

CMS Manual System	Department of Health & Human Services (DHHS)
Pub 100-20 One-Time Notification	Centers for Medicare & Medicaid Services (CMS)
Transmittal 10501	Date: December 1, 2020
	Change Request 12039

Transmittal 10478, dated November 20, 2020, is being rescinded and replaced by Transmittal 10501, dated, December 1, 2020 to provide some further edit requests to BRs 12039.2.1 and 12039.3 as follows: remove FISS and MCS from BR 12039.2.1 and to remove the reference to EMED from BR 12039.3. All other information remains the same.

SUBJECT: Shared Systems Report of Medicare Summary Notice (MSN) Counts by Type

I. SUMMARY OF CHANGES: In order to track the number of eMSNs and paper MSNs sent to Medicare FFS beneficiaries, CMS is requiring the Shared Systems to create a file of total MSNs produced per quarter, broken out month and by each MSN type. CMS will use this information to track the use of eMSNs and paper MSNs by beneficiaries in each Jurisdiction and by Shared System over time.

EFFECTIVE DATE: April 1, 2021

**Unless otherwise specified, the effective date is the date of service.*

IMPLEMENTATION DATE: April 5, 2021

Disclaimer for manual changes only: The revision date and transmittal number apply only to red italicized material. 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 is not updated)

R=REVISED, N=NEW, D=DELETED-Only One Per Row.

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

III. FUNDING:

For Medicare Administrative Contractors (MACs):

The Medicare Administrative Contractor is hereby advised that this constitutes technical direction as defined in your contract. CMS does not construe this as a change to the MAC Statement of Work. The contractor is not obligated to incur costs in excess of the amounts allotted in your contract unless and until specifically authorized by the Contracting Officer. If the contractor considers anything provided, as described above, to be outside the current scope of work, the contractor shall withhold performance on the part(s) in question and immediately notify the Contracting Officer, in writing or by e-mail, and request formal directions regarding continued performance requirements.

IV. ATTACHMENTS:

One Time Notification

Attachment - One-Time Notification

Pub. 100-20	Transmittal: 10501	Date: December 1, 2020	Change Request: 12039
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SUBJECT: Shared Systems Report of Medicare Summary Notice (MSN) Counts by Type

EFFECTIVE DATE: April 1, 2021

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IMPLEMENTATION DATE: April 5, 2021

I. GENERAL INFORMATION

A. Background: In order to track the number of eMSNs and paper MSNs sent to Medicare FFS beneficiaries, CMS is requiring the Shared Systems to create a file of total MSNs produced per quarter by MSN type. CMS will use this information to track the use of eMSNs and paper MSNs by beneficiaries in each Jurisdiction and by Shared System over time.

B. Policy: This CR is not a change to policy or regulation.

II. BUSINESS REQUIREMENTS TABLE

"Shall" denotes a mandatory requirement, and "should" denotes an optional requirement.

Number	Requirement	Responsibility									
		A/B MAC			D M E M A C	Shared- System Maintainers				Other	
		A	B	H H H		F I S S	M C S	V M S	C W F		
12039.1	Contractors shall create a comma-delimited file of the total number of MSNs produced per quarter, broken out by month, and by each MSN type.					X	X	X			
12039.2	Contractors shall create a process that will allow for one file per MAC Jurisdiction to be produced (a roll up of all workloads for a jurisdiction) for each Shared System.					X	X	X			
12039.2.1	Contractors shall execute appropriate Virtual Data Center jobs supplied by the Standard System Maintainers to merge the files per jurisdiction.										VDC
12039.3	Contractors shall include the following fields on the file: <ul style="list-style-type: none"> • MAC Jurisdiction 					X	X	X			

Number	Requirement	Responsibility									
		A/B MAC		H H H	D M E M A C	Shared- System Maintainers				Other	
		A	B			F I S S	M C S	V M S	C W F		
	<ul style="list-style-type: none"> Reporting quarter (ex. April-June, July-September, October-December, January-March) Reporting year <p>Then, for each month, report as follows:</p> <ul style="list-style-type: none"> Reporting month Reporting year Number of Electronic MSNs Number of Paper MSNs Number of Audio (CD) MSNs Number of Braille MSNs Number of CD-ROM (data CD) MSNs Number of Large Print MSNs Number of Certified Mail MSNs Number of Qualified Reader MSNs Number of Custom Format MSNs Total number of MSNs produced 										
12039.4	The VDCs shall push the files to the Baltimore Data Center (BDC) quarterly.										VDC
12039.5	Contractors shall produce the first file with data for April 5, 2021 through June 30, 2021.					X	X	X			
12039.5.1	Contractors shall produce subsequent files that contain a full three calendar months worth of data, where each comma-delimited file would be produced on the last cycle of the month for the quarter.					X	X	X			
12039.6	Contractors shall produce files which do not contain counts for office copy, duplicate, or Quality Assurance MSNs.					X	X	X			
12039.7	Contractors shall not include undeliverable MSN counts in the file until after the beneficiary address is updated to deliverable and the MSN is ready to be mailed.					X	X	X			

III. PROVIDER EDUCATION TABLE

Number	Requirement	Responsibility				
		A/B MAC			D M E D I	C M E D I
		A	B	H H H		
	None					

IV. SUPPORTING INFORMATION

Section A: Recommendations and supporting information associated with listed requirements: N/A

"Should" denotes a recommendation.

X-Ref Requirement Number	Recommendations or other supporting information:

Section B: All other recommendations and supporting information: N/A

V. CONTACTS

Pre-Implementation Contact(s): Erkan Yetiskul, 410-786-2368 or erkan.yetiskul@cms.hhs.gov

Post-Implementation Contact(s): Contact your Contracting Officer's Representative (COR).

VI. FUNDING

Section A: For Medicare Administrative Contractors (MACs):

The Medicare Administrative Contractor is hereby advised that this constitutes technical direction as defined in your contract. CMS does not construe this as a change to the MAC Statement of Work. The contractor is not obligated to incur costs in excess of the amounts allotted in your contract unless and until specifically authorized by the Contracting Officer. If the contractor considers anything provided, as described above, to be outside the current scope of work, the contractor shall withhold performance on the part(s) in question and immediately notify the Contracting Officer, in writing or by e-mail, and request formal directions regarding continued performance requirements.

ATTACHMENTS: 0