

CMS Manual System	Department of Health & Human Services (DHHS)
Pub 100-04 Medicare Claims Processing	Centers for Medicare & Medicaid Services (CMS)
Transmittal 1213	Date: MARCH 30, 2007
	Change Request 5491

Subject: EDI Enrollment and Electronic Claim Record Retention

I. SUMMARY OF CHANGES: CMS record retention requirements are being added to Chapter 24 to clear up confusion about the retention requirements for Electronic Data Interchange documents and files.

New / Revised Material

Effective Date: July 1, 2007

Implementation Date: July 2, 2007

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	24/20/20.7/EDI Enrollment and Electronic Claim Record Retention

III. FUNDING:

No additional funding will be provided by CMS; Contractor activities are to be carried out within their FY 2007 operating budgets.

IV. ATTACHMENTS:

Business Requirements

Manual Instruction

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

IV. SUPPORTING INFORMATION

A. For any recommendations and supporting information associated with listed requirements, use the box below: N/A

X-Ref Requirement Number	Recommendations or other supporting information:

B. For all other recommendations and supporting information, use the space below: N/A

V. CONTACTS

Pre-Implementation Contact(s): Brian Reitz, Brian.Reitz@cms.hhs.gov, 410-786-5001.

Questions related to specific CMS record retention requirements are to be directed to Vickie Robey, 410-786-7883.

Post-Implementation Contact(s): Brian Reitz, Brian.Reitz@cms.hhs.gov, 410-786-5001.

Questions related to specific CMS record retention requirements are to be directed to Vickie Robey, 410-786-7883

VI. FUNDING

A. For TITLE XVIII Contractors, use only one of the following statements:

No additional funding will be provided by CMS; contractor activities are to be carried out within their FY 2007 operating budgets.

B. For Medicare Administrative Contractors (MAC), use only one of the following statements:

The contractor is hereby advised that this constitutes technical direction as defined in your contract. CMS does not construe this as a change to the Statement of Work (SOW). The contractor is not obligated to incur costs in excess of the amounts specified 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.

Medicare Claims Processing Manual

Chapter 24 – General EDI and EDI Support Requirements, Electronic Claims and Coordination of Benefits Requirements, Mandatory Electronic Filing of Medicare Claims

Table of Contents

(Rev. 1213, 03-30-07)

20.7 – EDI Enrollment and EDI Claim Record Retention

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(Rev. 1213, Issued: 03-30-07; Effective: 07-01-07; Implementation: 07-02-07)

In order for an entity to become an EDI trading partner, an EDI enrollment form must be completed, approved, and on file with a Medicare contractor. Contractors are required to retain all EDI enrollment forms according to the same CMS Records Schedule retention requirements that apply to the CMS-855 Medicare Enrollment Application. The CMS Records Retention Schedule for Provider Records can be found at the following URL: <http://www.cms.hhs.gov/manuals/downloads/pim83c10.pdf> in Section 17.3

Once a trading partner has been tested and approved for electronic submission of claims, they can begin submitting electronic claims to Medicare. Contractors are required to retain electronically filed claims under the same CMS Records Retention Schedule retention requirements that apply to hardcopy claim. The CMS Records Retention Schedule for Medicare Records can be found at the following URL: <http://www.cms.hhs.gov/manuals/downloads/ge101c07.pdf> in Section 30.30.