CMS Manual System	Department of Health & Human Services (DHHS)
Pub. 100-04 Medicare Claims Processing	Centers for Medicare & Medicaid Services (CMS)

Transmittal 176	Date: MAY 14, 2004

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CHANGE REQUEST 3270

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

NEW/REVISED MATERIAL - EFFECTIVE DATE: October 1, 2004
                                        *IMPLEMENTATION DATE: October 4, 2004

Disclaimer for manual changes only: The revision date and transmittal number apply to the red italicized material only. Any other material was previously published and remains unchanged. However, if this revision contains a table of contents, you will receive the new/revised information only, and not the entire table of contents.

II. SCHEDULE OF CHANGES: (*N/A if manual not updated.*)

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

III. FUNDING: *Medicare contractors only:

These instructions shall 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: 176	Date: May 14, 2004	Change Request 3270

SUBJECT: Instructions for Downloading the Medicare Zip Code File

I.   GENERAL INFORMATION

A. Background: Each calendar quarter, CMS issues an updated zip code file used for pricing ambulance claims and jurisdictional pricing.

Every 2 months, CMS obtains an updated listing of zip codes from the U.S. Postal Service (USPS). On the basis of the updated USPS file, CMS updates the Medicare zip code file and makes 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), CMS will make available an updated Medicare zip code file. Thus, 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.

When an updated file is loaded to the Connect:Direct, it will add to the inventory of zip code files on the mainframe. The name of the file is MU00.@AAA2390.ZIP.LOCALITY.yyyyr, where "yyyy" equals the calendar year and "r" equals the release number with January = 1, April = 2, July = 3, and October = 4.

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 CMS Manual System, Publication 100-4, chapter 15, section 20.1.5.

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
3270.1	Shared systems maintainers, fiscal intermediaries, and carriers as appropriate shall use the most recent version of the Medicare zip code file to process ambulance claims, and shall do jurisdictional pricing for other benefit	All Shared Systems Maintainers, Fiscal Intermediaries, and Carriers as appropriate.

	categories where instructions direct the use of the zip code file.	
3270.2	Approximately six (6) weeks before the beginning of each calendar quarter shared systems maintainers, fiscal intermediaries, and carriers as appropriate shall go to the Connect:Direct and search for the zip code file.	All Shared Systems Maintainers, Fiscal Intermediaries, and Carriers as appropriate.
3270.2.1	Shared systems maintainers, fiscal intermediaries, and carriers as appropriate shall confirm that the release number (the last 5 digits) corresponds to the upcoming calendar quarter.	All Shared Systems Maintainers, Fiscal Intermediaries, and Carriers as appropriate.
3270.2.2	If the release number (the last 5 digits) does not correspond to the upcoming calendar quarter, shared systems maintainers, fiscal intermediaries, and carriers as appropriate shall notify M. Barton Kershbaum at (410) 786-3321.	All Shared Systems Maintainers, Fiscal Intermediaries, and Carriers as appropriate.
3270.2.3	Once shared systems maintainers, fiscal intermediaries, and carriers as appropriate have confirmed that the zip code file on the Connect:Direct corresponds to the next calendar quarter, shared systems maintainers, fiscal intermediaries, and carriers as appropriate shall download the file and incorporate the file into their testing regime for the upcoming model release.	All Shared Systems Maintainers, Fiscal Intermediaries, and Carriers as appropriate.
3270.2.4	The name of the zip code file for October 2004 will be MU00.@AAA2390.ZIP.LOCALITY.V20044. The release number for this file is 20044, release 4 for the year 2004.	All Shared Systems Maintainers, Fiscal Intermediaries, and Carriers as appropriate.

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

Effective Date: October 1, 2004 **Implementation Date:** October 4, 2004 **Pre-Implementation Contact(s):** **Bart Kershbaum, (410) 786-3321,** **Mkershbaum@cms.hhs.gov** **Post-Implementation Contact(s): For availability** **of the file: Bart Kershbaum (410) 786-3321; for** **the accuracy of zip code entries or for** **urban/rural designations: Glenn McGuirk (410)** **786-5723.**	**These instructions shall be implemented within your current operating budget.**