

<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 1539</b>	<b>Date: August 28, 2015</b>
	<b>Change Request 9275</b>

**SUBJECT: Implementing the Insertion of a Sheet of Paper Promoting the Electronic Medicare Summary Notices (eMSNs) into Mailed Medicare Summary Notices (MSNs)**

**I. SUMMARY OF CHANGES:** As part of the Electronic Medicare Summary Notices (eMSNs) project, CMS is requiring the Medicare Administrative Contractors (MACs) to insert a printed sheet of paper into Medicare Summary Notices (MSNs) mailed between October 1, 2015 and December 31, 2015. This insert will promote the eMSN initiative to all beneficiaries receiving a paper MSN during this time period.

**EFFECTIVE DATE: August 17, 2015**

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

**IMPLEMENTATION DATE: September 29, 2015 - Mailings start October 1, 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.*

<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**



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		
	part of the normal monthly processing cycle.										
9275.2	Contractors shall provide a very brief report within 15 days after the October 1, 2015-December 31, 2015 mailing period indicating the number of MSNs that were mailed which included this insert. The contractors shall email this brief report to Scott Schiller (scott.schiller@cms.hhs.gov) and James Wilkerson (james.wilkerson@cms.hhs.gov).	X	X	X	X						RRB-SMAC
9275.3	Contractors shall participate in a required meeting that will be scheduled during week of July 6, 2015. An appointment will be sent out by CMS prior to the end of POC review. A description of the project will be discussed during the meeting, and contractors can ask any remaining questions they might have.	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, 410-786-4515 or scott.schiller@cms.hhs.gov (James Wilkerson (james.wilkerson@cms.hhs.gov) and (410) 786-5586).

**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: 1**

## Go paperless and get your Medicare Summary Notices electronically!

You can now get your Medicare Summary Notices (MSNs) in a new and exciting way — **electronic delivery!** These are called electronic MSNs (eMSNs).

By signing up to get eMSNs, you'll:

- Access new eMSNs faster at MyMedicare.gov [Note: **eMSNs are monthly** and paper MSNs are quarterly]
- Reduce your mail – no more paper copies to file
- Help Medicare save money

### How to Sign-up

If you don't have a MyMedicare.gov account, signing up is easy. Visit MyMedicare.gov, and select "Create an Account" to register.

Once you've signed up for your MyMedicare.gov account, complete the following steps:

1. Login to MyMedicare.gov
2. Select "My Account" from the menu
3. In the "User information" tab, choose "Email and Correspondence Settings"
4. In the "Electronic Medicare Summary Notices (eMSNs)" area, select edit
5. Select "Yes" and then "Submit" **and you're done!**

### Need Help?

If you need any help, or have any questions, call 1-800-MEDICARE (1-800-633-4227). TTY users should call 1-877-486-2048.

**Sign up now for faster, easier MSNs!**

## **¡Deje de utilizar papel y reciba sus Resúmenes de Medicare vía electrónica!**

Ahora puede recibir sus Resúmenes de Medicare (MSNs) de una manera novedosa y emocionante: **¡entrega electrónica!** Estos son los resúmenes electrónicos (eMSNs).

Al inscribirse para recibir eMSNs, usted podrá:

- Acceder a sus eMSNs más rápido en MyMedicare.gov [Nota: los eMSNs son mensuales y los MSNs son trimestrales]
- Reducir su correspondencia: ya no archive más copias en papel
- Ayudar a Medicare a ahorrar dinero

### **Cómo inscribirse**

Si no tiene una cuenta en MyMedicare.gov, abrir una es sencillo. Visite MyMedicare.gov y seleccione "¡Cree una cuenta!" para registrarse.

Cuando haya registrado su cuenta MyMedicare.gov, complete los pasos siguientes:

1. Inicie sesión en MyMedicare.gov
2. Seleccione "Mi cuenta" del menú
3. En la pestaña "Información del usuario", elija "Correo electrónico y configuración de la correspondencia"
4. En el área "Resumen de Medicare electrónico (eMSNs)", seleccione Modificar
5. Seleccione "Sí" y luego "Enviar" y **¡ya está!**

### **¿Necesita ayuda?**

Si necesita ayuda o si tiene preguntas, llame al 1-800-MEDICARE (1-800-633-4227). Los usuarios de TTY deben llamar al 1-877-486-2048.

**¡Inscríbese en este servicio para recibir MSNs de la manera más rápida y sencilla!**