

<b>CMS Manual System</b>	<b>Department of Health &amp; Human Services (DHHS)</b>
<b>Pub 100-05 Medicare Secondary Payer</b>	<b>Centers for Medicare &amp; Medicaid Services (CMS)</b>
<b>Transmittal 11844</b>	<b>Date: February 9, 2023</b>
	<b>Change Request 13078</b>

**SUBJECT: Online Electronic Correspondence Referral System (ECRS) Added Edits Checking for Medicare Entitlement and Part D Enrollment For Specific Group Health Plan (GHP) Types and Batch Edits. Effective April, 2023, Hierarchy Rules Will Be Applied to Primary and Supplemental Part D Records**

**I. SUMMARY OF CHANGES:** The purpose of this Change Request (CR) is to alert all Medicare Administrative Contractors (MACs) to upcoming modifications to the Electronic Correspondence Referral System (ECRS) processes and the associated Web User Guide. The Centers for Medicare & Medicaid Services (CMS) is adding online ECRS edits that check for Medicare entitlement and Part D enrollment; CMS is adding these edits for GHP (Medicare Secondary Payer (MSP) Types A, B and G) corresponding to the existing batch edits. Additionally, effective in April 2023, CMS will be applying MSP hierarchy rules to primary and supplemental Part D prescription drug records. These rules will be similar to the rules currently applied to incoming MSP GHP and NGHP records.

No modifications were made to the ECRS Quick Reference Card.

**EFFECTIVE DATE: March 9, 2023**

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

**IMPLEMENTATION DATE: March 9, 2023**

***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>
R	5/10/10.2/Attachment 2 - ECRS Web Quick Reference Card, Version 7.1 2023/9 January
R	5/10/10.2/ Attachment 1 - ECRS Web User Guide, Software Version 7.1 Rev. 2023/9 January

**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:**

**Business Requirements  
Manual Instruction**

**Attachment - Business Requirements**

Pub. 100-05	Transmittal: 11844	Date: February 9, 2023	Change Request: 13078
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**SUBJECT: Online Electronic Correspondence Referral System (ECRS) Added Edits Checking for Medicare Entitlement and Part D Enrollment For Specific Group Health Plan (GHP) Types and Batch Edits. Effective April, 2023, Hierarchy Rules Will Be Applied to Primary and Supplemental Part D Records**

**EFFECTIVE DATE: March 9, 2023**

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

**IMPLEMENTATION DATE: March 9, 2023**

## I. GENERAL INFORMATION

**A. Background:** The purpose of this Change Request (CR) is to alert all Medicare Administrative Contractors (MACs) to upcoming modifications to the (ECRS) Web application. The Centers for Medicare & Medicaid Services (CMS) is adding online ECRS edits that check for Medicare entitlement for Medicare Secondary Payer (MSP) records. CMS is also adding edits to check for Part D enrollment for prescription drug records for Group Health Plan (GHP) (i.e., MSP Types A, B, and G) which correspond to the batch edits already in place (Sections 4.8, 5.3, and 6.4).

Due to the large volumes of duplicate reporting of prescription drug records by various contractors, effective with April 2023, CMS is applying MSP hierarchy business rules to Part D primary and supplemental prescription drug record transactions. (Sections 3.2 and 5.2)

**B. Policy:** All A/B Medicare Administrative Contractors (MACs) and Durable Medical Equipment Medicare Administrative Contractors (DME MACs) shall use the 7.1 version of the ECRS Web User Guide when submitting ECRS requests.

## II. BUSINESS REQUIREMENTS TABLE

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

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		
13078.1	All MACs shall use the 7.1 version of the ECRS Web User Guide once released.	X	X	X	X						BCRC, BCRC, CRC, ECRS, MSPIC, MSPSC, RRB-SMAC
13078.2	All MACs shall be aware that with version 7.1 online edits for Medicare entitlement and Part D enrollment	X	X	X	X						BCRC, BCRC, CRC, ECRS,

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		
	have been added for GHP MSP Types A, B and G, these edits correspond to the current batch edits already in place.										
13078.3	All MACs shall be aware that version 7.1 of the ECRS Web User Guide informs ECRS users that effective April 2023, MSP hierarchy rules and processing logic, similar to those governing MSP GHP and Non-Group Health Plan (NGHP) occurrences will be applied when processing primary and supplemental Part D prescription drug records.	X	X	X	X						BCRC, BCRS, CRC, ECRS, MSPIC, MSPSC, RRB-SMAC

### 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:
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**Section B: All other recommendations and supporting information: N/A**

