

CMS Manual System	Department of Health & Human Services (DHHS)
Pub 100-20 One-Time Notification	Centers for Medicare & Medicaid Services (CMS)
Transmittal 334	Date: MAY 2, 2008
	Change Request 5842

SUBJECT: New Contractor Numbers for the J.12 Medicare Administrative Contractor Part A and Part B Workloads for the States of Delaware, Maryland, New Jersey, Pennsylvania, and the District of Columbia.

I. SUMMARY OF CHANGES: 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 12 states of Delaware, District of Columbia, Maryland, New Jersey and Pennsylvania. This change needs to be made because certain applications require separate contractor numbers for each state. Claims for the states of Delaware, District of Columbia, Maryland, New Jersey and Pennsylvania will be processed by Highmark, Riverbend, Empire, and TrailBlazer Health Enterprises, LLC using the contractor numbers and effective dates listed below. Note that providers in the former Mutual of Omaha workload currently doing business with Wisconsin Physicians Service (WPS) will continue to do business with WPS - CMS is in the process of determining how to best transition these providers to the appropriate MACs.

New / Revised Material

Effective Date: Please see effective dates listed in the General Information/Background section of the One Time Notification Attachment.

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: 334	Date: May 2, 2008	Change Request: 5842
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SUBJECT: New Contractor Numbers for the J.12 Medicare Administrative Contractor Part A and Part B Workloads for the States of Delaware, Maryland, New Jersey, Pennsylvania, and the District of Columbia.

Effective Date: See below

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 12 for the Part A and Part B workloads in the states of Delaware, Maryland, New Jersey, Pennsylvania, and the District of Columbia when those areas become live in Jurisdiction 12. These changes need to be made because certain applications require separate contractor numbers for each state. Part A and Part B claims for those states will be processed by the Jurisdiction 12 MAC using the contractor numbers and effective dates listed below.

<u>PART A</u>	<u>MAC Workload No.</u>	<u>Effective Date</u>	<u>Current Contractor No.</u>
Delaware	12101	11/14/2008	00308
District of Columbia	12201	08/01/2008	00366
Maryland	12301	08/01/2008	00366
New Jersey	12401	09/01/2008	00390
Pennsylvania	12501	08/01/2008	00363

<u>PART B</u>	<u>MAC Workload No.</u>	<u>Effective Date</u>	<u>Current Contractor No.</u>
Delaware	12102	07/11/2008	00902
District of Columbia	12202	07/11/2008	00903
Maryland	12302	07/11/2008	00901
New Jersey	12402	11/14/2008	00805
Pennsylvania	12502	12/12/2008	00865

The Delaware Part A workload is currently processed in the same CICS region also used to process the New York and Connecticut Part A workload. The instructions pertaining to the splitting of that production region, the handling of all three state's workloads and their transition to the J 13 MAC are covered by CR 5843 and will not be repeated in this CR.

The Delaware Part A workload is currently processed by:

National Government Services
400 South Salina Street
Syracuse, NY 13202

The District of Columbia, Maryland and Pennsylvania Part A workload is currently processed by:

Highmark Medicare Services
120 Fifth Avenue
Pittsburg, PA 15222

The New Jersey Part A workload is currently processed by:

Riverbend Government Benefits Administrator
801 Pine Street
Chattanooga, TN 37402

The Delaware, Maryland, and the District of Columbia Part B workload is currently processed by:

Trailblazer Health Enterprises, LLC
8330 LBJ Freeway
Dallas, TX 75243

The New Jersey Part B workload is currently processed by:

National Government Services
400 South Salina Street
Syracuse, NY 13202

The Pennsylvania Part B workload is currently processed by:

Highmark Medicare Services
1800 Center Street
Camp Hill, PA 17089

The following applications or entities will need to accommodate the new MAC workload numbers for both testing and production: BESS, CAFM, CERT, CMIS, the CMS BALTIMORE DC, COBA, CROWD, CSAMS, CWF, DCS, ECRS, FISS, HCIS, HIGLAS, IRIS, LOLA, NGD, the NPI crosswalk, OSCAR, PECOS, PIMR, PORS, PS&R, the PSC, PSOR, PULSE, REMAS, REMIS, STAR and the Expert Claims Processing System or ECPS (which was formerly known as SuperOp).

In the event the MAC transition needs to be delayed, the CMS will provide as much notice as possible to the above system owners, but no less than five business days prior to the planned effective date. The above listed systems will need to be able to accommodate such a delay in the start of the MAC transition.

Finally, 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 Service (WPS). The CMS will notify all parties as soon as its instructions are final.

