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# Medicare

## Intermediary Manual

### Part 3 – Claims Process

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

Transmittal 1906

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<u>HEADER SECTION NUMBERS</u>	<u>PAGES TO INSERT</u>	<u>PAGES TO DELETE</u>
Table of Contents – Chapter IX 9-3800 – 9-3899.10	1 - 7 (7 pp.) None	9-1 - 9-4.2 (7 pp.) 9-5 – 9-318 (353 pp.)

**NEW/REVISED MATERIAL--EFFECTIVE DATE: Not Applicable**

**IMPLEMENTATION DATE: Not Applicable**

Chapter IX, Processing – Reports - Records, This chapter is being deleted and the related instructions are issued in the CMS Internet-only manuals (IOMs). The table of contents is replaced with a crosswalk from the old Part 3 to the related instruction in the IOMs. If the material from MIM, Part 3, is no longer applicable, we indicate that it was not moved to the IOM by entering “deleted” in the crosswalk. For each included cross-reference, we provide the old manual number (e.g., a3), the IOM number (e.g., 100-4 Claims Processing), the IOM chapter and section (§) numbers.

The IOM can be found at <http://www.cms.hhs.gov/manuals>

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

## CHAPTER IX, PROCESSING – REPORTS - RECORDS

**NOTE:** Chapter IX has been moved to the new CMS Manual System, mainly in the Medicare Claims Processing Manual (Pub. 100-4), the Medicare Secondary Payer Manual (Pub 100-5) and the Medicare Financial Management Manual (Pub 100-6). The new manuals can be found at <http://www.cms.hhs.gov/manuals>. A crosswalk from the deleted manual sections to the new manual sections follows.

	Old §	Pub, Chapter, & §
General Information About the Common Working File (CWF) System	A3-3800	100-1, 3-§10.1, 100-4, 27-§§10 & 20
Records Intermediaries Transmit to the Host	A3-3800.1	100-4, 2-§30.1, 27-§20.1 – 20.1.4
Records the Host Transmits to its Satellites	A3-3800.2	100-4, 27-§§20.2-20.2.2
Claims Development	A3-3800.3	100-4, 27-§30
Posting Bills Paid Outside the CWF System	A3-3800.4	100-4, 27-§§60-60.2
Change Control Procedures	A3-3800.5	100-4, 27-§§70-70.6
CWF Inpatient/SNF Bill – Satellite To Host	A3-3801	100-4, 27-§20.1.2
CWF Outpatient/Home Health/Hospice Bill – Satellite To Host	A3-3802	100-4, 27-§20.1.2
CWF Hospice Notice of Election – Satellite To Host	A3-3803	100-4, 27-§20.1.3
CWF Inpatient/SNF Bill Basic Reply Record and Trailers – Host To Satellite	A3-3804	100-4, 27-§20.1.2
Trailers as Received on the CWF HUIP Basic Reply Record	A3-3804.1	100-4, 27-§20.1.2
CWF Outpatient/Home Health Bill Basic Reply Record and Trailers – Host To Satellite	A3-3805	100-4, 27-§20.1.2
Trailers as Received on the HUOP/HUHH Bill Basic Reply Record	A3-3805.1	100-4, 27-§20.1.2
CWF NOE/Hospice Bill Basic Reply Record and Trailers – Host To Satellite	A3-3806	100-4, 27-§20.1.2
Trailers as Received on HUHC Bill Basic Reply Record	A3-3806.1	100-4, 27-§20.1.2
CWF Utilization Edit Error Codes	A3-3807	100-4, 27-§80.2
Medical Review and A/B Crossover Rejects/Alerts	A3-3808	100-4, 27-§80.6
MSP Maintenance Transaction Error Codes	A3-3809	100-4, 27-§80.4
MSP Maintenance Transaction Error Codes	A3-3810	100-4, 27-§80.7
CWF Adjustment Action		
CWF Adjustment Actions	A3-3816	100-4, 27-§90

