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| CMS Manual System | Department of Health & Human Services (DHHS) |
| Pub 100-20 One-Time Notification | Centers for Medicare & Medicaid Services (CMS) |
| Transmittal 2417 | Date: January 10, 2020 |
| | Change Request 11142 |

Transmittal 2355, dated August 28, 2019, is being rescinded and replaced by Transmittal 2417, dated, January 10, 2020, to update the effective date to February 3, 2020. All other information remains the same.

SUBJECT: Implementation to Send Post-Pay Electronic Medical Documentation Requests (eMDR) to Participating Providers via the Electronic Submission of Medical Documentation (esMD) System

I. SUMMARY OF CHANGES: The purpose of this change request is to implement the changes required to generate and send the ‘Additional Documentation Request (ADR) Letter Package’ information, at the Review Contractor end, who conducts the post pay related reviews, to esMD.

EFFECTIVE DATE: February 3, 2020

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

IMPLEMENTATION DATE: October 7, 2019 - Analysis, Design, and Coding; January 6, 2020 - 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.*

| R/N/D | CHAPTER / SECTION / SUBSECTION / TITLE |
|--------------|---|
| 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: 2417 | Date: January 10, 2020 | Change Request: 11142 |
|-------------|-------------------|------------------------|-----------------------|

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IMPLEMENTATION DATE: October 7, 2019 - Analysis, Design, and Coding; January 6, 2020 - Testing and Implementation

I. GENERAL INFORMATION

A. Background: There have been several requests from Medicare providers to the Centers for Medicare & Medicaid Services (CMS) to enable the functionality to send Additional Documentation Request (ADR) letters electronically. CMS implemented a pilot supporting the electronic version of the ADR letter known as Electronic Medical Documentation Request (eMDR) via the Electronic Submission of Medical Documentation (esMD) system. Since the eMDRs may contain Protected Health Information (PHI) data being sent to the prospective provider, a valid consent is required from the authorized individual representing the provider along with the destination details including any delegation to their associated or representing organizations such as Health Information Handlers (HIHs). The sender will have to complete the required identity proofing and always make sure to check for any registration updates before sending out each eMDR. With the implementation of this CR, automation of eMDR registration and any corresponding updates will be done with esMD support.

CMS is requiring its review contractors to support sending ADR letters (*for Medical and Non-Medical Review related*) electronically as eMDRs, with the following exceptions.

Any Post-Pay ADRs generated based on Appeals, either Medical or Non-Medical review related, are excluded from the scope of this CR. Any participant, for whom the Post-Pay ADRs are generated by the *Medicare as Secondary Payer (MSP) contractor*, is excluded from the scope of this CR.

The purpose of this change request is to implement the changes required to generate and send the 'ADR Letter Package' information, at the Review Contractor end, who conducts the *post pay* related reviews, to esMD. The 'ADR Letter Package' comprises of the general information about the ADR Letter and the PDF copy of the ADR letter. This is the first step required, from the Review Contractor side, for the purpose of exchanging the Additional Documentation Request (ADR) letters to registered Providers via the Electronic Submission of Medical Documentation (esMD) system.

Assumptions

- Post-Pay ADRs generated based on *Appeals*, and Post-Pay ADRs generated by the *MSP* contractor, are excluded from the scope of this CR.
- A provider (by billing National Provider Identifier (NPI)) registering for the first time to receive eMDR shall receive both electronically and by postal mail for the first three ADRs.
- A provider enrollment for Medicare Administrative Contractor (MAC) portals and Direct Data Entry (DDE) (Part A) are separate from eMDR enrollment and registration.

- **A provider (by billing NPI) registering for eMDR will receive ADR letters electronically via esMD from all review contractors sending out ADR letters.**
- **A provider (by billing NPI) registering for eMDR is applicable to receive eMDRs for all its Provider Transaction Access Numbers (PTANs).**

Terminology:

1. **eMDR Registered Providers File:** Information sent from esMD to Review Contractors (Non-MACs), the cumulative list of eMDR Registered Providers and their registration status, via RC Client.
2. **eMDR Structured File:** A file of Information about the ADR letter (Extensible Markup Language (XML) format), generated by the Review Contractors (Non-MACs), to be sent to esMD. After the necessary validations, esMD sends the same as a part of *eMDR Letter Package*, to the intended HIH/Providers.
3. **ADR Letter in PDF:** A copy of the ADR letter in Portable Document Format (PDF) format, generated by the Review Contractors (Non-MACs), to be sent to Providers, via esMD as part of *eMDR Letter Package* bundle (also, to be posted on their respective portals).
4. **ADR Letter Package:** A ZIP file containing information comprising of '*eMDR Structured File*', '*ADR Letter in PDF*', and the process *meta data information file (XML)*, generated by Review Contractors (Non-MACs), to be sent to esMD
5. **eMDR Letter Package:** esMD generated Secured transaction comprising of '*eMDR Structure File*', and '*ADR Letter in PDF*', to be sent to HIH/Provider.
6. **eMDR Error Details File:** File containing details about the eMDR Letter Package(s), which encountered any unforeseen error, while generating the package OR sending the same, to HIH. HIH shall accordingly inform the intended Providers, to assist them to obtain the information from respective MACs.
7. **eMDR Provider Delivery Notification:** Notification sent by HIH as a confirmation regarding the delivery of the *eMDR Letter Package* to the intended Provider. esMD shall pass on the outcome information, to the respective MACs, upon the request.
8. **Analysis Factor:** Represents the element used, as the basis, to conduct the analysis. Such as Procedure Code, or Diagnosis Related Group (DRG) code, etc.
9. **Document Code:** Represents the document to be requested from the Provider, in a codified form.
10. **Process Meta Data File:** An XML file containing all the elements which are defined/expected by the esMD system, to process the Post-Pay eMDR transaction sent, by the Review Contractors.

B. Policy: The Administrative Simplification provisions of Health Insurance Portability and Accountability Act (HIPAA) require the Secretary of the Department of Health and Human Services (HHS) to follow the Security Standards general rules as in § 164.306(a) and § 164.306(b) in order to protect the secure exchange of Protected Health Information/Personally Identifiable Information (PHI/PII) sensitive information electronically.

II. BUSINESS REQUIREMENTS TABLE

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

| Number | Requirement | Responsibility | | | | | | | | | |
|-----------|--|----------------|---|-------------|----------------------------|----------------------------------|-------------|-------------|-------------|-------|---------------------------|
| | | A/B MAC | | H H H | D M E M A C | Shared- System Maintainers | | | | Other | |
| | | A | B | | | F I S S | M C S | V M S | C W F | | |
| 11142.1 | <p>The contractors shall create the <i>ADR Letter Package</i> information, to be sent to esMD, via <i>RC Client</i>, as needed.</p> <p><i>ADR Letter Package</i> comprises of the following components, representing a single ADR transaction, as a ZIP file.</p> <ul style="list-style-type: none"> eMDR Structured File, (XML format) ADR Letter in PDF, <i>and</i> Process Meta data File (XML format) <p>NOTES:</p> <ul style="list-style-type: none"> The scope of the requirements stated in this CR are applicable to ADRs originating based on both Medical and Non-Medical Reviews, as stated in the background section of this CR. File naming conventions for eMDR Structure File, shall be provided by esMD. Creating the eMDR Structured File (as per the specifications/naming convention) and the PDF copy of the letter (as per the expected file naming convention), is the responsibility of the RCs. The ZIP file and Process Meta data file can be generated, by using the functionality (Application Program Interface (API) Methods) provided in RC Client software. esMD size limit for a given transaction is, 140 Megabyte (MB). esMD shall expect a single PDF copy of the letter, in the letter package. esMD shall release the RC Client API software and its specification to Review Contractors, 4 months in advance of go-live date. | X | X | X | X | | | | | | |
| 11142.1.1 | <p>The contractors shall create the <i>eMDR Structured File</i> (for Post-Pay ADRs), as defined in the record layout spreadsheet/workbook provided.</p> <p>Workbook Name: 'eMDR_Post Pay_Data_Elements_RCs_to_esMD.xlsx'</p> | X | X | X | X | | | | | | RAC, RRB-SMAC, SMRC, esMD |