B. Policy: N/A

II. BUSINESS REQUIREMENTS TABLE

Use "Shall" to denote a mandatory requirement

Number	Requirement	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	
5842.1	Highmark shall assign all providers currently processed under contractor workload number 00366 to either MAC workload number 12201 (Part A District of Columbia) or 12301 (Part A Maryland) where the provider's business segment indicator (BSI) corresponds to the applicable state/jurisdiction.										Highmark
5842.1.1	If a provider is currently processed under contractor workload number 00366, but does not have a BSI corresponding to either the District of Columbia or Maryland, Highmark shall assign that out of jurisdiction provider to MAC workload number 12301 (Part A Maryland).										Highmark
5842.1.2	On or before 05/01/2008, for all providers currently processed under contractor workload number 00366 (the Part A District of Columbia and Maryland production and test regions) Highmark shall supply FISS and STAR with an Excel spreadsheet listing each provider and the MAC workload number in which it will be located (12201 for the District of Columbia and 12301 for Maryland). All out of jurisdiction providers whose claims are currently processed under contractor number 00366 shall be moved to MAC workload number 12301 in accordance with BR 5842.1.1 The Excel spreadsheet shall be created in accordance with BR 5842.1.3						X				Highmark STAR
5842.1.3	The Excel spreadsheet shall be in the following format: PECOS Enrollment ID, PECOS Enrollment State, From Contractor workload number, To Contractor workload number.										Highmark
5842.1.4	CWF will read the Contractor Number and BSI No. in history when applicable for the IUR (Informational Unsolicited Response) and reports process. Accordingly,									X	Highmark

Number	Requirement	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	
	following the MAC transition, if the provider's claims are currently being processed under workload number 00366 but its BSI number is outside of Maryland or the District of Columbia, CWF shall send those out of jurisdiction providers' IURs to the Part A Maryland MAC workload number of 12301.										
5842.2	FISS shall make required changes, to associate providers with the new MAC workload numbers of 12201 (District of Columbia) or 12301 (Maryland) based upon the spreadsheet referred to in BR 5842.1.2.						X				
5842.2.1	The instructions for handling the Part A Delaware workload are contained in CR 5843.										(Informational)
5842.2.2	FISS, CWF, PECOS and all other entities listed in this CR shall associate all providers whose claims are currently processed under contractor workload number 00390 with MAC workload number 12401 as of the effective date for that MAC transition.						X			X	PECOS, all entities or applications listed under 5842.4 through 5842.41
5842.2.3	FISS, CWF, PECOS and all other entities listed in this CR shall associate all providers whose claims are currently processed under contractor workload number 00363 with MAC workload number 12501 as of the effective date for that MAC transition.						X			X	PECOS, all entities or applications listed under 5842.4 through 5842.41
5842.2.4	MCS, CWF, PECOS and all other entities listed in this CR shall associate all providers whose claims are currently processed under contractor workload number 00902 with MAC workload number 12102 as of the effective date for that MAC transition							X		X	PECOS, all entities or applications listed under 5842.4 through 5842.41
5842.2.5	MCS, CWF, PECOS and all other entities listed in this CR shall associate all providers whose claims are currently processed under contractor workload number 00903 with MAC workload number 12202 as of the effective date for that MAC transition.							X		X	PECOS, all entities or applications listed under 5842.4 through 5842.41
5842.2.6	MCS, CWF, PECOS and all other entities listed in this CR shall associate all providers whose claims are currently processed under contractor workload number 00901 with MAC workload number 12302 as of the effective date for that MAC transition.							X		X	PECOS, all entities or applications listed under 5842.4 through 5842.41

Number	Requirement	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	
5842.2.7	MCS, CWF, PECOS and all other entities listed in this CR shall associate all providers whose claims are currently processed under contractor workload number 00805 with MAC workload number 12402 as of the effective date for that MAC transition.							X		X	PECOS, all entities or applications listed under 5842.4 through 5842.41
5842.2.8	MCS, CWF, PECOS and all other entities listed in this CR shall associate all providers whose claims are currently processed under contractor workload number 00865 with MAC workload number 12502 as of the effective date for that MAC transition.							X		X	PECOS, all entities or applications listed under 5842.4 through 5842.41
5842.2.9	The contractors currently processing the workloads covered by BRs 5842.2.1 through 5842.2.8 shall be prepared to provide information about which providers are assigned to each workload number to any of the maintainers listed in these BRs. If any of the maintainers listed in these BRs require this information, it should contact the CMS. The CMS contact information is listed following the BRs.										Highmark, NGS, Riverbend, Trailblazer, all entities or applications listed under 5842.4 through 5842.41
5842.2.10	The CWF ELGE module shall be modified to reflect the new MAC workload numbers.									X	
5842.3	CWF, FISS, MCS and the entities or the Medicare applications listed in requirements 5842.4 through 5842.41 shall be able to implement the new MAC workload numbers by the effective date for the purpose of ongoing production. In the event the transition needs to be delayed prior to the scheduled effective date, these applications shall be able to accommodate the delay within five business days of receiving notification from CMS.						X	X		X	All entities or applications listed under 5842.4 through 5842.41
5842.3.1	CWF, FISS and MCS shall make system changes (if any are required) so that any claim or adjustment associated with contractor workload numbers 00366, 00363, 00390, 00805, 00865, 00901, 00902, or 00903 can continue to be processed (when appropriate) following the effective date of the MAC transition.						X	X		X	
5842.3.2	Where practical, CWF, FISS, MCS and the entities or Medicare applications listed in requirements 5842.4 through 5842.41 shall						X	X		X	All entities or applications listed under 5842.4

