
Medicare

Carriers Manual

Part 3 - Claims Process

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

Transmittal 1760

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CHANGE REQUEST 1857

<u>HEADER SECTION NUMBERS</u>	<u>PAGES TO INSERT</u>	<u>PAGES TO DELETE</u>
13422.2 - 13422.2 (Cont.)	13-230.21 - 13-230.22 (2 pp.)	13-230.21 - 13-230.22 (2 pp.)
13422.3 (Cont.) - 13424 (Cont.)	13-230.25 - 13-230.30 (6 pp.)	13-230.25 - 13-230.30 (6 pp.)
13424 (Cont.) - 13424 (Cont.)	13-230.33 - 13-230.36 (4 pp.)	13-230.33 - 13-230.36 (4 pp.)

**NEW/REVISED MATERIAL--*EFFECTIVE DATE: REPORTING YEAR OF JANUARY-
DECEMBER 2002 (REPORT DUE FEBRUARY 15,2003)*
*IMPLEMENTATION DATE: JANUARY 1,2003***

HCFA PART B SHARED SYSTEM (HPBSS) IS EXEMPT FROM COMPLETING THIS MANUAL INSTRUCTION.

Section 13421 - Participating Physician/Supplier Report, provides revised instructions to reflect the agency name change from HCFA to CMS.

Section 13421.1 - Purpose and Scope, provides revised instructions to reflect the agency name change from HCFA to CMS.

Section 13422.2 - Definitions of Columns One Through Eight, provides revised instructions to reflect the agency name change from HCFA to CMS as well as revised address.

Section 13422.3 - Definitions of Lines One Through One Hundred Fifteen, Line 47 is changed to "Independent Diagnostic Testing Facility, specialty code 47; Line 62 is changed to clarify what to report on this line; Line 63 is changed to "Dietitian/Nutritionist, specialty code 71; Line 64 is changed to "Pain Management", specialty code 72; and Line 86 is changed to "Reserved for future use".

Sections 13423 - Checking Reports, provides revised instructions for Lines 90, 91, and 93 to reflect changes to lines used to determine sums for each line.

Section 13424 - Exhibits, revises the Participating Physician/Supplier Report screens to reflect the reporting changes described above.

These instructions should be implemented within your current operating budget.

DISCLAIMER: The revision date and transmittal number only apply to the redlined material. All other material was previously published in the manual and is only being reprinted.

Report on Number of Participating Physicians and Suppliers

13421. PARTICIPATING PHYSICIAN/SUPPLIER REPORT

Unless otherwise requested, prepare and transmit to **CMS** each year a report updating the number and category of participating physicians and suppliers. Complete a separate report for each office assigned a separate carrier number.

13421.1 Purpose and Scope.--This report enables **CMS** to gather data for administrative purposes on the number of physicians and suppliers, by category, electing to participate in **CMS**'s Participating Physician/Supplier Program. The report is divided into two sections. Section 1 is to be completed by local carriers only, while section 2 is to be completed by the National Supplier Clearinghouse (NSC) on behalf of the durable medical equipment regional carriers (DMERCs).

13421.2 Due Date.--Transmit data about the Participating Physician/Supplier Program to CO via PC or terminal. Use instructions in the Contractor Reporting of Operational and Workload Data (CROWD) System User's Guide.

The report is due 45 days after the end of the enrollment period. Include updated data as of the end of the most recent enrollment period.

Do not submit hard copies of the report.

13422. COMPLETION OF ITEMS ON PARTICIPATING PHYSICIAN/SUPPLIER REPORT

13422.1 Heading.--This report is referenced as Form F in the CROWD system. Complete the ADD/UPDATE/DELETE DATA criteria screen with the appropriate information to bring the reporting format to your screen.

13422.2 Definitions of Columns One Through Eight.--

Column 1.--Participating Physicians/LLPs/Suppliers - Prior.--This column contains a count of the number of physicians, limited license practitioners (LLPs), and suppliers who were participating prior to the beginning of the latest enrollment period.

NOTE: Adjust this data if there are changes from the information submitted in column 2 on the previous enrollment period. Inform **CMS** by memorandum if the numbers are different. Include in your description the specialty number, column, and the reason for the change. Send the memorandum to:

CMS, OFM, BAG, DFDA, PSB
N3-05-06
7500 Security Blvd.
Baltimore, MD 21244

Examples of possible reasons for changes to the data include:

- o Addition of new physicians to the Medicare file;
- o Reclassification of physicians, LLPs, and suppliers between specialty designations;
- o Deletion of deceased or retired physicians from the Medicare file; or
- o Technical corrections to previously submitted data.

