

<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 239</b>	<b>Date: SEPTEMBER 29, 2006</b>
	<b>Change Request 5336</b>

**Subject: Communications Infrastructure Testing**

**I. SUMMARY OF CHANGES:** CMS is working to ensure that its communications infrastructure can reach providers in the event of a regional or national disaster. This CR will provide instructions to Medicare contractors to suggest to providers/suppliers to subscribe to their listserv to receive important messages.

New / Revised Material

Effective Date: October 30, 2006

Implementation Date: October 30, 2006

*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:**

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

**IV. ATTACHMENTS:**

**One-Time Notification**

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

# Attachment – One-Time Notification

Pub. 100-20	Transmittal: 239	Date: September 29, 2006	Change Request: 5336
-------------	------------------	--------------------------	----------------------

**SUBJECT: Communications Infrastructure Testing**

**Effective Date:** October 30, 2006

**Implementation Date:** October 30, 2006

**I. GENERAL INFORMATION**

**A. Background:** CMS is working to ensure that its communications infrastructure can reach providers in the event of a regional or national disaster. It is important that at such times we can reach providers with critical information in a timely fashion. The contractors’ relationship with the Medicare providers is a key component of the infrastructure. In order to strengthen our level of emergency preparedness, CMS will be providing ways to test your communications infrastructure in the near future and instructions will be forthcoming.

**B. Policy:** N/A

**II. BUSINESS REQUIREMENTS**

*Use “Shall” to denote a mandatory requirement*

Number	Requirement	Responsibility (place an “X” in each applicable column)										
		A / B	D M E	F I	C A R R I E R	D M R C	R E H I	Shared-System Maintainers				OTHER
		M A C	M A C		I E R		F I S S	M C S	V M S	C W F		
5336.1	By November 1, 2006, the Medicare contractor shall send a message out to its provider community, using all means it has available to inform the providers that CMS is working to strengthen its emergency preparedness.	X	X	X	X	X	X					
5336.1.1	The Medicare contractor shall inform the providers to subscribe to the contractor’s listserv in order to remain informed in case of either a regional or national emergency.	X	X	X	X	X	X					
5336.1.2	The Medicare contractor shall recommend that providers should also have an alternate contact subscribe to the listserv as a backup.	X	X	X	X	X	X					
5336.2	No later than November 1, 2006, the Medicare contractor shall send to CMS the contact information of the	X	X	X	X	X	X					



#### IV. SUPPORTING INFORMATION

Use "Should" to denote a recommendation.

X-Ref Requirement Number	Recommendations or other supporting information:
	N/A

#### V. CONTACTS

**Pre-Implementation Contact(s):** Debra Gillespie (410) 786-4631

**Post-Implementation Contact(s):** Debra Gillespie (410) 786-4631

#### VI. FUNDING

**A. For TITLE XVIII Contractors:**

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):**

The contractor is hereby advised that this constitutes technical direction as defined in your contract. We do 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.