

CMS Manual System	Department of Health & Human Services (DHHS)
Pub 100-20 One-Time Notification	Centers for Medicare & Medicaid Services (CMS)
Transmittal 11899	Date: March 9, 2023
	Change Request 12748

SUBJECT: Upload of Notice Program Reimbursement (NPR) Letters, Interim Rate Reviews, and Tentative Settlement Documentation into the System for Tracking Audit and Reimbursement (STAR)

I. SUMMARY OF CHANGES: The purpose of this Change Request (CR) is to require MACs to upload their documentation for Interim Rate Reviews, Tentative Settlements, and Final Settlements/Reopening packages into the STAR system. The packages would be available to the providers to access and download through the Medicare Cost Report e-Filing (MCR eF) system.

EFFECTIVE DATE: May 10, 2023

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

IMPLEMENTATION DATE: June 12, 2023

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	N/A

III. FUNDING:

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

Attachment - One-Time Notification

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SUBJECT: Upload of Notice Program Reimbursement (NPR) Letters, Interim Rate Reviews, and Tentative Settlement Documentation into the System for Tracking Audit and Reimbursement (STAR)

EFFECTIVE DATE: May 10, 2023

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I. GENERAL INFORMATION

A. Background: This change request is an instruction to the MACs to upload into the STAR system the cost reports rate reviews and settlement packages. The information would be made available for download in the Medicare Cost Report e-Filing system (MCR eF) to Medicare Part A providers. At this time, the instruction for the MACs to upload these review packages into the STAR system is not meant to replace the current process of mailing the documentation to the providers.

B. Policy: Medicare Part A providers are required to file Medicare cost reports with the MACs yearly. The MACs perform tentative settlements on the as-filed cost report, and the cost report is used to set interim rates for the providers. The as-filed cost reports are either reviewed or audited before by the MACs issue the final cost report settlement.

II. BUSINESS REQUIREMENTS TABLE

"Shall" denotes a mandatory requirement, and "should" denotes an optional requirement.

Number	Requirement	Responsibility							
		A/B MAC		D M E M A C	Shared- System Maintainers				Other
		A	B		F I S S	M C S	V M S	C W F	
12748.1	The MACs shall upload the completed tentative settlement packages into the STAR system within 30 days of sending the completed tentative settlement information to the Medicare providers.	X		X					
12748.2	The MACs shall upload the completed interim rate review packages into the STAR system within 30 days of sending the completed interim rate reviews to the Medicare providers.	X		X					
12748.3	The MACs shall upload the Notice of Program Reimbursement (NPR) letter into the STAR system within 30 days of issuing the final cost report settlement. Note: The MAC may choose to upload any additional document included in the final settlement package.	X		X					

Number	Requirement	Responsibility									
		A/B MAC		H H H	D M E M A C	Shared- System Maintainers				Other	
		A	B			F I S S	M C S	V M S	C W F		
	Also, the MAC may upload the NPR letter, the Final cost report, and any other settlement document as a HCRIS package using the bulk upload function in STAR.										
12748.3.1	The MACs shall upload into the STAR system the Revised Notice of Program Reimbursement letter within 30 days of issuance.	X		X							

III. PROVIDER EDUCATION TABLE

Number	Requirement	Responsibility						
		A/B MAC			H H H	D M E M A C	C E D I	I
		A	B					
12748.4	CR as Provider Education: Contractors shall post this entire instruction, or a direct link to this instruction, on their Web sites and include information about it in a listserv message within 5 business days after receipt of the notification from CMS announcing the availability of the article. In addition, the entire instruction must be included in the contractor's next regularly scheduled bulletin. Contractors are free to supplement it with localized information that would benefit their provider community in billing and administering the Medicare program correctly.	X		X				

IV. SUPPORTING INFORMATION

Section A: Recommendations and supporting information associated with listed requirements: N/A

"Should" denotes a recommendation.

X-Ref Requirement Number	Recommendations or other supporting information:

Section B: All other recommendations and supporting information: N/A

V. CONTACTS

Pre-Implementation Contact(s): Owen Osaghae, 410-786-7550 or Owen.osaghae@cms.hhs.gov , Alpha Bah, 410-786-2418 or Alpha.Bah@cms.hhs.gov

Post-Implementation Contact(s): Contact your Contracting Officer's Representative (COR).

VI. FUNDING

Section A: For Medicare Administrative Contractors (MACs):

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ATTACHMENTS: 0