

<b>CMS Manual System</b>	<b>Department of Health &amp; Human Services (DHHS)</b>
<b>Pub 100-04 Medicare Claims Processing</b>	<b>Centers for Medicare &amp; Medicaid Services (CMS)</b>
<b>Transmittal 12026</b>	<b>Date: May 11, 2023</b>
	<b>Change Request 13151</b>

**SUBJECT: Annual Updates to the Prior Authorization/Pre-Claim Review Federal Holiday Schedule Tables for Generating Reports**

**I. SUMMARY OF CHANGES:** The purpose of this Change Request (CR) is to instruct the Multi-Carrier System (MCS) to update the applicable federal holiday schedule tables, to instruct the Part A and Home Health and Hospice Medicare Administrative Contractors (MACs) to manually update the federal holiday schedule tables in the Fiscal Intermediary Shared System (FISS), and to instruct the DME MACs to manually update the federal holiday schedule tables in the ViPS Medicare System (VMS) on an annual basis. The federal holiday schedule table is used in generating reports for the prior authorization and pre-claim review programs.

**EFFECTIVE DATE: January 1, 2024**

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

**IMPLEMENTATION DATE: October 2, 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.*

<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:**

**Recurring Update Notification**

# Attachment - Recurring Update Notification

Pub. 100-04	Transmittal: 12026	Date: May 11, 2023	Change Request: 13151
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**SUBJECT: Annual Updates to the Prior Authorization/Pre-Claim Review Federal Holiday Schedule Tables for Generating Reports**

**EFFECTIVE DATE: January 1, 2024**

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

**IMPLEMENTATION DATE: October 2, 2023**

## I. GENERAL INFORMATION

**A. Background:** The purpose of this Change Request (CR) is to instruct the Multi-Carrier System (MCS) to update the applicable federal holiday schedule tables, to instruct the Part A and Home Health and Hospice Medicare Administrative Contractors (MACs) to manually update the federal holiday schedule tables in the Fiscal Intermediary Shared System (FISS), and to instruct the Durable Medical Equipment (DME) MACs to manually update the federal holiday schedule tables in the ViPS Medicare Systems (VMS) on an annual basis. The federal holiday schedule table is used in generating reports for the prior authorization and pre-claim review programs.

The goal of prior authorization and pre-claim review is to reduce unnecessary utilization and aberrant billing. CMS expects that the prior authorization and pre-claim review process will ensure that Medicare coverage and documentation requirements are likely met before the item or service is rendered and a claim is submitted.

**B. Policy:** There are no legislative, statutory, or regulatory impacts associated with this CR.

## II. BUSINESS REQUIREMENTS TABLE

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

Number	Requirement	Responsibility									
		A/B MAC			DME MAC	Shared-System Maintainers				Other	
		A	B	HHH		FIS	MCS	VMS	CWF		
13151.1	A/B MACs Part A, A/B MACs Part HHH, DME MACs, and MCS shall be aware that instructions to update the prior authorization/pre-claim review federal holiday schedule tables will be in an annual recurring CR as part of the October release to be effective for the following year.	X		X	X		X				
13151.2	MCS shall update the applicable federal holiday schedule tables with the following federal holidays for calendar year 2024:						X				

Number	Requirement	Responsibility									
		A/B MAC			D M E M A C	Shared-System Maintainers				Other	
		A	B	H H H		F I S S	M C S	V M S	C W F		
	<ul style="list-style-type: none"> <li>January 1, 2024</li> <li>January 15, 2024</li> <li>February 19, 2024</li> <li>May 27, 2024</li> <li>June 19, 2024</li> <li>July 4, 2024</li> <li>September 2, 2024</li> <li>October 14, 2024</li> <li>November 11, 2024</li> <li>November 28, 2024</li> <li>December 25, 2024</li> </ul>										
13151.3	<p>A/B MACs Part A and A/B MACs Part HHH shall manually update the applicable federal holiday schedule tables used by FISS with the following federal holidays for calendar year 2024:</p> <ul style="list-style-type: none"> <li>January 1, 2024</li> <li>January 15, 2024</li> <li>February 19, 2024</li> <li>May 27, 2024</li> <li>June 19, 2024</li> <li>July 4, 2024</li> <li>September 2, 2024</li> <li>October 14, 2024</li> <li>November 11, 2024</li> <li>November 28, 2024</li> <li>December 25, 2024</li> </ul>	X		X							
13151.4	<p>DME MACs shall manually update the applicable federal holiday schedule tables used by VMS with the following federal holidays for calendar year 2024:</p> <ul style="list-style-type: none"> <li>January 1, 2024</li> <li>January 15, 2024</li> <li>February 19, 2024</li> <li>May 27, 2024</li> <li>June 19, 2024</li> <li>July 4, 2024</li> <li>September 2, 2024</li> <li>October 14, 2024</li> </ul>				X						

Number	Requirement	Responsibility								
		A/B MAC			D M E M A C	Shared-System Maintainers				Other
		A	B	H H H		F I S S	M C S	V M S	C W F	
	<ul style="list-style-type: none"> <li>November 11, 2024</li> <li>November 28, 2024</li> <li>December 25, 2024</li> </ul>									

**III. PROVIDER EDUCATION TABLE**

Number	Requirement	Responsibility				
		A/B MAC			D M E M A C	C E D I
		A	B	H H H		
	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:

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

**V. CONTACTS**

**Pre-Implementation Contact(s):** Angela Gaston, 410-786-7409 or [angela.gaston@cms.hhs.gov](mailto:angela.gaston@cms.hhs.gov) , Desiree Haskins, 410-786-3867 or [Desiree.Haskins@cms.hhs.gov](mailto:Desiree.Haskins@cms.hhs.gov)

**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: 0**