
Program Memorandum

Intermediaries/Carriers

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

Transmittal AB-00-49

Date: JUNE 2000

This Program Memorandum re-issues Program Memorandum AB-99-88, Change Request 1054 dated December 1999. The only change is the discard date; all other material remains the same.

CHANGE REQUEST 1054

SUBJECT: PROGRAM MEMORANDUM ON STATEMENTS OF INTENT TO FILE CLAIMS FOR CLAIMS FILING PERIODS THAT END ON DECEMBER 31, 1999

This Program Memorandum states the Health Care Financing Administration's (HCFA) policy and your responsibilities regarding written statements of intent to file claims for the claims filing period that ends on December 31, 1999 (which is extended through January 3, 2000 because December 31, 1999 is a Federal non-workday). The time limits for filing claims that are contained in 42 CFR 424.44 continue to apply. That is, the claims filing period that ends on December 31, 1999 applies to claims for services furnished during the period beginning on October 1, 1997 and continuing through and including September 30, 1998. We are preparing a separate Program Memorandum that will apply to claims filing periods that end on December 31, 2000, and thereafter.

A statement of intent, by itself, does not constitute a claim, but rather is used as a placeholder for filing a timely and proper claim. You are to acknowledge receipt of all statements of intent from those parties from which you now receive such statements. You are also to acknowledge receipt of all statements of intent from States or their agents, to the extent that you do not already do so. You are to acknowledge all statements of intent, including those you have already received as well as those you receive up through January 3, 2000, within 30 days of receipt. In your acknowledgment, you are to tell the submitter whether or not the statement of intent is valid (i.e., meets all requirements). You are not to accept any statements of intent filed after the expiration of the time limit for filing claims (i.e., January 3, 2000).

Statements of intent must meet the requirements set forth in the regulations at 42 CFR 424.45. The regulations require that the statement of intent must identify the beneficiary and specify the services to which the statement of intent applies. The applicable services and dates of services must be included to identify the specific services to which the statement of intent applies.

Although this is a restatement of existing policy, we want to be clear that you are not responsible for identifying the provider or supplier that furnished the service nor for requesting that the provider or supplier of the service file a claim (unless the statement of intent to file a claim was submitted by the provider or the supplier of the service). Rather, the submitter of the statement of intent is responsible for ensuring that a proper claim is submitted within the 6-month period following the date of your notice to the submitter of your receipt of its statement of intent. Therefore, you may not develop a claim (i.e., if information necessary to make an initial determination is not submitted as part of the statement of intent, you may not actively seek information necessary to make an initial determination) and are to suspend any work currently in progress to develop claims upon receipt of statements of intent.

A separate letter on this subject is being sent to all State Medicaid Directors.

For questions on policy contact David Walczak at (410) 786-4475. For questions on contractor operations contact Jim Bossenmeyer at (410) 786-9317 or Lou Polise at (410) 786-5752.

HCFA-Pub. 60A/B

The *effective date* for this Program Memorandum (PM) is 12/6/1999.

The *implementation date* for this PM is 12/31/1999.

Funding will be provided through the normal budget process.

| This PM may be discarded after December 31, 2000.

If you have any questions, contact David Walczak (410-786-4475) for questions on policy, and Jim Bossenmeyer (410-786-9317) or Lou Polise (410-786-5752) for questions on contractor operations.