CMS Manual System	Department of Health & Human Services (DHHS)
Pub 100-04 Medicare Claims Processing	Centers for Medicare & Medicaid Services (CMS)
Transmittal 989	Date: JUNE 23. 2006
	Change Request 4394

Subject: Correction to CR 4122: Correction of Typographical Error in the Do Not Forward (DNF) Reports

I. SUMMARY OF CHANGES: This instruction corrects a typographical error in the Do Not Forward Reports.

New / Revised Material
Effective Date: October 1, 2006
Implementation Date: October 2, 2006

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	1/80.5.1.1/E/Reporting Requirements - Carriers

III. FUNDING:
No additional funding will be provided by CMS; Contractor activities are to be carried out within their FY 2007 operating budgets.

IV. ATTACHMENTS:

Business Requirements

Manual Instruction

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

Attachment - Business Requirements

Pub. 100-04	Transmittal: 989	Date: June 23, 2006	Change Request 4394

SUBJECT: Correction to CR 4122: Correction of Typographical Error in the Do Not Forward (DNF) Reports

I.   GENERAL INFORMATION

A.   Background: On November 10, 2005, Centers for Medicare and Medicaid Services (CMS) published Transmittal 753, Change Request 4122, Update of Contact Information for the Do Not Forward Reports. It has been brought to CMS' attention that a typographical error was contained in the report examples for line item 2.

This instruction corrects the typographical error.

B.   Policy: N/A

II.   BUSINESS REQUIREMENTS

"Shall" denotes a mandatory requirement
"Should" denotes an optional requirement

Requirement Number	Requirements	Responsibility ("X" indicates the columns that apply)								
		FI	RHHI	Carrier	DMERC	Shared System Maintainers				Other
						FISS	MCS	VMS	CWF	
4394.1	The local carriers, Durable Medical Equipment Medicare Regional Carriers (DMERCs) shall correct the typographical error in line item 2 of the DNF reports.			X	X		X	X		
4394.1.1	Line item 2 shall now read: "# suppliers/providers whose flags were removed, end of the reporting quarter".			X	X		X	X		

III. PROVIDER EDUCATION

Requirement Number	Requirements	Responsibility ("X" indicates the columns that apply)								
		FI	RHHI	Carrier	DMERC	Shared System Maintainers				Other
						FISS	MCS	VMS	CWF	
	None.									

IV. SUPPORTING INFORMATION AND POSSIBLE DESIGN CONSIDERATIONS

A. Other Instructions: N/A

X-Ref Requirement #	Instructions

B. Design Considerations: N/A

X-Ref Requirement #	Recommendation for Medicare System Requirements

C. Interfaces: N/A

D. Contractor Financial Reporting /Workload Impact: N/A

E. Dependencies: N/A

F. Testing Considerations: N/A

V. SCHEDULE, CONTACTS, AND FUNDING

Effective Date*: October 1, 2006 **Implementation Date:** October 2, 2006 **Pre-Implementation Contact(s):** for carriers: Melvia Page at melvia.pagelasowski@cms.hhs.gov or (410) 786-4727; for DME MACs: Renée Hildt renee.hildt@cms.hhs.gov (410) 786-1446 **Post-Implementation Contact(s):** for carriers: Melvia Page at melvia.pagelasowski@cms.hhs.gov or (410) 786-4727; for DME MACs: Renée Hildt renee.hildt@cms.hhs.gov (410) 786-1446	**No additional funding will be provided by CMS; contractor activities are to be carried out within their FY 2006 operating budgets.**

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80.5.1.1 - Reporting Requirements – Carriers

(Rev.989, Issued: 06-23-06, Effective: 10-01-06, Implementation: 10-02-06)

A. Field Definitions for DNF Spreadsheet

To be certain that all parties understand what information CMS needs to get from these reports, the following definitions have been created for each field. No rolling or annual totals should be included.

Suppliers/Providers Flagged/Corrected Counts

Field #	Definition
1	**New Flags:** the number of all suppliers or providers the contractor flagged for DNF during the reporting quarter (regardless of whether or not they still have a flag, and regardless of whether the contractor flagged them due to a returned check or returned remittance advice), that were not flagged at the end of the previous reporting quarter.
2	**Removed Flags:** the number of all suppliers or providers who supplied a verified, correct address, causing the contractor to remove the DNF flag, during the reporting quarter.
3	**Total Flags:** the total number of all suppliers or providers who still have a DNF flag on the last day of the reporting quarter, regardless of whether the contractor flagged them due to a returned check or returned remittance advice), including those the contractor flagged in a previous quarter who did not supply a verified, corrected address.