| Number | Requirement | Responsibility | | | | | | | | | |
|-------------|---|----------------|---|-------------|----------------------------|----------------------------------|-------------|-------------|-------------|---------------------------|--|
| | | A/B MAC | | H H H | D M E M A C | Shared- System Maintainers | | | | Other | |
| | | A | B | | | F I S S | M C S | V M S | C W F | | |
| | <p>Tab Name: ‘eMDR Data Construct - Post Pay’</p> <p>NOTES:</p> <ul style="list-style-type: none"> The details regarding the data element set (termed as ‘Required’, ‘Situational’, and ‘Optional’) are defined in the requirements below. The applicable edit rules related to each data element is mentioned in the column ‘Comments / Rules’ of the workbook. | | | | | | | | | | |
| 11142.1.1.1 | <p>The contractors shall send the following data elements of the <i>eMDR structured File</i>, termed as ‘Required’.</p> <p>Following Data elements / section are Required to be sent as part of the eMDR:</p> <ol style="list-style-type: none"> Type of eMDR(Must be = ‘POST-PAY’) Unique Letter ID (Must be present and can contain A-Z, a-z, 0-9, and no Special characters, and, must match the prefix portion of the Copy of PDF letter file name) Letter date (Must be valid date, affixed in the Letter) Respond to (Section) (‘Organization Name’, ‘Address Line 1, City, State, ZIP Code’- Respective Element Rules as stated in the workbook are applicable). Provider Details (Billing Provider - Section)(‘Name’ ‘Address Line1, City, State, ZIP Code’ and ‘Provider NPI’- Respective Element Rules as stated in the workbook are applicable). Letter Details (Section) (‘Respond by’, ‘Jurisdiction/Zone of RC’, ‘Program Name’- Respective Element Rules as stated in the workbook are applicable) Claim Details - (‘Claim ID’, ‘Beneficiary last name’, ‘Beneficiary ID’- Respective Element Rules as stated in the workbook are applicable) Review Level - (‘Analysis ID’ - The rules as stated in the workbook are applicable). | X | X | X | X | | | | | RAC, RRB-SMAC, SMRC, esMD | |

| Number | Requirement | Responsibility | | | | | | | | | |
|-------------|---|----------------|---|-------------|----------------------------|----------------------------------|-------------|-------------|-------------|---------------------------|--|
| | | A/B MAC | | H H H | D M E M A C | Shared- System Maintainers | | | | Other | |
| | | A | B | | | F I S S | M C S | V M S | C W F | | |
| | <p>NOTES:</p> <ul style="list-style-type: none"> An error response will be sent by esMD, when any of the element did not satisfy any of the associated rule(s). Associated error codes shall be provided, by esMD. | | | | | | | | | | |
| 11142.1.1.2 | <p>The contractors shall send the following data elements of the <i>eMDR structured File</i>, termed as 'Situational', when the situational condition is satisfied.</p> <p>Following section(s) to be sent as part of each eMDR are situational:</p> <p>Sender Details</p> <ul style="list-style-type: none"> If the '<i>Sender</i>' of the eMDR (MAC or Non-MAC) RC is different from the '<i>Respond To</i>' RC, then the '<i>Sender Details</i>' section shall be populated by the contractors. If the '<i>Sender</i>' of the eMDR (MAC or Non-MAC) RC is the same as the '<i>Respond To</i>' RC, then the '<i>Sender Details</i>' section shall be populated with SPACES. While sending the information in the '<i>Sender Details</i>' section, follow the usage mention in <i>Column G (of the Layout workbook) for each element.</i> <p>NOTES:</p> <ul style="list-style-type: none"> Applicable Rules for each of the data element is mentioned in column 'Comments/Rules' of the workbook. An error response will be sent by esMD, when any of the element did not satisfy any of the associated rule(s). Associated error codes will be provided, by esMD. | X | X | X | X | | | | | RAC, RRB-SMAC, SMRC, esMD | |

