
Program Memorandum Intermediaries

Department of Health &
Human Services (DHHS)
Centers for Medicare &
Medicaid Services (CMS)

Transmittal A-01-99

Date: AUGUST 16, 2001

CHANGE REQUEST 1810

SUBJECT: Changes in the Paid Claim Record - Notification Process

The purpose of this Program Memorandum (PM) is to clarify previously unwritten policy and procedures for any changes that may be made to the paid claims record by the Fiscal Intermediary Standard System (FISS) Maintainer. There is a critical need to ensure that any proposed changes to the FISS paid claims record - the input to the Provider Statistical and Reimbursement (PS&R) program - are shared with all intermediaries and all intermediary standard systems.

The version of the FISS paid claims record that was in effect on July 1, 2001, is to remain frozen in its current format. Changes to the paid claim record may be made upon notification from CMS through the change management process.

On those occasions where the FISS Maintainer may identify the need for additional modifications to this record, the suggested changes should be communicated to CMS in the form of an e-mail to the FISS project officer and the FI maintenance lead followed by a teleconference. The e-mail request should include the following:

- The change being proposed,
- The rationale for the change,
- A description of the fields being changed,
- Data definitions for any new fields,
- Algorithms for populating the changing fields, if any, and
- A description of each field location caused by the change requested.

The FISS project officer or FI maintenance lead will disseminate the change and related documentation to the appropriate persons, and arrange a teleconference for the purpose of discussing the changes. Should CMS concur with the need for the revision, a Change Request will be issued. If CMS does not agree with the change, the FISS project officer will notify the maintainer of the non-concurrence via e-mail.

The *effective date* for this PM is September 1, 2001.

The *implementation date* for this PM is September 1, 2001.

The instructions contained in this PM should be implemented within your current operating budget.

This PM may be discarded after September 30, 2002.

If you have any administrative questions, contact Gerald Mulcahy (410-786-3374).

If you have any technical questions, contact Mike O'Leary (410-786-6432)