

CMS Manual System	Department of Health & Human Services (DHHS)
Pub 100-20 One-Time Notification	Centers for Medicare & Medicaid Services (CMS)
Transmittal 325	Date: MARCH 7, 2008
	Change Request 5901

This instruction is no longer sensitive. The Effective Date has been added and the Implementation Date has been changed from April 7, 2008 to July 7, 2008. All other information remains the same.

Subject: New Contractor Numbers for the States of California, Hawaii and Nevada and American Samoa, Guam and Northern Marianna Islands Jurisdiction 1 Part A Medicare Administrative Contractor (MAC) Workload

I. SUMMARY OF CHANGES: To change the contractor numbers for the States of California, Hawaii and Nevada and American Samoa, Guam and Northern Marianna Islands Jurisdiction 1 Part A Medicare Administrative Contractor (MAC) Workload to split the UGS Part A and RHHI workloads in to separate CICS regions in the data center.

New / Revised Material

Effective Date: August 15, 2008

Implementation Date: July 7, 2008

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:

SECTION A: For Fiscal Intermediaries and Carriers:

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

SECTION B: For Medicare Administrative Contractors (MACs):

The Medicare Administrative Contractor is hereby advised that this constitutes technical direction as defined in your contract. CMS does not construe this as a change to the MAC Statement of Work. 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.

IV. ATTACHMENTS:

One-Time Notification

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

Attachment – One-Time Notification

Pub. 100-20	Transmittal: 325	Date: March 7, 2008	Change Request: 5901
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SUBJECT: New Contractor Numbers for the States of California, Hawaii and Nevada and American Samoa, Guam and Northern Marianna Islands Jurisdiction 1 Part A Medicare Administrative Contractor (MAC) Workload.

Effective Date: August 15, 2008

Implementation Date: July 7, 2008

I. GENERAL INFORMATION

A. Background: The purpose of this change request is to notify all interested parties that the Centers for Medicare and Medicaid Services (CMS) needs to change the contractor numbers in the Medicare Administrative Contractor (MAC) Jurisdiction 1 states of California, Hawaii and Nevada and American Samoa, Guam and Northern Marianna Islands when those states become live in Jurisdiction 1. This change needs to be made because certain applications require separate contractor numbers for each state. Claims for the states of California, Hawaii and Nevada and American Samoa, Guam and Northern Marianna Islands will be processed by the J1 MAC using the contractor numbers and effective dates listed below. The CMS has decided to create a separate contractor workload number for the NGS RHHI workload and separate the NGS RHHI and Part A workloads into separate CICS regions in the data center. This workload will be transitioning in the future to a MAC jurisdiction. The CMS is studying how best to transition to the applicable MACs the workload covered by contractor workload number 52280, which was formerly processed by Mutual of Omaha and is currently processed by Wisconsin Physicians Services Ins. Corp. (WPS). The CMS will notify all parties as soon as its instructions are final.

<u>PART A</u>	<u>Contractor ID</u>	<u>Effective Date</u>	<u>Current Contractor Number</u>
California	01101	08/15/08	00454
Hawaii including American Samoa, Guam and Northern Marianna Islands	01201	08/15/08	00454
Nevada	01301	08/15/08	00454
UGS RHHI	00456	08/15/08	00454

The CMS will notify all parties through a JSM of the effective dates for the MAC transitions listed above as soon as they are determined.

FISS and CWF software changes and changes to CAFM, CERT, CMIS, CROWD, CSAMS, DCS, ECRS, HIGLAS, NGD, NPPES, PIMR, PSOR, PULSE, REMAS, REMIS, VMS, COBA, PSC, WIC, LOLA, HCIS, BESS, STAR, PECOS, OSCAR, PORS, PS&R, QCM, STC, CASR, IRIS, and all free billing software are needed to reflect the new contractor numbers.

