

CMS Manual System	Department of Health & Human Services (DHHS)
Pub 100-04 Medicare Claims Processing	Centers for Medicare & Medicaid Services (CMS)
Transmittal 2753	Date: August 2, 2013
	Change Request 8397

SUBJECT: Instructions for Downloading the Medicare ZIP Code File for January 2014

I. SUMMARY OF CHANGES: This instruction describes the process for updating the two Medicare ZIP Code files (ZIP5 and ZIP9) for the January 2014 quarter. This instruction also describes the revision to and the process for downloading the Calendar Year-End ZIP Code files per CR 5881, Transmittal 1463. The attached Recurring Update Notification applies to Chapter 15, Section 20.1.5(B).

EFFECTIVE DATE: January 1, 2014

IMPLEMENTATION DATE: January 6, 2014

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	

III. FUNDING:

For Fiscal Intermediaries (FIs), Regional Home Health Intermediaries (RHHIs) and/or Carriers:

No additional funding will be provided by CMS; Contractors activities are to be carried out with their operating budgets

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 obliged 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

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

		A	B	H H H	M A C		R I E R	I	F I S S	M C S	V M S	C W F	
8397.1	Contractors shall use the most recent version of the Medicare ZIP5 Code files to process ambulance claims.	X	X			X	X		X				
8397.1.1	Contractors shall do jurisdictional pricing for other benefit categories where instructions direct the use of the ZIP Code files.	X	X			X	X		X				
8397.2	Contractors shall go to the Connect: Direct and search for the ZIP Code files approximately 6 weeks before the beginning of each calendar quarter.		X		X		X		X				
8397.2.1	Contractors shall confirm that the release number (the last 5 digits) corresponds to the upcoming calendar quarter for the January 2014 release and the last calendar quarter for the December 2013 year-end release.		X		X		X		X				
8397.2.2	Contractors shall notify Wendy Knarr by dialing Relay at #711 then have agent dial 410-786-0843 or email at Wendy.Knarr@cms.hhs.gov, if the release number (the last 5 digits) does not correspond to the upcoming calendar quarter.		X		X		X		X				
8397.2.3	Contractors shall notify EDC/Data Centers that the following files are available and EDC/Data Centers shall download and incorporate the files into their testing regime for the upcoming model release: 1. The ZIP5 file for the January 2014 release: MU00.@AAA2390.ZIP5.LOCALITY.V20 141 (The release number for this file is 20141, i.e., release 1 for the year 2014). 2. The ZIP9 file for the January 2014 release: MU00.@AAA2390.ZIP9.LOCALITY.V20 141 (The release number for this file is 20141, i.e., release 1 for the year 2014).		X		X		X		X				CDC, CDS, EDCs
8397.2.4	Contractors shall notify EDC/Data Centers that the following files are available and EDC/Data Centers shall download and incorporate the files into their testing regime for the upcoming model release: 1. The ZIP5 file for the December 2013 year-end release: MU00.@AAA2390.ZIP5.LOCALITY.V20		X		X		X		X				CDC, CDS, EDCs

Number	Requirement	Responsibility											
		A/B MAC			D M E M A C	F I	C A R R I E R	R H I	Shared-System Maintainers				Other
		A	B	H H H					F I S S	M C S	V M S	C W F	
	<p>134 (The release number for this file is 20134, i.e., end of year release for the year 2013.)</p> <p>2. The ZIP9 file for the December 2013 year-end release: MU00.@AAA2390.ZIP9.LOCALITY.V20134 (The release number for this file is 20134, i.e., end of year release for the year 2013.)</p>												

III. PROVIDER EDUCATION TABLE

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

IV. SUPPORTING INFORMATION

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

"Should" denotes a recommendation.

X-Ref Requirement Number	Recommendations or other supporting information:
	CR 5881, Transmittal 1463

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

V. CONTACTS

Pre-Implementation Contact(s): Wendy Knarr, Wendy.Knarr@cms.hhs.gov (For availability of the ZIP-5 or ZIP-9 file: Wendy Knarr by dialing Relay at #711 then have the agent dial (410) 786-0843 or email at Wendy.Knarr@cms.hhs.gov ; for the accuracy of ZIP Code entries or for urban/rural designations: Glenn McGuirk by dialing (410) 786-5723 or email at Glenn.McGuirk@cms.hhs.gov; for the accuracy/availability of the file listing 5-digit ZIP Codes requiring a 4-digit extension: Fiscal Intermediaries / A/B MACs contact

Jason Kerr (410)786-2123 or email at Jason.Kerr@cms.hhs.gov; Carriers / A/B MACs contact Leslie Trazzi (410)786-7544 or email at Leslie.Trazzi@cms.hhs.gov)

Post-Implementation Contact(s): Contact your Contracting Officer's Representative (COR) or Contractor Manager, as applicable.

VI. FUNDING

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