	Old §	Pub, Chapter, & §
Forms HCFA-L1001 and HCFA-L1002, Notification of Internal Adjustment Action(s) Taken by HCFA, Specifically the Common Working File (CWF)	A3-3816.1	100-4, 27-§90.1
Provider-Specific Payment Data	A3-3850	100-4, 3-§20.2.3.1
Provider-Specific Data Record Layout and Description	A3-3850.1	100-4, 25-§90
Intermediary Responsibilities	A3-3850.2	100-4, 3-§20.2.3.1
Requesting or Providing Assistance to Resolve CWF Rejects	A3-3860	100-4, 27-§§50 – 50.3
Payment Without CWF Approval	A3-3863	100-4, 27-§§60-60.2
<b>Magnetic Tape Specifications</b>		
Magnetic Test Data File – Description	A3-3865	Deleted – Obsolete
<b>Preparation and Submission of Provider Bills Tapes</b>		
Test Procedures	A3-3866	Deleted – Obsolete
Number of Test Bills	A3-3866.1	Deleted – Obsolete
Recording Characteristics	A3-3866.2	Deleted – Obsolete
Operational Procedures	A3-3867	Deleted – Obsolete
Magnetic Tape Reel External Identification Label	A3-3867.1	Deleted – Obsolete
The Summary Totals Report	A3-3867.2	Deleted – Obsolete
File Retention	A3-3867.3	Deleted – Obsolete
<b>Consistency Edits – Magnetic Tape File</b>		
Consistency Edits – All Bill Types	A3-3868	Deleted – Obsolete
Consistency Edits – Adjustment Bills	A3-3869	Deleted – Obsolete
<b>Data Elements, Coding Structures, and Service Code Cross-References</b>		
Alphabetic Glossary of Data Elements	A3-3870	CWF Documentation
Coding Structures	A3-3871	100-4, Chapter 25
UNIBILL Service Codes	A3-3872	Deleted - Obsolete
Deductions and Coinsurance for Selected Revenue Center Codes	A3-3872.1	To be placed in Chapter 25.
Service Codes Cross Reference	A3-3873	Deleted - Obsolete
Type of Bill Code – Relationship of HCFA-1450 Item 4 to HCFA-1483 Item 9	A3-3873.1	Deleted - Obsolete
Bill Type Codes and Allowable Provider Numbers	A3-3873.2	100-4, 25-§60

	Old §	Pub, Chapter, & §
<b>The Bills Tape</b>		
The Bills Tape Internal Label	A3-3874	Deleted - Obsolete
The Reel Number	A3-3874.1	Deleted - Obsolete
The Internal Label Record Description – Operational	A3-3874.2	Deleted - Obsolete
The Internal Label Record Description – Test Tape	A3-3874.3	Deleted - Obsolete
The Bill Tape Batch Control Record	A3-3875	Deleted - Obsolete
Record Identification Code	A3-3875.1	Deleted - Obsolete
The Batch Number	A3-3875.2	Deleted - Obsolete
The Batch-Type Code	A3-3875.3	Deleted - Obsolete
The Batch Control Record Layout and Description	A3-3875.4	Deleted - Obsolete
The Action Code	A3-3875.5	CWF Documentation
Inpatient Hospital/SNF Record Layout and Description	A3-3876	Deleted - Obsolete
Bill Type Codes Billed on the Inpatient Hospital/SNF Record	A3-3876.1	100-4, 25-§60
Outpatient/Hospice/Home Health/CORF Record Layout and Description	A3-3877	Deleted - Obsolete
Bill Type Code Combinations Billed on the Outpatient/ Hospice/Home Health/CORF Record Layout and Description	A3-3878	100-4, 25-§60
RTI Void Record Layout and Description (Bill Type Code XX8)	A3-3879	Deleted - Obsolete
The Batch Summary Record Description	A3-3880	Deleted - Obsolete
The Trailer Record Layout and Description	A3-3881	Deleted - Obsolete
UNIBILL Consistency Return Codes	A3-3882	Deleted - Obsolete
Identifying and Editing Final Nonpayment Bills	A3-3882.1	Deleted - Obsolete
Adjustment Bill Return Codes	A3-3882.2	Deleted - Obsolete
MCE Error Codes	A3-3882.3	Deleted - Obsolete
<b>Special Billing Procedures</b>		
Sample Bills	A3-3883	Deleted - Obsolete
Inpatient Hospital Bills Involving End Stage Renal Disease Services	A3-3883.1	Deleted - Obsolete
The Batching of Bills	A3-3884	Deleted - Obsolete
Adjustment Bills	A3-3885	To be Added in 100-4, 1, §130
The Association Adjustment Code	A3-3885.1	To be Added in 100-4, 1, §130
The Cancel Only Adjustment (Action Code 4)	A3-3885.2	To be Added in 100-4, 1, §130.5

