIHs). The sender (esMD) will have to complete the required identity proofing and always make sure to check for any registration updates before sending out each eMDR. With the implementation of this CR, automation of eMDR registration and any corresponding updates will be done with esMD support.

The CMS is requiring its review contractors to support sending ADR letters electronically as eMDRs. The Payment Error Rate Measurement contractors are exempted from this mandate. The Comprehensive Error Rate Testing (CERT) contractors and the Quality Improvement Organizations (QIO) can opt to participate in the eMDR process.

This CR will implement the changes required to receive and process the 'eMDR Registered Providers File'. This file shall contain the latest eMDR registered status of the providers who have registered to receive eMDR. This is the first step required to exchange ADR letters to registered Providers via the esMD system. The MLN article published as a part of this CR shall educate the providers on the required steps to be performed to successfully receive the ADR letter electronically as an eMDR. Another CR will be created to implement the exchange of ADR letters to registered Providers via the esMD system.

Assumptions:

- A provider (by billing National Provider Identifier (NPI)) registering for the first time to receive eMDR shall receive both electronically and by postal mail for the first three ADRs.
- A provider enrollment for the MAC portals and Direct Data Entry (Part A) are separate from eMDR enrollment and registration.
- A provider (by billing NPI) registering for eMDR is applicable to receive eMDRs for all its Provider Transaction Access Numbers.
- This CR shall be developed and tested by the Shared System Maintainers (SSMs) and the contractors. Deployment to production shall be part of the July release.

**B. Policy:** This CR does not involve any legislative, statutory, or regulatory policies.

## 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		FI SS	M C S	V M S	C W F	
11003.1	<p>The Virtual Data Center (VDC) and the contractors shall receive the 'eMDR Registered Providers file' from esMD sent daily at 6 PM EST (working days only). There could be an empty file, which would include a header and trailer with zero as the number of records.</p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>The contractors who intend to perform the post-pay related medical review activities shall receive the file 'eMDR Registered Providers file' via RC client.</li> <li>esMD shall use the flat file format with the listed data elements in the workbook 'DataElements_For_eMDR_Provider_Registration_esMD_to_SSM-DC_and_RCs.xlsx'</li> <li>The provider is responsible to update the HIH information in the National Plan and Provider Enumeration System (NPPES) and esMD shall validate the same with HIH and NPPES.</li> <li>This file shall contain the latest status of all the providers who are registered for eMDR.</li> <li>SSM will use the last updated provider eMDR registration information in case of any failure in receiving and/or processing the 'eMDR Registered Providers File'.</li> <li>CERT and QIO contractors may choose to participate in the process. For both CERT and QIO contractors, participating in the eMDR related processes is optional.</li> </ul>						X	X	CERT, QIO, RAC, RR B-SMAC, SMRC, VDC, esMD	
11003.1.1	<p>esMD shall send a <b>header</b> record with main elements as mentioned below (details of all the elements are mentioned in the 'esMD to DC RC Regd Providers' tab of the workbook 'DataElements_For_eMDR_Provider_Registration_esMD_to_SSM-DC_and_RCs.xlsx' ):</p>						X	X	CERT, QIO, RAC, RR	

Number	Requirement	Responsibility								
		A/B MAC			D M E M A C	Shared-System Maintainers				Other
		A	B	H H H		FI SS	M C S	V M S	C W F	
	<p>1. <b>Record Type Indicator:</b> - This element shall indicate the starting point of the header. ('O' shall be the value populated for this element.)</p> <p>2. <b>esMD Processing Batch Cycle Date:</b> - This element shall indicate the Date/Time when the esMD batch cycle ran to generate the file, to be sent to the Data Centers</p> <p>3. <b>Type of Transaction:</b> - This element shall give the details of what type of transactions are included in the batch. ('SRVCREG' (Service Registration) is the only allowed value)</p> <p><i>NOTE:</i></p> <p>CERT and QIO contractors may choose to participate in the process. For both CERT and QIO contractors, participating in the eMDR related processes is optional.</p>								B-SMAC, SMRC, VDC, esMD	
11003.1.2	<p>esMD shall send a <b>trailer</b> record with main elements as mentioned below (details of all the elements are mentioned in the 'esMD to DC RC Regd Providers' tab of the workbook 'DataElements_For_eMDR_Provider_Registration_esMD_to_SSM-DC_and_RCs.xlsx' ):</p> <p>1. <b>Record Type Indicator:</b> - This element shall indicate the starting point of the trailer. ('Q' shall be the value populated for this element.)</p> <p>2. <b>Number of Request records:</b> - This element shall have the total number of records in the batch file.</p> <p><i>NOTE:</i></p> <p>CERT and QIO contractors may choose to participate in the process. For both CERT and QIO contractors, participating in the eMDR related processes is optional.</p>					X	X		CERT, QIO, RAC, RR B-SMAC, SMRC, VDC, esMD	
11003.1.3	<p>esMD shall send the <b>body</b> of the batch with the provider registration information for eMDR. Data elements are in the 'esMD to DC RC Regd</p>					X	X		CERT, QI	

Number	Requirement	Responsibility								
		A/B MAC			D M E M A C	Shared-System Maintainers				Other
		A	B	H H H		FI SS	M C S	V M S	C W F	
	<p>Providers' tab of the workbook 'DataElements_For_eMDR_Provider_Registration_esMD_to_SSM-DC_and_RCs.xlsx':</p> <ul style="list-style-type: none"> <li>Record Type Indicator - <i>This element shall indicate the starting point of the Body. ('P' shall be the value populated for this element.)</i></li> <li>NPI - 'National Provider Identifier'</li> <li>Current Flag - 'This data element represents the most current eMDR registered status of the provider.'</li> <li>Previous Flag - 'This data element represents the previous eMDR registered status of the provider.'</li> <li>Date of Change - 'This data element is populated only when the current status is different from the previous registered status.'</li> </ul> <p><i>NOTE:</i></p> <p><i>CERT and QIO contractors may choose to participate in the process. For both CERT and QIO contractors, participating in the eMDR related processes is optional.</i></p>								O, RA C, RR B-SM AC, SM RC, VD C, esM D	
11003.2	<p>The SSMs shall send a notification back to esMD from both data center locations indicating acceptance or rejection of each data file.</p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li><i>Construct of the Header, Body (error Details, if any) and trailer of the notification are mentioned in the following requirements.</i></li> <li><i>An acceptance notification shall have a trailer record with the number of records received equal to the number of records validated (number of error records as zero) and shall have an empty body. Header shall have the 'File Status' element populated with 'A'.</i></li> </ul>					X	X		VD C, esM D	

Number	Requirement	Responsibility								
		A/B MAC			D M E M A C	Shared-System Maintainers				Other
		A	B	H H H		FI SS	M C S	V M S	C W F	
	<ul style="list-style-type: none"> <li>An acceptance with error notification shall have a trailer record with the number of records received equal to the summation of number of records validated and number of error records. Body shall have the details of the error. Header shall have the 'File Status' element populated with 'A'.</li> <li>A rejection notification shall have the trailer record with the number of records received equal to the number of error records in the file. Header shall have the 'File Status' element populated with 'R'.</li> </ul>									
11003.2.1	<p>The contractors shall send the header record with main elements as mentioned below (details of all the elements are mentioned in the 'Header-Trailer DC RC Ack - esMD' tab of the workbook 'DataElements_For_eMDR_Provider_Registration_esMD_to_SSM-DC_and_RCs.xlsx'). The same mechanism as receiving a flat file will be used for sending the notification:</p> <ol style="list-style-type: none"> <li><b>Record Type Indicator:</b> - This element shall indicate the starting point of the header. ('R' shall be the value populated for this element.)</li> <li><b>esMD Processing Batch Cycle Date/timestamp:</b> - This timestamp was sent by esMD with the provider information flat file.</li> <li><b>Type of Transaction:</b> - This element shall give the details of what type of transaction.</li> <li><b>File Status:</b> - This element shall indicate whether the batch file is accepted or rejected. (Values allowed 'A' – File Accepted, 'R' – File Rejected)</li> <li><b>DC/RC Batch Cycle Date:</b> - This element represents the Date/time stamp on which the 'eMDR registered Providers file' was processed by the Data Center.</li> </ol>					X	X		VD C, esMD	