The address associated with the new Jurisdiction 1 AB MAC numbers is:

Palmetto GBA

17 Technology Circle

Columbia, SC 29203

B. Policy: N/A

II. BUSINESS REQUIREMENTS TABLE

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 R I E R	R H H I	Shared-System Maintainers				OTHER
							F I S S	M C S	V M S	C W F	
5901.1	CWF and the Medicare systems listed in requirements 5901.1 through 5901.62 shall change the new contractor numbers for California, Hawaii and Nevada and American Samoa, Guam and Northern Marianna Islands no later than the dates as shown above.	X					X			X	
5901.2	The Medicare systems listed in requirements 5901.1 through 5901.62 shall split the NGS RHHI and Part A workloads for CA/HI/NV currently reported under contractor number 00454 and move the RHHI workload to contractor number 00456 as shown above.			X			X			X	EDC
5901.2.1	FISS will need to make the necessary changes to crosswalk the new number 00456 to the old number 00454 in order to continue sending files to HIGLAS with the 00454 workload number and be able to take in the interface files sent from HIGLAS with the 00454 workload number. HIGLAS will continue to use 00454 for the RHHI workload that will remain after the split of the CA/HI/NV workload on the interface files transmitted to and from FISS.						X				HIGLAS
5901.2.2	FISS will need to make the necessary changes to send files to HIGLAS with the 01101 workload number and be able to take in the interface files sent from HIGLAS with the 01101 workload number, which will combine the 01101,						X				

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 R I E R	R H H I	Shared-System Maintainers				OTHER
							F I S S	M C S	V M S	C W F	
	01201 and 01301 workloads. HIGLAS expects to send/receive one set of interface files to/from FISS that contain the Part A data for CA/HI/NV and American Samoa, Guam and Northern Marianna Islands and the associated workload number shall be 01101.										
5901.3	The EDC shall create the necessary CICS regions for both testing and production to accommodate the separate processing of the MAC segments listed above.										EDC
5901.4	NGS will work with the FISS maintainer to test changes in the software needed to perform the production region split mid-month. (The software previously developed by the FISS maintainer was designed to perform the production region split following the end of the month cycle. In order to accommodate HIGLAS requirements, the FISS maintainer was instructed in CR 5894 to develop the capability to perform the split mid-month. This is the first production region split scheduled to make use of that capability.)			X			X				NGS
5901.5	Notify the Government Task Leader (GTL) for the Division of Data Interchange Standards (DDIS) contractor of the contractor workload changes so that the DDIS contractor can recognize and accept NPI submissions for the new workload numbers and where necessary accommodate multiple submissions for claims processed at multiple data centers. (See JSM/TDL 06695, October 18, 2007).			X							DDIS
5901.6	CWF, FISS and the Medicare applications or entities listed in requirements 5901.1 through 5901.62 shall perform the modifications needed to accommodate the new contractor						X			X	

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 R I E R	R H H I	Shared-System Maintainers				OTHER
							F I S S	M C S	V M S	C W F	
	numbers as specified above.										
5901.7	For providers whose claims will continue to be processed in the CA, HI and NV production region, but who are located outside of those three states, NGS will need to determine which new MAC contractor number they belong. (American Samoa, Guam and Northern Marianna Islands are currently listed under the BSI of CAA, need to be moved to the new HI number 01201, and are not considered "outside" providers.) This decision should be based upon historical precedent, the location of associated entities and the most efficient means of handling ongoing operational concerns. The contractor should consult with its assigned CMS CMM transition representatives regarding this issue.										NGS
5901.7.1	NGS shall provide spreadsheets identifying all RHHI providers as specified in BR 5901.7.2 and BR 5901.7.2.3.										NGS
5901.7.2	A minimum of 90 days prior to the effective date, NGS will supply FISS and CWF with an Excel spreadsheet listing all providers currently located under contractor number 00454 and the new contractor workload number in which they will be located. Note – NGS has provided an initial Excel spreadsheet, shall provide revisions/updates/clarifications as requested, and shall provide an update two weeks prior to cutover.										NGS
5901.7.3	The Excel spreadsheet will be in the following format, per JSM/TDL-08039: Current Contractor ID, State, Online Survey Certification and Reporting										NGS

