

<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 12019</b>	<b>Date: May 4, 2023</b>
	<b>Change Request 12944</b>

**Transmittal 11847 issued February 09, 2023, is being rescinded and replaced by Transmittal 12019 dated, May 4, 2023, to revise business requirements 12944.3.1.2. All other information remains the same.**

**SUBJECT: Healthcare Integrated General Ledger Accounting System (HIGLAS) Payment to CMSHQ – Return to Trust Fund**

**I. SUMMARY OF CHANGES:** The purpose of this Change Request (CR) is to provide instructions to Shared-System Maintainers and HIGLAS to update systems functionality to facilitate the Centers for Medicare & Medicaid Services (CMS) in receiving electronic payments from Medicare Administrative Contractors (MACs). The MACs are sending paper checks to the CMS on behalf of providers for Civil Monetary Policy (CMP) and settlement agreements authorized by the Centers for Program Integrity (CPI) and Office of General Counsel (OGC). The U.S. Department of the Treasury has committed to an Agency Priority Goal (APG) to reduce the processing of paper checks in fiscal year (FY) 2022 and increase the electronic payment rate for Treasury-disbursed payments and collections in FY 2022. In order to be in alignment with the U.S. Department of Treasury’s initiative, MACs shall generate ACH payments in HIGLAS to CMS Head Quarters (CMSHQ) as a Return to Trust Fund (CMSRTF).

**EFFECTIVE DATE: July 1, 2023**

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

**IMPLEMENTATION DATE: July 3, 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/revise 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	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

Pub. 100-20	Transmittal: 12019	Date: May 4, 2023	Change Request: 12944
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**SUBJECT: Healthcare Integrated General Ledger Accounting System (HIGLAS) Payment to CMSHQ – Return to Trust Fund**

**EFFECTIVE DATE: July 1, 2023**

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**IMPLEMENTATION DATE: July 3, 2023**

## I. GENERAL INFORMATION

**A. Background:** The Medicare Administrative Contractors (MACs) are sending paper checks to the Centers for Medicare & Medicaid Services (CMS) on behalf of providers for Civil Monetary Policy (CMP) and settlement agreements authorized by the Centers for Program Integrity (CPI) and Office of General Counsel (OGC).

**B. Policy:** The U.S. Department of the Treasury has committed to an Agency Priority Goal (APG) to reduce the processing of paper checks in fiscal year (FY) 2022 and increase the electronic payment rate for Treasury-disbursed payments and collections in FY 2022. In order to be in alignment with the U.S. Department of Treasury’s initiative, MACs shall generate ACH payments in HIGLAS to CMS Head Quarters (CMSHQ) as a Return to Trust Fund (CMSRTF).

## II. BUSINESS REQUIREMENTS TABLE

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

Number	Requirement	Responsibility								
		A/B MAC			DM E  MA C	Shared-System Maintainers				Other
		A	B	HH H		FIS S	MC S	VM S	CW F	
12944.1	Shared System Maintainers shall store CMSHQ payee information. The stored information will be used in the processing of the manual payment transactions on the HIGLAS 835 interface file. This information includes: <ul style="list-style-type: none"> <li>• Payee name of CMSHQ</li> </ul>					X	X			

Number	Requirement	Responsibility								
		A/B MAC			DM E  MA C	Shared-System Maintainers				Other
		A	B	HH H		FIS S	MC S	VM S	CW F	
	<ul style="list-style-type: none"> <li>Bank account and routing number for CMSHQ</li> </ul> <p><b>Note:</b> Please see "Attachment A" for CMSHQ Bank Information.</p>									
12944.1.1	<p>The Shared System Maintainer shall use CMSHQ payee/payment information on HIGLAS VMS 835 file to generate CMSHQ payment.</p> <p><b>Note:</b> Please see "Attachment A" for CMSHQ Bank Information.</p>						X			
12944.1.2	HIGLAS FISS/MCS/VMS 835 FFR shall be updated for CMSHQ payments.								HIGLAS	
12944.2	<p>Shared System Maintainers shall create or update internal editing to ensure that the CMSHQ payment is correct on the HIGLAS 835 file. The manual payment transaction shall contain:</p> <ul style="list-style-type: none"> <li>BPR 01 (Transaction code) of T for CMSHQ payments</li> <li>BPR 04 (Payment Method Code) is ACH when N1 04 (payee ID number) is CMSRTF</li> <li>PLB code of M4 or L3 for the CMSHQ payment</li> </ul>					X	X	X		