Column 2.--Participating Physicians/LLPs/Suppliers - Current.--Data in this column include the number of physicians, LLPs, and suppliers who are continuing as participants from the prior participation period into the new participation period and the number who have newly signed participation agreements in the latest enrollment period.

NOTE: Effective January 1, 1995, a change in Medicare law required certain practitioners to accept assignment for all covered services they furnish to Medicare beneficiaries. The specialty codes involved in this change are: 42, 43, 50, 68, 80, 89, and 97. From now on, categorize all practitioners with these specialty codes as participating practitioners for purposes of this report.

Column 3.--Participating Physicians/LLPs/Suppliers - Continuing.--Show in this column only the number of physicians, LLPs, and suppliers who are continuing as participants from the prior participation period into the new participation period. Do not include those who have newly signed participation agreements in the latest enrollment period or those who have dropped out.

Column 4.--Non-Participating Physicians/LLPs/Suppliers - Prior.--This column contains a count of physicians, LLPs, and suppliers who were not participating at the beginning of the latest enrollment period.

NOTE: Adjust this data if the information is different from that submitted in column 5 on the previous enrollment period. (See column 1 for further information.)

Column 5.--Non-Participating Physicians/LLPs/Suppliers - Current.--This column contains a count of physicians, LLPs, and suppliers who were not participating after the latest enrollment period. This count includes those who were not participating at the beginning of the latest enrollment period and chose not to enroll and those who disenrolled during the latest period.

Column 6.--Participating Drop-Out - Current.--Data in this column represent physicians, LLPs, and suppliers who, prior to this enrollment period, were participating in the program and have now decided to drop out.

Column 7.--Non-Participating Sign-Up - Current.--Data in this column represent physicians, LLPs, and suppliers who were non-participating prior to the latest enrollment period and who enrolled in the program during the latest enrollment period.

Column 8.--Participating Disenrolls.--Show in this column only the number of participants who disenrolled from the Medicare program during an authorized disenrollment period held during the past 12 months. Leave this field blank, unless **CMS** declares an authorized disenrollment period such as the one held in 1984.

13422.3 Definitions of Lines One Through One Hundred Fifteen.--Count individual participants by the specialties listed below. Do not count an individual more than once, even if they practice in more than one setting. Local carriers are to complete section 1 (lines 1-93) only, while the NSC is to complete section 2 (lines 94-115) only.

Line 39--Nephrology.--Enter in the appropriate column all physicians with specialty code 39.

Line 40--Hand Surgery.--Enter in the appropriate column all physicians with specialty code 40.

Line 41--Optometry.--Enter in the appropriate column all physicians with specialty code 41.

Line 42--Certified Nurse Midwife.--Enter in the appropriate column all practitioners with specialty code 42.

Line 43--CRNA Anesthesia Assistant.--Enter in the appropriate column all practitioners with specialty code 43.

Line 44--Infectious Disease.--Enter in the appropriate column all physicians with specialty code 44.

Line 45--Mammography Screening Center.--Enter in the appropriate column all suppliers with specialty code 45.

Line 46--Endocrinology.--Enter in the appropriate column all physicians with specialty code 46.

Line 47--Independent Diagnostic Testing Facility.--Enter in the appropriate column all suppliers with specialty code 47.

Line 48--Podiatry.--Enter in the appropriate column all physicians with specialty code 48.

Line 49--Ambulatory Surgical Center.--Enter in the appropriate column all suppliers with specialty code 49.

Line 50--Nurse Practitioner.--Enter in the appropriate column all practitioners with specialty code 50.

Line 51--Ambulance Service Supplier.--Enter in the appropriate column all suppliers with specialty code 59.

Line 52--Public Health/Welfare Agency.--Enter in the appropriate column all suppliers with specialty code 60.

Line 53--Voluntary Health/Charitable Agency.--Enter in the appropriate column all suppliers with specialty code 61.

Line 54--Psychologist (Independent).--Enter in the appropriate column all practitioners with specialty code 62.

Line 55--Portable X-Ray Supplier.--Enter in the appropriate column all suppliers with specialty code 63.

Line 56--Audiologist (Independent).--Enter in the appropriate column all practitioners with specialty code 64.

Line 57--Physical Therapist (Independent).--Enter in the appropriate column all practitioners with specialty code 65.

Line 58--Rheumatology.--Enter in the appropriate column all physicians with specialty code 66.

Line 59--Occupational Therapist (Independent).--Enter in the appropriate column all practitioners with specialty code 67.

Line 60--Clinical Psychologist.--Enter in the appropriate column all practitioners with specialty code 68.