Check Counts

Field #	Definition
4	**Returned Checks:** the total number of checks the post office returned to the contractor due to an incorrect address during the reporting quarter, regardless of whether or not the supplier provided a corrected address and may have been reissued the check during the quarter.
5	**Held Checks:** the total number of all checks that contractors did not issue due to DNF flags in the system during the reporting quarter, regardless of whether or not the supplier provided a corrected address and was later paid.
6	**Reissued and Released Checks:** the total number of all checks (both those the post office returned, and those the contractor had been holding due to a DNF flag in the system) the contractors reissued or released during the reporting quarter, to suppliers or providers who submitted a verified, correct address.

Dollar Counts

Field #	Definition

7   **Amount Returned:** the total dollar amount of all checks the post office returned due to an incorrect address during the reporting quarter, that you are still holding at the end of the reporting quarter.

8   **Amount Held:** the total dollar amount of all checks the contractors did not issue due to DNF flags in the system during the reporting quarter, that you are still holding at the end of the reporting quarter.

9   **Amount Reissued/Released:** the total dollar amount of all payments (both those the post office returned, and those the contractor had been holding due to a DNF flag in the system) the contractors reissued during the reporting quarter, to suppliers or providers who submitted a verified, correct address.

10   **Net Amount:** the value in field 7 plus the value in field 8, minus the value in field 9 - it is possible that this number will be a negative figure.

NOTE A

If a contractor flags a provider or supplier for DNF more than one time within a quarter, only count that supplier or provider once for fields 1, 2, and 3.

NOTE B

Multi-Carrier Systems contractors may use a claim count for items 4-6, 8, and 9, rather than a check count.

B. Systems Requirements

Carriers and DMERCs generate reports out of the shared systems and must be able to generate figures for each field in accordance with the above descriptions.

Furthermore, shared systems must be certain that when the system calculates the totals, it includes the first returned check that prompted the DNF flag. The shared systems should program the reports so that the contractors may request monthly detail reports to verify the quarterly totals. However, carriers only send the quarterly reports to CMS central office (CO) and regional office (RO), not the monthly reports.

C. Quarterly Reporting Requirements

Contractors must forward the DNF reports to their appropriate RO and CO contacts, by the fifteenth day of each month that follows the end of a quarter (i.e., January 15, April 15, July 15, and October 15). DMERCs must e-mail their reports to renee.hildt@cms.hhs.gov, and carriers e-mail their reports to melvia.pagelasowski@cms.hhs.gov.

D. Other Requirements

Contractors must continue to follow all other aspects of the DNF reporting initiative (e.g., use of "Return Service Requested" envelopes, assignment of a DNF flag to appropriate providers/suppliers) as instructed in the §80.5.

E. Examples - Blank Report

DO NOT FORWARD PROJECT			
Activity for the _____ Quarter of FY _____	**$$**	**Region**	**Me**
Suppliers/Providers Flagged/Correct Counts			
1. # new supplier/providers flagged during the reporting quarter			
2. # suppliers/providers *whose flags were removed*, end of the reporting quarter			
3. # suppliers/providers flagged, end of the reporting quarter			
Check Counts			
4. # new checks returned during the reporting quarter			
5. # of checks held during the reporting quarter			
6. # checks reissued during the reporting quarter			
Dollar Counts			
7. $ amount of new checks returned during the reporting quarter			
8. $ amount of checks held during the reporting quarter			
9. $ amount reissued during the reporting quarter			
10. $ amount returned to trust fund during the reporting quarter			
Report By:_____			
Report Date:_____			

Sample Completed Report

SAMPLE - DO NOT FORWARD PROJECT			
Activity for the 3RD Quarter of FY 2003	**$$**	**Region**	**Me**
		Q	**XY**
Suppliers/Providers Flagged/Correct Counts			
1. # new supplier/providers flagged during the reporting quarter	125		
2. # suppliers/providers *whose flags were removed*, end of the reporting quarter	30		
3. # suppliers/providers flagged, end of the reporting quarter	117		
Check Counts			
4. # new checks returned during the reporting quarter	40		
5. # of checks held during the reporting quarter	100		
6. # checks reissued during the reporting quarter	60		
Dollar Counts			
7. $ amount of new checks returned during the reporting quarter	100,000		
8. $ amount of checks held during the reporting quarter	600,000		
9. $ amount reissued during the reporting quarter	500,000		
10. $ amount returned to trust fund during the reporting quarter	200,000		
Report By: ___Jane Doe_____			
Report Date: __April 02, 2003_____			