Number	Requirement	Responsibility								
		A/B MAC			D M E M A C	Shared-System Maintainers				Other
		A	B	H H H		FI SS	M C S	V M S	C W F	
11003 .2.2	<p>The contractors shall send the trailer record with main elements as mentioned below (details of all the elements are mentioned in the ‘Header-Trailer DC RC Ack - esMD’ tab of the workbook ‘DataElements_For_eMDR_Provider_Registration_esMD_to_SSM-DC_and_RCs.xlsx’). The same mechanism as receiving a flat file will be used for sending the notification:</p> <p><b>1. Record Type Indicator:</b> - This element shall indicate the starting point of the trailer. (‘T’ shall be the value populated for this element.)</p> <p><b>2. Number of records received:</b> - This element shall have the total number of records received by VDCs from the batch file.</p> <p><b>3. Number of records Validated:</b> - This element shall have the total number of records validated by Shared Systems from the batch file.</p> <p><b>4. Number of error records:</b> - This element shall have the total number of records in error.</p>						X	X		VD C, esMD
11003 .2.3	<p>The contractors shall send the body of the notification with error record details (if any) in each row with specific error code (3 digits) representing the type(s) of error. The same mechanism as receiving a flat file will be used for sending the notification. Below are the important elements for the notification (details of all the elements are mentioned in the ‘Header-Trailer DC RC Ack - esMD’ tab of the workbook ‘DataElements_For_eMDR_Provider_Registration_esMD_to_SSM-DC_and_RCs.xlsx’):</p> <p><b>1. Record Type Indicator:</b> This element shall indicate the starting point of the body. (‘S’ shall be the value populated for this element). This element shall be populated in case of at least one error.</p> <p><b>2. NPI:</b> This is the provider NPI and shall be populated in case of at least one error. Can be</p>						X	X		VD C, esMD



Number	Requirement	Responsibility								
		A/B MAC			D M E M A C	Shared-System Maintainers				Other
		A	B	H H H		FI SS	M C S	V M S	C W F	
11003 .2.6	<p>The contractors shall send a notification back to esMD via RC client indicating acceptance or rejection of each data file.</p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• <i>Construct of the Header, Body (error Details, if any) and trailer of the notification are mentioned in the following requirements.</i></li> <li>• <i>An acceptance notification shall have a trailer record with the number of records received equal to the number of records validated (number of error records as zero) and shall have an empty body. Header shall have the 'File Status' element populated with 'A'.</i></li> <li>• <i>An acceptance with error notification shall have a trailer record with the number of records received equal to the summation of number of records validated and number of error records. Body shall have the details of the error. Header shall have the 'File Status' element populated with 'A'.</i></li> <li>• <i>A rejection notification shall have the trailer record with the number of records received equal to number of error records in the file. Header shall have the 'File Status' element populated with 'R'.</i></li> <li>• <i>CERT and QIO contractors may choose to participate in the process. For both CERT and QIO contractors, participating in the eMDR related processes is optional.</i></li> </ul>								CERT, QIO, RA C, RR B-SM AC, SM RC, esMD	
11003 .2.7	<p>The contractors shall send the header record with main elements as mentioned below (details of all the elements are mentioned in the 'Header-Trailer DC RC Ack - esMD' tab of the workbook 'DataElements_For_eMDR_Provider_Registration_esMD_to_SSM-DC_and_RCs.xlsx'). The same mechanism as receiving a flat file will be used for sending the notification:</p>								CERT, QIO, RA C, RR B-SM	

Number	Requirement	Responsibility								
		A/B MAC			D M E M A C	Shared-System Maintainers				Other
		A	B	H H H		FI SS	M C S	V M S	C W F	
	<p>1. <b>Record Type Indicator:</b> - This element shall indicate the starting point of the header. ('R' shall be the value populated for this element.)</p> <p>2. <b>esMD Processing Batch Cycle Date/timestamp:</b> - This timestamp was sent by esMD with the provider information flat file.</p> <p>3. <b>Type of Transaction:</b> - This element shall give the details of what type of transaction.</p> <p>4. <b>File Status:</b> - This element shall indicate whether the batch file is accepted or rejected. (Values allowed 'A' – File Accepted, 'R' – File Rejected)</p> <p>5. <b>DC/RC Batch Cycle Date:</b> - This element represents the Date/time stamp on which the 'eMDR registered Providers file' was processed by the review contractors.</p> <p><i>NOTE:</i></p> <p><i>CERT and QIO contractors may choose to participate in the process. For both CERT and QIO contractors, participating in the eMDR related processes is optional.</i></p>								AC, SM RC, esMD	
11003.2.8	<p>The contractors shall send the trailer record with main elements as mentioned below (details of all the elements are mentioned in the 'Header-Trailer DC RC Ack - esMD' tab of the workbook 'DataElements_For_eMDR_Provider_Registration_esMD_to_SSM-DC_and_RCs.xlsx'). The same mechanism as receiving a flat file will be used for sending the notification:</p> <p>1. <b>Record Type Indicator:</b> - This element shall indicate the starting point of the trailer. ('T' shall be the value populated for this element.)</p>								CERT, QIO, RAC, RR B-SM AC, SM RC, esMD	

Number	Requirement	Responsibility								
		A/B MAC			D M E M A C	Shared-System Maintainers				Other
		A	B	H H H		FI SS	M C S	V M S	C W F	
	<p><b>2. Number of records received:</b> - This element shall have the total number of records received by VDCs from the batch file.</p> <p><b>3. Number of records Validated:</b> - This element shall have the total number of records validated by Shared Systems from the batch file.</p> <p><b>4. Number of error records:</b> - This element shall have the total number of records in error.</p> <p><i>NOTE:</i></p> <p><i>CERT and QIO contractors may choose to participate in the process. For both CERT and QIO contractors, participating in the eMDR related processes is optional.</i></p>									
11003.2.9	<p>The contractors shall send the body of the notification with error record details (if any) in each row with specific error code (3 digits) representing the type(s) of error. Below are the important elements for the notification (details of all the elements are mentioned in the ‘Header-Trailer DC RC Ack - esMD’ tab of the workbook ‘DataElements_For_eMDR_Provider_Registration_esMD_to_SSM-DC_and_RCs.xlsx’). The same mechanism as receiving a flat file will be used for sending the notification:</p> <p><b>1. Record Type Indicator:</b> This element shall indicate the starting point of the body. ('S' shall be the value populated for this element). This element shall be populated in case of at least one error.</p> <p><b>2. NPI:</b> This is the provider NPI and shall be populated in case of at least one error. Can be blank if the NPI is missing or the error code is 222.</p> <p><b>3. Error Code (1-3):</b> For a given error record, 3 possible errors can be sent back using these elements:</p>								CE RT, QI O, RA C, RR B- SM AC, SM RC, esM D	



