

CMS Manual System	Department of Health & Human Services (DHHS)
Pub 100-20 One-Time Notification	Centers for Medicare & Medicaid Services (CMS)
Transmittal 11852	Date: February 9, 2023
	Change Request 11300

SUBJECT: User Enhancement Change Request (UECR): Update the Multi-Carrier System (MCS) Additional Documentation Request (ADR) Automated Development System (ADS) Letters

I. SUMMARY OF CHANGES: The purpose of this Change Request (CR) is to reduce the size of a multiple page ADS letter by removing the full amount of information printed in the addressee information block and the claim information block, currently printed on each page. This information would instead only print on the first page. This change shall also enhance the multiple page ADS letter by adding page numbering, currently not printed.

EFFECTIVE DATE: July 1, 2023

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

IMPLEMENTATION DATE: July 3, 2023

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

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SUBJECT: User Enhancement Change Request (UECR): Update the Multi-Carrier System (MCS) Additional Documentation Request (ADR) Automated Development System (ADS) Letters

EFFECTIVE DATE: July 1, 2023

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

IMPLEMENTATION DATE: July 3, 2023

I. GENERAL INFORMATION

A. Background: This CR will reduce the size of a multiple page ADS letter by removing the full amount of information printed in the addressee information block and the claim information block, currently printed on each page. This information would instead only print on the first page. This change shall also enhance the multiple page ADS letter by adding page numbering, currently not printed.

Functionality shall be developed to remove the full amount of information printed in the addressee information block and the claim information block of a multiple page ADS letter with the exception of first page. This change shall only be applicable to multiple page ADS letters. No changes shall be made to the first page of a multiple page ADS letter.

Multiple page ADS letters shall have page numbering applied and a reduced amount of information to include only the addressee name, Medicare Identification Number (MID) and the Internal Control Number (ICN). This shall be printed at the top of all pages other than the first page of a multiple page ADS letter.

B. Policy: This CR does not involve any legislative or regulatory policies.

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	
11300.1	The MCS shall add page numbers to a multiple page ADS letter excluding the first page.						X			
11300.2	The MCS shall modify the addressee and claim information blocks on a multiple page ADS letter by reducing the information printed on pages subsequent to the first page, to only include the addressee name, MID and ICN.						X			
11300.3	The A/B MAC Part B shall fully test this enhancement to verify the accuracy of the physical printing of the ADS letter. In accordance		X							

Number	Requirement	Responsibility								
		A/B MAC			DME MAC	Shared-System Maintainers				Other
		A	B	HHH		FISS	MCS	VMS	CWF	
	with Chapter 7, Section 40.3.5 of Publication 100-01, "Contractors shall fully test their local components and processing rules prior to production implementation of the quarterly release. This testing is applicable for all local components and processing rules modified since the previous quarterly release."									

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): Cathleen Gurreri, 443-934-2913 or cathleen.gurreri@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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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.

ATTACHMENTS: 0