Number	Requirement	Responsibility								
		A/B MAC			DM E MA C	Shared-System Maintainers				Other
		A	B	HH H		FIS S	MC S	VM S	CW F	
12944.2.1	<p>Shared System Maintainers shall create or update internal editing to ensure that the CMSHQ payment is correct on the HIGLAS 835 file. The manual payment transaction shall contain:</p> <ul style="list-style-type: none"> <li>BPR 13 (Bank routing number) and BPR 15 (Bank account number) matches bank information in Shared Systems</li> </ul>					X	X			
12944.2.2	<p>Contractors shall create CMSHQ payment invoices manually in HIGLAS using TPP payee supplier XXXXX-CMSRTF (XXXXX represents workload ID) and AP invoice should be created using following DFF details.</p> <p>Invoice type DFF: "MANUAL"</p> <p>Subinvoice Type DFF: "M4_OTHER" or "L3_TPP".</p>	X	X	X	X					HIGLAS
12944.2.3	<p>HIGLAS shall report CMSHQ payments with below payment information and this information will be used by shared systems for identification of CMSHQ payments.</p> <ul style="list-style-type: none"> <li>BPR 01 (Transaction Handling Code): T</li> </ul>					X	X	X		HIGLAS

Number	Requirement	Responsibility								
		A/B MAC			DM E MA C	Shared-System Maintainers				Other
		A	B	HH H		FIS S	MC S	VM S	CW F	
	<ul style="list-style-type: none"> <li>• BPR 04 (Payment Method Code): ACH</li> <li>• N1 02 (Payee Name): CMSHQ</li> <li>• N1 04 (Payee Identification Code): CMSRTF</li> <li>• BPR 13 – Payee Bank routing number</li> <li>• BPR 15 – Payee Bank account number</li> </ul> <p><b>Note:</b> A payment set can have more than one AP invoice on a given day and these manual AP Invoices are not marked as pay alone invoices in HIGLAS.</p>									
12944.2.4	<p>HIGLAS shall send below PLB segment information for CMSHQ payments on HIGLAS FISS, MCS, and VMS 835</p> <p><b>M4 PLB Information:</b></p> <p>PLB03-1: ‘M4’</p> <p>PLB03-2 Positions 1 – 25: AP Invoice Number</p> <p>PLB03-2 Positions 26 – 50: Fiscal Year End Date (if entered in HIGLAS)</p> <p>PLB 04: AP Invoice Amount</p>					X	X	X	HIGLAS	

Number	Requirement	Responsibility								
		A/B MAC			DM E MA C	Shared-System Maintainers				Other
		A	B	HH H		FIS S	MC S	VM S	CW F	
	<p><b>L3 PLB Information:</b></p> <p>PLB03-1: 'L3'</p> <p>PLB03-2 Positions 1 – 25: AP Invoice Number</p> <p>PLB03-2 Positions 26 – 50: Fiscal Year End Date (if entered in HIGLAS)</p> <p>PLB 04: AP Invoice Amount</p>									
12944.2.5	HIGLAS shall follow the existing void and re-issue process of reporting manual AP invoice payment information as per HIGLAS 835 FFR.					X	X	X		HIGLAS
12944.3	Shared System Maintainers shall create EFT payments to the CMSHQ.					X	X	X		
12944.3.1	Shared System Maintainers shall ensure the new EFT payments for CMSHQ be included in a separate batch.					X	X	X		
12944.3.1.1	Shared System Maintainers shall ensure that the new EFT payments for CMSHQ utilize the same format as IRSBW payments for 80-byte freeform area in the addenda record.					X	X	X		
12944.3.1.2	Shared System Maintainers shall ensure					X	X	X		

