CMS Manual System	Department of Health & Human Services (DHHS)
Pub 100-04 Medicare Claims Processing	Centers for Medicare & Medicaid Services (CMS)
Transmittal 1123	**Date: DECEMBER 8, 2006**
	Change Request 5394

Subject: Instructions for Downloading the Medicare Zip Code File

I. SUMMARY OF CHANGES: This CR provides instructions for downloading the April, 2007 Medicare Zip Code File.

Effective Date: April 1, 2007
Implementation Date: April 2, 2007

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.*

R/N/D	Chapter / Section / Subsection / Title
N/A	

III. FUNDING:
No additional funding will be provided by CMS; Contractor activities are to be carried out within their FY 2007 operating budgets.

IV. ATTACHMENTS:

Recurring Update Notification

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

Attachment – Recurring Update Notification

Pub. 100-04	Transmittal: 1123	Date: December 8, 2006	Change Request 5394

SUBJECT: Instructions for Downloading the Medicare Zip Code File

Effective Date: April 1, 2007

Implementation Date: April 2, 2007

I. GENERAL INFORMATION

A. Background: Each calendar quarter, CMS issues an updated, 5-position zip code file used for pricing Medicare claims.

Every 2 months, CMS obtains an updated listing of zip codes from the U.S. Postal Service (USPS). On the basis of the updated USPS file, CMS updates the Medicare zip code file and makes it available to contractors.

Approximately 6 weeks prior to the beginning of each calendar quarter (i.e., approximately 6 weeks prior to January 1, April 1, July 1, and October 1), CMS will make available an updated 5-position Medicare zip code file. Thus, the updated file will be available in early November for the January 1 release, early February for the April 1 release, early May for the July 1 release, and early August for the October 1 release.

When an updated file is loaded to the Connect:Direct, it will add to the inventory of zip code files on the mainframe. The name of the file is MU00.@AAA2390.ZIP5.LOCALITY.Vyyyyr, where "yyyy" equals the calendar year and "r" equals the release number with January = 1, April = 2, July = 3, and October = 4.

NOTE: Even the most recently updated zip code file will not contain zip codes established by the USPS after CMS compiled the file. Therefore, for zip codes reported on claims that are not on the most recent zip code file, follow the instructions in the CMS Manual System, Publication 100-4, chapter 15, section 20.1.5.

The April 2007 Medicare Zip Code File incorporates the new record layout format, in conjunction with the implementation of competitive bidding, as referenced in CR 5205, Transmittal 49, Pub 100-19.

B. Policy: This instruction describes the process for updating the Medicare Zip Code file.

II. BUSINESS REQUIREMENTS TABLE

Use "Shall" to denote a mandatory requirement

Number	Requirement	Responsibility (place an "X" in each applicable column)										
		A/B MAC	DME MAC	FI	CARRIER	DMERC	RHHI	Shared-System Maintainers				OTHER
								FISS	MCS	VMS	CWF	
5394.1	Contractors shall use the most recent version of the Medicare zip code file	X		X	X			X	X	X		As appropriate.

Number	Requirement	Responsibility (place an "X" in each applicable column)										
		A/B MAC	DME MAC	FI	CARRIER	DMERC	RHHI	Shared-System Maintainers				OTHER
								FISS	MCS	VMS	CWF	
	to process ambulance claims, and shall do jurisdictional pricing for other benefit categories where instructions direct the use of the zip code file.											
5394.2	Approximately six (6) weeks before the beginning of each calendar quarter contractors shall go to the Connect:Direct and search for the zip code file.	X		X	X			X	X	X		As appropriate.
5394.2.1	Contractors shall confirm that the release number (the last 5 digits) corresponds to the upcoming calendar quarter.	X		X	X			X	X	X.		As appropriate.
5394.2.2	If the release number (the last 5 digits) does not correspond to the upcoming calendar quarter, contractors shall notify M. Barton Kershbaum at (410) 786-3321.	X		X	X			X	X	X		As appropriate.
5394.2.3	Contractors shall download the file and incorporate the file into their testing regime for the upcoming model release.	X		X	X		X	X	X	X		As appropriate.
5394.2.4	The name of the zip code file for the April 2007 release is: MU00.@AAA2390.ZIP5.LOCALITY.V20072. The release number for this file is 20072, i.e., release 2 for the year 2007.	X		X	X		X	X	X	X		As appropriate.

III. PROVIDER EDUCATION TABLE

Number	Requirement	Responsibility (place an "X" in each applicable column)										
		A/B MAC	DME MAC	FI	CARRIER	DMERC	RHHI	Shared-System Maintainers				OTHER
								FISS	MCS	VMS	CWF	
	None.											

IV. SUPPORTING INFORMATION

A. For any recommendations and supporting information associated with listed requirements, use the box below:
Use "Should" to denote a recommendation.

X-Ref Requirement Number	Recommendations or other supporting information:

B. For all other recommendations and supporting information, use the space below:

V. CONTACTS

Pre-Implementation Contact(s):
Bart Kershbaum, (410) 786-3321, Michael.Kershbaum@cms.hhs.gov

Post-Implementation Contact(s): For availability of the file: Bart Kershbaum (410) 786-3321;
for the accuracy of zip code entries or for urban/rural designations: Glenn McGuirk (410) 786-5723.

VI. FUNDING

A. No additional funding will be provided by CMS; contractor activities are to be carried out within their FY 2007 operating budgets.

B. The contractor is hereby advised that this constitutes technical direction as defined in your contract. CMS does not construe this as a change to the Statement of Work (SOW). The contractor is not obligated to incur costs in excess of the amounts specified 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.