

<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 282</b>	<b>Date: MAY 25, 2007</b>
	<b>Change Request 5611</b>

**SUBJECT: Common Working File Informational Unsolicited Response--Analysis Only**

**I. SUMMARY OF CHANGES:** All Shared System Maintainers are requested to conduct analysis regarding the Common Working File Informational Unsolicited Response process.

**NEW / REVISED MATERIAL**

**EFFECTIVE DATE: \*October 1, 2007**

**IMPLEMENTATION DATE: October 1, 2007 (for analysis only)**

*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: 282	Date: May 25, 2007	Change Request: 5611
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**SUBJECT: Common Working File Informational Unsolicited Response – Analysis Only**

**Effective Date: October 1, 2007**

**Implementation Date: October 1, 2007 (for analysis only)**

## **I. GENERAL INFORMATION**

**A. Background:** All Shared System Maintainers are requested to conduct analysis regarding the Common Working File Informational Unsolicited Response (IUR) process.

The Informational Unsolicited Response process identifies a claim that needs to be adjusted by the Medicare contractor. Common Working File does not cancel the claim but returns information in Trailer 24. Upon receipt of the Informational Unsolicited Response the shared system software reads the trailer for each claim and either a manual or automated adjustment is performed. The Medicare contractor initiates overpayment recovery procedures to retract Part A and Part B payment and generates an adjustment to update or cancel the claim on Common Working File and contractor history.

There are several types of Informational Unsolicited Responses, for example: Home Health Consolidated Billing; SNF Consolidated Billing; Managed Care; CAPS; and VA Demo. Each type is marked with a unique transaction identifier in Common Working File claims history and on the trailer.

CMS is requesting each system maintainer to analyze the current Informational Unsolicited Response process and recommend improvements. The improvements can be for either the shared system maintainer or the Common Working File. Possible suggestions for improvements could be additional automation, an audit trail on CWF HIMR when the IUR was produced, or generate an IUR for scenarios when monies should not have been taken back from providers.

**B. Policy:** The Shared System Maintainers shall analyze the needs of CMS and propose improvements to the CWF Informational Unsolicited Response process to make proper overpayment adjustments.

## 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 I E R	C A R R I E R	D M R R I C	R E H R I	Shared-System Maintainers				OTH ER
								F I S S	M C S	V M S	C W F	
5611.1	The Shared System Maintainers shall conduct analysis on how best to improve the CWF IUR process.	X	X	X	X	X	X	X	X	X	X	
5611.2	The Shared System Maintainer shall provide a written analysis document and an hourly estimate clearly defining the required system changes.	X	X	X	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 I E R	C A R R I E R	D M R R I C	R E H R I	Shared-System Maintainers				OTH ER
								F I S S	M C S	V M S	C W F	
	None.											

## 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	

## V. CONTACTS

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## VI. FUNDING

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

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.