Number	Requirement	Responsibility								
		A/B MAC			D M E M A C	Shared-System Maintainers				Other
		A	B	H H H		FI SS	M C S	V M S	C W F	
	<p>received from esMD is</p> <ul style="list-style-type: none"> <li>Not formatted correctly, i.e. the records are not of the correct length.</li> <li>Corrupt i.e. cannot be opened.</li> <li>Missing.</li> </ul> <p><i>NOTE:</i></p> <p><i>CERT and QIO contractors may choose to participate in the process. For both CERT and QIO contractors, participating in the eMDR related processes is optional.</i></p>								QIO, RAC, RR B-SMAC, SMRC, esMD	
11003.3	<p>The SSMs and contractors shall use the data of the accepted 'eMDR Registered Providers File' to update their respective systems with the esMD provided data.</p> <ul style="list-style-type: none"> <li>If the 'Date of Change' element is populated then 'Current Flag' element shall be referenced by the SSMs and RCs to update the eMDR flag for the provider in their respective systems.</li> </ul> <p><b>NOTE:</b></p> <p><i>This eMDR flag at the provider level shall let the SSM or the contractor know which provider is accepting eMDRs.</i></p> <p>Example: A provider registers for eMDR on 10/20/19 and finishes the trial period of receiving ADRs in mail by 03/15/20. The same provider updates to receive by mail only from 09/22/20.</p> <p>NPI Current Flag Previous Flag Date of Change 123 B 10/20/19</p> <p>NPI Current Flag Previous Flag Date of Change 123 E B 03/15/20</p>				X	X	X		CERT, QIO, RAC, RR B-SMAC, SMRC, esMD	

Number	Requirement	Responsibility								
		A/B MAC			D M E M A C	Shared-System Maintainers				Other
		A	B	H H H		FI SS	M C S	V M S	C W F	
	NPI Current Flag Previous Flag Date of Change 123 M E 09/22/20  <i>NOTE:</i>  <i>CERT and QIO contractors may choose to participate in the process. For both CERT and QIO contractors, participating in the eMDR related processes is optional.</i>									
11003.4	The SSMs shall device a functionality to share their respective provider file details (eMDR participating providers) with their respective MACs.  <i>NOTE:</i>  <i>This functionality can be in the form of screens (to show the most up to date information of the eMDR registered providers) and/or reports (to show the changes sent by the registered provider for the day) etc. that are required by the MACs.</i>					X	X	X	ST C, VD C, esM D	
11003.4.1	The SSMs shall provide their respective MACs with a daily report giving the details of which provider was added/updated from the list of eMDR registered providers.					X	X	X		
11003.5	The contractors and SSMs shall participate during the User Acceptance Testing sessions to test the changes, as applicable.	X	X	X	X		X	X	CERT, PERM, QIO, RAC, RR B-SM AC, SM RC, ST C,	

Number	Requirement	Responsibility								
		A/B MAC			D M E M A C	Shared-System Maintainers				Other
		A	B	H H H		FI SS	M C S	V M S	C W F	
									esMD	
11003.6	<p>The contractors and the SSMs shall attend the one-hour calls to discuss and resolve any issues related to testing and the specification changes.</p> <ul style="list-style-type: none"> <li>Up to 5 one-hour calls shall be scheduled between the SSMs and esMD teams starting in February 2019.</li> <li>Up to 3 one-hour calls shall be scheduled between each contractor (Non-MAC) and the esMD teams starting in February 2019.</li> <li>Up to 3 one-hour calls shall be scheduled between the SSMs, esMD and STC teams during the STC testing phase. (April 2019 to May 2019)</li> <li>Up to 3 one-hour calls shall be scheduled between the SSMs, the contractors and esMD teams during the UAT testing phase. (May 2019 and June 2019)</li> </ul> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li><i>esMD team shall schedule the calls.</i></li> <li><i>Each SSM shall post the minutes of the meeting for their specific issues being discussed in the call, (Post the minutes within 2 business days of the meeting in eChimp)</i></li> <li><i>Each contractor (Non-MAC) has to post the minutes of the meeting for their specific issues being discussed in the call. (Post the minutes within 2 business days of the meeting in eChimp)</i></li> <li><i>CERT and QIO contractors may choose to participate in the process. For both CERT and QIO contractors, participating in the eMDR related processes is optional.</i></li> </ul>	X	X	X	X	X	X	X		CERT, QIO, RAC, RRBSMAC, SMRC, esMD

Number	Requirement	Responsibility								
		A/B MAC			D M E M A C	Shared-System Maintainers				Other
		A	B	H H H		FI SS	M C S	V M S	C W F	
11003.7	<p>esMD, the VDCs and the non-MAC contractors shall exchange the test files as per the schedule included in the attached document "<b>Testing Criteria-July_Release_11003.docx</b>". The VDCs will share/load the files with/for the SSMs.</p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li><i>CERT and QIO contractors may choose to participate in the process. For both CERT and QIO contractors, participating in the eMDR related processes is optional.</i></li> <li><i>All the RCs receiving the file via RC Client shall participate in the system to system testing.</i></li> <li><i>The VDCs shall exchange the files with esMD.</i></li> </ul>	X	X	X	X		X	X		CERT, QIO, RAC, RRBSMAC, SMRC, STC, VDC, esMD
11003.8	<p>The contractors shall provide the contact names and email addresses for the calls to CMS at 'esMDBusinessOwners@cms.hhs.gov' within three (3) business days of the issuance of this CR.</p> <p><b>NOTE:</b></p> <p><i>CERT and QIO contractors may choose to participate in the process. For both CERT and QIO contractors, participating in the eMDR related processes is optional.</i></p>	X	X	X	X	X	X	X		CERT, QIO, RAC, RRBSMAC, SMRC, STC, VDC, esMD
11003.9	<p>The SSMs and contractors shall disregard the 'Date of Service' mentioned in the comment below the 'Effective Date' of the CR as it has no functional impact to the CR requirements.</p> <p><b>NOTE:</b></p> <p><i>CERT and QIO contractors may choose to participate in the process. For both CERT and</i></p>	X	X	X	X	X	X	X		CERT, QIO, RAC, RRBSMAC

Number	Requirement	Responsibility								
		A/B MAC			DME MAC	Shared-System Maintainers				Other
		A	B	HHH		FISS	MCS	VMS	CWF	
	<i>QIO contractors, participating in the eMDR related process is optional.</i>								AC, SMRC, STC, VDC, esMD	

### III. PROVIDER EDUCATION TABLE

Number	Requirement	Responsibility				
		A/B MAC			DME MAC	CEDI
		A	B	HHH		
11003.10	MLN Article: CMS will make available an MLN Matters provider education article that will be marketed through the MLN Connects weekly newsletter shortly after the CR is released. MACs shall follow IOM Pub. No. 100-09 Chapter 6, Section 50.2.4.1, instructions for distributing MLN Connects information to providers, posting the article or a direct link to the article on your website, and including the article or a direct link to the article in your bulletin or newsletter. You may supplement MLN Matters articles with localized information benefiting your provider community in billing and administering the Medicare program correctly. Subscribe to the "MLN Matters" listserv to get article release notifications, or review them in the MLN Connects weekly newsletter.	X	X	X	X	

### 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:

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

## **V. CONTACTS**

**Pre-Implementation Contact(s):** Melanie Jones, 410-786-5461 or Melanie.Jones@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: 5**

