

One-Time Notification

Pub. 100-20	Transmittal: 2	Date: SEPTEMBER 12, 2003	Change Request 2886
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SUBJECT: The New Online CMS Manual System Announcement

I. GENERAL INFORMATION

A. Background:

Beginning October 1, 2003, CMS will transition from a paper-based manual system for its manual instructions to a Web-based system. The process includes the streamlining, updating, and consolidating of CMS' various program instructions into an electronic Web-based manual system for all users. The new system is called the online CMS Manual System and is located at <http://www.cms.hhs.gov/manuals>.

The current practice of issuing program memoranda (PMs) will be discontinued after September 30, 2003, and be replaced with one of four new vehicles/templates created to communicate program instructions and update the Web-based manual. The new vehicles to communicate program instructions and update the new Internet-only manuals are (1) manual revisions, (2) one-time notification, (3) business requirement, or (4) confidential requirement templates. The Office of Strategic Operations and Regulatory Affairs (OSORA), Division of Issuances, will continue its current policy of communicating advanced program instructions to the regions and contractor community every Friday. A transmittal sheet will accompany all program instructions communicated by OSORA. In addition, the transmittal sheet will identify changes pertaining to a specific manual, requirement, or notification.

To announce the new CMS Manual System, place the following language in your next scheduled bulletin: (Also, if you have a listserv that targets affected providers, you shall use it to notify subscribers that information about the new online CMS Manual system is available on your Web site.)

“Beginning October 1, 2003, CMS will transition from a paper-based manual system to a Web-based system. The process includes the streamlining, updating, and consolidating of CMS' various program instructions into an electronic Web-based manual system for all users. The new system is called the online CMS Manual System and is located at <http://www.cms.hhs.gov/manuals>.

The new online CMS Manual System will be organized by functional area, (e.g., eligibility, entitlement, claims processing, benefit policy, program integrity). The functional orientation of the new manual will eliminate significant redundancy within the manuals and will streamline the updating process, thus making CMS program instructions available in a more timely and accessible fashion.

Specifically, the CMS Manual System will include the following functional areas:

Pub. 100-01--Medicare General Information, Eligibility, and Entitlement
 Pub. 100-02--Medicare Benefit Policy
 Pub. 100-03--Medicare National Coverage Determinations
 Pub. 100-04--Medicare Claims Processing
 Pub. 100-05--Medicare Secondary Payer
 Pub. 100-06--Medicare Financial Management
 Pub. 100-07--Medicare State Operations
 Pub. 100-08--Medicare Program Integrity
 Pub. 100-09--Medicare Contractor Beneficiary and Provider Communications
 Pub. 100-10--Medicare Quality Improvement Organization
 Pub. 100-11--Reserved
 Pub. 100-12--State Medicaid
 Pub. 100-13--Medicaid State Children's Health Insurance Program
 Pub. 100-14--Medicare End Stage Renal Disease Network Organization
 Pub. 100-15--Medicare State Buy-In
 Pub. 100-16--Medicare Managed Care
 Pub. 100-17--Medicare Business Partners Systems Security
 Pub. 100-18--Medicare Business Partners Security Oversight
 Pub. 100-19--Demonstrations
 Pub. 100-20--One-Time Notification

The table below identifies what current paper-based manuals were used to construct the new Internet-only manuals. It is just a cursory overview. A detailed crosswalk is being developed to guide you from a specific section of the old manual to where the information now appears in the new manuals. In addition, the Internet-only manual will have a crosswalk to show how the information in each section was derived.

