

<b>CMS Manual System</b>	<b>Department of Health &amp; Human Services (DHHS)</b>
<b>Pub 100-20 One-Time Notification</b>	<b>Centers for Medicare &amp; Medicaid Services (CMS)</b>
<b>Transmittal 12631</b>	<b>Date: May 9, 2024</b>
	<b>Change Request 13618</b>

**SUBJECT: Fiscal Intermediary Shared System (FISS) - New Process to Create and Use Overridable Reason Codes**

**I. SUMMARY OF CHANGES:** The purpose of this Change Request (CR) is to simplify the authorized reason code authorization process. This CR will eliminate the requirement to expand the number of reason codes that can be added to the user's Operator Control file record and reduce effort for FISS and the Medicare Administrative Contractors (MACs) to add new overridable reason codes.

**EFFECTIVE DATE: October 1, 2024 - Analysis, design and start coding.; January 1, 2025 - Complete coding, testing and implementation.**

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

**IMPLEMENTATION DATE: October 7, 2024 - Analysis, design and start coding.; January 6, 2025 - Complete coding, testing and implementation.**

*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.*

<b>R/N/D</b>	<b>CHAPTER / SECTION / SUBSECTION / TITLE</b>
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

Pub. 100-20	Transmittal: 12631	Date: May 9, 2024	Change Request: 13618
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## I. GENERAL INFORMATION

**A. Background:** The purpose of this Change Request (CR) is to modify the process to create and authorize overridable reason codes in FISS.

Currently, FISS has to hard code all overridable reason codes. The Medicare Administrative Contractors (MACs) authorize specific users to override a reason code in the Operator Control File, MAP1256 and MAP1257. The MAC enters each overridable reason code on MAP1256 with some exceptions that can be entered as a range on MAP1257.

The number of overridable reason codes now exceeds the number of fields in the Operator Control record. CMS and FISS determined that this is an opportunity to redesign how the overridable reason codes are created and authorized. The new process will reduce work for FISS and minimize MAC effort to authorize users for new overridable reason codes.

**B. Policy:** There is no policy impact.

## II. BUSINESS REQUIREMENTS TABLE

*"Shall" denotes a mandatory requirement, and "should" denotes an optional requirement.*

Number	Requirement	Responsibility									
		A/B MAC			D M E	Shared- System Maintainers				Other	
		A	B	H		F	M	V	C		
		H H	M A C	I S S	C S	M S	W F				
13618.1	FISS shall create a new 1-byte field on the Reason Code file (MAP1231) to control reason code override.					X					
13618.1.1	FISS shall assign the value in the new field for all new reason codes.					X					

Number	Requirement	Responsibility										
		A/B MAC			D M E M A C	Shared- System Maintainers				Other		
		A	B	H H H		F I S S	M C S	V M S	C W F			
13618.1.2	FISS shall protect the override field and not allow the user to enter or update the field.					X						
13618.2	FISS shall create new fields on the Operator Control file to replace the reason code fields on MAP1286 and reason code ranges on MAP1287. The new fields shall include 1XXXX, 3XXXX and 5XXXX to include all existing overridable reason codes except WXXXX that will be overridden using IOCE specific fields.					X						
13618.2.1	FISS shall create a 1 byte indicator for each new field to indicate if that user is authorized to override the reason codes in that range.					X						
13618.2.2	FISS shall create 20 fields for the MACs to restrict override authorization for specific reason codes in the ranges 1XXXX, 3XXXX and 5XXXX.					X						
13618.3	FISS shall modify the reason code override process to read the new fields on the Reason Code file and Operator Control file and allow override if both fields equal 'Y.'					X						
13618.3.1	FISS shall continue to assign a reason code if an attempt is made to override a reason code that is not a reason code overridable on claim page 9.					X						
13618.3.2	FISS shall assign a reason code if an attempt is made to override the reason code on claim page 9 and the analyst is not authorized to perform the override.					X						
13618.4	FISS shall permanently delete any obsolete reason codes that will no longer assign for the modified authorized reason code override process.					X						
13618.5	FISS shall create a one-time utility to populate the override field for existing reason codes.					X						
13618.6	FISS shall modify existing reports generated for the authorized reason code override process.					X						

Number	Requirement	Responsibility										
		A/B MAC			D M E M A C	Shared-System Maintainers				Other		
		A	B	H H H		F I S S	M C S	V M S	C W F			
13618.7	FISS shall modify existing reports for the Operator Control file.						X					
13618.8	FISS shall create a new Quarterly or on demand report of all reason codes set as overridable in the Reason Code file.						X					
13618.9	FISS shall validate that the Expert Claims Processing System (ECPS) ability to override a reason code remains intact.						X					
13618.10	MACs shall update the Operator Control file for all users authorized to override reason codes.	X		X								

### III. PROVIDER EDUCATION TABLE

Number	Requirement	Responsibility				
		A/B MAC			D M E M A C	C E D I
		A	B	H H H		
	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

**Post-Implementation Contact(s):** Contact your Contracting Officer's Representative (COR).

## **VI. FUNDING**

### **Section A: For Medicare Administrative Contractors (MACs):**

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**ATTACHMENTS: 0**