

DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
7500 Security Boulevard
Baltimore, Maryland 21244-1850



CENTER FOR BENEFICIARY CHOICES

DATE: March 15, 2006

TO: All Medicare Advantage, Prescription Drug Plan, Cost, PACE, and Demonstration Organizations

FROM: Gary Bailey, Deputy Director

SUBJECT: Enrollment Reconciliation File / TRR Notice to Plans

Attached you will find a special TRR record layout used to convey the information needed for assisting your plan in conducting enrollment reconciliation. This TRR record layout consists of the records assembled from transaction reply codes 014 (disenrollment due to enrollment in another plan) and 015 (enrollment canceled). The purpose of conveying the TRC 014 and 015 replies in this “reconciliation file” to your plan is so that you may compare the disenrollment and enrollment cancellation TRRs to what your plan may have or may not have processed. In some cases the TRC 014s and 015s that you will see on this TRR, you may have processed already. In many cases, particularly with TRC 015 records, you may not have since there were issues with TRC 015s going to the incorrect plan during the initial start of the program.

A few things to note about this record layout:

Only the following fields are used in this TRR	Special Notes
1. Claim Number	
2. Surname	
3. First Name	
4. Middle Name	
5. Sex Code	
6. Date of Birth	
8. Contract Number	
9. State Code	
10. County Code	
15. Transaction Reply Code	Within this file, special TRCs were created and mapped. TRC 997 = TRC 014 TRC 998 = TRC 015
16. Transaction Type Code	Transaction type will all be “51”
18. Effective Date	

20.	Plan Benefit Package ID	
22.	Transaction Date	
24.	Disenrollment Date	The date will be the last day of the month prior to the effective date.
33.	Segment Number	
49.	Part D Low-Income Premium Subsidy Level	
50.	Low-Income Co-Pay Category	
51.	Low-Income Co-Pay Effective Date	

*All other fields that are not used will be spaces

CMS will issue further policy and operational guidance regarding enrollment reconciliation within the next few days.