CMS Manual System	Department of Health & Human Services (DHHS)
Pub. 100-4 Medicare Claims Processing	Centers for Medicare & Medicaid Services (CMS)

Transmittal 117	Date: MARCH 5, 2004

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CHANGE REQUEST 3160

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I. SUMMARY OF CHANGES: Instructions for downloading the Medicare zip code file.

NEW/REVISED MATERIAL - EFFECTIVE DATE: April 1, 2004.
                                    *IMPLEMENTATION DATE: April 5, 2004

Disclaimer: 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 only receive the new/revised information, and not the entire table of contents.

II. SCHEDULE OF CHANGES (R = REVISED, N = NEW, D = DELETED)

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

III. FUNDING: *Medicare contractors only:

These instructions should be implemented within your current operating budget.

IV. ATTACHMENTS:

	Business Requirements
	Manual Instruction
	Confidential Requirements
	One-Time Notification
X	**Recurring Update Notification**

Attachment – Recurring Update Notification

Pub. 100-04	Transmittal: 117	Date: March 5, 2004	Change Request 3160

SUBJECT: Instructions for downloading the Medicare zip code file.

I.   GENERAL INFORMATION

A. Background: In several prior Program Memoranda, we have advised you about the availability of an updated zip code file used for pricing ambulance claims and jurisdictional pricing.

Every 2 months, we obtain an updated listing of zip codes from the U.S. Postal Service (USPS). On the basis of the updated USPS file, we update the Medicare zip code file and make it available to contractors.

Approximately 6 weeks prior to the beginning of each calendar quarter (i.e., approximately 6 weeks prior to January 1, April 1, July 1, and October 1), we will update the Medicare zip code file.

The updated file will be available in early November for the January 1 release, early February for the April 1 release, early May for the July 1 release, and early August for the October 1 release.

The name of the file for April 2004 will be MU00.@AAA2390.ZIP.LOCALITY.V20042. The release number for this file is 20042, release 2 for the year 2004.

When the updated file is loaded to the Direct Connect, it will overlay the previous zip code file.

NOTE: Even the most recently updated zip code file will not contain zip codes established by the USPS after CMS compiled the file. Therefore, for zip codes reported on claims that are not on the most recent zip code file, follow the instructions in the Claims Processing Manual, Chapter 15, Section 20.1.5.

Implementation

1. Go to the Direct Connect and search for the file. Confirm that the release number (the last 5 digits) corresponds to the upcoming calendar quarter. If the release number (the last 5 digits) does not correspond to the upcoming calendar quarter, notify M. Barton Kershbaum at 410-786-3321.

2. Once you have confirmed that the zip code file on the Direct Connect corresponds to the next calendar quarter, download the file and incorporate the file into your testing regime for the upcoming model release.

B. Policy: This instruction describes the process for updating the Medicare zip code file.

C. Provider Education: None.

II.   BUSINESS REQUIREMENTS

"Shall" denotes a mandatory requirement
"Should" denotes an optional requirement

Requirement #	Requirements	Responsibility
3160.1	Intermediaries and carriers shall ensure that ambulance claims are processed with the newest version of the Medicare zip code file in order to crosswalk the point of pickup zip code to the ambulance fee schedule locality code, and to do jurisdictional pricing.	All Intermediaries and Carriers.

III.   SUPPORTING INFORMATION & POSSIBLE DESIGN CONSIDERATIONS

A.   Other Instructions:

X-Ref Requirement #	Instructions

B.   Design Considerations:

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

Effective Date: April 1, 2004. **Implementation Date:** April 5, 2004 **Pre-Implementation Contact(s):** Bart Kershbaum, (410) 786-3321, Mkershbaum@cms.hhs.gov **Post-Implementation Contact(s):** Bart Kershbaum (410) 786-3321.	These instructions shall be implemented within your current operating budget.