Number	Requirement	Responsibility (place an "X" in each applicable column)									
		A / B M A C	D M E M A C	F I I E R	C A R R I E R	R H H I	Shared-System Maintainers				OTHER
							F I S S	M C S	V M S	C W F	
	System (OSCAR) Number, Facility Type, Tax Identification Number (TIN) and Transition Contractor ID (Contractor ID after the split/merge/transition).										
5901.8	Where practical, CWF, FISS and the Medicare applications or entities listed in requirements 5901.1 through 5901.62 shall be able to implement the new contractor number 8 weeks prior to the effective date for the purpose of testing with the Medicare contractor.						X				X
5901.9	CWF and FISS shall make required systems changes so that any claim or adjustment identified with the previous Part A contractor numbers can be processed.						X				X
5901.10	NGS will contact the CMS data center (Donald.dimitriou@cms.hhs.gov) to set up file transfer protocols in accordance with the CMS Enterprise file Transfer (EFT) Infrastructure standard so that crosswalk files can be received by the new contractor number. When this file transfer process is in place, NGS will send in a complete master provider file containing the new contractor number to the NPI crosswalk. The NPI crosswalk will send back a file with the NPI to legacy crosswalk. Then daily files will be sent and returned. The contractor using the new number shall also set up file transfers to correctly send files as described in JSM 06545. (Refer to CR 5040, 5041.)										NGS CMS DATA CENTER
5901.11	Within 30 days after cutover, the MAC shall manually modify/update the CMS Debt Collection System (DCS) to reflect those providers whose contractor workload number has been changed. If	X									NGS

Number	Requirement	Responsibility (place an "X" in each applicable column)									
		A / B M A C	D M E M A C	F I I E R	C A R R I E R	R H I I	Shared-System Maintainers				OTHER
							F I S S	M C S	V M S	C W F	
	this change is not made, any updates (collection or recall) would be sent to the original contractor workload number.										
5901.12	The Contractor shall work with the EDC to ensure history files are updated with the new contractor number dating back 27 months.										NGS EDC
5901.13	CWF, FISS and the Medicare applications or entities listed in requirements 5901.1 through 5901.62 shall be able to implement the new contractor numbers by the effective date 08/15/08 for the purpose of ongoing production. In the event the transition needs to be delayed prior to the scheduled effective date, these applications will need to be able to accommodate the delay within five business days of receiving notification.	X					X			X	
5901.14	CAFM shall be modified to reflect the new contractor numbers.										CAFM
5901.15	CERT shall be modified to reflect the new contractor numbers.										CERT
5901.15.1	The CERT Review Contractor shall use the spreadsheets specified in BR 5901.7.2 to update provider numbers to be transitioned to the new contractor workload numbers.										NGS, CERT
5901.16	CMIS shall be modified to reflect the new contractor numbers.										CMIS
5901.17	CROWD shall be modified to reflect the new contractor numbers.										CROWD
5901.18	CSAMS and PIES shall be modified to reflect the new contractor numbers.										CSAMS PIES
5901.19	DCS shall be modified to reflect the new contractor numbers.										DCS
5901.20	ECRS shall be modified to reflect the new contractor numbers.										ECRS
5901.21	NPI Crosswalk Contractor shall modify the system to accept the new contractor										NPPES

Number	Requirement	Responsibility (place an "X" in each applicable column)									
		A / B M A C	D M E M A C	F I I E R	C A R R I E R	R H I I	Shared-System Maintainers				OTHER
							F I S S	M C S	V M S	C W F	
	number.										
5901.22	NGD shall be modified to reflect the new contractor numbers.										NGD
5901.23	PIMR shall be modified to reflect the new contractor numbers.										PIMR
5901.24	PSOR shall be modified to reflect the new contractor numbers.										PSOR
5901.25	PULSE shall be modified to reflect the new contractor numbers.										PULSE
5901.26	REMAS shall be modified to reflect the new contractor numbers.										REMAS
5901.27	REMIS shall be modified to reflect the new contractor numbers.										REMIS
5901.28	IRS Data match files for workload shall be sent on separate files from the Part B workload to the appropriate contractor.										CMS
5901.29	VIPS/ECPS shall modify SuperOp with the new contractor numbers as appropriate.										VIPS
5901.30	COBA shall be modified to reflect the new contractor numbers.										COBA COBC
5901.31	The individual PSCs shall make any necessary modifications if needed to reflect the new contractor numbers.										PSC
5901.32	WIC shall be modified to reflect the new contractor numbers.										WIC
5901.33	LOLA shall be modified to reflect the new contractor numbers.										LOLA
5901.34	STAR shall be modified to reflect the new contractor numbers.										STAR
5901.35	HCIS shall be modified to reflect the new contractor numbers.										HCIS
5901.36	BESS shall be modified to reflect the new contractor numbers.										BESS
5901.37	All free billing software shall be upgraded to reflect the new contractor numbers.										PART AB MAC
5901.38	National Part A pricing and ZIP code files shall be updated.										PRICING AND ZIP CODE
5901.39	PECOS shall be modified to reflect the new contractor numbers effective with the dates 08/15/08 indicated below. In addition, all providers must be moved										PECOS