| Number | Requirement | Responsibility | | | | | | | | | |
|-------------|--|----------------|---|-------------|----------------------------|----------------------------------|-------------|-------------|-------------|-------|---------------------------|
| | | A/B MAC | | H H H | D M E M A C | Shared- System Maintainers | | | | Other | |
| | | A | B | | | F I S S | M C S | V M S | C W F | | |
| 11142.1.1.3 | <p>The contractors should send any of the data elements of the <i>eMDR structured File</i>, termed as ‘<i>Optional</i>’, as deemed necessary.</p> <p>The following elements are termed 'Optional' in addition to the already existing elements:</p> <ul style="list-style-type: none"> Review Level: 'Analysis Factor', 'Document Code' Claim Details: 'Date of Service (From)', 'Date of Service (To)' <p>NOTES:</p> <ul style="list-style-type: none"> <i>Analysis Factor</i> element can be provided up to a maximum of 25 per, <i>Analysis ID</i>, if populated. <i>Document Code</i> element can be provided up to a maximum of 100, per <i>Analysis ID</i>, if populated. Applicable Rules for each of the data element is mentioned in column ‘Comments / Rules’ of the workbook. An error response will be sent by esMD, when any of the optional element submitted and did not satisfy any of the associated Type / Length / Format rule(s). Associated error codes will be provided. | X | X | X | X | | | | | | RAC, RRB-SMAC, SMRC, esMD |
| 11142.1.2 | <p>The contractors shall create the ‘ADR Letter in PDF’ file (for Post-Pay ADRs), to be sent, as a part of the ‘<i>ADR Letter Package</i>’, to esMD, via RC Client.</p> <p>NOTES:</p> <ul style="list-style-type: none"> esMD shall record the error details, when any of the element did not satisfy any of the associated rule(s) stated in the workbook. Please refer to the attached PDF document for the specific naming convention. (PDF Copy of ADR letter Naming Convention.PDF) | X | X | X | X | | | | | | RAC, RRB-SMAC, SMRC, esMD |

| 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 | | | |
| 11142.1.3 | <p>The contractors shall receive and process the Acknowledgment OR Error Response from esMD, for the <i>ADR Letter Package</i> transaction submitted by RC, to esMD.</p> <p>NOTES:</p> <ul style="list-style-type: none"> The Acknowledgment Response will be sent via RC Client, when all the applicable esMD validations have been completed successfully. An Error response will be sent by esMD, via RC Client, when any of the applicable esMD validation failure is encountered. RC can correct and re-submit the transaction, when such an Error response is received, on the same day. | X | X | X | X | | | | | | | |
| 11142.2 | <p>The contractors should contact the esMD helpdesk, when they require any information (Error or Delivery status) regarding any of the eMDRs submitted.</p> <p>NOTES:</p> <ul style="list-style-type: none"> The information is regarding the outcome of the delivery of the eMDRs, to the intended Provider, by HIH. Unique letter id and the date of submission shall be the key for any inquiry. | X | X | X | X | | | | | | | RAC, RRB-SMAC, SMRC, esMD |
| 11142.3 | <p>The contractors shall participate during the ‘User Acceptance Testing’ (UAT) sessions, to ensure the expected changes are effected, related to post pay activities. (December 2019)</p> | X | X | X | X | | | | | | | RAC, RRB-SMAC, SMRC, esMD |
| 11142.4 | <p>The contractors shall attend the following one-hour <i>coordination calls</i>, to discuss and resolve any issues related to testing and the specification changes.</p> <ul style="list-style-type: none"> Up to 2 one-hour calls shall be scheduled between each contractor and the esMD team starting in September 2019. | X | X | X | X | | | | | | | RAC, RRB-SMAC, SMRC, esMD |

| Number | Requirement | Responsibility | | | | | | | | | | |
|---------|--|----------------|---|-------|-------|---------------------------|---------|---------|--|-------|--|---------------------------|
| | | A/B MAC | | | D M E | Shared-System Maintainers | | | | Other | | |
| | | A | B | H H H | | F M V C | I C M W | S S S F | | | | |
| | | | | | | | | | | | | |
| | <p>NOTES:</p> <ul style="list-style-type: none"> • esMD team shall schedule the calls. • Each contractor shall post the minutes of the meeting for their specific issues being discussed on the call. (within 2 business days of the meeting in eChimp) | | | | | | | | | | | |
| 11142.5 | esMD and the contractors shall exchange the test files as per the schedule included in the attached document " <i>Testing Criteria-Post-Pay eMDR.docx</i> ". | X | X | X | X | | | | | | | RAC, RRB-SMAC, SMRC, esMD |
| 11142.6 | The contractors shall be aware that the term ' <i>Date of Service</i> ' mentioned in the comment line below the CR ' <i>Effective Date</i> ' has no functional impact to the requirements stated in this CR. | X | X | X | X | | | | | | | RAC, RRB-SMAC, SMRC, esMD |

III. PROVIDER EDUCATION TABLE

| Number | Requirement | Responsibility | | | | | | | | | | |
|--------|-------------|----------------|---|-------|-------|---------------------------|---------|---------|--|-------|--|--|
| | | A/B MAC | | | D M E | Shared-System Maintainers | | | | Other | | |
| | | A | B | H H H | | F M V C | I C M W | S S S F | | | | |
| | 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): Melanie Jones, 410-786-5461 or Melanie.Jones@cms.hhs.gov

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

VI. FUNDING

Section A: 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.

