

# Program Memorandum Intermediaries/Carriers

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

Transmittal AB-03-124

Date: AUGUST 15, 2003

## CHANGE REQUEST 2608

**SUBJECT: REMINDER -- Standard System Automation of the "Notice of Change to Medicare Secondary Payer (MSP) Auxiliary File" Process**

### I. GENERAL INFORMATION

**A. Background:** THIS PROGRAM MEMORANDUM (PM) IS FOR INFORMATIONAL PURPOSES ONLY. Previous instructions instructed the Common Working File (CWF) to send a new Medicare Secondary Payer (MSP) transaction to all contractors of record when an MSP auxiliary record is created or changed for any beneficiary. The CWF sends this electronic transaction, known as a HUSC transaction, daily to the appropriate contractors' standard system. Several contractors' standard systems are receiving HUSC transactions from the CWF and converting these transactions to hard copy form.

**B. Policy:** This PM is to clarify that all contractors are to update their internal MSP files with HUSC transactions automatically. If the contractor is already updating its internal MSP files automatically, it should continue to do so. After the internal MSP files have been updated, the contractor's MSP staff shall follow their current instructions regarding MSP recovery activities.

### II. BUSINESS REQUIREMENTS

Requirement #	Requirements	Responsibility
2608.1	Contractors shall automatically update their internal MSP files with HUSC transactions.	Standard Systems

### III. SUPPORTING INFORMATION AND POSSIBLE DESIGN CONSIDERATIONS

#### A. Other Instructions:

X-Ref Requirement #	Instructions
2608.1	After the internal MSP files have been automatically updated, the contractor's MSP staff shall (1) initiate claims history searches within existing post-pay guidelines using HUSC transaction information and (2) initiate recovery actions on potential mistaken payments when appropriate.

**B. Design Considerations: N/A**

X-Ref Requirement #	Recommendation for Medicare System Requirements

**C. Interfaces:** CWF, Contractor Standard Systems

**D. Contractor Financial Reporting /Workload Impact:** N/A

**E. Dependencies:** N/A

**F. Testing Considerations:** N/A

**IV. ATTACHMENT(S)**

Version:	Effective Date: January 1, 2004
Implementation Date: January 1, 2004	Funding: <b>No additional funding.</b>
Discard Date: January 1, 2005	Pre-Implementation Contact: Tom Bouchat
Post-Implementation Contact: SS maintainer	410-786-4621