Paper-Based Manuals	Internet-Only Manuals
Pub. 06--Medicare Coverage Issues Pub. 09--Medicare Outpatient Physical Therapy Pub. 10--Medicare Hospital Pub. 11--Medicare Home Health Agency Pub. 12--Medicare Skilled Nursing Facility Pub. 13--Medicare Intermediary Manual, Parts 1, 2, 3, and 4 Pub. 14--Medicare Carriers Manual, Parts 1, 2, 3, and 4 Pub. 21--Medicare Hospice Pub. 27--Medicare Rural Health Clinic and Federally Qualified Health Center Pub. 29--Medicare Renal Dialysis Facility	Pub. 100-01--Medicare General Information, Eligibility, and Entitlement Pub. 100-02--Medicare Benefit Policy Pub. 100-03--Medicare National Coverage Determinations Pub. 100-04--Medicare Claims Processing Pub. 100-05--Medicare Secondary Payer Pub. 100-06--Medicare Financial Management Pub. 100-08--Medicare Program Integrity Pub. 100-09--Medicare Contractor Beneficiary and Provider Communications

<p align="center">Program Memoranda</p> <p>Pub. 60A--Intermediaries Pub. 60B--Carriers Pub. 60AB--Intermediaries/Carriers</p> <p>NOTE: Information derived from Pub. 06 to Pub. 60AB was used to develop Pub. 100-01 to Pub. 100-09 for the Internet-only manual.</p>	
<p align="center">Paper-Based Manuals</p>	<p align="center">Internet-Only Manuals</p>
Pub. 19--Medicare Peer Review Organization	Pub. 100-10--Medicare Quality Improvement Organization
Pub. 07--Medicare State Operations	Pub. 100-07--Medicare State Operations
Pub. 45--State Medicaid	Pub. 100-12--State Medicaid Pub. 100-13--Medicaid State Children's Health Insurance Program
Pub. 81--Medicare End Stage Renal Disease Network Organizations	Pub. 100-14--Medicare End Stage Renal Disease Network Organizations
Pub. 24--Medicare State Buy-In	Pub. 100-15--Medicare State Buy-In
Pub. 75--Health Maintenance Organization/ Competitive Medical Plan Pub. 76--Health Maintenance Organization/ Competitive Medical Plan (PM) Pub. 77--Manual for Federally Qualified Health Maintenance Organizations	Pub. 100-16--Medicare Managed Care
Pub. 13--Medicare Intermediaries Manual, Part 2 Pub. 14--Medicare Carriers Manual, Part 2	Pub. 100-17--Business Partners Systems Security
Pub. 13--Medicare Intermediaries Manual, Part 2 Pub. 14--Medicare Carriers Manual, Part 2	Pub. 100-18--Business Partners Security Oversight
Demonstrations (PMs)	Pub 100-19 -- Demonstrations
Program instructions that impact multiple manuals or have no manual impact.	Pub 100-20 --One-Time Notification

B. Policy: Effective October 1, 2003, if a business requirement impacts a CMS program instruction contained in one of the manuals, the corresponding manual will also be updated and communicated along with the business requirement. This information will be reflected on the transmittal sheet, which accompanies all changes to the manual.

C. Provider Education: Intermediaries and/or carriers shall inform affected providers by posting either a summary provided in Section I-A or relevant portions of this document on their Web site within 2 weeks. Also, intermediaries and/or carriers shall publish this same information in their next regularly scheduled bulletin. If they have a listserv that targets affected providers, they shall use it to notify subscribers that information about the new online CMS Manual System is available on their Web site.

II. BUSINESS REQUIREMENTS

“Shall” denotes a mandatory requirement.

“Should” denotes an optional requirement.

Requirement #	Requirements	Responsibility
1	Contractors shall post either a summary or relevant portions of this document on their Web sites within 2 weeks of receipt of this transmittal.	All Contractors

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>Effective Date: September 26, 2003</p> <p>Implementation Date: October 1, 2003</p> <p>Pre-Implementation Contact(s): Olen Clybourn (410) 786-9327 & Marlene Kidd (410) 786-5243</p> <p>Post-Implementation Contact(s): Olen Clybourn (410) 786-9327 & Marlene Kidd (410) 786-5243</p>	<p>These instructions should be implemented within your current operating budget</p>
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