Number	Requirement	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	
	be able to implement the new MAC workload numbers 8 weeks prior to the effective date of the CR for the purpose of testing with the Medicare contractor.										through 5842.41
5842.4	CAFM shall be modified to reflect the new MAC workload numbers.										CAFM
5842.5	CERT shall be modified to reflect the new MAC workload numbers.										CERT
5842.5.1	The contractors currently processing the workloads covered by this CR shall furnish the CERT Review Contractor with an electronic list of the provider numbers to be transitioned to the new MAC workload numbers.										Highmark, NGS, Riverbend, Trailblazer, CERT
5842.5.2	The CERT Review Contractor in consultation with the CMS CERT business owner shall take whatever actions it deems appropriate to associate the claims of providers assigned to the new MAC workload numbers of 12201, 12301, 12401, 12501, 12102, 12202, 12302, 12402, or 12502 with their CERT claims history under contractor workload numbers 00366, 00363, 00390, 00805, 00865, 00901, 00902, or 00903.										CERT
5842.6	CMIS shall be modified to reflect the new MAC workload numbers.										CMIS
5842.7	CROWD shall be modified to reflect the new MAC workload numbers.										CROWD
5842.8	CSAMS shall be modified to reflect the new MAC workload numbers.										CSAMS
5842.9	The CMS Debt Collection System (DCS) shall be modified to reflect the new MAC workload numbers.										DCS
5842.9.1	The J-12 A/B MAC shall manually adjust the DCS to reflect those providers whose contractor workload number has been changed. If this change is not made, any updates (collection or recall) would be sent to the original contractor workload number.										J 12 A/B MAC
5842.10	ECRS shall be modified to reflect the new MAC workload numbers.										ECRS
5842.11	IRIS shall be modified to reflect the new MAC workload numbers.										IRIS
5842.12	The NPI Crosswalk shall be modified to										NPI Crosswalk Contractor

Number	Requirement	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	
	accept files with the new MAC workload numbers.										
5842.12.1	The J-12 A/B MAC shall notify the GTL for the 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, 10/18/2007).										J-12 A/B MAC
5842.13	The contractors currently processing the workloads covered by this CR the J-12 A/B MAC and the EDC shall work together to contact the CMS Baltimore data center (Donald.dimitriou@cms.hhs.gov) to set up file transfer protocols (where necessary) in accordance with the CMS Enterprise file Transfer (EFT) Infrastructure standard so that crosswalk files can be received for the new MAC workload numbers. When this file transfer process is in place, the contractors currently processing the workloads covered by this CR shall send in a complete master provider file containing the new MAC workload numbers to the NPI crosswalk. The NPI crosswalk shall send back a file with the NPI to legacy crosswalk. Then daily and files shall 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.)										Highmark, NGS, Riverbend, Trailblazer, EDC J-12 A/B MAC, CMS Data Center
5842.14	NGD shall be modified to reflect the new MAC workload numbers.										NGD
5842.15	PIMR shall be modified to reflect the new MAC workload numbers.										PIMR
5842.16	PSOR shall be modified to reflect the new MAC workload numbers.										PSOR
5842.17	PORS shall be modified to reflect the new MAC workload numbers.										PORS
5842.18	Where necessary, the PS&R systems shall be modified to reflect the new MAC workload numbers.										PS&R, EDC, J-12 A/B MAC

