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# CMS Manual System

## Pub. 100-20 One-Time Notification

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

Transmittal 93

Date: JULY 09, 2004

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CHANGE REQUEST 3352

**I. SUMMARY OF CHANGES:** Free-standing SNF providers with a fiscal year ended 12/31/2003, that file their cost reports via the “free software” from Mutual of Omaha, are herein granted an extension to file their cost report, until June 30, 2004. The above providers were required to have their cost report filed by 05/31/04. However, since the free software was not available to all SNF providers that required it, fiscal intermediaries are instructed to accept these cost reports as filed timely.

**NEW/REVISED MATERIAL - EFFECTIVE DATE: June 1, 2004**

**\*IMPLEMENTATION DATE: July 9, 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. CHANGES IN MANUAL INSTRUCTIONS: (N/A if manual not updated.)**

**(R = REVISED, N = NEW, D = DELETED) – (Only One Per Row.)**

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

**\*III. FUNDING:**

**These instructions shall be implemented within your current operating budget.**

**IV. ATTACHMENTS:**

|          |                                      |
|----------|--------------------------------------|
|          | <b>Business Requirements</b>         |
|          | <b>Manual Instruction</b>            |
|          | <b>Confidential Requirements</b>     |
| <b>X</b> | <b>One-Time Notification</b>         |
|          | <b>Recurring Update Notification</b> |

**\*Medicare contractors only**

# Attachment - One-Time Notification

|             |                 |                    |                     |
|-------------|-----------------|--------------------|---------------------|
| Pub. 100-20 | Transmittal: 93 | Date: July 9, 2004 | Change Request 3352 |
|-------------|-----------------|--------------------|---------------------|

**SUBJECT: Temporary SNF Extension**

## I. GENERAL INFORMATION

**A. Background:** Freestanding SNF providers with a fiscal year ended 12/31/03 are required to file their cost report by 05/31/04. The “free software” utilized by certain SNF providers was not available to these providers on time. Therefore, SNF providers with a fiscal year ended 12/31/03, which use this “Free Software” program are granted an extension to file their cost report, until June 30.

**B. Policy:** SNF providers with a fiscal year ended 12/31/03, and using the “Free Software” are required to file their cost reports by June 30, 2004.

**C. Provider Education:** None.

## II. BUSINESS REQUIREMENTS

*“Shall” denotes a mandatory requirement*

*“Should” denotes an optional requirement*

| Requirement # | Requirements  | Responsibility |
|---------------|---|----------------|
| 3352.1        | SNF providers with a fiscal year ended 12/31/03, and using the “Free Software” are allowed to file their cost reports by June 30, 2004. | FI             |

## 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><b>Effective Date:</b> June 1, 2004</p> <p><b>Implementation Date:</b> July 9, 2004</p> <p><b>Pre-Implementation Contact(s):</b> Edwin Gill, 410-786-4525</p> <p><b>Post-Implementation Contact(s):</b> Edwin Gill, 410-786-4525</p> | <p><b>These instructions shall be implemented within your current operating budget.</b></p> |
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