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| <b>CMS Manual System</b>                     | <b>Department of Health &amp; Human Services (DHHS)</b>   |
| <b>Pub 100-04 Medicare Claims Processing</b> | <b>Centers for Medicare &amp; Medicaid Services (CMS)</b> |
| <b>Transmittal 12733</b>                     | <b>Date: July 24, 2024</b>                                |
|  | <b>Change Request 13722</b>                               |

**SUBJECT: File Conversions Related to the Spanish Translation of the Healthcare Common Procedure Coding System (HCPCS) Descriptions**

**I. SUMMARY OF CHANGES:** The purpose of this Change Request (CR) is to provide direction for the contractors to perform any necessary file conversions related to the Spanish translation of the HCPCS descriptions provided by First Coast Service Options (First Coast) on a quarterly basis. This recurring update notification applies to chapter 21, section 20. First Coast is providing these updates to the contractors because they are the entity that translates the HCPCS descriptions into Spanish for CMS.

**EFFECTIVE DATE: October 1, 2024**

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

**IMPLEMENTATION DATE: October 7, 2024**

*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.

| <b>R/N/D</b> | <b>CHAPTER / SECTION / SUBSECTION / TITLE</b> |
|--------------|---|
| 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:**

**Recurring Update Notification**

# Attachment - Recurring Update Notification

|             |                    |                     |                       |
|-------------|--------------------|---------------------|-----------------------|
| Pub. 100-04 | Transmittal: 12733 | Date: July 24, 2024 | Change Request: 13722 |
|-------------|--------------------|---------------------|-----------------------|

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**EFFECTIVE DATE: October 1, 2024**

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## I. GENERAL INFORMATION

**A. Background:** The purpose of this Change Request (CR) is to provide direction for the contractors to perform any necessary file conversions related to the Spanish translation of the HCPCS descriptions provided by First Coast Service Options (First Coast) on a quarterly basis. This recurring update notification applies to chapter 21, section 20. First Coast is providing these updates to the contractors because they are the entity that translates the HCPCS descriptions into Spanish for CMS.

**B. Policy:** CMS provides contractors with updates to the Spanish HCPCS descriptions on a quarterly basis.

## II. BUSINESS REQUIREMENTS TABLE

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

| Number  | Requirement   | Responsibility |   |     |            |                           |     |     |     |       |
|---------|---|----------------|---|-----|------------|---------------------------|-----|-----|-----|-------|
|         |   | A/B MAC        |   |     | DME<br>MAC | Shared-System Maintainers |     |     |     | Other |
|         |   | A              | B | HHH |            | FISS                      | MCS | VMS | CWF |       |
| 13722.1 | The contractors shall use the spreadsheet provided by First Coast that contains the Spanish translations of the HCPCS descriptions and perform any necessary file conversions, so that this file is available to the MACs at the DRaaS-CACHE Data Center for processing. This Spanish translation spreadsheet shall include the new HCPCS added for the quarter.<br><br><b>NOTE:</b> The spreadsheet includes only add-ons and changes that were translated. It is not a full file replacement. | X              | X | X   | X          |                           |     |     |     |       |
| 13722.2 | The contractors shall, if necessary, upload the quarterly   | X              | X |     | X          |                           |     |     |     |       |

| Number | Requirement  | Responsibility |   |     |            |                           |     |     |     |       |
|--------|--|----------------|---|-----|------------|---------------------------|-----|-----|-----|-------|
|        |  | A/B MAC        |   |     | DME<br>MAC | Shared-System Maintainers |     |     |     | Other |
|        |  | A              | B | HHH |            | FISS                      | MCS | VMS | CWF |       |
|        | Spanish HCPCS description updates sent by First Coast by the latter of the implementation date, 30 days after receipt of the updates, or as soon as the Fiscal Intermediary Shared System (FISS) is able to upload the file in a subsequent release. |                |   |     |            |                           |     |     |     |       |

**III. PROVIDER EDUCATION TABLE**

| Number | Requirement | Responsibility |   |     |            |      |
|--------|-------------|----------------|---|-----|------------|------|
|        |             | A/B MAC        |   |     | DME<br>MAC | CEDI |
|        |             | A              | B | HHH |            |      |
|        | 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**

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

**VI. FUNDING**

**Section A: For Medicare Administrative Contractors (MACs):**

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and immediately notify the Contracting Officer, in writing or by e-mail, and request formal directions regarding continued performance requirements.

**ATTACHMENTS: 0**