Number	Requirement	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	
5842.19	PULSE shall be modified to reflect the new MAC workload numbers.										PULSE
5842.20	REMAS shall be modified to reflect the new MAC workload numbers.										REMAS
5842.21	REMIS shall be modified to reflect the new MAC workload numbers.										REMIS
5842.22	ECPS (which was formerly known as SuperOp) shall be modified to reflect the new MAC workload numbers.						X				
5842.23	COBA shall be modified to reflect the new MAC workload numbers.										COBA COBC
5842.24	The PSCs shall make the necessary modifications to reflect the new MAC workload numbers.										PSC
5842.25	LOLA shall be modified to reflect the new MAC workload numbers.										LOLA
5842.26	STAR shall be modified to reflect the new MAC workload numbers. As per BR 5842.1.1, for all providers currently processed under contractor workload number 03666 (the Maryland and District of Columbia production and test regions) Highmark shall supply FISS and STAR with an Excel spreadsheet listing each provider and the MAC workload number in which it will be located (12101 for Part A District of Columbia and 12301 for Part A Maryland).										STAR, Highmark
5842.27	HCIS shall be modified to reflect the new MAC workload numbers.										HCIS
5842.28	BESS shall be modified to reflect the new MAC workload numbers.										BESS
5842.29	OSCAR shall be modified to reflect the new MAC workload numbers.										OSCAR
5842.30	PECOS shall create a new nightly extract file for MAC workload numbers 12201, 12301, 12401, 12501, 12102, 12202, 12302, 12402, and 12502. The EDC processing this workload shall need to make arrangements to pick up this file.										PECOS, EDC
5842.31	On or before 05/01/2008, Highmark shall supply the PECOS team (Meena.Patel@cms.hhs.gov) with an Excel spreadsheet listing all providers currently located under contractor number 00366 and										Highmark PECOS

Number	Requirement	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	
	the MAC workload number (12201 or 12301) in which they will be located following the MAC workload number split. The Excel spreadsheet shall be created in accordance with BR 5842.1.2. (All out of jurisdiction providers whose claims are currently processed under contractor number 00366 shall be moved to MAC workload number 12301 in accordance with BR 5842.1.)										
5842.32	Any user at the J-12 MAC who wants access to the new MAC workload numbers (12201, 12301, 12401, 12501, 12102, 12202, 12302, 12402, or 12502) must submit paper work per the instructions in the on line Help (FAQ) section of PECOS at least 8 weeks prior to the implementation date. (The users must do this in order to have access to the enrollments under these MAC numbers.)										J-12 A/B MAC
5842.33	PECOS shall be modified to reflect the new MAC contractor numbers. The PECOS team shall make all internal code changes to PECOS associated with the Medicare Contractor interface as well as the Web interface in order to accommodate the new MAC workload numbers of 12201, 12301, 12401, 12501, 12102, 12202, 12302, 12402, and 12502.										PECOS
5842.33.1	The PECOS team shall use the spreadsheet supplied by Highmark (see 5842.31) to associate providers with the new Part A District of Columbia (12201) and Part A Maryland (12301) MAC workload numbers. Instructions for handling the Part A Delaware workload are contained in CR 5843.										PECOS
5842.33.2	If PECOS determines that it is unable to make the necessary changes by the effective date, it shall advise CMM so that CMM can instruct FISS to implement a workaround (see 5842.34).										PECOS
5842.34	CMS shall advise FISS in the event PECOS is unable to modify its records by the effective date so that FISS can implement a work-around effective with the effective						X				CMM

Number	Requirement	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	
	reflect the new MAC workload numbers.										
5842.39	The J-12 A/B MAC shall make any changes necessary to ensure its non-base jobs and reports support the new production region and the change in workload numbers.										J-12 A/B MAC
5842.40	National Part A and Part B pricing files shall be updated to reflect the new MAC workload numbers.										PRICING, J-12 A/B MAC
5842.41	The Zip Code file shall be updated to reflect the new MAC workload numbers.										ZIP CODE, J-12 A/B MAC

III. PROVIDER EDUCATION TABLE

Number	Requirement	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	
5842.42	The contractors currently processing the workloads referred to in this CR shall prepare an article explaining the MAC workload number changes for the workloads they currently processes. Following approval of this article by the CMS J-12 MAC Project Officer (James.Throne@cms.hhs.gov), each contractor shall post this article, or a direct link to this article, on its Web site and include information about it in a listserv message no later than 90 days prior to the effective date of the CR. Once the article is posted, it shall be included in the contractor's next regularly scheduled bulletin.										Highmark, NGS, Riverbend, Trailblazer, J-12 A/B MAC

IV. SUPPORTING INFORMATION

The workload numbers for the Part A and Part B workloads in Delaware, Maryland, New Jersey, Pennsylvania and the District of Columbia must be changed according to a new MAC standardized numbering nomenclature to facilitate the state specific reporting and tracking of MAC data.

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:

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

V. CONTACTS

Pre-Implementation Contact(s): Richard Longway at (410) 786-1953, Scott Levine at (212) 616-2337, or Steven Felsenberg at 410-786-2693.

Post-Implementation Contact(s): Richard Longway at (410) 786-1953, Scott Levine at (212) 616-2337, or Steven Felsenberg at 410-786-2693.

VI. FUNDING:

A. For Fiscal Intermediaries, Carriers, and Regional Home Health Intermediaries (RHHIs):

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