## July 2019 Release

### Criteria Required to Generate Test Files from esMD for CRs 31134 (eChimp CR 10003)

\*\*\*esMD UAT Starts at the end of May 2019 \*\*\*

**\*\*Reminder – Negative test cases cannot be supported by esMD**

**\*\* RCs [Non-MACs] are CERT, PERM, QIO, RAC, RRB-SMAC, SMRC, UPICs**

### Testing support call schedule and expected attendees:

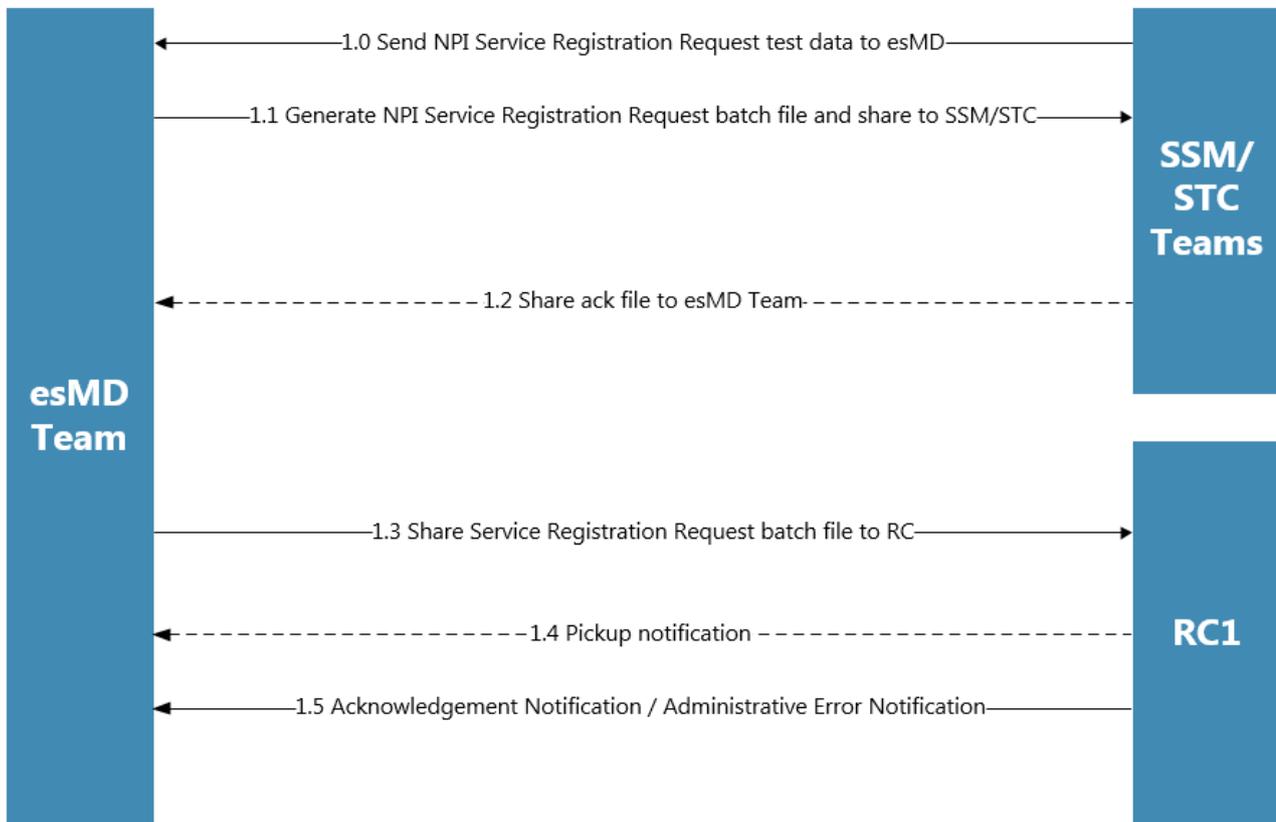
DPSS Business Team would need to set up five calls, starting in December 2018 (once a month) to collaborate on the content of the Test Files. The goal of these calls is to ensure that the Test Data Values spreadsheet is up-to-date and that there are no outstanding questions about it, as well as to determine test scenarios for each SSM (including data elements).

- February: Call 1 (SSMs only and esMD teams).  
Call 2 (RCs[Non MACs])
- Call 3 (SSMs only and esMD teams).  
Call 4 (RCs[Non MACs])
- March : Call 5 (SSMs, STCs and esMD teams).
- April : Call 6 (SSMs, STCs and esMD teams).

### July 2019 Release SSMs, STCs Testing Plan:

- 1) The esMD teams must receive the test scenarios for the eMDR Registered Provider file test cases (i.e. NPI and eMDR flag).
  - esMD teams shall receive from the Shared Systems Maintainers testing scenarios and will receive the list of test NPI's from the MACs (Or MACs can send them to the SSMS for them to send to esMD) for the eMDR Registered Provider request file on or about **Mar 15**, 2019.  
**Receiver POC:** [DATSDev@grsi.com](mailto:DATSDev@grsi.com); [DATSAnalysts@grsi.com](mailto:DATSAnalysts@grsi.com); [DPSSSESMD@cms.hhs.gov](mailto:DPSSSESMD@cms.hhs.gov)
  - esMD teams shall receive from the STCs valid NPI's and testing scenarios for the eMDR Registered Provider request file on or about **Apr 15**, 2019.  
**Receiver POC:** [TOSS\\_Testing@actionet.com](mailto:TOSS_Testing@actionet.com); [DPSSSESMD@cms.hhs.gov](mailto:DPSSSESMD@cms.hhs.gov)
  - esMD teams shall receive from the Non-MACs valid NPI's and testing scenarios for the eMDR Registered Provider request file on or about **May 15**, 2019.  
**Receiver POC:** [TOSS\\_Testing@actionet.com](mailto:TOSS_Testing@actionet.com); [DPSSSESMD@cms.hhs.gov](mailto:DPSSSESMD@cms.hhs.gov)
- 2) **Test File/Acknowledgment Due Dates:** The esMD team will share the test scenarios for eMDR Registered Provider file test cases and the data elements for eMDR Registered Provider file acceptance test cases will be built by using the Test Data Values spreadsheet.
  - The esMD teams shall provide the VDCs with an eMDR Registered Provider request batch file on or around **March 22**, 2019 and esMD team will be expecting the eMDR Registered Provider file request acknowledgment before **April 2**, 2019.
    - **Sender:** DATSDev Team Member
    - **Receiver POCs:** *SSM Teams' information needed*
  - esMD shall provide the STC with an eMDR Registered Provider request file before **April 22**, 2019 and esMD team will be expecting the eMDR Registered Provider file request acknowledgment before **May 1**, 2019.
    - **Sender:** TOSS Testing Team Member
    - **Receiver POCs:** *STC Teams' information needed*

- esMD shall provide the Non-MACs with an eMDR Registered Provider request file before **May 22, 2019** and esMD team will be expecting the eMDR Registered Provider file request acknowledgment before **June 1, 2019**
  - **Sender:** TOSS Testing Team Member
  - **Receiver POCs:** *RCs' contact information needed*



CR	Change Requested	Explanation
11003	Added the Change log tab	After POC 4 of the CR, this tab has been updated.

Details of the elements for the Header , Detailed body and Trailer while sending the eMDR Registered Provider to Datacenter and RC from esMD.

HEADER						
Description	Usage Reg. R - Required S - Situationally required	Values / Formats	Starting position	Length	Comments	Justification / Filters in esMD to SSM / DC / RC flat file
Record Type Indicator	R	O'	1	1	esMD to Data Center - Header record indicator	
esMD Processing Batch Cycle Date	R	CCYYMMDDHHMMSS	2	14	Indicates the Date/Time when the esMD batch cycle ran to generate the eMDR Registered Provider File information.	
Type of Transactions	R	SRVCREG	16	7	Type of Records in this file.	
Filler	R	Spaces	23	11	To fill out the full record length for this file The record length of the detail body for this file is 33.	

Detailed Body						
Description	Usage Reg.	Values	Starting position	Length	Comments	Justification / Filters in esMD to SSM / DC / RC flat file
Record Type Indicator	S	P	1	1	esMD to Datacenter/ RC - Detail record indicator. This element shall be populated in case of atleast 1 enrolled provider info is present in the file.	
NPI	S	Number	2	10	Provider NPI. This element is required if record type indicator is 'P'.	
Current Flag	S	E:B:M	12	1	This data element represents the most current eMDR enrollment status of the provider. This element is required if record type indicator is 'P'. E - eMDR; B - Both Mail & eMDR; M - Mail only	Left justified, space padded
Previous Flag	S	E:B:M	13	1	This data element represents the previous eMDR enrollment status of the provider. E - eMDR; B - Both Mail & eMDR; M - Mail only	Left justified, space padded
Date of Change	S	MM-DD-YYYY	14	10	Date of Change of the current status. This data element is populated only when the current status is different from the previous status.	Left justified, space padded
Filler	S	Spaces	24	10	Filler to enable possible future expansion	
				33	Total length of the record	

Trailer						
Description	Usage Reg.	Values / Formats	Starting position	Length	Comments	Justification / Filters in esMD to SSM / DC / RC flat file
Record Type Indicator	R	Q	1	1	esMD to Data Center/RC - Trailer record indicator	
Total Number of Records	R	Number	2	7	The number of eMDR Registered Providers within the esMD to DC / RC file	Right justified, zero padded
Filler	R	Spaces	9	25	To fill out the full record length for this file The record length of the detail body for this file is 33.	