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 R I E R	R H H I	Shared-System Maintainers				OTHER
							F I S S	M C S	V M S	C W F	
	from the old contractor number to the new contractor numbers also based on the dates defined below.										
5901.40	A minimum of 90 days prior to the effective date, NGS will supply the PECOS team Meena.Patel@cms.hhs.gov with an Excel spreadsheet listing all providers currently located under contractor number 00454 and the contractor numbers 01101, 01201, 01301 and 00456 in which they will be located following the production region split , including all out of state providers, and with a breakout of providers located in American Samoa, Guam and Northern Marianna Islands. Note – NGS has provided an initial Excel spreadsheet, shall provide updates/revisions as requested, and shall provide an update two weeks prior to cutover.										NGS PECOS
5901.41	The Excel spreadsheet will be in the following format per JSM/TDL -08039: Current Contractor ID, State, Online Survey Certification and Reporting System (OSCAR) Number, Facility Type, Tax Identification Number (TIN) and Transition Contractor ID (Contractor ID after the split/merge/transition).										NGS PECOS
5901.42	PECOS shall move all RHHI enrollment records under contractor number 00454 to contractor number 00456 effective 08/15/08 based on the provider spreadsheet noted above. This is a workload split from the NGS Part A workloads for CA/HI/NV. Currently these workloads are reported together under the same contractor number 00454.										PECOS
5901.42.1	Any user at NGS who wants access to 00456 must submit paper work per the instructions in the online Help (FAQ) section of PECOS at least 4 weeks prior										NGS PECOS

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 R I E R	R H H I	Shared-System Maintainers				OTHER
							F I S S	M C S	V M S	C W F	
	to the implementation date. (The users must do this in order to have access to the enrollments under 00456.)										
5901.42.2	PECOS shall be modified to reflect the change in the contractor number. The PECOS team will make all internal code changes to PECOS associated with the Medicare Contractor interface in order to accommodate the new contractor number of 00456. The PECOS team will use the spreadsheet supplied by NGS (see BR 5901.41.1) to assign RHHI providers. If PECOS determines that it is unable to make the necessary changes by the effective date, it will advise CMM so that CMM can instruct FISS to implement a workaround (see BR 5901.43)										PECOS CMM
5901.43	CMM will advise FISS in the event PECOS is unable to modify its records by the effective date so that FISS can implement a workaround effective with the effective date to ensure that any claims for providers belonging to the 00456 contractor workload number but still listed under the existing contractor number 00454 in PECOS continue to be paid.						X				PECOS CMM
5901.44	The CMS HDC shall modify its records to reflect the new contractor number.										HDC
5901.45	PECOS shall move all enrollment records under contractor number 00454 with a CA enrollment, including out of state providers, to contractor number 01101 effective 08/15/08 based on the provider spreadsheet noted above.										PECOS
5901.46	PECOS shall move all enrollment records under contractor number 00454 with a HI, American Samoa, Guam and Northern Marianna Islands enrollment, including out of state providers, to contractor number 01201 effective										PECOS

