

Program Memorandum Intermediaries/Carriers

Department of Health &
Human Services (DHHS)
Centers for Medicare &
Medicaid Services (CMS)

Transmittal AB-03-142

Date: SEPTEMBER 26, 2003

CHANGE REQUEST 2867

SUBJECT: The Coordination of Benefits Contractor (COBC) Will Post the Lead Medicare Contractor in the Group Name Field on the Common Working File (CWF) and Expansion of Lead Contractor Viewing in the Electronic Correspondence Referral System (ECRS)

I. GENERAL INFORMATION

A. Background: Identification of Lead Medicare Contractor on the CWF

The CWF does not have a field in which to enter the lead contractor assigned to a case for non-Group Health Plan (GHP) situations. The COBC will post the lead contractor number in the group name field on the Medicare Secondary Payer (MSP) record in the CWF, so that all Medicare contractors may identify lead contractor for a non-GHP case when viewing the CWF. This will also expedite the process of sending related correspondence to the lead contractor from non-lead contractors and this change will allow ReMAS to use the lead contractor identification for recovery purposes where applicable.

Currently, Workers' Compensation Set-Aside (WCSA) cases are identified on the MSP record in CWF by entering, "WCSA" in the group name field. The lead contractor number will be dually noted in this field for WCSA cases.

B. Background: Expansion of Lead Medicare Contractor Viewing in ECRS

Prior to the ECRS 6.0 release, lead and developing contractors were the only users (exclusive of CMS-Regional Offices) that could check ECRS for lead contractor information in a non-GHP case. All Medicare contractors will be able to check ECRS for lead contractor information with the August 4th implementation of ECRS 6.0. This change will be documented in ECRS 7.0, however the capability exists in ECRS 6.0. Lead contractors will still continue to determine their respective lead assignments by viewing page 2-69 of the ECRS manual. In addition, all other contractors will view page 2-69 of the ECRS manual for lead assignments. Developing contractors will continue to have access to the ECRS MSP Developing Contractor Notification screen.

C. Policy:

CMS will designate the group name field on CWF to maintain the lead contractor number in non-GHP cases as assigned by the COBC.

II. BUSINESS REQUIREMENTS

Requirement #	Requirements	Responsibility
2867.1	COBC shall enter the lead contractor assigned to the case in the group name field on CWF.	COBC
2867.2	COBC shall dually enter WCSA and the lead contractor number in the group name field on CWF where a WC set-aside case has been determined.	COBC

III. SUPPORTING INFORMATION AND POSSIBLE DESIGN CONSIDERATIONS

A. Other Instructions:

X-Ref Requirement #	Instructions
2867.1	The lead contractor may appear in CWF before ECRS assigns the lead contractor. Lead contractors shall continue to use ECRS to determine and view their respective lead assignments.

B. Design Considerations: N/A

C. Interfaces: N/A

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

E. Dependencies: N/A

F. Testing Considerations: N/A

IV. ATTACHMENT(S): None

<p>Version: First</p> <p>Implementation Date: October 10, 2003</p> <p>Discard Date: September 26, 2004</p> <p>Post-Implementation Contact: Your regional office MSP coordinator</p>	<p>Effective Date: October 10, 2003</p> <p>Funding: These instructions shall be implemented within your current operating budget.</p> <p>Pre-Implementation Contact: Olivia White @ owhite2@cms.hhs.gov (CWF issues) and Danielle Barbour dbarbour@cms.hhs.gov (ECRS issues).</p>
---	---