

<b>CMS Manual System</b>	<b>Department of Health &amp; Human Services (DHHS)</b>
<b>Pub 100-04 Medicare Claims Processing</b>	<b>Centers for Medicare &amp; Medicaid Services (CMS)</b>
<b>Transmittal 1621</b>	<b>Date: October 24, 2008</b>
	<b>Change Request 6192</b>

**Subject: Instructions for Downloading the Revised Medicare ZIP Code Files for January 2009**

**I. SUMMARY OF CHANGES:** This instruction describes the process for updating the two Medicare ZIP code files (ZIP5 and ZIP9) for the January 2009 quarter. This instruction also describes the revision to and the process for downloading the Calendar Year-end ZIP Code files per CR 5881 necessary to accommodate the processing of air ambulance claims under Section 146(b)(1) of the Medicare Improvements for Patients and Providers Act of 2008 (MIPPA). The initial release of this Recurring Notification can be found in Chapter 15, Section 20.1.6(A) of the Internet Only Manual.

**New / Revised Material**

**Effective Date: January 1, 2009**

**Implementation Date: January 5, 2009**

*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:**

**SECTION A:** For Fiscal Intermediaries and Carriers:

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

**SECTION B:** 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:**

##### **Recurring Update Notification**

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

# Attachment – Recurring Update Notification

Pub. 100-04	Transmittal: 1621	Date: October 24, 2008	Change Request: 6192
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**SUBJECT: Instructions for Downloading the Revised Medicare ZIP Code Files for January 2009**

**Effective Date:** January 1, 2009

**Implementation Date:** January 5, 2009

## I. GENERAL INFORMATION

**A. Background:** Each calendar quarter, CMS issues an updated, 5-digit ZIP code file (ZIP5) and 9-digit ZIP code File (ZIP9), 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 files and makes them available to contractors.

Under normal circumstances, 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 the updated ZIP5 and ZIP9 files. Thus, the updated files will be available on approximately November 15th for the January 1 release, approximately February 15th for the April 1 release, approximately May 15th for the July 1 release, and approximately August 15th for the October 1 release.

In addition to the 5-digit and 9-digit ZIP code files, CMS will post on the CMS Web site at [http://www.cms.hhs.gov/prospmedicarefeesvcpmtgen/01\\_overview.asp](http://www.cms.hhs.gov/prospmedicarefeesvcpmtgen/01_overview.asp) a list of the 5-digit ZIP codes that require a 4-digit extension, and a list of the most recent additions and deletions to that file. Under normal circumstances, these two files will also be posted approximately 6 weeks prior to the beginning of each calendar quarter.

When the updated files are loaded to the Connect: Direct, it will add to the inventory of ZIP code files on the mainframe. The name of the ZIP5 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. Also, the name of the ZIP9 file is [MU00.@AAA2390.ZIP9.LOCALITY.Vyyyyr](#).

**NOTE:** Even the most recently updated ZIP code files may 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 files, follow the instructions in the CMS Manual System, Publication 100-04, Chapter 15, section 20.1.5(B).

Further, Section 146(b)(1) of the Medicare Improvements for Patients and Providers Act of 2008 specifies that any geographic area that was designated as a rural area for purposes of making payments under the ambulance fee schedule for air ambulance services furnished on December 31, 2006 shall be treated as a rural area for purposes of making payments under the ambulance fee schedule for air ambulance services furnished during the period July 1, 2008 through December 31, 2009. Accordingly, the Centers for Medicare and Medicaid Services (CMS) has revised the ZIP Code file to include an additional designation of ZIP Codes which are to be used only when processing air ambulance service claims with service dates of July 1, 2008 and later. A revised year-end file for 2008 will be posted to accommodate the reprocessing of air ambulance claims with dates of service July 1, 2008 through December 31, 2008.

**B. Policy:** This instruction describes the process for updating the Medicare ZIP Code files. CMS shall revise the Calendar Year-end 2008 and January 2009 ZIP Code files to include new ZIP Code indicators which will designate those geographic areas that are to be treated as rural when processing only air ambulance service claims with dates of service beginning July 1, 2008. Contractors shall refer to CR 6214 for instructions on how to process air ambulance service claims using these revised ZIP Code files.