ATTACHMENTS: 4

| CR | Change Requested | Explanation/Purpose | Date |
|-------|---|--|------------|
| 11142 | esMD | Row 3 - The prefix (first 3 characters) of the [Unique ID] element note has been removed. | 02/19/2019 |
| 11142 | esMD | Row 4 - The date format has been made to 1 format. [Letter Date] | 02/19/2019 |
| 11142 | esMD | Row 37 - The date format has been made to 1 format. [Respond By] | 02/19/2019 |
| | | Row 40 - A new section 'Review Level' has been included as a required section. Under this section, two elements are added. <i>Analysis ID</i> (Row 41) <i>Analysis Factor</i> (Row 42) | |
| 11142 | RCs | <i>Document Code</i> (Row 43) - Has been moved from the Claim Details section to this section | 02/19/2019 |
| 11142 | esMD | Row 45 - For the element Case ID, a separate section has been made. | 02/19/2019 |
| 11142 | esMD | Row 54 - The elements (Procedure Code/Modifier) associated to the sampled claims has been moved from Claim Details section | 02/19/2019 |
| 11142 | esMD | Claims Header and Details sections are made into ONE section | 02/19/2019 |
| | | Row 56 / 57 - The Dates of Service from both Claim Header and Detail has been made into ONE set as follows. | |
| | | Date Of Service (From) | |
| 11142 | RCs | Date Of Service (To) | 02/19/2019 |
| 11142 | RCs | The element 'Reason Code' has been removed. | 02/19/2019 |
| 11142 | esMD | The length of the Unique Letter ID element has been increased to 40 | 03/07/2019 |
| 11142 | RCs | Analysis Factor Limit is set to 25, per Analysis ID; Document Code limit is set to 100, per Analysis ID | 03/07/2019 |
| 11142 | esMD | Since the structured format is XML, padding with ZEROS or SPACES to fit the maximum length need not be done. | 03/07/2019 |
| 11142 | RCs | To be consistent across the layout, the date format of the elements 'Respond By' and 'Letter Date' has been updated as 'mm/dd/yyyy'. | 03/07/2019 |
| 11142 | esMD | Row 3, Column H, Rule 1 - The upper limit has been corrected to reflect 40 Characters. | 03/22/2019 |
| 11142 | esMD | Row 40, Column G - Section <i>Usage</i> has been updated to 'Required'. [<i>Analysis ID</i> element must be provided] | 03/22/2019 |
| 11142 | esMD | Row 41, Column D - A statement has been added to provide clarity, regarding the XML record hierarchy. | 03/22/2019 |
| 11142 | esMD | Row 46, Column H - The comment statement has been removed. [Claim information is expected for both Medical and Non-Medical Review baseds Post Pay ADRs.] | 03/22/2019 |
| 11142 | | In the following rows the striked out content has been modified / removed. Row 24 Column B (ID / Section) , the content of this column has been modified as 'Provider details (Billing-Provider)' Column D (Description), the contents of this column has been modified as 'Provider to whom the intended eMDR is to be delivered 'Addressed To' Row 25 Column D (associated to Data Element - First Name), the description has been modified as 'First Name of the Billing-Provider '. Row 26 Column D (associated to Data Element - Middle Name), the description has been modified as 'Middle Name of the Billing Provider '. Row 34 Column D (associated to Data Element - Provider NPI), the description has been modified as 'NPI of the eMDR Registered Billing Provider '. | 07/08/2019 |
| 11142 | Based on the recent suggestions made by OIT team. | The column named 'S.No.' in the tab 'eMDR Data Construct - Post Pay' has been updated with correct sequential numbers. | 07/15/2019 |
| | | | |
| | | | |
| | | | |