Details of the elements for the Header , Detailed body and Trailer while sending the acknowledgement file (for the received eMDR Registered Providers file) from Datacenter and RC to esMD.

HEADER						
Description	Usage Reg. R - Required S - Situationally required	Values / Formats	Starting position	Length	Comments	Justification / Fillers in SSM / DC / RC flat file to esMD
Record Type Indicator	R	R	1	1	Data Center/RC to esMD record indicator	
esMD Processing Batch Cycle Date	R	CCYYMMDDHHMMSS	2	14	Indicates the Date/Time when the esMD batch cycle ran to generate the eMDR Registered Providers File information. Return the value in the corresponding Acknowledgement/Error file sent to esMD	
DC/RC Batch Cycle Date	R	CCYYMMDDHHMMSS	16	14	Date/Time the eMDR Registered Providers File was processed by the Data Center or Review Contractors.	
Type of Transactions	R	SRVCREG	30	7	Type of Records in this file.	Left justified, space padded
File Status	R	A, R	37	1	1. For record count mismatch error (i.e. Error code - 222) the File Status must be set as "R" ; Otherwise 2. The file status must be set to "A" if the eMDR Registered Provider File is accepted or accepted with errors. 3. For Acceptance with Errors The sum of the 'Number of records Validated' and the 'Number of error records in the file' will equal the 'Number of records Received' (as part of the Trailer).	
Filler	R	SPACES	38	9	To fill out the full record length for this file The record length of the detail body for this file is 46.	
				46		

Detailed Body						
Description	Usage Reg.	Values	Starting position	Length	Comments	Justification / Fillers in SSM / DC / RC flat file to esMD
Record Type Indicator	S	S	1	1	Error record from the Data Center to esMD - Detail record. This element shall be populated in case of atleast 1 error.	
NPI	S	Number	2	10	Provider NPI. Can be blank in case of missing NPI or a reject scenario	Left justified, space padded
Error Code 1	S		12	3	When the first error is identified in this record, it will be provided here with the error codes.  510 - Missing NPI 610 - Invalid NPI 511 - Missing Current Flag 611 - Invalid Current Flag 612 - Invalid format for 'Date of change' 613 - Invalid Previous Flag. 222 - Number Mismatch (If the Error Code 1 is identified with this error then it is reporting a file-level error and the it is the only error record in the file and the elements Error Code 2, Error Code 3, and the filler will all contain spaces).	Left justified, space padded
Error Code 2	S		15	3	When the 2nd error is identified in this record, it will be provided here with the error codes.  510 - Missing NPI 610 - Invalid NPI 511 - Missing Current Flag 611 - Invalid Current Flag 612 - Invalid format for 'Date of change' 613 - Invalid Previous Flag.  Note: This element is blank if Error Code1 has the value 222	Left justified, space padded
Error Code 3	S		18	3	When the 3rd error is identified in this record, it will be provided here with the error codes.  510 - Missing NPI 610 - Invalid NPI 511 - Missing Current Flag 611 - Invalid Current Flag 612 - Invalid format for 'Date of change' 613 - Invalid Previous Flag.  Note: This element is blank if Error Code1 has the value 222	Left justified, space padded
Filler	S	spaces	21	26	Filler white space	
				46	Total length of the record	

Trailer						
Description	Usage Reg.	Values / Formats	Starting position	Length	Comments	Justification / Fillers in SSM / DC / RC flat file to esMD
Record Type Indicator	R	T	1	1	Acknowledgement/error file from the Data Center/RC to esMD - Trailer record	
Number of records Received	R	Number	2	7	The number of eMDR Registered Provider File records received by the Data Center or Review Contractors for processing.	Right justified, zero-padded
Number of records Validated	R	Number	9	7	The number of eMDR Registered Provider File records validated by the Data Center or review contractors. If this number is equal to the number of records received, the file is accepted.	Right justified, zero padded
Number of error records in the file	R	Number	16	7	1.For an 'Accepted' File Status, the 'Number of error records in the file' will be zero' 2.For an 'Acceptance with errors' File Status, the 'Number of error records in the file' will be the number of Detailed Body. 3. For a 'Rejected' File Status, the value in the element 'Number of error records in the file' will equal the 'Number of records Received' but only one error record will exist in the Detailed Body.	Right justified, zero padded
Filler	R	SPACES	23	24	To fill out the full record length for this file The record length of the detail body for this file is 46.	

# Provider Education and Actions for successfully receiving Electronic Medical Documentation Request (eMDRs).

## PROVIDER TYPES AFFECTED

This MLN **Matters** Article is intended for physicians, providers, and suppliers billing Medicare Administrative Contractors (MACs) for services provided to Medicare beneficiaries.

## What You Need To Know

### Terminology

<b>NPES</b>	: National Plan and Provider Enumeration System.
<b>eMDR</b>	: Electronic Medical Documentation Request. (Electronic form of ADR)
<b>esMD</b>	: Electronic Submission of Medical Documentation.
<b>HIH</b>	: Health Information Handler
<b>RC</b>	: Review Contractor
<b>ADR</b>	: Additional Documentation Request

### Timeline

#### **July-2019**

Providers can register to give their consent that an HIH of their choice can receive transactions on their behalf.

#### **January-2020**

Providers can receive eMDR (Pre or Post Pay) through their HIH and process the data systematically.

#### **April-2020**

Providers can receive the list of 'Requested Documents for an ADR' along with eMDR through their HIH.

## **BACKGROUND**

In response to a number of requests from Medicare providers, the Centers for Medicare & Medicaid Services (CMS) is adding the functionality to send ADR letters electronically. CMS conducted a pilot supporting the electronic version of the ADR letter known as Electronic Medical Documentation Request (eMDR) via the esMD system.

CMS is now requiring its review contractors to support sending ADR letters electronically as eMDRs. The following contractors are exempted to participate in the eMDR process:

- Payment Error Rate Measurement (PERM) contractors
- The Comprehensive Error Rate Testing (CERT) contractors
- Quality Improvement Organizations (QIO)

- Unified Program Integrity Contractor (UPIC)

CMS is implementing systematic changes to esMD, for the providers to receive ADR letters (Pre/Post) electronically as eMDR. **Advantages for the provider** to receive eMDRs are

- ADR letter data in an electronic format (eMDR) provides structured data that can be used for system processing.
- Electronic ADR letter (as eMDR) reaches the provider faster and brings traceability to the exchange.
- ADRs received electronically will facilitate efficient management of ADR requests and responses.

## **PROVIDER ACTION NEEDED**

Change Request (CR) 11003 has introduced the enrollment process for the providers who intend to receive the Additional Documentation Request (ADR) letters electronically (as eMDR) through their registered HIHs.

(Link of the HIHs)

[https://www.cms.gov/Research-Statistics-Data-and-Systems/Computer-Data-and-Systems/ESMD/Which HIHs Plan to Offer Gateway Services to Providers.html](https://www.cms.gov/Research-Statistics-Data-and-Systems/Computer-Data-and-Systems/ESMD/Which_HIHs_Plan_to_Offer_Gateway_Services_to_Providers.html)

### **Registration**

To receive the ADRs electronically as an eMDR via the esMD system:

- Provider shall ensure that they have a **Business Associate Agreement (BAA)** in place with an HIH of their choice.
- Provider shall update the NPPES system to authorize their HIH to receive electronic transactions on their behalf (details mentioned below).
- HIH shall complete additional processing steps after which the provider will receive eMDR.

