

CMS Manual System	Department of Health & Human Services (DHHS)
Pub 100-20 One-Time Notification	Centers for Medicare & Medicaid Services (CMS)
Transmittal 11951	Date: April 13, 2023
	Change Request 13003

SUBJECT: Automate Maintainer Quarterly Edit Spreadsheets - Full Agile

I. SUMMARY OF CHANGES: This Change Request (CR) will implement a new process to generate the edit spreadsheets submitted by the Shared System Maintainers. The automated process will replace the current manual update process.

EFFECTIVE DATE: July 1, 2023

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

IMPLEMENTATION DATE: July 3, 2023

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

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SUBJECT: Automate Maintainer Quarterly Edit Spreadsheets - Full Agile

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IMPLEMENTATION DATE: July 3, 2023

I. GENERAL INFORMATION

A. Background: CMS Change Requests (CR) 3862, 5927, 6344, and 7846 implemented a process where Medicare Administrative Contractor (MAC) reason code status is audited to ensure compliance with CMS Standards. Deviance from the CMS Standard are investigated when justification isn't provided. The MACs submit a quarterly report that lists each reason code and the current status. Each Shared System Maintainer (SSM) provides a spreadsheet that lists each SSM edit/audit/reason code with the CMS Standard status.

The CMS audit contractor has recently identified inconsistencies in the SSM spreadsheets. CMS contacted each maintainer and determined the updates to the spreadsheet are still largely a manual function. Additionally, each SSM submits the quarterly spreadsheet with different information and there is no standard format.

This CR will automate the generation of the SSM spreadsheets and enhance the information provided to CMS. The goal of this CR is to create a process that generates the quarterly spreadsheet from the claims system edit/reason code files. The Part B and DME claims systems will require some changes to include information that is currently manually tracked. The final product will be a standardized spreadsheet with consistent columns and field definitions.

This effort will improve the accuracy of the information by eliminating keying errors while reducing maintainer effort. The stakeholders are the CMS Business Owner (Medicare Contractor Management Group), the CMS audit contractor and the 3 Fee-for-Service system maintainers.

B. Policy: This an enhancement to an existing process. This is no impact to policy.

II. BUSINESS REQUIREMENTS TABLE

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

Number	Requirement	Responsibility									
		A/B MAC		D M E	Shared- System Maintainers				Other		
		A	B		H H H	M A C	F I S S	M C S		V M S	C W F
13003.1	The contractors shall develop standardized report data for the Quarterly Edit Spreadsheets.					X	X	X			

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		
13003.1.1	The standardized report shall include the following columns: 1. Reason Code/Edit/Audit Number 2. CMS Standard 3. Justification(s) 4. Justification Date					X	X	X			
13003.2	The standardized report shall include justification and the update date when the CMS standard is inactive.					X	X	X			
13003.2.1	The contractors shall update the justification to include the CMS CR number when the CMS standard is changed for all newly inactivate reason codes.					X	X	X			
13003.2.1 .1	The contractors shall indicate on the report if an edit/audit/reason code was inactive prior to implementation of the July 2023 release and set the justification and/or update date to a default value when the actual inactivation date is not available.					X	X	X			
13003.3	The contractors shall store the justification and update date within the shared system.					X	X	X			
13003.4	The contractors shall create an automated process to pull the edit/audit/reason code information for the spreadsheets.					X	X				
13003.4.1	The contractors shall download the report to an excel file for submission to CMS.					X	X	X			
13003.5	The contractors shall submit the Quarterly Edit Spreadsheet to the CMS mailbox no later than 30 days after the release implementation date.					X	X	X			
13003.5.1	The contractors shall submit the Quarterly Edit Spreadsheet to the CMS mailbox within 5 days of report generation to ensure data accuracy.					X	X	X			
13003.6	The Quarterly Edit Spreadsheet process shall remain internal to the maintainers. The new program(s) shall not be shipped to the Virtual Data Centers for installation.					X	X	X			

III. PROVIDER EDUCATION TABLE

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

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

V. CONTACTS

Pre-Implementation Contact(s): Rita Hazlip, Rita.Hazlip@cms.hhs.gov , Jamie Mcleod, Jamie.Mcleod@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