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 R I E R	R H I	Shared-System Maintainers				OTHER
							F I S S	M C S	V M S	C W F	
	08/15/08 based on the provider spreadsheet noted above.										
5901.47	PECOS shall move all enrollment records under contractor number 00454 with a NV enrollment, including out of state providers, to contractor number 01301 effective 08/15/08 based on the provider spreadsheet noted above.										PECOS
5901.48	PECOS shall NOT deactivate any reassignments while moving these records.										PECOS
5901.49	The MAC shall be responsible for manually correcting any enrollment record that fails to move systematically to the new contractor number due to a PECOS audit issue. This may require revalidation of the provider.	X									PECOS
5901.50	The MAC shall be responsible for manually correcting any enrollment that fails to process due to a PECOS audit issue after completion of the move to the new contractor number. This may require revalidation of the provider.	X									PECOS
5901.51	PECOS shall create a nightly extract file for the new contractor IDs. The datacenter processing these contractor IDs must make arrangements to pick up each nightly file.										PECOS
5901.52	PECOS will not retain any reference to the old contractor IDs. PECOS will remove all users from the old contractor IDs.										PECOS
5901.53	Any MAC user who wants access to the new contractor IDs as part of this CR in the UAT environment must submit paper work per the instructions in the on line help (FAQ) section of PECOS at least 4 weeks prior to the PECOS UAT implementation date of the CR.	X									PECOS
5901.53.1	Any MAC user who wants access to the new contractor IDs as part of the CR in the production environment must submit paper work per the instructions in the on line help (FAQ) section of PECOS at	X									PECOS

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 R I E R	R H H I	Shared-System Maintainers				OTHER	
							F I S S	M C S	V M S	C W F		
	least 4 weeks prior to the PECOS production implementation date of this CR.											
5901.54	OSCAR shall be modified to reflect the new contractor numbers.											OSCAR
5901.55	Quality Call Monitoring shall be modified to reflect the new contractor numbers.											QCM
5901.56	PORS shall be modified to reflect to reflect the new contractor numbers.											PORS
5901.57	PS&R shall be modified to reflect to reflect the new contractor numbers.											PS&R
5901.58	CASR shall be modified to reflect to reflect the new contractor numbers.											CASR
5901.59	IRIS shall be modified to reflect to reflect the new contractor numbers.											IRIS
5901.60	HIGLAS will continue to use 00454 for the RHHI workload that will remain after the split of the CA/HI/NV workload on the interface files transmitted to and received from FISS. (See BR 5901.2.1)											HIGLAS
5901.60.1	HIGLAS will establish a new HIGLAS Organization number for financial rollup and expects to send/receive one set of interface files to/from FISS that contain the Part A data for CA/HI/NV and American Samoa, Guam and Northern Marianna Islands, and the associated workload number shall be 01101. (See BR 5901.2.2)											HIGLAS
5901.60.2	HIGLAS shall split the HIGLAS workloads effective 08/15/08 .											HIGLAS
5901.61	CWF ELGE module shall be modified to reflect to reflect the new contractor numbers.											CWF ELGE
5901.62	STC shall be modified to reflect the new contractor number											STC

III. PROVIDER EDUCATION TABLE

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 R I E R	R H I	Shared-System Maintainers				OTHER
							F I S S	M C S	V M S	C W F	
5901.63	A provider education article related to this instruction will be available at http://www.cms.hhs.gov/MLNMattersArticles/ shortly after the CR is released. You will receive notification of the article release via the established "MLN Matters" listserv. Contractors shall post this article, or a direct link to this article, on their Web site and include information about it in a listserv message within one week of the availability of the provider education article. In addition, the provider education article shall be included in your next regularly scheduled bulletin. Contractors are free to supplement MLN Matters articles with localized information that would benefit their provider community in billing and administering the Medicare program correctly.	X									

IV. SUPPORTING INFORMATION

Section A:

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

Section B: Contractor Financial Reporting/Workload Impact: The Jurisdiction 1 MAC workload shall be reported using the new contractor numbers effective with the dates cited above 08/15/08 in Section A.

V. CONTACTS

Pre-Implementation Contact(s): linda.hepperle@cms.hhs.gov 404- 562-7204
scott.levine@cms.hhs.gov 212-616-2337

Post-Implementation Contact(s): linda.hepperle@cms.hhs.gov 404- 562-7204
scott.levine@cms.hhs.gov 212-616-2337

VI. FUNDING

A. Fiscal Intermediaries and Carriers:

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

B. Medicare Administrative Contractors (MACs):

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.