

<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 423</b>	<b>Date: December 24, 2008</b>
	<b>Change Request 6285</b>

**Subject: New Contractor Numbers for the J9 Medicare Administrative Contractor (MAC) Part A and Part B Workloads for the State of Florida and Territories of Puerto Rico and the Virgin Islands.**

**I. SUMMARY OF CHANGES:** The Purpose of this Change Request (CR) is to notify all interested parties that the Centers for Medicare and Medicaid Services (CMS) will issue new workload numbers to replace the existing contractor numbers for the Medicare Administrative Contractor (MAC) Jurisdiction 9 - for the Part A and Part B workloads in the State of Florida and the territories of Puerto Rico and the Virgin Islands.

**New / Revised Material**

**Effective Date: February 2, 2009**

**Implementation Date: January 5, 2009**

*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.

<b>R/N/D</b>	<b>Chapter / Section / Subsection / Title</b>
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: 423	Date: December 24, 2008	Change Request: 6285
-------------	------------------	-------------------------	----------------------

**SUBJECT: New Contractor Numbers for the J9 Medicare Administrative Contractor (MAC) Part A and Part B Workloads for the State of Florida and Territories of Puerto Rico and the Virgin Islands.**

**Effective Date:** February 2, 2009

**Implementation Date:** January 5, 2009

## I. GENERAL INFORMATION

**A. Background:** The purpose of this Change Request (CR) is to notify all interested parties that the Centers for Medicare and Medicaid Services (CMS) needs to change the contractor workload numbers for the Part A and Part B workloads in the State of Florida, Puerto Rico and the United States Virgin Islands when that workload is transitioned to the Jurisdiction 9 A/B Medicare Administrative Contractor (MAC). These changes need to be made because certain CMS applications need to individually identify each workload. These workloads will be transitioned to the J9 A/B MAC as indicated below.

<u>PART A</u>	<u>MAC Workload No.</u>	<u>Effective Date</u>	<u>Current Contractor No.</u>
Florida	09101	02/16/2009	00090
Puerto Rico/ Virgin Islands	09201	03/02/2009	57400 (and 00468)
<u>PART B</u>	<u>MAC Workload No.</u>	<u>Effective Date</u>	<u>Current Contractor No.</u>
Florida	09102	02/02/2009	00590
Puerto Rico	09202	03/02/2009	00973
Virgin Islands	09302	03/02/2009	00974

The United States Virgin Islands' Part B workload is currently processed in a separate MCS state under workload number 00974, and is separately reported to CMS for workload tracking purposes. This arrangement will be continued following the MAC transition and the U. S. Virgin Islands' Part B workload will be assigned a new MAC workload number of 09302. The Puerto Rico and Virgin Islands Part A workloads are processed in a single production region and that workload is reported to CMS under a single contractor workload number. That arrangement will continue following the MAC transition under a single new MAC workload number of 09201.

First Coast Service Options, Inc. (FCSO) will be the Jurisdiction 9 A/B MAC. It currently processes the Florida Part A and Part B workloads, and it is located at the following address.

First Coast Service Options, Inc.  
532 Riverside Avenue  
Jacksonville, Florida 32202

The Puerto Rico and United States Virgin Islands Part A workload is currently processed by:

Cooperativa de Seguros de Vida de Puerto Rico  
GPO Box 363428  
San Juan, Puerto Rico 00936-3428

STREET ADDRESS:  
400 Americo Miranda Avenue  
San Juan, Puerto Rico 00927

The Puerto Rico/Virgin Islands Part B workload is currently processed by:

Triple-S, Inc.  
Box 71391  
San Juan, Puerto Rico 00936-1391

STREET ADDRESS:  
1441 F.D. Roosevelt Avenue  
Caparra, Puerto Rico 00920

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, PIES, 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 to 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 I	Shared-System Maintainers				OTHER
							F I S S	M C S	V M S	C W F	
6285.1	The J9 A/B MAC shall assign all providers currently processed under contractor workload number 00090 to A/B MAC workload number 09101.	X									J9 A/B MAC
6285.2	The J9 A/B MAC shall assign all providers currently processed under contractor workload number 57400 and 00468 to A/B MAC workload number 09201.	X									J9 A/B MAC, PECOS, all entities or applications listed under CR 6285
6285.3	The J9 A/B MAC shall assign all providers currently processed under contractor workload number 00590 to A/B MAC workload number 09102.	X									J9 A/B MAC
6285.4	The J9 A/B MAC shall assign all providers currently processed under contractor workload number 00973 to A/B MAC workload number 09202.	X									J9 A/B MAC
6285.5	The J9 A/B MAC shall assign all providers currently processed under contractor workload number 00974 to A/B MAC workload number 09302.	X									J9 A/B MAC
6285.6	The EDC shall, in consultation with the J9 A/B MAC and the CMS, establish CICS production and user acceptance testing regions as necessary to support the transition of the workloads referred to in BR 6285.1 through 6285.5 from the Title XVIII legacy contractor to the J9 A/B MAC	X									CDS EDC, J9 A/B MAC
6285.7	FISS, CWF, PECOS and all other entities listed in this CR shall associate all providers whose claims are currently processed under contractor workload number 00090 with MAC workload number 09101 as of the effective date for that MAC transition.						X			X	PECOS, all entities or applications listed under 6285.7 through 6285.53
6285.8	FISS, CWF, PECOS and all other entities listed in this CR shall associate all providers whose claims are currently processed under contractor workload number 57400 or 00468 with MAC workload number 09201 as of the effective date for that MAC						X			X	PECOS, all entities or applications listed under 6285.7 through 6285.52