| S. No. | ID / Section | Data Element | Description | Type / Format / Values | Length | Issue Req. | Comments / Rules | Question / Prev. Pay RC responses |
|--------|---|-------------------|--|---|--------|------------|---|-----------------------------------|
| 1 | | Type of eMDR | To indicate the kind/type of eMDR | Value: PCS1-PAT | 8 | R | Rules: 1. Must be populated with the value provided in column #. | |
| 2 | | Unique Letter Id | This represent the identifier assigned by the Sender of the eMDR letter info (Non-MAC RC), to identify the eMDR letter record Uniquely, in their internal system. Note to eMD: This Identifier Value, 1. Shall be used by the eMD to track each eMDR uniquely. 2. Shall be used to eMD, as a linkage element, to create the bundle of the structured eMDR and the PDF format of the letter (received from the RC). | Type: Character | 40 | R | Rules: 1. Must be present and can be upto a limit of 40 characters in Length. 2. Must not contain any special characters. | |
| 3 | | Letter Date | Date affixed on the ADR letter | Format: mm/dd/yyyy | 10 | R | Rules: 1. Must be valid date, in the specified format 2. Must not be later than the current system date | |
| | "Respond To" Details (Occurs ONE time) | N/A | RC to whom the ADR response needs to be sent by the Provider | | | R | Section is Required. | |
| 4 | | Organization Name | Name of the Organization to which the ADR Response needs to be sent by the Provider. | Type: Character | 60 | R | Rules: 1. Name of the Organization must be present. | |
| 5 | | Address 1 | First Address Line of the RC, to which the documentation needs to be sent by the provider | Type: Character | 55 | R | Rules: 1. Address Line 1 of the Organization address must be present. | |
| 6 | | Address 2 | Second Address Line of the RC, to which the documentation needs to be sent by the provider | Type: Character | 55 | O | | |
| 7 | | City | City associated with the RC address, to which the documentation needs to be sent by the provider | Type: Character | 30 | R | Rules: 1. City of the Organization address must be present. | |
| 8 | | State | State associated with the RC address, to which the documentation needs to be sent by the provider | Values: All standard 2 character value representation for US states | 2 | R | Rules: 1. State of the Organization address must be present. 2. Must be valid State value in US. | |
| 9 | | Zip Code | ZIP Code associated with the RC address, to which the documentation needs to be sent by the provider | Type: Character Format: 99999 99999999 | 9 | R | Rules: 1. ZIP Code of the Organization address must be present. 2. Must be valid value in US. | |
| 10 | | Telephone | Information to the provider to contact the RC in case of any questions. | Type: Character Format: 9999999999 (10 numeric) | 10 | O | Rules: 1. Must match the type/format, when submitted. | |
| 11 | | Telephone Ext | Information to the provider to contact the RC in case of any questions. | Type: Character Format: 99999 (5 numeric) | 5 | O | Rules: 1. Must match the type/format, when submitted. | |
| 12 | | Fax number | Fax number to respond with documentation | Type: Character Format: 9999999999 (10 numeric) | 10 | O | Rules: 1. Must match the type/format, when submitted. | |
| | Sender Details (Occurs ONE time) | N/A | RC who is generating/creating the ADR information package, to be sent to the Provider, electronically. Note: RC who is creating the ADR information package may not always be the same RC, to whom the Provider need to Respond To. | | | 5 | Condition: 1. If the RC who is sending the eMDR is different from, the RC to whom the ADR Response needs to be sent by the Provider, the Sender Details section is Required . Note: While sending the information in this section please follow the usage mention in column # for each element. 2. If the RC who is sending the eMDR is same as the RC to whom the ADR Response needs to be sent by the Provider, the Sender Details information need not be populated . Note: If information is populated in both "Respond To" and "Sender Details" sections, eMD system will NOT perform any editing to ensure the details are the same across the sections, against respective elements. | |
| 13 | | Organization Name | Name of the Organization which is sending the ADR, to the Provider. | Type: Character | 60 | R | Rules: 1. Name of the Organization must be present. | |
| 14 | | Address 1 | First Address Line of the RC, who is sending the ADR letter, to the Provider. | Type: Character | 55 | O | | |
| 15 | | Address 2 | Second Address Line of the RC, who is sending the ADR letter, to the Provider. | Type: Character | 55 | O | | |
| 16 | | City | City associated with the RC address, who is sending the ADR letter, to the Provider. | Type: Character | 30 | O | Rules: 1. City of the Organization address may be provided. | |
| 17 | | State | State associated with the RC address, who is sending the ADR letter, to the Provider. | Values: All standard 2 character value representation for US states | 2 | O | Rules: 1. State of the Organization address may be provided. 2. Must be valid State value in US, when populated. | |
| 18 | | Zip Code | ZIP Code associated with the RC address, who is sending the ADR letter, to the Provider. | Type: Character Format: 99999 99999999 | 9 | O | Rules: 1. Must match the type/format, when submitted. | |
| 19 | | Telephone | Contact Telephone Number of the Sender of the ADR, to facilitate Provider enquiry, as need arise. | Type: Character Format: 9999999999 (10 numeric) | 10 | O | Rules: 1. Must match the type/format, when submitted. | |
| 20 | | Telephone Ext | Contact Telephone Number extension of the Sender of the ADR, to facilitate Provider enquiry, as need arise. | Type: Character Format: 99999 (5 numeric) | 5 | O | Rules: 1. Must match the type/format, when submitted. | |
| | Provider details | N/A | Provider to whom the intended (ADR) is "Addressed To" | | | R | | |
| 21 | | First Name | First Name of the Provider | Type: Character | 35 | O | | |
| 22 | | Middle Name | Middle Name of the Provider | Type: Character | 25 | O | | |

