

CMS Manual System	Department of Health & Human Services (DHHS)
Pub 100-08 Medicare Program Integrity	Centers for Medicare & Medicaid Services (CMS)
Transmittal 458	Date: April 12, 2013
	Change Request 8208

SUBJECT: esMD RC Public Announcement

I. SUMMARY OF CHANGES: The Electronic Submission of Medical Documentation (esMD) is a system that will allow providers/Health Information Handlers (HIHs) to submit medical documentation over secure electronic means. Information about the esMD system can be found at www.cms.gov/esMD. Any time a new esMD service or document type is being offered, and any Review Contractor (RC) who wants to publish a public announcement (web posting, listserv, tweet, etc.) the RC must clear the announcement with CMS. Review Contractors can send esMD publication clearance requests to Joyce Davis at Joyce.Davis1@cms.hhs.gov.

EFFECTIVE DATE: May 13, 2013

IMPLEMENTATION DATE: May 13, 2013

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
R	3.2.3.5 Acceptable Submission Methods

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:

Business Requirements

Manual Instruction

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

Attachment - Business Requirements

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I. GENERAL INFORMATION

A. Background: The Electronic Submission of Medical Documentation (esMD) is a system that will allow providers/Health Information Handlers (HIHs) to submit medical documentation over secure electronic means. Information about the esMD system can be found at www.cms.gov/esMD. Any time a new esMD service or document type is being offered, and any Review Contractor (RC) who wants to publish a public announcement (web posting, listserv, tweet, etc.) the RC must clear the announcement with CMS. Review Contractors can send esMD publication clearance requests to Joyce Davis at Joyce.Davis1@cms.hhs.gov

B. Policy: This Change Request defines the CMS announcement process for Review Contractors to publish a public announcement (web posting, List serv, tweet, etc.) in reference to esMD service or document type that is being offered.

II. BUSINESS REQUIREMENTS 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	Shared- System Maintainers				Other
		P a r t A	P a r t B					F I S S	M C S	V M S	C W F	
8208.1	Contractors shall clear any public announcement (web post, list serv, tweets, etc) in reference to esMD service or document type being offered with CMS.	X	X	X			X					
8208.2	Contractors shall send esMD publication clearance requests to Joyce Davis at Joyce.Davis1@cms.hhs.gov .	X	X	X			X					

III. PROVIDER EDUCATION TABLE

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

IV. SUPPORTING INFORMATION

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

X-Ref Requirement Number	Recommendations or other supporting information: N/A
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Section B: All other recommendations and supporting information: N/A

V. CONTACTS

Pre-Implementation Contact(s): Joyce Davis, 410-786-0877 or joyce.davis1@cms.hhs.gov

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

VI. FUNDING

Section A: 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

Section B: For Medicare Administrative Contractors (MACs):

The Medicare Administrative Contractor is hereby advised that this constitutes technical direction as defined in your contract. CMS do 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.

3.2.3.5 Acceptable Submission Methods

(Rev.458, Issued: 04-12-13, Effective: 05-13-13 Implementation: 05-13-13)

This section applies to MACs, Recovery Auditors, CERT, and ZPICs, as indicated.

Reviewers shall be clear in their ADR letters about what documentation submission methods they will accept from a provider or HIH. The table below indicates for each contractor type whether it shall or has the discretion to include in their ADRs various documentation submission options.

	MAC MR Units	CERT	Recovery Auditors
Paper	Shall give provider the option	Shall give provider the option	Shall give provider the option
Fax	Have the discretion to give provider the option	Shall give provider the option	Shall give provider the option
CD/DVD	Have the discretion to give provider the option	Shall give provider the option	Shall give provider the option
Electronic Submission of Medical Documentation (esMD)	Have the discretion to give provider the option	Will have the discretion to give provider the option	Have the discretion to give provider the option

Table 1: Acceptable submission methods for providers/HIHs when responding to ADRs from MACs, CERT and Recovery Auditors.

A. Paper

The MACs, CERT, and Recovery Auditors are encouraged to state in the ADRs that paper medical documentation can be mailed by any means including US Postal Service, FedEx, UPS, or certified mail. To facilitate delivery of documentation, CERT and Recovery Auditors should provide a physical mailing address instead of a P.O. Box. MACs are encouraged to use physical mailing addresses.

B. Fax

If the MACs, CERT, or Recovery Auditors have the capability to offer fax confirmation, they are encouraged to send such confirmations with every successfully received fax.

C. Imaged Medical Documentation File(s) Sent on CD/DVD

The MACs or CERT that accept this form of documentation submission from providers/HIHs shall state in the ADR that imaged medical documentation files on CD/DVD are permitted to be mailed by any means. Recovery Auditor ADRs shall provide a Web site link or phone number that provides information regarding the requirements for submitting imaged documentation on CD or DVD.

D. Medical Documentation Sent via Electronic Submission of Medical Documentation (esMD) Transmission

Electronic Submission of Medical Documentation (esMD) is a system that will allow providers/HIHs to submit medical documentation over secure electronic means. Information about the esMD system can be found at www.cms.gov/esMD.

All MACs, CERT and Recovery Auditors are encouraged to post a statement to their Web sites indicating whether they do or do not accept esMD transactions along with a link to a Web site about how a provider HIH can submit medical documentation via the esMD mechanism.

MACs, and CERT that accept this form of documentation submission from providers/HIHs are encouraged to state in their ADRs how providers can get more information about submitting medical documentation via the esMD mechanism.

Any time a new esMD service or document type is being offered, and any contractor wants to publish a public announcement (web posting, list serve, tweet, etc.) the contractor must clear the announcement with CMS. Contractors can send esMD publication clearance requests to Joyce Davis at Joyce.Davis1@cms.hhs.gov