
Program Memorandum Intermediaries/Carriers

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

Transmittal AB-03-015

Date: FEBRUARY 3, 2003

CHANGE REQUEST 2280

SUBJECT: Shared Systems Changes for Name Change from HCFA to CMS (MCS and CWF external changes only)

These instructions are to be implemented by MCS and CWF only for externally viewed items. FISS and VMS will implement in a future quarterly release.

This Program Memorandum (PM) provides additional instructions regarding the name transition from HCFA to CMS. This instruction authorizes the MCS and CWF shared system maintainers to implement the systems changes, for externally viewed items, to transition the name from HCFA to CMS. It includes all analysis, coding, and testing changes to replace the HCFA name and alpha representation with the CMS name and/or identity mark (logo), which required shared systems changes to modify. The only items to be modified at this time are those items, which are viewed externally by providers, beneficiaries, etc. Items on the list, which were locally maintained by the contractors, should have already been modified. Examples of items to be changed, which are not all-inclusive, include:

- Web sites;
- Medicare Summary Notices (MSNs);
- Remittance advices;
- Programs;
- Copybooks;
- Reports (i.e., data center reports); and
- All pre-printed forms.

For contractors unable to use the standard graphics file formats, with file extensions such as .eps, .tif, .jpg, and .gif, use the CMS name instead of the logo.

Carriers on the HPBSS system will be waived from implementing this instruction.

The *effective date* for this Program Memorandum (PM) is July 1, 2003.

The *implementation date* for this PM is July 1, 2003.

These instructions should be implemented within your current operating budget.

This PM may be discarded after July 1, 2004.

If you have any questions, contact Kathleen Jack, CMS Graphics at (410) 786-7214 or at KJack@cms.hhs.gov or Lisa DiGiorgio, Division of Change Management at (410) 786-0965 or at LDiGiorgio@cms.hhs.gov.