
CMS Manual System

Pub. 100-04 Medicare Claims Processing

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

Transmittal 537

Date: APRIL 29, 2005

CHANGE REQUEST 3731

SUBJECT: Instructions for Downloading the Medicare Zip Code File.

I. SUMMARY OF CHANGES: Instructions for downloading the Medicare zip code file.

NEW/REVISED MATERIAL – EFFECTIVE DATE: October 1, 2005

***IMPLEMENTATION DATE: October 3, 2005**

II. CHANGES IN MANUAL INSTRUCTIONS: (N/A if manual not updated.)

R/N/D	CHAPTER/SECTION/SUBSECTION/TITLE
N/A	

III. FUNDING: Medicare contractors shall implement these instructions within their current operating budgets.

IV. ATTACHMENTS:

	Business Requirements
	Manual Instruction
	Confidential Requirements
	One-Time Notification
X	Recurring Update Notification

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

Requirement Number	Requirements	Responsibility (“X” indicates the columns that apply)								
		F I	R H I	C a r r i e r	D M E R C	Shared System Maintainers				Other
						F I S S	M C S	V M S	C W F	
3731.1	Shared systems maintainers, fiscal intermediaries, and carriers as appropriate shall use the most recent version of the Medicare zip code file to process ambulance claims, and shall do jurisdictional pricing for other benefit categories where instructions direct the use of the zip code file.	X		X		X	X	X		As appropriate.
3731.2	Approximately six (6) weeks before the beginning of each calendar quarter shared systems maintainers, fiscal intermediaries, and carriers as appropriate shall go to the Connect:Direct and search for the zip code file.	X		X		X	X	X		As appropriate.
3731.2.1	Shared systems maintainers, fiscal intermediaries, and carriers as appropriate shall confirm that the release number (the last 5 digits) corresponds to the upcoming calendar quarter.	X		X		X	X	X		As appropriate.
3731.2.2	If the release number (the last 5 digits) does not correspond to the upcoming calendar quarter, shared systems maintainers, fiscal intermediaries, and carriers as appropriate shall notify M. Barton Kershbaum at (410) 786-3321.	X		X		X	X	X		As appropriate.
3731.2.3	Once shared systems maintainers, fiscal intermediaries, and carriers as appropriate have confirmed that the zip code file on the Connect:Direct corresponds to the next calendar quarter, shared systems maintainers, fiscal intermediaries, and carriers as appropriate shall download the file and incorporate the file into their testing regime for the upcoming model release.	X		X		X	X	X		As appropriate.
3731.2.4	The name of the zip code file for October 2005 will be <u>MU00.@AAA2390.ZIP.LOCALITY.V20054</u> . The release number for this file is 20054, release 4 for the year 2005.	X		X		X	X	X		As appropriate.

III. SUPPORTING INFORMATION AND POSSIBLE DESIGN CONSIDERATIONS

A. Other Instructions: NA

X-Ref Requirement #	Instructions

B. Design Considerations: NA

X-Ref Requirement #	Recommendation for Medicare System Requirements

C. Interfaces: NA

D. Contractor Financial Reporting /Workload Impact: NA

E. Dependencies: NA

F. Testing Considerations: NA

IV. SCHEDULE, CONTACTS, AND FUNDING

Effective Date: October 1, 2005 Implementation Date: October 3, 2005 Pre-Implementation Contact(s): Bart Kershbaum, (410) 786-3321, Mkershbaum@cms.hhs.gov Post-Implementation Contact(s): For availability of the file: Bart Kershbaum (410) 786-3321; for the accuracy of zip code entries or for urban/rural designations: Glenn McGuirk (410) 786-5723.	Medicare contractors shall implement these instructions within their current operating budgets.
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