
Medicare

Carriers Manual

Part 3 - Claims Process

Department of Health and
Human Services (DHHS)
HEALTH CARE FINANCING
ADMINISTRATION (HCFA)

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<u>HEADER SECTION NUMBERS</u>	<u>PAGES TO INSERT</u>	<u>PAGES TO DELETE</u>
Table of Contents - Chapter IV	4-4.3 – 4-4.4 (2 pp.)	4-4.3 – 4-4.4 (2 pp.)
4620.1 – 4621	4-435 – 4-438 (4 pp.)	4-435 – 4-438 (4 pp.)

NEW/REVISED MATERIAL--*EFFECTIVE DATE: 11/01/2000*
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Section 4620, Furnishing Medicare Physician Fee Schedule Database (MPFSDB) Pricing Files, Section 4620.1, Furnishing Physician Fee Schedule Data for Local and Carrier Priced Codes, and Section 4620.2, Furnishing Physician Fee Schedule Data for National Codes, replace references to United Health Care with Palmetto GBA, the new Railroad Retirement Board carrier.

Section 4620.3, Furnishing Fee Schedule (Excluding Physician Fee Schedule), Prevailing Charge and Conversion Factor Data to Palmetto GBA, Fiscal Intermediaries, State Agencies, Indian Health Services and United Mine Workers, updates the address for the United Mine Workers and replaces references to United Health Care with Palmetto GBA, which now represents the Railroad Retirement Board.

Section 4480.7, Health Maintenance Organization (HMO) Processing Requirements, and Section 4480.8, Specialty Code/Place of Service (POS), are added to the table of contents to reflect existing text.

DISCLAIMER: The revision date and transmittal number only apply to the redlined material. All other material was previous published in the manual and is only being reprinted.

These instructions should be implemented within your current operating budget.

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4620. FURNISHING MEDICARE PHYSICIAN FEE SCHEDULE DATABASE (MPFSDB) PRICING FILES

This section provides guidance to carriers for transmitting MPFSDB pricing files to intermediaries, State Agencies, **Palmetto GBA** (Railroad Retirement Board), Indian Health Services, and United Mine Workers of America.

A schedule for activities related to furnishing these pricing files will be provided in advance for each year through the ROs. HCFA will provide the physician fee schedule, the Durable Medical Equipment and Prosthetics and Orthotics and Supplies (DMEPOS) fee schedules and clinical lab data to United Mine Workers and Indian Health Services.

4620.1 Furnishing Physician Fee Schedule Data for Local and Carrier Priced Codes.--You are to provide to HCFA the payment amounts for all local and carrier priced codes for physician services (MPFSDB status codes of L, C, and R) by the date specified in the schedule. Payment amounts should only be provided for those carrier priced status codes C and R without associated Relative Value Units (RVUs) and local codes for which payment amounts have been developed.

HCFA will furnish the payment amounts for local and carrier priced codes to the intermediaries, **Palmetto GBA**, Indian Health Services, and United Mine Workers.

To furnish the physician fee schedule data for local and carrier priced codes, you should follow the steps identified below.

1. Create a file which includes all the fields from the MPFSDB for local and carrier priced codes covered under the physician fee schedule for which you have developed the payment amounts. Complete the fields with the appropriate data for the local and carrier priced codes.

2. Not all fields will contain entries. For example, 1999 payment amounts will be calculated for the total amount. The component parts (relative value units for work, practice expense and malpractice) may not have been computed. In those cases, where entries are not available, complete the fields with zeros.

3. If you have not developed payment amounts for local or carrier priced codes covered under the physician fee schedule, complete the record transmittal form indicating that a file does not need to be submitted.

4. Detailed record specifications will be updated annually in **Chapter 15 of Part 3 of the MCM**.

(a) If HCPCS is a radiology procedure (i.e., 70000-79999, or appropriate 'Q' or 'G' code), then designate 'RAD' for label.

(b) If HCPCS is a portable radiology procedure (appropriate 'R', 'Q', or 'G' code), then designate 'PRF' for label.

(c) If PCTC = 1, 2, 3, 4, 6, 8 and service is not radiology or portable x-ray, then designate 'ODX' as label.

(d) All other codes should be considered hospice services and the appropriate label should be 'HPH'.

5. Files can be submitted either electronically via E-mail to Mary Anne Stevenson (MStevenson or MStevenson@hcfa.gov), on diskette, or on tape/cartridge.

If the file is transmitted electronically or on diskette, follow these instructions:

Files MUST be in ASCII format.

If sent electronically, send to Mary Anne Stevenson (MStevenson or MStevenson@hcfa.gov).

A backup file must be maintained until the file is approved.

If the file is transmitted on tape/cartridge, follow these instructions:

Prepare file as an IBM standard label file. Additionally, a trailer record follows the data record. The trailer record is discussed in item #6 below.

Assure that an external label is placed on each tape of cartridge.

IBM standard label, data records, trailer record, and a standard IBM end of file.

IBM standard label - Data set name:

UH5585.PSAB.PPR.LOCAL

Tape configuration of a 3480 cartridge or a 9 track

1600/6250 round tape

Block data records 8970

Record all data in EBCDIC and in display mode. A data set name other than the file above will result in automatic return of the file. A backup file must be maintained until the file is approved.