### **Points to Note for the Registered Providers**

1. eMDR (ADR letters sent via esMD) may have PHI data and requires
  - Consent from authorized individual to receive electronically.
  - Endpoint information where the eMDR has to be sent.
  - Active agreements between Provider and HIH, covering security and privacy requirements to handle PHI data.
2. eMDR enrollment shall leverage NPPES system to gather provider consent and endpoint information (only provider's authorized individual has access to NPPES).
3. A provider (by NPI) shall have an active agreement with one HIH at a time to send/receive data via esMD for all supported Lines of Businesses (LOBs).
4. A provider (by NPI) enrolling and registering for eMDR will receive ADR letters electronically via esMD from all RCs sending out ADR letters. PERM, CERT, UPIC, and QIO contractors are exempted from sending eMDRs.
5. A provider (by NPI) enrolling for eMDR is applicable to all its PTANs.
6. HIH shall complete additional processing steps after which provider receives eMDR (after January 2020).

7. The eMDR registration process (new, HIH change or removal) is not effective until all process steps are completed without any discrepancies.
8. Provider is responsible to update NPPES with the latest HIH details.
9. A provider registering for the first time to receive eMDR shall receive both electronically and by mail for the first three ADRs as a transition step.
10. A provider enrollment for MAC portals and DDE (Part A) are separate from eMDR enrollment and registration.

## Update 'Endpoint' information in NPPES

### Provider Profile in NPPES (to be updated by the provider's authorized person)

**Step 1 :- Navigate to the main page after logging in.**



**Step 2 :- Scroll down and click on the edit icon under the 'Action' column.**

**Manage Provider Information**  
 You currently have access to the NPIs associated with the providers listed below. Select the provider you wish to view or modify NPI data for. If the provider current has more than one NPI associated with it, you need to select the  icon to expand the provider and view all NPIs associated with the provider.

Please scroll to the right using the scroll bar at the bottom of this table to see all available columns and actions

Type	TIN	Legal Business Name	Primary Practice Location	NPI	Primary Taxonomy	Status	Action
<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 5px;">Filter...</div> <div style="font-size: 12px;"> <b>Status</b>   Active         </div> <div style="border: 1px solid #ccc; padding: 5px;"> <b>Action</b>       </div> </div>							

**Step 3 :- Proceed to the 'Other Identifiers' section.**

  
 PROFILE

  
 ADDRESS

  
**OTHER IDENTIFIERS**

  
 TAXONOMY

  
 CONTACT INFO

  
 ERROR CHECK

  
 SUBMISSION

94% application completed



### Other Identifiers (optional)

Associating other provider identifiers with your NPI is optional.

**Step 4 :- Scroll down to ‘End Point (optional)’ section and fill out the details as mentioned below the screen shot.**

**Endpoint (optional)**

\* Indicates Required fields.

Endpoints provide a simple, secure, scalable, and standards-based way for participants to send authenticated, encrypted health information directly to known, trusted recipients over the Internet. Endpoint information will be made available on the [NPI Registry](#), [API](#), and [Data Dissemination Files](#) for users to receive and consume.

[More information about Endpoints and how to enter them.](#)

\* Endpoint Type:  \* Endpoint:  \* Endpoint Description:

Endpoint Use:  \* Other Endpoint Use:  \* Endpoint Content Type:

\* Is the Endpoint affiliated to another organization?  Yes  No \* Affiliation:  \* Endpoint Location:

**Provider shall enter the following information in NPPES.**

Endpoint Type : ‘Connect URL’  
 Endpoint : [Connect URL of the HIH] *(to be provided by HIH)*  
 Endpoint Description : [HIH OID] *(to be provided by HIH)*  
 Endpoint Use : ‘Other’  
 Other Endpoint Use : ‘CMS esMD eMDR’

Is this Endpoint affiliated to another Organization? : (Here provider shall choose ‘Yes’ and enter all the details of the HIH)

Affiliation : [Enter the HIH Organization Name] *(to be provided by HIH)*  
 Endpoint location : [Enter the HIH address] *(to be provided by HIH)*

### **Use cases**

**1. A new enrollment and registration request.**

**Provider** :- Provider shall enter an agreement with an HIH to accept eMDR on their behalf. An authorized user of the provider shall update the NPPES system with the HIH details.

**HIH** :- HIHs after getting a confirmation of the NPPES update shall send an eMDR enrollment request to esMD.

**2. Removal of an eMDR registered provider (does not want ADRs electronically any more).**

**Provider** :- An authorized user of the provider shall remove the HIH details from the NPPES system.

**HIH** :- HIHs after getting a confirmation of the NPPES deletion, shall send an eMDR remove request to esMD.

### 3. Change from one HIH to the other (HIH1 to HIH2)

**Provider** :- An authorized user of the provider shall remove HIH1 and add HIH2 details in the NPPES system.

**HIH1** :- HIH1 after getting a confirmation of the NPPES deletion, shall send an eMDR remove request to esMD.

**HIH2** :- HIH2 after getting a confirmation of the NPPES update shall send an eMDR enrollment request to esMD.

## ADDITIONAL INFORMATION

If there are any changes to the process of registration, providers shall be informed through the MLN articles.

