

CMS Manual System	Department of Health & Human Services (DHHS)
Pub 100-20 One-Time Notification	Centers for Medicare & Medicaid Services (CMS)
Transmittal 1505	Date: May 22, 2015
	Change Request 9161

SUBJECT: Analysis for Inserting a Pre-printed Sheet of Paper in Medicare Summary Notice (MSN) Envelopes

I. SUMMARY OF CHANGES: The purpose of this analysis CR is to determine the capabilities of the MACs and their printer centers to provide such a solution and to determine the various costs involved.

EFFECTIVE DATE: June 23, 2015

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

IMPLEMENTATION DATE: June 23, 2015

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	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

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SUBJECT: Analysis for Inserting a Pre-printed Sheet of Paper in Medicare Summary Notice (MSN) Envelopes

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I. GENERAL INFORMATION

A. Background: CMS has instances when there is a demand to print and insert a piece of paper into the MSN envelope in order to communicate specifically with those beneficiaries in a particular location, or all beneficiaries. The purpose of this analysis CR is to determine the capabilities of the MACs and their printer centers to provide such a solution and to determine the various costs involved.

B. Policy: 1806(a) of the Social Security Act and Section 925 of the Medicare Prescription Drug, Improvement, and Modernization Act of 2003

II. BUSINESS REQUIREMENTS TABLE

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

Number	Requirement	Responsibility								
		A/B MAC			DME MAC	Shared-System Maintainers				Other
		A	B	H H H		F M V C	I C M W	S S S F		
9161.1	Contractors shall provide analysis to determine if they can insert a pre-printed sheet of paper into an MSN envelope.	X	X	X	X					RRB-SMAC
9161.2	Contractors shall provide analysis to determine what size(s) of a pre-printed sheet of paper fits into an MSN envelope in their automated production line, and the number of 12 point characters that can fit on that sheet of paper.	X	X	X	X					RRB-SMAC
9161.3	Contractors shall provide analysis to determine the costs for inserting a pre-printed sheet of paper into an MSN envelope.	X	X	X	X					RRB-SMAC
9161.4	Contractors shall provide analysis to determine the costs for printing a pre-printed sheet of paper (in the various sizes possible) for the front of the paper, and the front and back, for insertion in MSN envelopes. Please provide printing costs for both one-color and	X	X	X	X					RRB-SMAC

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	
	two-color printing, on one-side and on two-sides (a breakout containing costs for the four different scenarios).									
9161.5	Contractor shall provide analysis to determine what criteria can be used for determining which MSNs will receive an inserted pre-printed sheet of paper. For instance, can the insertions be determined by the ZIP code, state, specific HICN's, CPT code, etc,	X	X	X	X					RRB-SMAC

III. PROVIDER EDUCATION TABLE

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

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

V. CONTACTS

Pre-Implementation Contact(s): Scott Schiller, 410-786-4514 or scott.schiller@cms.hhs.gov (301-776-1187 (M, Th, Fr))

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