

<b>CMS Manual System</b>	<b>Department of Health &amp; Human Services (DHHS)</b>
<b>Pub 100-05 Medicare Secondary Payer</b>	<b>Centers for Medicare &amp; Medicaid Services (CMS)</b>
<b>Transmittal 83</b>	<b>Date: February 3, 2012</b>
	<b>Change Request 7614</b>

**SUBJECT: Electronic Correspondence Referral System (ECRS) Web Enhancements Phase I**

**I. SUMMARY OF CHANGES:** This transmittal is to notify all Medicare contractors of system changes/updates to ECRS Web and the ECRS Web User Guide, including a new flat file layout and four new data elements.

**EFFECTIVE DATE: April 1, 2012**

**IMPLEMENTATION DATE: April 2, 2012**

*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-

<b>R/N/D</b>	<b>CHAPTER / SECTION / SUBSECTION / TITLE</b>
R	5/5/1/ECRS Web User Guide Version 4.3
R	5/5/2/ECRS Web Quick Reference Card Version 5.2.1

**III. FUNDING:**

**For Fiscal Intermediaries (FIs), Regional Home Health Intermediaries (RHHIs) and/or Carriers:**

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

**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:**

**Business Requirements**

**Manual Instruction**

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

## Attachment - Business Requirements

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**SUBJECT: Electronic Correspondence Referral System (ECRS) Web Enhancements Phase I**

**Effective Date: April 1, 2012**

**Implementation Date: April 2, 2012**

### I. GENERAL INFORMATION

#### A. Background:

The Electronic Correspondence Referral System (ECRS) Web is used for the transmittal of Medicare Secondary Payer (MSP) information to the Coordination of Benefits Contractor (COBC). Authorized users at Medicare Contractor sites and authorized CMS Regional Offices (ROs) transmit requests to the COBC for changes to existing Common Working File (CWF) MSP information, and inquiries concerning possible MSP coverage. As needed, changes are made to ECRS Web to give contractors more functionality and to increase efficiency.

#### B. Policy:

This transmittal is to notify all Medicare contractors of system changes/updates to ECRS Web and the ECRS Web User Guide. The ECRS Web User Guide Version 4.3 now includes new fields (New MSP type, New Patient Relationship, New Effective Date and New Insurance Type), which are mandatory when using Action Codes MT (change MSP type), PR (change patient relationship), ED (change effective date), or IT (change insurer type). The User Guide also includes updated flat file layouts and a Quality Assurance Surveillance Report (QASP) for ROs. For Part C and D submitters, we are creating a new Prescription Drug Assistance Request (PDR) function, as well as Part D action codes. The Quick Reference Card has also been updated to reflect these additions.

### II. BUSINESS REQUIREMENTS TABLE

Number	Requirement	Responsibility (place an "X" in each applicable column)									
		A / B  M A C	D M M A C	F I  I E R	C A R I E R	R H H I  S	Shared-System Maintainers				OTHER
						F I S S	M C S	V M S	C W F		
7614.1	Medicare contractors shall follow the updated direction in ECRS Web User Guide Version 4.3. ( <b>NOTE:</b> This guide will replace the current version in its entirety)	X	X	X	X	X					
7614.2	Medicare contractors shall utilize the new fields (New MSP type for action code MT, New Patient Relationship for action code PR, New Effective Date for action code ED, and New Insurance Type for action code IT) in ECRS Web only when updating the MSP type, Patient Relationship, Effective Date, and/or Insurance Type.	X	X	X	X	X					

Number	Requirement	Responsibility (place an "X" in each applicable column)									
		A / B	D M E	F I	C A R R I E R	R H I	Shared-System Maintainers				OTHER
							F I S S	M C S	V M S	C W F	
7614.3	Medicare contractors shall utilize the new flat file layouts, when appropriate, to upload or download files, as necessary.	X	X	X	X	X					

### III. PROVIDER EDUCATION TABLE

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

### IV. SUPPORTING INFORMATION

**Section A: For Fiscal Intermediaries (FIs), Regional Home Health Intermediaries (RHHIs), and/or Carriers: N/A**

X-Ref Requirement Number	Recommendations or other supporting information:
	None

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

### V. CONTACTS

**Pre-Implementation Contact(s):**

Jinean Carabai 410-786-1280

**Post-Implementation Contact(s):**

Contact your Contracting Officer's Technical Representative (COTR) or Contractor Manager, as applicable.

### VI. FUNDING

**Section A: For Fiscal Intermediaries (FIs), Regional Home Health Intermediaries (RHHIs), and/or Carriers:**

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**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.