

COBA Process and Timeline for Trading Partner Termination of Existing TPAs

1. The COBC will provide a production date following the Trading Partner's test sign-off.
2. The Trading Partner will send an e-mail to the Medicare Contractor as close to, but not later than, 15 business days prior to its scheduled date of production (production date MUST always be a Monday).

The e-mail will be sent to the designated Medicare Contractor crossover contact(s) as provided by CMS and/or the COBC. Provide a cc to CMS (COBAProcess@cms.hhs.gov) and to COBC (cobva@ghimedicare.com).

The e-mail will state the intent to terminate the existing eligibility-file based agreement on the production date. In addition, state whether you wish to continue the Medigap claim-based provision in your agreement or terminate that provision also.

The Medicare Contractor will notify the trading partner if a signed written notice of termination is required in addition to the e-mail (will not affect the production date).

3. Trading Partner should expect Medicare Contractor acknowledgement within 3 business days of receipt of your e-mail via response e-mail. CMS will monitor response.
4. The Trading Partner, if scheduled, should send its final eligibility file to the Medicare Contractor for processing to occur no later than 6 business days prior to the production date, e.g., must be received by 2/18/05 if production date is 2/28/05. Medicare Contractors will not process any eligibility files they mistakenly receive from a Trading Partner after this date.

If the COBA test eligibility files need to be updated for production purposes, send a "begin production" eligibility file to the COBC no later than 6 business days prior to the production date. All subsequent eligibility files will be sent to the COBC for production processing.

5. From the 6th business day prior to the production date through the weekend prior to the production date, Medicare Contractors will process claims with the most recently received eligibility file from the trading partner, e.g., the file received on 2/18/05. Those claims will be tagged for crossover and transmitted as they are under the current TPA process, rather than forwarded to the COBC for COBA crossover.

Medicare Contractors will maintain the most recently processed eligibility file from the Trading Partner until all claims that are adjudicated on the Friday before the production date have been tagged for crossover and transmitted under the current TPA process.

NOTE: CMS requires Trading Partners to reimburse the Medicare contractors for these final claim transmissions. The contract will be terminated after final transmission occurs.

6. The Medicare Contractor will implement a duplicate claim check (per Transmittal 158) until all claims identified in #5 above have been transmitted under the current TPA process. This will prevent claims for certain situations to be crossed by both the Medicare Contractor and the COBC.

Trading Partners should be checking for duplicates as well until the final transmission under the current TPA has occurred, especially those that fall in the COBA ID range of 00001-29999, Supplemental, the only COBA ID range for which a dupe check is not required.