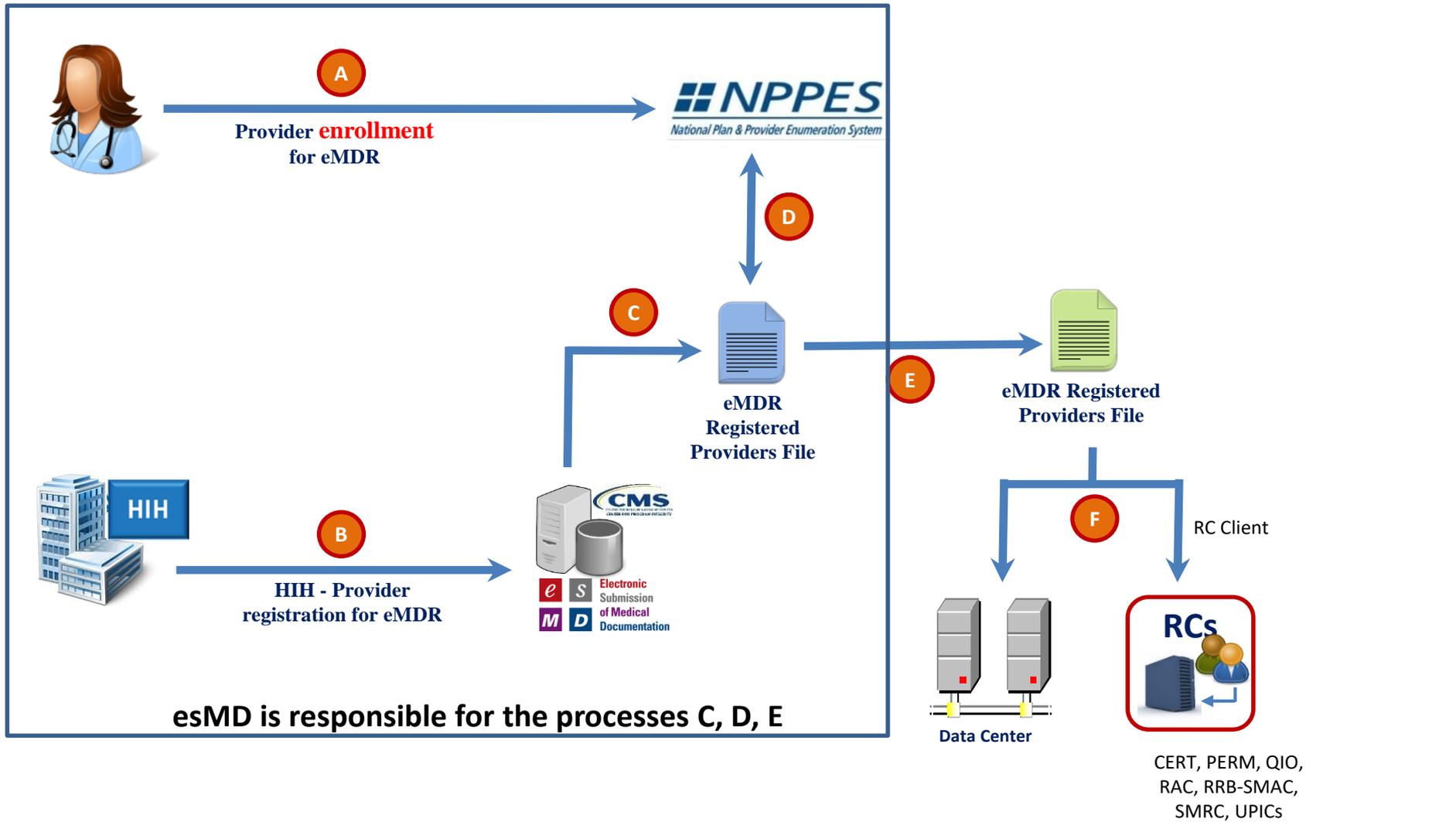
### DOCUMENT

### Description

**HISTORY** Date of  
Change

# **CR 11003 - eMDR Registered Providers File Exchange.**

# Process flow for eMDR registration



Process Step	Description	Responsibility of	Data flow direction
A	Providers (authorized user) shall provide their consent and authorization in NPPES for HIH to receive their Medicare Fee-for-Service (FFS) ADR letters electronically as eMDR via esMD.	Provider	From the Provider into 'NPPES'
B	HIHs shall send eMDR registration request to esMD with provider details.	HIH	HIH to esMD
C, D, E	esMD shall use the data received from HIHs and check with NPPES to store and maintain the provider registration for eMDR (and other services in future).	esMD	Within esMD
F	A daily flat file shall be prepared by esMD with providers registered for eMDR. esMD shall send this information to the VDCs/SSMs and RCs (Non-MACs) for their processing to send accordingly their ADR letters and/or eMDRs.	esMD	esMD to VDC/SSMs and RCs.

## Provider Profile in NPPES (Details shall be part of “Provider Education”)



### Endpoint (optional)

\* Indicates Required fields.

Endpoints provide a simple, secure, scalable, and standards-based way for participants to send authenticated, encrypted health information directly to known, trusted recipients over the Internet. Endpoint information will be made available on the [NPI Registry](#), [API](#), and [Data Dissemination Files](#) for users to receive and consume.

[More information about Endpoints and how to enter them.](#)

\* Endpoint Type: 
 \* Endpoint: 
 Endpoint Description:

Endpoint Use: 
 \* Other Endpoint Use: 
 Endpoint Content Type:

\* Is the Endpoint affiliated to another organization?  Yes  No
 \* Affiliation: 
 \* Endpoint Location:

<https://nppes.cms.hhs.gov/webhelp/nppeshelp/OTHER%20IDENTIFIERS%20PAGE.html>

**Provider to enter the following information in NPPEs.**

**End Point Type :-** [Connect URL]

**End Point :-** [Connect URL of the 'HIH' for esMD]

**End Point Description :-** [HIH OID]

**End Point Use :-** 'Other'

**Other End Point Use:-** 'CMS esMD eMDR'

**Is this endpoint affiliated to another Organization :-** (Here provider shall choose 'Yes' and enter all the details of the HIH)

**Affiliation :-** [Enter the HIH Organization Name]

**End Point location address :-** [Enter the HIH address]

1. eMDR (ADR letters sent via esMD) may have PHI data and requires
  - a. Consent from authorized individual to receive electronically
  - b. Endpoint information where the eMDR has to be sent
  - c. Active agreements between Provider and HIH, covering security and privacy requirements to handle PHI data
2. eMDR enrollment shall leverage NPPES system to gather provider consent and endpoint information (only the authorized individual has access)
3. A provider (by NPI) shall have an active agreement with one HIH at a time to send/receive data via esMD for all supported Lines of Businesses (LOBs)
4. A provider (by NPI) enrolling and registering for eMDR will receive ADR letters electronically via esMD from all RCs sending out ADR letters.
5. A provider (by NPI) enrolling for eMDR is applicable to all its PTANs

6. HIH shall send the registration request to esMD only after the provider completes the corresponding NPPEs entry.
7. The eMDR registration process (new, HIH change or removal) is not effective until all process steps are completed without any discrepancies.
8. A provider registering for the first time to receive eMDR shall receive both electronically and by mail for the first three ADRs.
9. A provider enrollment for MAC portals and DDE (Part A) are separate from eMDR enrollment and registration.
10. eMDR registration process may be updated in future to align with common provider enrollment and registration process (HETS and EDI - PECOS?)

## 1. A new enrollment and registration request.

**Provider** :- Provider shall get into an agreement with an HIH to accept eMDR on their behalf. An authorized user of the provider shall update the NPPES system with the HIH details.

**HIH** :- HIHs after getting a confirmation of the NPPES update shall send an eMDR enrollment request to esMD.

## 2. Removal of a eMDR registered provider (does not want ADRs electronically any more).

**Provider** :- An authorized user of the provider shall remove the HIH details from the NPPES system.

**HIH** :- HIHs after getting a confirmation of the NPPES deletion, shall send an eMDR remove request to esMD. **(Step 1 is sufficient for esMD to send the eMDR file)**

## 3. Change from one HIH to the other (HIH1 to HIH2)

**Provider** :- An authorized user of the provider shall remove HIH1 and add HIH2 details in the NPPES system.

**HIH1** :- HIH1 after getting a confirmation of the NPPES deletion, shall send an eMDR remove request to esMD.

**HIH2** :- HIH2 after getting a confirmation of the NPPES update shall send an eMDR enrollment request to esMD.

*Note :- It is provider's responsibility to update NPPES with the latest HIH details.*

Flat file construct of the ‘eMDR Registered Providers File’ is as follows

NPI	Current Flag	Previous Flag	Position	Date of Change (MM-DD-YYYY)
-----	--------------	---------------	----------	-----------------------------

- Date of Change :- “Date on which the current enrollment status is changed from the previous.”
- Current Flag :- “Current enrollment status of the provider for eMDR”
- Previous Flag :- “Previous enrollment status of the provider for eMDR”  
Flag (E/B/M)
  - E -> eMDR only
  - B -> Both eMDR and Mail
  - M -> Changing to “Mail only”



# **Provider Education to support eMDR** **(Electronic Medical Documentation Request)** **Via esMD**

**Document Version: 1.0**  
**Last Modified: 07/31/18**

# 1) PROVIDER EDUCATION ON EMDR.

## a) BACKGROUND

In response to the demand to enable the functionality to send Additional Documentation Request (ADR) letters electronically, Centers for Medicare & Medicaid Services (CMS) is requiring the Review Contractors (RCs) to support sending ADR letters electronically as **eMDRs (Electronic Medical Documentation Request)**. Since the eMDRs may contain Protected Health Information (PHI) data being sent to the prospective provider, a valid consent is required from the authorized individual representing the provider along with the destination details including any delegation to their associated or representing organizations such as **Health Information Handlers (HIHs)**.

