Program Memorandum	Department of Health and Human Services (DHHS)
Carriers	**HEALTH CARE FINANCING ADMINISTRATION (HCFA)**
Transmittal B-00-20	**Date: APRIL 2000**

CHANGE REQUEST 918

SUBJECT: **Collection and Submission of Data for the Provider Enrollment and Chain Ownership System (PECOS) -- ACTION**

PURPOSE

This Program Memorandum (PM) outlines the need to collect carrier provider file data, the submission of required information, the schedule for the effort, and mailing instructions.

BACKGROUND

As part of managing the Medicare program, HCFA/Program Integrity (PI) is responsible for enrolling and maintaining up-to-date enrollment information related to Medicare providers/suppliers. In an effort to streamline the enrollment process and to enhance the collection and maintenance of this information, HCFA/PI has recently engaged in an initiative to develop PECOS. PECOS will allow the regional offices, fiscal intermediaries, carriers, National Supplier Clearinghouse, and other participating organizations to collect and enter enrollment related data into a central system residing at HCFA's central office.

Carriers have been electronically storing the 855 data.   This data needs to be transmitted to HCFA central office for a variety of reasons: to assist the PECOS team in determining a load process for the enrollment data when the carrier portion of PECOS goes live; to analyze the available 855 data; to compare data elements stored in both the carrier enrollment systems and carrier claims systems for necessary reconciliation work; and to test the PECOS database structures.   It is understood that the carriers store 855 data based on an earlier version of the 855. This is another reason why data analysis needs to be done prior to loading the databases. This instruction is to request that the carriers electronically download all provider enrollment data from all provider files. No format has been specified, but please submit supporting documentation regarding file layout. **It is understood that the carriers <u>are not doing any analysis</u> of the data being sent, <u>it is strictly a data dump.</u>**

Schedule of Activity for the PECOS Data Collection Effort

Activity	_Due Date_
Submit Data to HCFA	July 01, 2000

INSTRUCTIONS FOR COLLECTION AND SUBMISSION OF ENROLLMENT DATA FOR PECOS

Collect all enrollment data currently housed in their provider files. The format and medium for submission of the data is left to the carrier's discretion (e.g., diskette, tape, using data mover).

HCFA-Pub. 60B

A. Information Source and Reporting

If the enrollment data is not integrated with the claims processing system, we would like to have a complete data dump from the enrollment system and the provider profile information from the claims system. We are not specifying the format, but documentation to support the data sent (file layout and data definitions) is required.

If the enrollment data is integrated into another system, we would like to have the data that corresponds to the data stored as part of the 855 data. The assumption is that the provider profile information is shared. If this data is not shared, then the provider profile information should be submitted. Again, we are not specifying any format, but documentation to support the data sent is required.

Examples of profile information are: name, primary specialty, mailing address, EIN/SSN, Medicare identification number(s), pay to address, practice locations etc.

Examples of requested files by standard system:

GTE- The files of interest are: NPIN (holds the 855 data), PROVIDER DATA BASE (holds the provider profile that feeds claims processing) and UPIN (holds the data that is transmitted to the UPIN system).

VIPS - The files of interest are: PENS (holds the 855 data), and APPL (holds the provider profile data that feeds claims processing).

UHC - The files of interest are: MEDIPROV files (holds application data for 855), and DPRV (holds the provider profile data that feeds claims processing).

EDS - The files of interest are: PES (hold the 855 data), and *.hbvma.mw**r205 (sequential provider file). The data centers should include in their NDM the following COBOL copybook HOSYPROV.

B. Preparation of the Record Transmittal

Send each shipment of data with a Record Transmittal. Prepare it in triplicate. Send the original and one copy with the shipment and retain the other.

Completion of the Record Transmittal

1. **Carrier Number:** Show all digits of your carrier number.

2. **Carrier Identification:** Show full name and address of persons to whom all record questions may be addressed.

3. **Date Prepared:** Indicate the date (MM/DD/YYYY) the file was prepared.

4. **Date Shipped:** Indicate the date (MM/DD/YYYY) the data was shipped.

5. **Data Records:** If tape(s), enter all volume serial numbers; if diskette(s), enter all identifying data on the diskette external label.

6. **Total Records:** Indicate total number of records.

7. **Type Records:** Indicate the type of records on the file (e.g., enrollment, claims, both).

8. **Record Layout:** Indicate file layout and data definitions for the data being submitted.

C.   <u>**Shipment of the Data for the PECOS Effort**</u>

Mail delivery is preferred. The address for the shipment of the data records are:

Regular Mail/Overnight Express:
Health Care Financing Administration
ATTN.: Susan Frank
Mail stop: N3-05-28
7500 Security Boulevard
Baltimore, MD 21244

Forward your data files under cover of a Record Transmittal.

Prepare the tape(s) or diskette(s) for mailing. Note that the package contains a magnetic tape and diskette, and mark it "FRAGILE."

Please direct any questions concerning the technical systems aspect of this instruction to Susan Frank at 410-786-6438.

Other questions regarding PECOS may be referred to Michael Collett at 410-786-6121.

The *implementation date* for this PM is July 01, 2000.

The *effective date* of this PM is July 01, 2000.

These instructions should be implemented within your current operating budget.

The PM may be discarded June 30, 2001.