
CMS Manual System

Pub. 100-20 One-Time Notification

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

Transmittal 46

Date: JANUARY 23, 2004

CHANGE REQUEST 3041

I. SUMMARY OF CHANGES: This Change Request outlines the need for CMS to collect MCS carrier provider PES database file information and VMS carrier PENS and Provider File information, the submission of required information, the schedule for the effort, and mailing instructions.

NEW/REVISED MATERIAL - EFFECTIVE DATE: January 20, 2004

***IMPLEMENTATION DATE: February 23, 2004**

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.

II. CHANGES IN MANUAL INSTRUCTIONS:

R/N/D	CHAPTER/SECTION/SUBSECTION/TITLE
	N/A

*III. FUNDING:

These instructions should be implemented within your current operating budget.

IV. ATTACHMENTS:

	Business Requirements
	Manual Instruction
	Confidential Requirements
X	One-Time Notification

*Medicare contractors only

Attachment - One-Time Notification

Pub. 100-20	Transmittal: 46	Date: January 23, 2004	Change Request 3041
-------------	-----------------	------------------------	---------------------

SUBJECT: Railroad Medicare Carrier Collection of Data

This Change Request supersedes CR 2777, B-03-054

I. GENERAL INFORMATION

A. Background:

This Change Request outlines the need for CMS to collect Medicare Claims System (MCS) carrier Provider Enrollment System (PES) database file information and Viable Medicare System (VMS) carrier Provider Enrollment System (PENS) and Provider File information, the submission of required information, the schedule for the effort, and mailing instructions.

As part of managing the Medicare program, CMS/Program Integrity (PI) is responsible for enrolling and maintaining up-to-date enrollment information related to Medicare providers/suppliers. In an effort to streamline the enrollment process and to enhance the collection and maintenance of this information, CMS/PI has recently implemented the Provider Enrollment Chain and Ownership System (PECOS). PECOS allows the regional offices, fiscal intermediaries, carriers, National Supplier Clearinghouse, and other participating organizations to collect and enter enrollment related data into the central system residing at CMS' central office.

With the implementation of PECOS, the Railroad Medicare Carrier (RMC) has asked the carriers for provider enrollment information that is more up to date or that does not exist in the RMC MCS system. These additional requests have created a resource strain for all parties involved. To help meet the processing timeliness for RMC and the Part B-Carriers and to reduce the number of requests coming from RMC, the archived production PES and PENS database from each MCS/VMS carriers will be sent to RMC. This information will be utilized by RMC to locate the information needed for the provider/supplier. It will allow them to process their claims and enable them to generate an initial PECOS record for that carrier.

Carriers have been electronically storing the 855 data in either the PES database or their VMS PENS or Provider File. This data needs to be transmitted to RMC for the purpose of assisting the RMC with expediting their claims processing and provider enumeration process. This instruction is to request that the all MCS and VMS Part B carriers electronically download all provider enrollment data from their PES by creating a copy of their existing production PES database for MCS users and Copies of their PENS and VMS PROFILE for VMS users. **It is understood that the carriers are not doing any analysis of the data being sent; it is strictly a data copy/dump. This database dump will be stored on a CD-ROM and/or Tape and sent to the RMC's technical area.**

B. Policy: N/A

C. Provider Education: None

II. BUSINESS REQUIREMENTS

"Shall" denotes a mandatory requirement

"Should" denotes an optional requirement

Requirement #	Requirements	Responsibility
3041.1	Carriers on the MCS Shared System shall collect all provider data currently housed in their PES files and submit it to the RMC. The files of interest are: PES production database (hold the 855 data).	MCS Carriers
3041.1.1	MCS Carriers shall submit this data via CD-ROM. Technical instructions for creating a copy of the MCS carriers production PES database will be sent to the PES users distribution list shortly after this CR is released.	MCS Carriers
3041.2	Carriers on the VMS Shared System shall collect all provider data currently housed in their PENS and VMS Provider Files. The files of interest are: PENS and VMS Provider File.	VMS Carriers
3041.2.1	VMS carriers shall submit this data via tape.	VMS Carriers
3041.2.2	VMS carriers shall make a copy of their VMS PENS DATA file (LRECL=986,BLKSIZE=32760,RECFM=VB) and of their VMS PROVFILE (LRECL=1031,BLKSIZE=32760,RECFM=VB) onto cartridge tapes.	VMS Carriers
3041.3	Carriers shall submit this data to the RMC by 2/3/2004.	MCS Carriers VMS Carriers
3041.4	Carriers shall send each shipment of data with a Record Transmittal. Send the original and one copy with the shipment and retain the other. Supply a contact person's name and phone number with the transmittal.	MCS Carriers VMS Carriers

3041.4.1	<p>Mail delivery is preferred. The address for the shipment of the data records is:</p> <p>Regular Mail/Overnight Express:</p> <p>Palmetto GBA</p> <p>2300 Springdale Drive, Building One Mail drop AG-430, Attn: Cindy Lucas Camden, SC 29020</p> <p>Forward your data files under cover of a Record Transmittal.</p> <p>Prepare the tape(s) or diskette(s) for mailing. Note that the package contains a magnetic tape or CD-ROM, and mark it "FRAGILE."</p>	MCS Carriers VMS Carriers
3041.5	<p>VMS carriers shall direct any questions concerning the technical systems aspect of this instruction to Cindy Lucas 803-763-1159. MCS carriers shall direct any questions concerning the technical systems aspect of this instruction to Darren Leach at 614-277-6218.</p>	MCS Carriers VMS Carriers

III. SUPPORTING INFORMATION & POSSIBLE DESIGN CONSIDERATIONS

A. Other Instructions: N/A

X-Ref Requirement #	Instructions

B. Design Considerations: N/A

X-Ref Requirement #	Recommendation for Medicare System Requirements

C. Interfaces: N/A

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

E. Dependencies: N/A

F. Testing Considerations: N/A

IV. SCHEDULE, CONTACTS, AND FUNDING

<p>Effective Date: January 20, 2004</p> <p>Implementation Date: February 23, 2004</p> <p>Pre-Implementation Contact(s): Preston Prothro 410 786-0014 pprothro@cms.hhs Patricia Snyder, 410 786-5991 psnyder@cms.hhs.gov</p> <p>Post-Implementation Contact(s): Preston Prothro 410 786-0014 pprothro@cms.hhs , Patricia Snyder, 410 786-5991 psnyder@cms.hhs.gov</p>	<p>These instructions should be implemented within your current operating budget.</p>
--	---