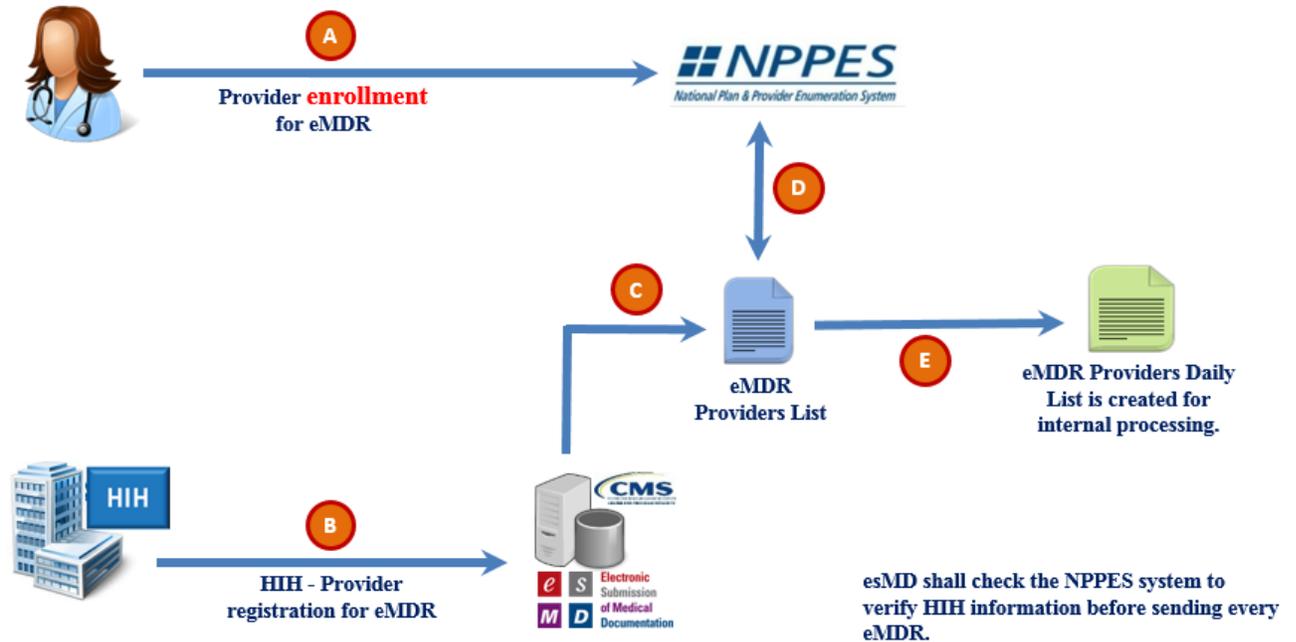
**NPPES (National Plan and Provider Enumeration System)** has the functionality to add the 'End Point' information for a particular provider (in the provider profile page). This function of NPPES is required to be updated by the providers with the HIH information (considered as an '**Authorized Consent**' from providers). **esMD (Electronic Submission of Medical Documentation System)** team shall retrieve the HIH data from NPPES to submit eMDRs.

More information on esMD: - <https://www.cms.gov/Research-Statistics-Data-and-Systems/Computer-Data-and-Systems/ESMD/index.html?redirect=/esMD/>

## **ASSUMPTIONS**

1. eMDR (ADR letters sent via esMD) may have PHI data and requires
  - a. Consent from authorized individual (of the provider) to receive electronically
  - b. Endpoint information where the eMDR has to be sent
  - c. Active agreements between Provider and HIH, covering security and privacy requirements to handle PHI data
2. eMDR enrollment shall leverage NPPES system to gather provider consent and endpoint information (only the authorized individual has access)
3. A provider (by NPI) shall have an active agreement with one HIH at a time to send/receive data via esMD for all supported Lines of Businesses (LOBs)
4. A provider (by NPI) enrolling and registering for eMDR will receive ADR letters electronically via esMD from all RCs sending out ADR letters.
5. A provider (by NPI) enrolling for eMDR is applicable to all its PTANs
6. HIH shall send the registration request to esMD only after the provider completes the corresponding NPPES entry.
7. The eMDR registration process (new, HIH change or removal) is not effective until all process steps are completed without any discrepancies.
8. A provider registering for the first time to receive eMDR shall receive both electronically and by mail for the first three ADRs. Only eMDRs thereafter.
9. A provider enrollment for MAC portals and DDE (Part A) are separate from eMDR enrollment and registration.

## PROCESS FLOW FOR EMDR



## PROCESS STEPS FOR EMDR REGISTRATION

Process Step	Description	Responsibility of	Data flow direction
A	<p>Providers (authorized user) shall provide their consent and authorization in NPPES for HIH to receive their Medicare Fee-for-Service (FFS) ADR letters electronically as eMDR via esMD.</p> <p>Provider shall enter different fields as per the instructions mentioned in the document section “<b>Instructions for the Provider to enter the data</b>”. The two most important fields to be updated in NPPES that shows</p>	Provider	From the Provider into ‘NPPES’

	<p>consent from the provider to exchange eMDR via the HIH are</p> <p><b>End Point Description</b> :- This field shall be updated with the <b>HIH OID</b> (Object Identifier)</p> <p><b>Other End Point Use:</b> - ‘<b>CMS esMD eMDR</b>’ (Provider shall update the exact phrase as mentioned here).</p>		
B	<p>HIHs shall send eMDR registration request to esMD with provider details.</p>	HIH	HIH to esMD
C , D , E	<p>esMD shall use the data received from HIHs and check with NPPES to store and maintain the provider registration for eMDR (and other services in future).</p>	esMD	Within esMD

## NPES FOR 'ENDPOINT' INFORMATION



### Endpoint (optional)

\* Indicates Required fields.

Endpoints provide a simple, secure, scalable, and standards-based way for participants to send authenticated, encrypted health information directly to known, trusted recipients over the Internet. Endpoint information will be made available on the [NPI Registry](#), [API](#), and [Data Dissemination Files](#) for users to receive and consume.

[More information about Endpoints and how to enter them.](#)

\* Endpoint Type:

\* Endpoint:

Endpoint Description:

Endpoint Use:

\* Other Endpoint Use:

Endpoint Content Type:

\* Is the Endpoint affiliated to another organization?

 Yes  No

\* Affiliation:

Choose Affiliation

\* Endpoint Location:

Add New Endpoint Location

CLEAR

SAVE

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**INSTRUCTIONS FOR THE PROVIDER TO ENTER THE DATA.**

**Provider to enter the following information in NPES and save the details.**

**End Point Type:** - [Connect URL]

**End Point:** - [Connect URL of the 'HIH' for esMD] (HIH shall provide this information to the provider)

**End Point Description:** - [HIH OID] (HIH shall provide this information to the provider)

**End Point Use:** - 'Other'

**Other End Point Use:** - 'CMS esMD eMDR' (Provider shall update the exact phrase as mentioned here)

**Is this endpoint affiliated to another Organization :-** (Here provider shall choose 'Yes' and enter all the details of the HIH)

**Affiliation:** - [Enter the HIH Organization Name]

**End Point location address:** - [Enter the HIH address] (HIH shall provide this information to the provider)

## USE CASES FOR EMDR REGISTRATION

### 1. A new enrollment and registration request.

**Provider:** - Provider shall get into an agreement with an HII to accept eMDR on their behalf. An authorized user of the provider shall update the NPPES system with the HII details.

**HII:** - HII after getting a confirmation of the NPPES update shall send an eMDR enrollment request to esMD.

### 2. Removal of an eMDR registered provider (does not want ADRs electronically any more).

**Provider:** - An authorized user of the provider shall remove the HII details from the NPPES system.

**HII:** - HII after getting a confirmation of the NPPES deletion, shall send an eMDR remove request to esMD.

### 3. Change from one HII to the other (HII1 to HII2)

**Provider:** - An authorized user of the provider shall remove HII1 and add HII2 details in the NPPES system.

**HII1:-** HII1 after getting a confirmation of the NPPES deletion, shall send an eMDR remove request to esMD.

**HII2:-** HII2 after getting a confirmation of the NPPES update shall send an eMDR enrollment request to esMD.

### 4. If for some reason eMDR could not delivered to the HII by esMD, providers shall receive the ADR letter in mail.

*Note: - It is provider's responsibility to update NPPES with the latest HII details.*