## II. BUSINESS REQUIREMENTS TABLE

*Shall" denotes a mandatory requirement*

Number	Requirement	Responsibility (place an "X" in each applicable column)									
		A / B  M A C	D M E  M A C	F I  M A C	C A R R I E R	R H I	Shared-System Maintainers				OTH ER
					F I S S	M C S	V M S	C W F			
6192.1	Contractors shall use the revised version of the CY 2008 Medicare ZIP5 code file referenced in CR 5881, Transmittal 1463, to process ambulance claims with dates of service through December 31, 2008.	X		X	X		X	X			
6192.1.2	Contractors shall refer to CR 6214 for instructions related to using the CY 2008 file to process air ambulance claims with dates of service July 1, 2008 through December 31, 2008.	X		X	X		X	X			
6192.2	Contractors shall do jurisdictional pricing using the CY 2008 year-end ZIP Code files and the January 2009 release of the ZIP Code files for other benefit categories where instructions direct the use of the ZIP code files.	X		X	X		X	X			
6192.3	Contractors shall go to the Connect: Direct and search for the ZIP code files approximately six (6) weeks before the beginning of each calendar quarter.	X		X	X		X	X			
6192.3.1	Contractors shall confirm that the release number (the last 5 digits) corresponds to the upcoming calendar quarter.	X		X	X		X	X			
6192.3.2	Contractors shall notify Eric Coulson by dialing 410-786-3352 or email at <a href="mailto:Eric.Coulson@cms.hhs.gov">Eric.Coulson@cms.hhs.gov</a> , if the release number (the last 5 digits) does not correspond to the upcoming calendar quarter.	X		X	X		X	X			
6192.3.3	Contractors shall notify EDC/Data Centers that the following files are available and EDC/Data Centers shall download and incorporate the files into their testing regime for the upcoming model release: <ul style="list-style-type: none"> <li>The ZIP5 file for the January 2009 release: <a href="#">MU00.@AAA2390.ZIP5.LOCALITY.V20091</a> (The release number for this file is 20091, i.e., release 1 for the year 2009).</li> </ul>	X		X	X		X	X			EDC, CDC

Number	Requirement	Responsibility (place an "X" in each applicable column)									
		A / B  M A C	D M E  M A C	F I  M A C	C A R I E R	R H I  S S	Shared-System Maintainers				OTH ER
						F I S S	M C S	V M S	C W F		
	<ul style="list-style-type: none"> <li>The ZIP9 file for the January 2009 release: <u>MU00.@AAA2390.ZIP9.LOCALITY.V20091</u> (The release number for this file is 20091, i.e., release 1 for the year 2009).</li> </ul>										
6192.3.4	<p>Contractors shall notify EDC/Data Centers that the following files are available and EDC/Data Centers shall download and incorporate the files into their testing regime for the upcoming model release:</p> <ul style="list-style-type: none"> <li>The ZIP5 file for the December 2008 year-end release: <u>MU00.@AAA2390.ZIP5.LOCALITY.DEC08</u> (The release number for this file is DEC08, i.e., end of year release for the year 2008).</li> <li>The ZIP9 file for the December 2008 year-end release: <u>MU00.@AAA2390.ZIP9.LOCALITY.DEC08</u> (The release number for this file is DEC08, i.e., end of year release for the year 2008).</li> </ul>	X		X	X		X	X		EDC, CDC	

### III. PROVIDER EDUCATION TABLE

Number	Requirement	Responsibility (place an "X" in each applicable column)									
		A / B  M A C	D M E  M A C	F I  M A C	C A R I E R	R H I  S S	Shared-System Maintainers				OTH ER
						F I S S	M C S	V M S	C W F		
	NONE										

### IV. SUPPORTING INFORMATION

**Section A: For any recommendations and supporting information associated with listed requirements, use the box below:**

*"Should" denotes a recommendation.*

X-Ref Requirement Number	Recommendations or other supporting information:
CR 5881.1	Per this BR, contractors shall code systems for the January release to accept the files specified in BR 6192.3.4.

**Section B: For all other recommendations and supporting information, use this space: N/A**

## V. CONTACTS

**Pre-Implementation Contact(s):** Eric Coulson (410) 786-3352 or email at [Eric.Coulson@cms.hhs.gov](mailto:Eric.Coulson@cms.hhs.gov)

**Post-Implementation Contact(s):** For availability of the ZIP-5 or ZIP-9 file: Eric Coulson by dialing 410-786-3352 or email at [Eric.Coulson@cms.hhs.gov](mailto:Eric.Coulson@cms.hhs.gov); for the accuracy of zip code entries or for urban/rural designations: Glenn McGuirk by dialing (410) 786-5723 or email at [Glenn.McGuirk@cms.hhs.gov](mailto:Glenn.McGuirk@cms.hhs.gov); for the accuracy/availability of the file listing 5-digit ZIP codes requiring a 4-digit extension: Fiscal Intermediaries / A/B MACs contact Susan Guerin (410)786-6138 or email at [Susan.Guerin@cms.hhs.gov](mailto:Susan.Guerin@cms.hhs.gov) ; Carriers / A/B MACs contact Leslie Trazzi (410)786-7544 or email at [Leslie.Trazzi@cms.hhs.gov](mailto:Leslie.Trazzi@cms.hhs.gov)

## VI. FUNDING

**Section A: For *Fiscal Intermediaries (FIs), Carriers, and Regional Home Health Carriers (RHHIs)* use the following statement:**

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

**Section B: For *Medicare Administrative Contractors (MACs)*, use the following statement:**

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.

Zip5 Record Layout

Field Name Comments	Beg. Position	End Position	Length	
State	1	2	2	
Zip Code	3	7	5	
Carrier	8	12	5	
Pricing Locality	13	14	2	
Rural Indicator	15	15	1	
Effective 1/1/2007				
Blank=urban, R=rural, B=super rural				
Bene Lab CB Locality	16	17	2	Lab
competitive bid locality				Z1
= CBA 1				Z2
= CBA 2				Z9
= Not a demonstration locality				
Rural Indicator2	18	18	1	What
was effective 12/1/2006				
Blank=urban, R=rural, B=super rural				
Filler	19	20	2	
Plus Four Flag	21	21	1	0 = no
+4 extension, 1 = +4 extension				
Filler	22	75	54	
Year/Quarter	76	80	5	
YYYYQ				