	Old §	Pub, Chapter, & §
The Credit/Debit Adjustment Action (Action Codes 2 and 3)	A3-3885.3	To be Added in 100-4, 1, §130
Code R and Code P Adjustment Bills	A3-3885.4	To be Added in 100-4, 1, §130
RTI Adjustment Bills	A3-3885.5	Deleted - Obsolete
Adjustment Batch Balancing	A3-3885.6	Deleted - Obsolete
The Bills Tape RTI Action	A3-3886	Deleted - Obsolete
The RTI Control Number	A3-3886.1	Deleted - Obsolete
RTI Correction Action Bills	A3-3886.2	Deleted - Obsolete
RTI VOID Action Bills	A3-3886.3	Deleted - Obsolete
Tape Deletions—Batches, Items, Batch Numbers	A3-3886.4	Deleted - Obsolete
Exhibits	A3-3886.5	Deleted - Obsolete
<b>Monthly Statistical Report on Intermediary Part A and Part B Appeal Activity</b>		
Monthly Intermediary Part A and Part B Appeals Report (Form HCFA-2591) – General	A3-3887	Not included - Should be included in Pub 100-6 (Financial Manual) either merged with §350 - 370 or separately at about section 90.
Purpose and Scope	A3-3887.1	See immediately above
Due Date	A3-3887.2	See immediately above
Completion of Items on Form HCFA-2591	A3-3888	See immediately above
Heading	A3-3888.1	See immediately above
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Section B – Part B Hearings Results	A3-3888.3	See immediately above
Section C – Part A and B ALJ Hearings	A3-3888.4	See immediately above
Section D – Limitation of Liability (Claim Counts)	A3-3888.5	See immediately above
Section E – Part A and Part B Reopenings (Claims)	A3-3888.6	See immediately above
Checking Reports	A3-3889	See immediately above
Exhibits	A3-3890	See immediately above
<b>Monthly Statistical Report on Status of Intermediary Workloads</b>		
Monthly Intermediary Workload Report (Form HCFA-1566) - General	A3-3892	100-6, 6-§10
Purpose and Scope	A3-3892.1	100-6, 6-§10.1
Due Date	A3-3892.2	100-6, 6-§10.2

	Old §	Pub, Chapter, & §
Completing Page 1 of the Monthly Intermediary Workload Report	A3-3893	100-6, 6-§20
Heading	A3-3893.1	100-6, 6-§20.1
Checking Reports	A3-3893.2	100-6, 6-§20.2
Type of Bill	A3-3893.3	100-6, 6-§20.3
Body of Report	A3-3893.4	100-6, 6-§20.4
Completing Pages 2 Through 21 of Intermediary Workload Report	A3-3894	100-6, 6-§30
Heading	A3-3894.1	100-6, 6-§30.1
Checking Reports	A3-3894.2	100-6, 6-§30.2
Body of Report	A3-3894.3	100-6, 6-§30.3
Completing Page 22 of Intermediary Workload Report	A3-3894.4	100-6, 6-§30.4
Heading	A3-3894.5	100-6, 6-§30.5
Checking Reports	A3-3894.6	100-6, 6-§30.6
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Exhibits	A3-3894.8	100-6, 6-§10

#### Monthly PRO Adjustment Bill Statistical Report

Monthly PRO Adjustment Bill Report	A3-3895	100-6, 6-§40
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Body of Report	A3-3895.2	100-6, 6-§40.2
Checking Reports	A3-3895.3	100-6, 6-§40.3
Report Form	A3-3895.4	100-6, 6-§40.4

#### Quarterly Statistical Report on Selected Intermediary Workload Activities

Quarterly Supplement to Intermediary Workload Report (Form HCFA-1566A) – General	A3-3896	100-6, 6-§50
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Purpose and Scope	A3-3896.1	100-6, 6-§50.1
Due Date	A3-3896.2	100-6, 6-§50.2
Completing Quarterly Supplement to the Intermediary Workload Report, Form HCFA-1566A, Pages 1 and 2	A3-3897	100-6, 6-§60
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Type of Bill	A3-3897.3	100-6, 6-§60.3