January 2020 Release

Criteria Required to Generate Test Files from MACs/RACs/SMRC to esMD for CRs 31231 (eChimp CR 11142)

*****esMD UAT Starts at the end of December 2019 *****

Testing support call schedule and expected attendees:

DPSS esMD Team would need to set up **2 calls**, starting in **September 2019** (once a month) to collaborate on the content of the **Test Files/Test cases**. The goal of these calls is to ensure that the MACs/RACs/SMRC discuss about any **technical questions about eMDR post-pay functionality** and also MACs/RACs/SMRC would provide the timelines to the esMD teams on when they can provide **test NPIs**. esMD would register the test NPIs in the NPPES Provider Registry.

| | | |
|-----------|---|--|
| September | : | Technical Support Calls (MAC, RAC & SMRC teams and esMD teams) |
| October | : | UAT Preparation Calls (MAC, RAC & SMRC teams and esMD teams) |

Note:

The RC mailbox are currently setup in UAT and PROD, hence sharing the unit test files from esMD dev environment will not be possible. The Technical Support Call will be organized to address any **technical clarification questions and/or concerns** related to RC Client API or specifications.

During subsequent call, esMD would wish to ensure/provide the following, regarding the Post Pay eMDR implementation.

- a. The Providers information which would be used for testing, are all registered in NPPES system. (Test Provider NPIs in NPPES system)
- b. The same Provider information has been shared with the associated *Health Information Handlers* (HIHs) who intends to participate in UAT.
- c. esMD to provide UAT Test Plan to all the Participating Review Contractors. (MACs, RACs, and SMRC)
- d. For the Post-Pay testing, esMD team is recommending using the **same set of NPI's** that are used for testing purpose as part of eMDR Provider Registration.

January 2020 Release MAC/RAC & SMRC Testing Plan:

| Test Criteria (Refer to Figure 1 for eMDR Post-Pay flow) | MACs/Non-MACs UAT Test Key Dates |
|--|----------------------------------|
| 1: RCs eMDR structured (xml)file and ADRs as PDF document within a zip file via RC Client API Note: esMD team would provide RC Client API to support this functionality. | 12/1/2019 to 12/10/2019 |
| 1.1: esMD sends error messages to RCs only if there are validation errors during processing of the Zip package received from RCs. | |
| 2: esMD sends eMDR structured file and ADRs in PDF format to the HIHs | 12/10/2019 to |

