

<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 281</b>	<b>Date: MAY 25, 2007</b>
	<b>Change Request 5588</b>

**SUBJECT: Revision on the Medicare Summary Notice (MSN) Printing Cycle**

**I. SUMMARY OF CHANGES:** This CR instructs contractors to check print codes to make sure they are printing all files created by MCS.

**NEW / REVISED MATERIAL**

**EFFECTIVE DATE: OCTOBER 1, 2007**

**IMPLEMENTATION DATE: OCTOBER 1, 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)**

<b>R/N/D</b>	<b>CHAPTER / SECTION / SUBSECTION / TITLE</b>
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: 281	Date: May 25, 2007	Change Request: 5588
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**SUBJECT: Revision on the Quarterly Medicare Summary Notice (MSN) Printing Cycle**

**Effective Date: October 1, 2007**

**Implementation Date: October 1, 2007**

## I. GENERAL INFORMATION

**A. Background:** The current MSN instructions require the Shared System Maintainers (SSM) to issue No-Pay MSNs on a quarterly/90 day mailing cycle. MSNs with checks to the beneficiary will continue to be mailed out as processed. It has come to our attention that since we have implemented quarterly mailings of No-Pay MSNs, not all files created by MCS are printing as there are more print files created. This is a problem experienced by many contractors as the number of files sent to print may exceed their current limit (e.g., 99,999).

**B. Policy:** All contractors shall ensure that their programming logic has no limit on the number of files actually sent to the printer.

## II. BUSINESS REQUIREMENTS TABLE

Use "Shall" to denote a mandatory requirement

Number	Requirement	Responsibility (place an "X" in each applicable column)										
		A / B  M A C	D M  M A C	F I  M A C	C A  R I E R	D M  R C	R E  R I	H H  I	Shared-System Maintainers			
								F I S S	M C S	V M S	C W F	
5588.1	SSMs shall ensure that their programming logic has no limit on the number of print files sent to the printer.	X	X		X	X	X		X	X		

## III. PROVIDER EDUCATION TABLE

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

Number	Requirement	Responsibility (place an "X" in each applicable column)										
		A / B  M A C	D M E  M A C	F I    	C A R I E R	D M R C	R H I	Shared-System Maintainers				OTH ER
							F	M	V	C		
							I	S	S	S	W	
							S	S	S	F		

**IV. SUPPORTING INFORMATION**

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

*Use "Should" to denote a recommendation.*

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

**B. For all other recommendations and supporting information, use this space:**

N/A

**V. CONTACTS**

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**VI. FUNDING**

**A. For Fiscal Intermediaries, Carriers, and the Durable Medical Equipment Regional Carrier (DMERC):**

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. 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 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.