Line 61--Clinical Laboratory (Independent).--Enter in the appropriate column all suppliers with specialty code 69.

Line 62--Multi-Specialty Clinic/Group.--Enter in the appropriate column all physicians with specialty code 70 **or the appropriate specialty code.**

Line 63--Dietitian/Nutritionist.--Enter in the appropriate column all practitioners with specialty code 71.

Line 64--Pain Management.--Enter in the appropriate column all physicians with specialty code 72.

Line 65--Reserved for Future Use.--Make no entries for specialty code 73 at this time.

Line 66--Reserved for Future Use.--Make no entries for specialty code 74 at this time.

Line 67--Reserved for Future Use.--Make no entries for specialty code 75 at this time.

Line 68--Peripheral Vascular Disease.--Enter in the appropriate column all physicians with specialty code 76.

Line 69--Vascular Surgery.--Enter in the appropriate column all physicians with specialty code 77.

Line 70--Cardiac Surgery.--Enter in the appropriate column all physicians with specialty code 78.

Line 71--Addiction Medicine.--Enter in the appropriate column all physicians with specialty code 79.

Line 72--Licensed Clinical Social Worker.--Enter in the appropriate column all practitioners with specialty code 80.

Line 73--Critical Care (Intensivist).--Enter in the appropriate column all physicians with specialty code 81.

Line 74--Hematology.--Enter in the appropriate column all physicians with specialty code 82.

Line 75--Hematology/Oncology.--Enter in the appropriate column all physicians with specialty code 83.

Line 76--Preventative Medicine.--Enter in the appropriate column all physicians with specialty code 84.

Line 77--Maxillofacial Surgery.--Enter in the appropriate column all physicians with specialty code 85.

Line 78--Neuropsychiatry.--Enter in the appropriate column all physicians with specialty code 86.

Line 79--Unknown Supplier/Provider.--Enter in the appropriate column all suppliers with specialty code 88.

Line 80--Certified Clinical Nurse Specialist.--Enter in the appropriate column all practitioners with specialty code 89.

Line 81--Medical Oncology.--Enter in the appropriate column all physicians with specialty code 90.

Line 82--Surgical Oncology.--Enter in the appropriate column all physicians with specialty code 91.

Line 83--Radiation Oncology.--Enter in the appropriate column all physicians with specialty code 92.

Line 84--Emergency Medicine.--Enter in the appropriate column all physicians with specialty code 93.

Line 85--Interventional Radiology.--Enter in the appropriate column all physicians with specialty code 94.

Line 86--Reserved for Future Use.--Make no entries for specialty code 95 at this time.

Line 87--Physician Assistant.--Enter in the appropriate column all practitioners with specialty code 97.

Line 88--Gynecological Oncology.--Enter in the appropriate column all physicians with specialty code 98.

Line 89--Unknown Physician Specialty.--Enter in the appropriate column all physicians with specialty code 99.

Line 90--Total Physicians.--Enter in the appropriate column the total of all specialty codes applicable to physicians from lines 1-89.

Line 91--Total LLPs.--Enter in the appropriate column the total of all specialty codes applicable to LLPs from lines 1-89.

Line 92--Total Physicians/LLPs.--Enter in the appropriate column the sum of lines 90 and 91.

Line 93--Total Local Carrier Suppliers.--Enter in the appropriate column the total of all specialty codes applicable to suppliers from lines 1-89.

Section 2 - DMERC Suppliers Reported by NSC

Line 94--Medical Supply Company with Certified Orthotist.--Enter in the appropriate column all suppliers with specialty code 51.

Line 95--Medical Supply Company with Certified Prosthetist.--Enter in the appropriate column all suppliers with specialty code 52.

Line 96--Medical Supply Company with Certified Orthotist-Prosthetist.--Enter in the appropriate column all suppliers with specialty code 53.

Line 97--Medical Supply Company - Other.--Enter in the appropriate column all suppliers with specialty code 54.

Line 98--Independent Certified Orthotist.--Enter in the appropriate column all suppliers with specialty code 55.

Line 99--Independent Certified Prosthetist.--Enter in the appropriate column all suppliers with specialty code 56.

Line 100--Independent Certified Orthotist-Prosthetist.--Enter in the appropriate column all suppliers with specialty code 57.

Line 101--Medical Supply Company with Registered Pharmacist.--Enter in the appropriate column all suppliers with specialty code 58.

Line 102--All Other Suppliers (Drug Store).--Enter in the appropriate column all suppliers with specialty code 87.

Line 103--Unknown Supplier/Provider.--Enter in the appropriate column all suppliers with specialty code 88.

Line 104--Optician.--Enter in the appropriate column all suppliers with specialty code 96.