DO NOT SUBMIT COMPRESSED DATA.

6. Trailer Record (Last Record on File)

<u>Columns</u>	<u>Data</u>	<u>Description</u>
1-7 (7)		The word "trailer"
8-15 (8)	Total number of records.	The number of records on the file. Do not include the trailer record, Right justify, zero fill.
16-345 (330)	Blank fill trailer record.	

7. Ship the File To:

Health Care Financing Administration
 Program Development and Information Group,
 DHPPD, CHPP
 Mail Stop C4-15-25
 7500 Security Blvd.
 Baltimore, MD 21244-1850

Forward the MPFSDB - Local codes file with the record transmittal that was used in submitting previous years' files. Ship the magnetic tape(s) to HCFA by mail. However, carriers in close proximity to HCFA headquarters may find other delivery service options faster and/or more economical.

4620.2 Furnishing Physician Fee Schedule Data for National Codes.--You must be prepared to release the entire MPFSDB file in the same format as received from HCFA, which will include the payment policy indicators, to the State Agencies upon their request. The data will be available on the HCFA Home Page and those State Agencies with Internet access capability will be able to download the data directly.

HCFA will provide the Medicare physician fee schedule, DMEPOS and clinical lab to the intermediaries, **Palmetto GBA** (Railroad Retirement Board), the Indian Health Services, and United Mine Workers. CARRIERS DO NOT NEED TO SEND FILES TO THOSE ENTITIES.

To furnish the Medicare physician fee schedule for national codes to the State Agencies you should follow the steps identified below.

1. Create a file to include an extract for status codes A, T and associated RVUs; and carrier and local codes as in §4620.1. NOTE: All fields may not be necessary to the entity receiving the file. The State Agencies should extract only the fields that apply to their particular applications.

2. To release to the State Agencies, contact the regional office to obtain the name and mailing address of the individual to receive the file.

3. Refer to §4620.1 for the physical file specifications and blocking factor.

4. Header Type Specifications

<u>Field No.</u>	<u>Field Name</u>	<u>Size</u>	<u>Picture</u>	<u>Field Specs</u>	<u>Remarks</u>
1	Label	3	X(3)	L	a
2	Filler	7	X(7)	L	
3	Carrier #	5	9(5)	L	
4	Filler	1	X(1)		

a - Use the following label: MPFS - Medicare Physician Fee Schedule

4620.3 Furnishing Fee Schedule (Excluding Physician Fee Schedule), Prevailing Charge and Conversion Factor Data to **Palmetto GBA**, Fiscal Intermediaries, State Agencies, Indian Health Services and United Mine Workers.--Use the file format in §4621 to furnish fee schedule, prevailing charge, and conversion factor information to **Palmetto GBA** (RRB), Intermediaries, State Agencies, Indian Health Services, and United Mine Workers.

Furnish statewide (or carrierwide for areas less than an entire State) pricing data for certified registered nurse anesthetist conversion factors. Furnish all fee schedules and conversion factors on tape unless the receiving entity agrees that a paper listing is acceptable.

Clinical Lab pricing files subject to national limitation amounts and DMEPOS pricing files subject to national floor and ceiling limitation amounts will be furnished by HCFA to all entities except the State Medicaid Agencies. The Center for Medicaid and State Operations will provide those pricing files to the State Medicaid Agencies.

In addition to the above pricing files, furnish **Palmetto GBA** (RRB) with a tape file of locality prevailing charges for ambulance services and inflation indexed prevailing charges for non-physician services subject to the IIC.

Send pricing files for the RRB to:

Palmetto GBA
Attn: Medicare Systems RRB – AG-430
17 Technology Circle
Columbia, SC 29203

For Indian Health Services, send pricing files to:

IHS Contract Health Services
P.O. Box 13509
Albuquerque, New Mexico 87192-3509

For releasing non-physician pricing files to State Agencies, contact the RO to obtain the name and mailing address of the individual to whom the file should be addressed.

For the United Mine Workers, send the pricing files to:

Government Programs Manager
UMWA Health and Retirement Funds
2121 K Street, NW
Washington, DC 20037, or

MedPricing@umwafunds.org

You may negotiate agreements with the receiving entity to use an alternate medium (e.g., paper, diskette) or a tape file format other than that specified in §4621. However, such agreements must be in writing and signed by the affected entities (e.g., carrier, intermediary, RRB, etc.). Furnish your RO with a copy of written agreements for using mediums other than tape or tape file formats other than that in §4621.

4621. FILE SPECIFICATIONS

Use the following guidelines in creating the pricing files.

1. Recommended Physical File Specifications-Magnetic Tape.--Tape characteristics-9 track, 8 2" to 10 2" reels with silver mylar reflector (standard reels) with write ring removed.

Parity - Odd
Recording Density - 6250 bytes per inch
Recording Code - Extended Binary Coded Decimal

File Label - IBM standard label. The tape must have an end of file mark. The first data record on the file identifies the submitter and the receiver and serves the function of a file label.

Physical Record Length - 60 characters
Blocking Factor - 100 records per block
The external label on the reel must appear as:

From
To