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	
	transition.										
6285.9	MCS, CWF, PECOS and all other entities listed in this CR shall associate all providers whose claims are currently processed under contractor workload number 00590 with MAC workload number 09102 as of the effective date for that MAC transition.							X		X	PECOS, all entities or applications listed under 6285.7 through 6285.52
6285.10	MCS, CWF, PECOS and all other entities listed in this CR shall associate all providers whose claims are currently processed under contractor workload number 00973 with MAC workload number 09202 as of the effective date for that MAC transition.							X		X	PECOS, all entities or applications listed under 6285.7 through 6285.52
6285.11	MCS, CWF, PECOS and all other entities listed in this CR shall associate all providers whose claims are currently processed under contractor workload number 00974 with MAC workload number 09302 as of the effective date for that MAC transition.							X		X	PECOS, all entities or applications listed under 6285.7 through 6285.52
6285.12	The contractors currently processing the workloads covered by BRs 6285.1 through 6285.5 shall be prepared to provide information about which providers are assigned to each workload number to any of the maintainers listed in this CR's business requirements (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.										First Coast, Triple S, COSVI, all entities or applications listed under 6285.7 through 6285.52
6285.13	The CWF ELGE module shall be modified to reflect the new MAC workload numbers.									X	
6285.14	CWF, FISS, MCS and the entities or the Medicare applications listed in requirements 6285.7 through 6285.52 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 6285.7 through 6285.52
6285.14.1	CWF, FISS and MCS shall make system						X	X		X	



Number	Requirement	A / B  M A C	D M E  M A C	F I  M A C	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	
6285.20	The CMS Debt Collection System (DCS) shall be modified to reflect the new MAC workload numbers, with the exception of 00090, which will remain the same in HIGLAS.										DCS
6285.21	The J9 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.	X									J9 A/B MAC
6285.22	ECRS shall be modified to reflect the new MAC workload numbers.										ECRS
6285.23	IRIS shall be modified to reflect the new MAC workload numbers.										IRIS
6285.24	The NPI Crosswalk shall be modified to accept files with the new MAC workload numbers.										NPI Crosswalk Contractor
6285.25	The contractors currently processing the workloads covered by this CR, the J9 A/B MAC, and the EDC shall work together to contact the CMS Baltimore data center ( <a href="mailto:Donald.dimitriou@cms.hhs.gov">Donald.dimitriou@cms.hhs.gov</a> ) 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 the legacy crosswalk contractor. Both daily and files shall be sent and returned. The J9 A/B MAC shall also set up file transfers to correctly send files as described in JSM 06545. (Refer to CR 5040, 5041.)	X									First Coast, Triple S, COSVI, CDS EDC J9 A/B MAC, CMS Data Center





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	
6285.41	OSCAR shall be modified to reflect the new MAC workload numbers.										OSCAR
6285.42	PECOS shall create a new nightly extract file for MAC workload numbers 09101, 09201, 09102, 09202, and 09302. The CDS EDC processing this workload shall make arrangements to pick up this file.										PECOS, CDS EDC
6285.43	Any user at the J9 MAC who wants access to the new MAC workload numbers (09101, 09201, 09102, 09202, and 09302 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.)	X									J9 A/B MAC
6285.44	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 09101, 09201, 09102, 09202, and 09302.										PECOS
6285.45	HIGLAS shall be modified to reflect the new MAC workload numbers. Except where otherwise noted, HIGLAS will adopt the MAC numbering scheme										HIGLAS
6285.46	HIGLAS shall not adopt the MAC numbering schema in all cases. For Florida Part A, HIGLAS shall use 00090 as both the HIGLAS Organization and workload number. All entities or applications listed in BR 6285.1 through 6285.52 shall use this configuration for any interface files transmitted to HIGLAS and shall be prepared to accept this configuration on any files received from HIGLAS.										All entities or applications listed under 6285.1 through 6285.52
6285.47	The CMS BALTIMORE DC shall modify its records to reflect the new MAC										CMS BALTIMORE DC

Number	Requirement	A / B  M A C	D M E  M A C	F I  E R	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	
								workload numbers.			
6285.48	The FISS and MCS Maintainers shall work with the EDC to ensure history files can be cross referred to the MAC workload numbers dating back 27 months.						X	X			CDS EDC
6285.49	The J9 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.	X									J9 A/B MAC
6285.50	The J9 A/B MAC shall modify any electronic claims billing or other software it supplies to the providers/submitters to reflect the new MAC workload numbers.	X									J9 A/B MAC
6285.51	National Part A and Part B pricing files shall be updated to reflect the new MAC workload numbers.	X									PRICING, J9 A/B MAC
6285.52	The Zip Code file shall be updated to reflect the new MAC workload numbers.	X									ZIP CODE, J9 A/B MAC

### III. PROVIDER EDUCATION TABLE

Number	Requirement	A / B  M A C	D M E  M A C	F I  E R	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	
							6285.53	<p>A provider education article related to this instruction will be available at <a href="http://www.cms.hhs.gov/MLNMattersArticles/">http://www.cms.hhs.gov/MLNMattersArticles/</a> shortly after the CR is released. You will receive notification of the article release via the established "MLN Matters" listserv.</p> <p>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.</p>	X		

**IV. SUPPORTING INFORMATION**

The workload numbers for the Part A and Part B workloads in Florida, Puerto Rico, and the US Virgin Islands 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:
None.	

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

**V. CONTACTS**

**Pre-Implementation Contact(s):** Scott Levine at (212) 616-2337, Steven Felsenberg at 410-786-2693, or Pamela Bragg at 215-861-4303.

**Post-Implementation Contact(s):** Scott Levine at (212) 616-2337, Steven Felsenberg at 410-786-2693, or Pamela Bragg at 215-861-4303.

**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.