Number	Requirement	Responsibility								
		A/B MAC			DM E MA C	Shared-System Maintainers				Other
		A	B	HH H		FIS S	MC S	VM S	CW F	
	<p>that the record type 6 contains the following fields:</p> <ul style="list-style-type: none"> <li>• Identification Number (Positions 40-54): 'CMSRTF'</li> <li>• Receiving Individual/Company Name (Positions 55-76): 'TREASURY NYC'</li> </ul>									
12944.3.1.3	<p>Shared System Maintainers shall ensure that the record type 5 contains the following.</p> <ul style="list-style-type: none"> <li>• Company Entry Description (Positions 54-63): 'IRSBACUPWH'</li> </ul>					X	X	X		
12944.3.2	<p>Shared system maintainers shall ensure CMSHQ payments are reported on existing EFT reports generated by FISS, MCS, and VMS.</p>					X	X	X		
12944.3.3	<p>Shared System Maintainers shall not generate remittance for CMSHQ payments.</p>					X	X	X		
12944.4	<p>Shared System Maintainers shall update the HIGLAS 835 Test Utility with the logic for generation of CMSHQ payments.</p>					X	X	X		
12944.5	<p>Shared System Maintainers shall work with the HIGLAS contractors to support</p>					X	X	X	HIGLAS	



Number	Requirement	Responsibility								
		A/B MAC			DM E MA C	Shared-System Maintainers				Other
		A	B	HH H		FIS S	MC S	VM S	CW F	
	testing of HIGLAS.									
12944.6	The MACs shall work with the HIGLAS to support testing/validation of ACH payment format files with the banks.	X	X	X	X					HIGLAS
12944.7	The VDCs shall work with MACs and or HIGLAS to facilitate retrieving of ACH files to support testing.	X	X	X	X					CMS, HIGLAS , VDC
12944.8	Shared System Maintainers shall assign 824 Error Codes 18430 and 21000 for the following conditions: <ul style="list-style-type: none"> <li>Assign maintenance edit 18430 when M4/L3 is not on a CMSRTF payment.</li> <li>Assign maintenance edit 21000 when no SCHID present with the M4/L3 on a CMSRTF payment.</li> </ul>					X				

**III. PROVIDER EDUCATION TABLE**

Number	Requirement	Responsibility				
		A/B MAC			DME MAC	CEDI
		A	B	HHH		
	None					

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

#### V. CONTACTS

**Pre-Implementation Contact(s):** Devin Williams, 410-786-2171 or devin.williams1@cms.hhs.gov (Primary)

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

#### VI. FUNDING

**Section A: 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.

**ATTACHMENTS: 1**

**ACH/EFT Instructions for CMS**

All of this information **must be included** in the wire instructions sent forward to the New York Federal Reserve Bank.

Subtype/Type Code:	10 00
Amount:	[Fill In]
Sending Bank Routing Number:	<i>(insert the sending bank routing number)</i>
ABA Number of Receiving Institution:	<b>051036706</b>
Receiver Name:	<b>Treasury NYC</b>
Receiving Institution Name:	<b>Federal Reserve Bank of New York</b>
Receiving Institution Address:	<b>33 Liberty Street, New York, NY 10045</b>
Beneficiary Account Number:	<b>875050080000</b>
Beneficiary Name:	<b>Centers for Medicare &amp; Medicaid Services (CMS)</b>
Beneficiary Physical Address:	<b>7500 Security Blvd., Baltimore, MD 21244</b>
CMS Tax ID Number:	<b>52-0883104</b>
<b><i>Credit Gateway Customer Care Number:</i></b>	<b>1-877-815-1206</b>
***Remarks/Explanation of Payment:	<b>Point of Contact (POC):</b>

1. Subtype/Type Code is a standard wire code. Please use **10 00** as directed.
2. Amount is the total amount of the ACH/EFT transfer.
3. Sending bank routing number should be provided by the financial institution.
4. Routing/ABA number of the Federal Reserve Bank of New York.
5. Name of the Receiving Institution is the Federal Reserve Bank of New York.
6. Beneficiary (Agency Account Number) is the CMS identification code.
7. \*\*\*Remarks/Explanation of Payment – Please include a brief description of the reason for the payment: for **one payment** include the CMS Certification Number, CMP Case Number, the CMS contact person and MAC POC (example of case number - SNF (CMP XXXX-XX-LTC-XXX), COV CMP XXXX-XX-COV-XXX) and for **multiple payments** state CMP MAC Payment.

***Credit Gateway Customer Care Number to call with any questions concerning the processing of this transaction.***