
Program Memorandum Intermediaries/Carriers

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

Transmittal AB-00-100

Date: OCTOBER 24, 2000

CHANGE REQUEST 1414

SUBJECT: Mandatory Training on Ambulance Fee Schedule (AFS)

The intent of this Program Memorandum (PM) is to alert you to an upcoming mandatory train-the-trainer session on the new AFS that will be conducted for fiscal intermediary (FI) and carrier staff. In turn, you will furnish training for providers in your service areas.

The train-the-trainer sessions will be held on Thursday, November 16, 2000, for FI staff and on Friday, November 17, 2000, for carrier staff. The training sessions will be held in Annapolis, Maryland, a suburb of Baltimore, Maryland. In turn, you are required to complete provider training no later than December 22, 2000. For an agenda and to register for the training sessions, please go to HCFA's website, www.hcfa.gov/medlearn/refamb.htm.

Because these new payment systems differ significantly from the current Medicare reimbursement systems, it is important that those individuals who will be responsible for training actually attend the upcoming training sessions. Training will include billing, coverage, medical review, and payment issues, thus, staff from the following departments should attend: Medical Review, Claims Processing and Billing, Provider Education, and Reimbursement.

You are also directed to take immediate steps to schedule and notify providers, and other interested entities in your service area, concerning times and places for training. This includes posting information on your web site and in your bulletins, providing information to your customer service representatives who deal with providers, and contacting relevant provider associations. You should also take the following steps to ensure that providers and their billing vendors have adequate information about these Medicare program changes and the availability of training:

- o Remind providers that instructions for implementing the AFS is explained in PM AB-00-88, which can be found on the HCFA website:http://www.hcfa.gov/pubforms/transmit/memos/comm_date_dsc.htm.
- o Keep account of the number of training sessions you hold, attendance, locations, and any other relevant information. More detailed guidance will be provided to you on the reporting and collection of this information.
- o Work cooperatively with your Provider Education and Training Advisory Committee and the relevant State associations to provide this training.
- o Monitor the progress of your providers and address unanticipated problems that may occur during the implementation of these program changes. Report significant problems to your regional office contact.
- o Notify providers that relevant training materials, articles and other information will be posted on the HCFA website at www.hcfa.gov/medlearn.refamb.htm.

HCFA-Pub. 60A/B

The effective date for this PM is October 24, 2000.

The implementation date for this PM is October 24, 2000.

This PM may be discarded after October 31, 2001.

Special funding will be provided by HCFA to cover the cost of provider training under this PM.

If you have any questions, contact Suzanne Lewis at (410) 786-7636.