	Old §	Pub, Chapter, & §
Body of Report	A3-3897.4	100-6, 6-§60.4
Completing Quarterly Supplement to the Intermediary Workload Report, Form HCFA-1566A, Page 3	A3-3898	100-6, 6-§70
Heading	A3-3898.1	100-6, 6-§70.1
Checking Reports	A3-3898.2	100-6, 6-§70.2
Type of Bill	A3-3898.3	100-6, 6-§70.3
Body of Report	A3-3898.4	100-6, 6-§70.4
Completing Medicare Fraud Unit Quarterly Workload Status Report, Form HCFA-1566B – General	A3-3898.5	100-6, 6-§70.5
Heading	A3-3898.6	100-6, 6-§70.6
Checking Reports	A3-3898.7	100-6, 6-§70.7
Type of Fraud Workload Item	A3-3898.8	100-6, 6-§70.8
Body of Report	A3-3898.9	100-6, 6-§70.9
Completing Quarterly Periodic Interim Payment (PIP) Report, Form HCFA 1566C – General	A3-3898.10	100-6, 6-§70.10
Heading	A3-3898.11	100-6, 6-§70.11
Checking Reports	A3-3898.12	100-6, 6-§70.12
PIP Items Reported	A3-3898.13	100-6, 6-§70.13
Quarterly Supplement to the Intermediary Workload Report – Form HCFA-1566A, Pages 1, 2, and 3	A3-3898.14	100-6, 6-§70.14
Medicare Fraud Unit Quarterly Workload Status Report – Form HCFA-1566B	A3-3898.15	100-6, 6-§70.15
Quarterly Periodic Interim Payment (PIP) Report – Form HCFA-1566C	A3-3898.16	100-6, 6-§70.16
Completing Quarterly Report on Provider Enrollment	A3-3898.17	100-6, 6-§70.17
Heading	A3-3898.18	100-6, 6-§70.18
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Type of Provider	A3-3898.20	100-6, 6-§70.20
Completing Lines One Through Eleven – Workload Operations	A3-3898.21	100-6, 6-§70.21
Completing Lines Twelve Through Seventeen – Reason for Denial Recommendation	A3-3898.22	100-6, 6-§70.22
Completing Lines Eighteen Through Twenty-Two – Reason for Return	A3-3898.23	100-6, 6-§70.23
Completing Lines Twenty-Three Through Twenty-Six – Application Processing Times	A3-3898.24	100-6, 6-§70.24
Completing Lines Twenty-Seven Through Thirty-One – Age of Applications Pending	A3-3898.25	100-6, 6-§70.25

	Old §	Pub, Chapter, & §
Completing Lines Thirty-Two Through Thirty-Seven – CHOW Workloads	A3-3898.26	100-6, 6-§70.26
Exhibits	A3-3898.27	100-6, 6-§70.27
Monthly Statistical Report on Medicare Secondary Payer Savings		
Monthly Intermediary Report on Medicare Secondary Payer Savings (Form HCFA-1563)	A3-3899	100-5, §60, 100-6, 6- §80
General	A3-3899.1	100-5, §60.1, 100-6, 6- §80.1
Purpose and Scope	A3-3899.2	100-5, §60.1.1, 100-6, 6-§80.2
Due Date	A3-3899.3	100-5, §60.1.1, 100-6, 6-§80.3
Form Heading	A3-3899.4	100-5, §60.1.1, 100-6, 6-§80.4
Savings Calculations	A3-3899.5	100-5, §60.1.2, 100-6, 6-§80.5
Recording Savings	A3-3899.6	100-5, §60.1.3, 100-6, 6-§80.6
Source of Savings	A3-3899.7	100-5, §60.1.3.1, 100-6, 6-§80.7
Type of Savings	A3-3899.8	100-5, §60.1.3.2 thru 60.1.3.2.5, 100-6, 6- §80.8
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Monthly Intermediary Report on Medicare Secondary Payer Savings (Form HCFA-1563)	A3-3899.10	100-6, 6-§80.10