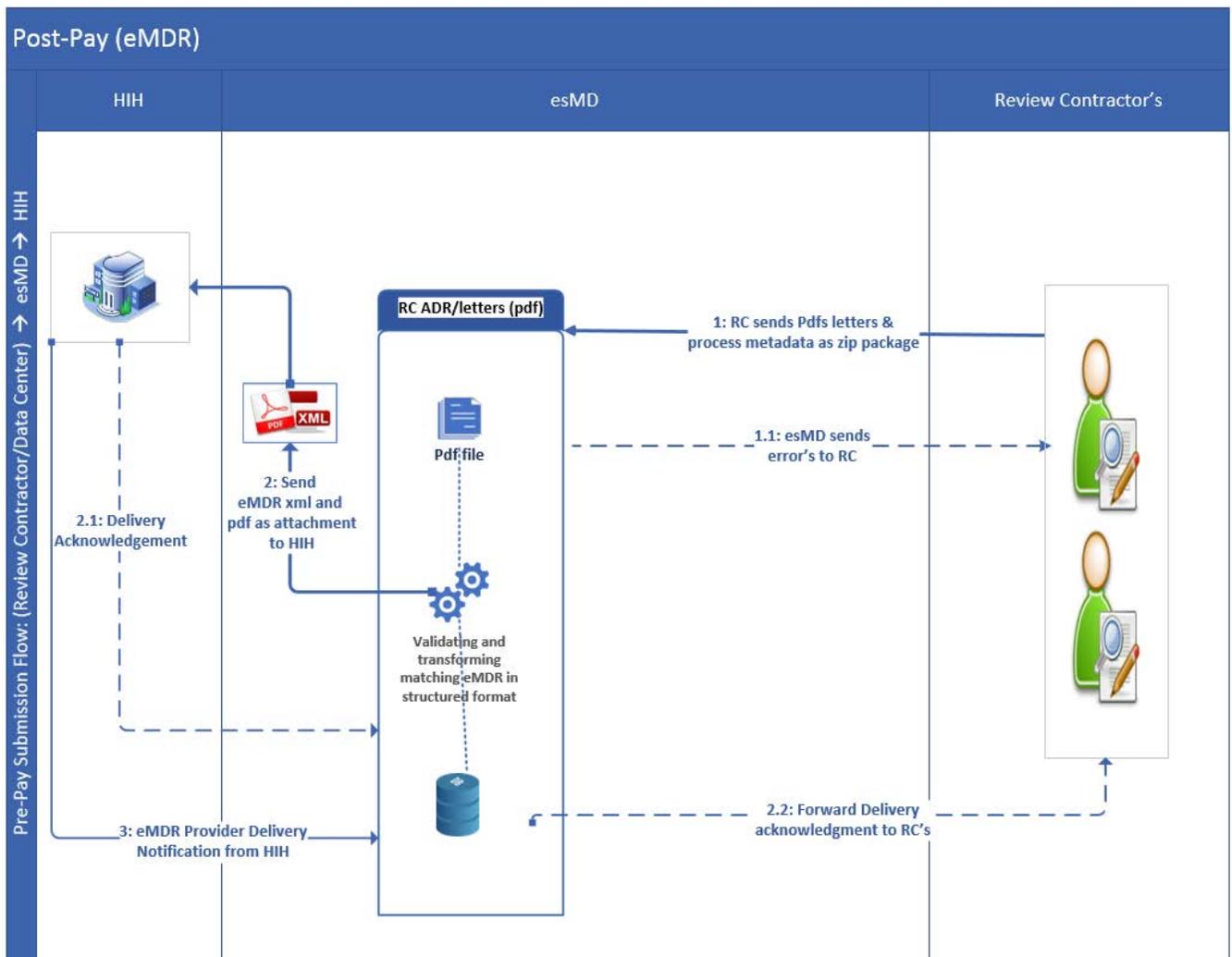
| | |
|--|------------|
| Note: HIH would receive the eMDR and ADR files only after esMD has successfully processed the files received from RCs. | 12/18/2019 |
| 2.1: esMD receives eMDR delivery acknowledgement from HIH after esMD successfully sent the eMDR and ADR files to HIH. | |
| 2.2: esMD sends the success/failure delivery acknowledgement to RC's depending on whether esMD successfully/failed delivering to HIH. | |
| | |
| 3 esMD receives eMDR provider delivery notification from HIH after HIH sends the eMDR and ADR files to Providers. Delivery notification will be captured in the esMD database for any reporting/audit purpose. | |

Unit/UAT Test POC details:

1. POCs from esMD team : DATSDev@grsi.com; DATSAnalysts@grsi.com; DPSSSESMD@cms.hhs.gov
2. POCs from MACs team : **MAC Teams' information needed**
3. POCs from SMRC team : **SMRC Teams' information needed**
4. POCs from RAC team : **RAC Teams' information needed**

The end-end flow for eMDR Post-Pay are shown in *Figure 1: eMDR Post-Pay Flow*

Figure 1: eMDR Post-Pay Flow



Naming Convention for the PDF copy of the ADR letter

<Unique letter id>_<Current time stamp>_<Name>.PDF

Unique letter id => *The value as provided in the eMDR structured file record*

Current time => creation date/time *<format - YYYYMMDDHHMMSS>*

Name => *Name of the document itself*

Process flow for Post-Pay eMDRs

