CMS Manual System	Department of Health & Human Services (DHHS)
Pub 100-20 One-Time Notification	Centers for Medicare & Medicaid Services (CMS)
Transmittal 1545	**Date: September 30, 2015**
	Change Request 9221

Transmittal 1523, dated July 31, 2015, is being rescinded and replaced by Transmittal 1545 to reflect the implementation date change as a result of the limited hours that are available for the Healthcare Integrated General Ledger Accounting System April 2016 Quarterly Release. The new implementation date is July 5, 2016. All other information remains the same.

SUBJECT: Procedures for Processing Under Tolerance Part A 935, Part A-Other, Part A and B Healthcare Professional Shortage Area (HPSA), and Part A-Provider Recovery Audit Contractor (RAC) Identified debts in the Healthcare Integrated General Ledger Accounting System (HIGLAS)

I. SUMMARY OF CHANGES: This Change Request (CR) will provide instructions for the Healthcare Integrated General Ledger Accounting System (HIGLAS) to automate the current manual process of aggregating under tolerance Part A 935, Part A-Other, Part A and Part B Healthcare Professional Shortage Area (HPSA), and Part A-Provider RAC Identified debts.

EFFECTIVE DATE: March 1, 2016
Unless otherwise specified, the effective date is the date of service.
IMPLEMENTATION DATE: July 5, 2016

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: 1545	Date: September 30, 2015	Change Request: 9221

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SUBJECT: Procedures for Processing Under Tolerance Part A 935, Part A-Other, Part A and B Healthcare Professional Shortage Area (HPSA), and Part A-Provider Recovery Audit Contractor (RAC) Identified debts in the Healthcare Integrated General Ledger Accounting System (HIGLAS)

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I.   GENERAL INFORMATION

A.   Background: HIGLAS, Part A 935, Part A and Part B HPSA, Part A-Other, and Part A-Provider RAC Identified debts with an original balance of less than $25 are not demanded, as the threshold amount to generate a demand letter must equal $25 or more for Part A and Part B debts.

HIGLAS currently does not systematically aggregate and demand these debts; however the debts remain open in HIGLAS and are available for offset and interest accrual. This current process conflicts with policy (Pub. 100-06, chapter 4, section 30.3, A) where interest should only accrue on debts that have been demanded.

B.   Policy: Contractors currently on HIGLAS manually process and aggregate Part A 935 under tolerance debts. Instructions have been provided to the Contractors to assist with compliance. The instructions involve waiving finance charges, turning off AR/AP Netting flag, adjusting down the principal and interest transactions and creating a new aggregated transaction relating to under tolerance debt.

This CR provides instructions to automate this manual process within HIGLAS for the under tolerance Part A 935, Part A-Other, Part A and Part B HPSA, and Part A-Provider RAC Identified debts.

II.   BUSINESS REQUIREMENTS TABLE
"Shall" denotes a mandatory requirement, and "should" denotes an optional requirement.

Number	Requirement	Responsibility								
		A/B MAC			DME MAC	Shared-System Maintainers				Other
		A	B	HHH		FISS	MCS	VMS	CWF	
9221.1	HIGLAS shall systematically adjust down to $0.00 all debts with an original balance of less than $25.00 twice per month that are assigned the following transaction types: 1. APROV-CLA-935 2. APROV-OTH									HIGLAS

Number	Requirement	A/B MAC			DME MAC	Shared-System Maintainers				Other
		A	B	HHH		FISS	MCS	VMS	CWF	
	3. APROV-HPSA 4. APROV-RAC-IDNFY-935									
9221.2	HIGLAS shall systematically aggregate the under tolerance and undemanded debts that are less than $25 twice per month that are assigned the following transaction types to meet the $25.00 demand threshold: 1. APROV-CLA-935 2. APROV-OTH 3. APROV-HPSA 4. APROV-RAC-IDNFY-935									HIGLAS
9221.3	HIGLAS shall retain a $0.00 balance and closed status for the Part A 935 (APROV-CLA-935), Part A-Other (APROV-OTH), Part A-HPSA (APROV-HPSA), and Part A Provider RAC Identified (APROV-RAC-IDNFY-935) under tolerance and undemanded debts that were adjusted to $0.00.									HIGLAS
9221.3.1	HIGLAS shall use a unique adjustment code to close out these under tolerance and un-demanded debts.									HIGLAS
9221.3.2	HIGLAS shall use its established logic to identify these under tolerance and undemanded debts that are eligible for aggregation based on the original dollar amount and unique adjustment code that was used to adjust the debts to $0.00.									HIGLAS
9221.3.3	HIGLAS shall allow these under tolerance and undemanded debts to remain available for aggregation twice per month for a period up to 6 months (180 days).									HIGLAS
9221.3.4	HIGLAS shall keep these remaining under tolerance and undemanded debts that have not been aggregated within the 6 month (180 day) period adjusted down to $0.00 and ineligible for recovery.									HIGLAS
9221.4	HIGLAS shall systematically adjust down to $0.00 daily, debts with an original balance of less than $25.00 that are assigned the following transaction type: 1. BPROV-HPSA									HIGLAS
9221.5	HIGLAS shall systematically aggregate on a monthly basis, under tolerance and undemanded debts that are less than $25 and are assigned the following transaction type to meet the $25.00 demand threshold: 1. BPROV-HPSA									HIGLAS

Number	Requirement	Responsibility								
		A/B MAC			DME MAC	Shared-System Maintainers				Other
		A	B	HHH		FISS	MCS	VMS	CWF	
9221.6	HIGLAS shall retain a $0.00 balance and closed status for the Part B HPSA (BPROV-HPSA) under tolerance and undemanded debts that were adjusted to $0.00.									HIGLAS
9221.6.1	HIGLAS shall use a unique adjustment code to close out these under tolerance and un-demanded debts.									HIGLAS
9221.6.2	HIGLAS shall use its established logic to identify these under tolerance and undemanded debts that are eligible for aggregation based on the original dollar amount and unique adjustment code that was used to adjust the debts to $0.00.									HIGLAS
9221.6.3	HIGLAS shall allow these under tolerance and undemanded debts to remain available for aggregation monthly for a period up to 1 (one) year.									HIGLAS
9221.6.4	HIGLAS shall keep these remaining under tolerance and undemanded debts that have not been aggregated within the 1 (one) year period adjusted down to $0.00 and ineligible for recovery.									HIGLAS
9221.7	HIGLAS shall create one Accounts Receivable (AR) relating to the aggregated under tolerance debts.									HIGLAS
9221.7.1	HIGLAS shall list the individual under tolerance and undemanded debts on the Aggregation Detail form.									HIGLAS
9221.8	HIGLAS shall not aggregate any under tolerance/undemanded debts that have been assigned a bankruptcy AR status code.									HIGLAS
9221.9	HIGLAS shall create a demand letter for Part A HPSA aggregated debts.									HIGLAS

III. PROVIDER EDUCATION TABLE

Number	Requirement	Responsibility				
		A/B MAC			DME 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

Pre-Implementation Contact(s): Jay Blake, 410-786-9371 or jay.blake@cms.hhs.gov.

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

VI. FUNDING

Section A: For Medicare Administrative Contractors (MACs):
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ATTACHMENTS: 0