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| CMS Manual System | Department of Health & Human Services (DHHS) |
| Pub 100-20 One-Time Notification | Centers for Medicare & Medicaid Services (CMS) |
| Transmittal 2245 | Date: February 1, 2019 |
| | Change Request 11112 |

SUBJECT: Processing Instructions to Update the Standard Paper Remit (SPR)

I. SUMMARY OF CHANGES: The purpose of this Change Request (CR) is to provide instructions to the contractors to update the SPR to ensure that none are mailed after the implementation of this CR with a Health Insurance Claim Number (HICN) per the Social Security Number Fraud Prevention Act of 2017.

EFFECTIVE DATE: July 1, 2019

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

IMPLEMENTATION DATE: July 1, 2019

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

| | | | |
|-------------|-------------------|------------------------|----------------------|
| Pub. 100-20 | Transmittal: 2245 | Date: February 1, 2019 | Change Request: 1112 |
|-------------|-------------------|------------------------|----------------------|

SUBJECT: Processing Instructions to Update the Standard Paper Remit (SPR)

EFFECTIVE DATE: July 1, 2019

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IMPLEMENTATION DATE: July 1, 2019

I. GENERAL INFORMATION

A. Background: The Social Security Number Fraud Prevention Act of 2017 restricts the inclusion of Social Security Numbers (SSNs) on documents sent by mail by the Federal Government effective no later than five (5) years after the date of its enactment.

This Change Request (CR) instructs contractors to update their systems to ensure that no SPRs are mailed after the implementation of this CR with a Health Insurance Claim Number (HICN) per the Act. This will be accomplished by masking the HICN.

B. Policy: The Social Security Number Fraud Prevention Act of 2017.

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 | H H H | | F I S S | M C S | V M S | C W F | |
| 11112.1 | Effective July 1, 2019, contractors shall mask: the HICNs (e.g. xxxxx7777A) and (e.g. xxxxx7777C1) the Railroad Retirement Board (RRB) HICNs (e.g. Axxxxx1370, WCAxxxxx2388, and CAxxxxx1) on any print file used to create an SPR for mailing. (NOTE: This masking requirement does not apply to RRB numbers issued before March 1964, which included an alpha prefix and 6 digits; e.g., A000000. MBI will not be masked.) | | | | | X | X | X | | |
| 11112.2 | Contractors shall test no less than 15 ready-to-mail SPRs per lines of business from their appropriate shared system's print file to ensure the HICN is masked correctly. | X | X | X | X | | | | STC | |

| 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 | |
| 11112.2.1 | Contractors shall provide testing results, prior to the implementation date of this CR, to matthew.klischer@cms.hhs.gov and charlene.parks@cms.hhs.gov. | X | X | X | X | | | | | |

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 | | |
| 11112.3 | MLN Article: CMS will make available an MLN Matters provider education article that will be marketed through the MLN Connects weekly newsletter shortly after the CR is released. MACs shall follow IOM Pub. No. 100-09 Chapter 6, Section 50.2.4.1, instructions for distributing MLN Connects information to providers, posting the article or a direct link to the article on your website, and including the article or a direct link to the article in your bulletin or newsletter. You may supplement MLN Matters articles with localized information benefiting your provider community in billing and administering the Medicare program correctly. Subscribe to the “MLN Matters” listserv to get article release notifications, or review them in the MLN Connects weekly newsletter. | X | X | 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): matthew klischer, matthew.klischer@cms.hhs.gov , Char Parks, charlene.parks@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