Line 105--Hospital.--Enter in the appropriate column all suppliers with specialty code A0.

Line 106--Skilled Nursing Facility.--Enter in the appropriate column all suppliers with specialty code A1.

Line 107--Intermediate Care Facility.--Enter in the appropriate column all suppliers with specialty code A2.

Line 108--Nursing Facility - Other.--Enter in the appropriate column all suppliers with specialty code A3.

Line 109--Home Health Agency.--Enter in the appropriate column all suppliers with specialty code A4.

Line 110--Pharmacy.--Enter in the appropriate column all suppliers with specialty code A5.

Line 111--Medical Supply Company with Respiratory Therapist.--Enter in the appropriate column all suppliers with specialty code A6.

Line 112--Department Store.--Enter in the appropriate column all suppliers with specialty code A7.

Line 113--Grocery Store.--Enter in the appropriate column all suppliers with specialty code A8.

Line 114--Total DMERC Suppliers.--Enter in the appropriate column the total of all suppliers on lines 94-113.

Line 115--Unduplicated NSC Supplier Count.--Enter in the appropriated column an unduplicated count of individual suppliers included on lines 94-113; i.e., count each supplier only once regardless of how many specialty codes it might have.

13423. CHECKING REPORTS

Before you submit Form F, check for completeness and arithmetical accuracy. Use the following checklist:

- o Column 3 must be = to or < column 1
- o Column 3 must be = to or < column 2
- o Column 6 = column 1 - column 3
- o Column 7 = column 2 - column 3
- o Line 90 = sum of lines 1-8, 10-14, 16, 18-20, 22, 24-26, 28-30, 33-41, 44, 46, 48, 58, 62, 64, 68-71, 73-78, 81-85, 88, and 89 for all columns.
- o Line 91 = sum of lines 42, 43, 50, 54, 56, 57, 59, 60, 63, 72, 80, and 87 for all columns.
- o Line 93 = sum of lines 45, 47, 49, 51-53, 55, 61, and 79, for all columns.
- o Line 114 = sum of lines 94-113 for all columns.
- o Line 115 must be less than or equal to line 114 for all columns.

13424. EXHIBITS

SCREEN 1

PARTICIPATING PHYSICIAN/SUPPLIER REPORT - LOCAL CARRIERS

EXPLANATION OF SPECIALTY CODES:

- | | |
|------------------------------|-----------------------------|
| 01 General Practice | 10 Gastroenterology |
| 02 General Surgery | 11 Internal Medicine |
| 03 Allergy/Immunology | |
| 04 Otolaryngology | |
| 05 Anesthesiology | |
| 06 Cardiology | |
| 07 Dermatology | |
| 08 Family Practice | |
| 09 Reserved | |

LINE NO. AND SPECIALTY CODE/GROUP	Partici pants			Non- Partic- ipants		Par Drop-out Current (6)	Non-Par Sign-Up Current (7)	Par Dis- Enrolls (8)
	Prior (1)	Current (2)	Conting. (3)	Prior (4)	Current (5)			
Section 1 Local Carr.								
01 01-PHY								
02 02-PHY								
03 03-PHY								
04 04-PHY								
05 05-PHY								
06 06-PHY								
07 07-PHY								
08 08-PHY								
09 09-RES								
10 10-PHY								
11 11-PHY								

For further definition of line categories, see §13422.3.

SCREEN 6

PARTICIPATING PHYSICIAN/SUPPLIER REPORT - LOCAL CARRIERS

EXPLANATION OF SPECIALTY CODES:

- 72 Pain Management**
- 73 Reserved**
- 74 Reserved**
- 75 Reserved**
- 76 Peripheral Vascular Disease**
- 77 Vascular Surgery**
- 78 Cardiac Surgery**
- 79 Addiction Medicine**
- 80 Lic. Clinical Social Worker**
- 81 Critical Care (Intensivist)**
- 82 Hematology**
- 83 Hematology/Oncology**
- 84 Preventative Medicine**

LINE NO. AND SPECIALTY CODE/ GROUP	Parti cipants			Non- Participa nts		Par Drop-out Current (6)	Non-Par Sign-Up Current (7)	Par Dis- enrolls (8)
	Prior (1)	Current (2)	Conting. (3)	Prior (4)	Current (5)			
64 72-PHY								
65 73-RES								
66 74-RES								
67 75-RES								
68 76-PHY								
69 77-PHY								
70 78-PHY								
71 78-PHY								
72 80-LLP								
73 81-PHY								
74 82-PHY								
75 83-PHY								
76 84-PHY								

For further definition of line categories, see §13422.3.

