
Program Memorandum Intermediaries/Carriers

Department of Health &
Human Services (DHHS)
Centers for Medicare &
Medicaid Services (CMS)

Transmittal AB-03-059

Date: MAY 2, 2003

CHANGE REQUEST 2633

SUBJECT: Shared Systems Changes for Name Change from HCFA to CMS (FISS and VMS external changes only)

These instructions are to be implemented by FISS and VMS only for externally viewed items.

This Program Memorandum (PM) authorizes the FISS and VMS shared system maintainers to implement the systems changes for externally viewed items, to transition the name from HCFA to CMS. It includes all analysis, coding, and testing changes to replace the HCFA name and alpha representation with the CMS name and/or identity mark (logo) which require shared systems changes to modify. The only items to be modified at this time are those items viewed externally by providers, beneficiaries, etc. Items on the list which were locally maintained by the contractors should have already been modified. Examples of items to be changed, which are not all-inclusive, include:

- Web sites;
- Medicare Summary Notices (MSNs);
- Remittance advices; and
- All pre-printed forms.

Contractors unable to use the standard graphics file formats with file extensions such as .eps, .tif, .jpg, and .gif, may use the CMS name instead of the logo.

The *effective date* for this PM is October 1, 2003.

The *implementation date* for this PM is October 1, 2003.

These instructions should be implemented within your current operating budget.

This PM may be discarded after April 30, 2004

If you have any questions, contact Kathleen Jack, CMS Graphics at (410) 786-7214 or at KJack@cms.hhs.gov or Shellie N. Rogers, Division of Change Management at (410) 786-0391 or at SRogers@cms.hhs.gov.