### V. CONTACTS

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**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: 0**



# Electronic Correspondence Referral System on the Web (E CRS Web) User Guide

**Version 7.1**

Rev. 2023/9 *January*  
COBR-Q1-2023-v7.1

**Confidentiality Statement**

The collection of this information is authorized by Section 1862(b) of the Social Security Act (codified at 42 U.S.C 1395y(b)) (see also 42, C.F.R. 411.24). The information collected will be used to identify and recover past conditional and mistaken Medicare primary payments and to prevent Medicare from making mistaken payments in the future for those Medicare Secondary Payer situations that continue to exist. The Privacy Act (5 U.S.C. 552a(b)), as amended, prohibits the disclosure of information maintained by the Centers for Medicare & Medicaid Services (CMS) in a system of records to third parties, unless the beneficiary provides a written request or explicit written consent/authorization for a party to receive such information. Where the beneficiary provides written consent/proof of representation, CMS will permit authorized parties to access requisite information.

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## Chapter 1: Summary of Version 7.1 Updates

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The following updates have been made in Version 7.1 of the Electronic Correspondence Referral System (ECRS) Web User Guide:

*Online ECRS edits that check for entitlement for MSP records and check for Part D enrollment for Prescription drug records will be added for GHP (MSP Types A, B, and G) corresponding to the batch edits that are currently in place (Sections 4.8, 5.3, and 6.4).*

*The following changes will become effective April 2023:*

*Because of the large volume of duplicate reporting of prescription drug records by various contractors, hierarchy business rules will be applied to Part D primary and supplemental prescription drug record transactions (Sections 3.2 and 5.2).*

## Chapter 2: Introduction

---

This chapter contains an introduction to the Electronic Correspondence Referral System (ECRS) Web User Guide.

### 2.1 What is ECRS?

**Note:** Please see the Confidentiality and Disclosure of Information statement on the inside of the title page regarding the appropriate handling of information contained in ECRS.

ECRS allows authorized users at Medicare contractor sites and authorized CMS Regional Offices (ROs) to fill out various online forms and electronically transmit requests for changes to existing Common Working File (CWF) MSP information, and inquiries concerning possible MSP coverage. Transactions are automatically stored on the Coordination of Benefits (COB) contractor's system. Each evening, a batch process reads the transactions and processes the requests. The status of each transaction is updated as it moves through the system.

Transactions are entered and viewed in ECRS by contractor number. An organization with more than one contractor number must determine how it wants to group its activity. If the organization wants to see all records together, it should use only one contractor number for all ECRS activities. If the organization wants to distinguish the transactions by contract, it should use its different contractor numbers.

### 2.2 ECRS Web CBTs

Register for Computer-Based Training (CBT) courses by sending an email to [LMS@nhassociates.com](mailto:LMS@nhassociates.com). Specify that you are requesting the ECRS Web CBT curriculum. Once your request is processed, an email notification containing the instructions for accessing the course will be sent to you.

### 2.3 About this Guide

This guide was written to help you understand the Electronic Correspondence Referral System (ECRS) for the web. Chapter 1, Summary of User Guide Updates, provides an overview of all significant revisions to this version of the ECRS Web User Guide.

**Chapter 2:** *Introduction*, is the section you are reading now. It contains information about how to use the guide. It also includes basic information about ECRS. If you are unfamiliar with the system or are not an experienced computer user, read the entire introduction before reading the rest of the guide.

**Chapter 3:** *CWF Assistance Request Transactions*, contains step-by-step instructions for performing CWF assistance transactions, as well as examples of web pages in ECRS Web, with complete descriptions of the fields.

**Chapter 4:** *MSP Inquiry Transactions*, contains step-by-step instructions for performing MSP inquiry transactions, as well as examples of web pages in ECRS Web, with complete descriptions of the fields.

**Chapter 5:** *Prescription Drug Assistance Request Transactions*, contains step-by-step instructions for performing prescription drug assistance transactions, as well as examples of web pages in ECRS Web, with complete descriptions of the fields.

**Chapter 6:** *Prescription Coverage Inquiry Transactions*, contains step-by-step instructions for performing Prescription Coverage inquiry transactions, as well as examples of web pages in ECRS Web, with complete descriptions of the fields.

**Chapter 7:** *Workload Tracking Reports*, details how to run and display the tracking report for Medicare contractors, as well as CMS and Regional Office (RO) users.

**Chapter 8:** *Uploading & Downloading Files*, contains step-by-step instructions for uploading assistance request and inquiry files to ECRS Web, as well as downloading response files.

**Chapter 9:** *Remote ID Proofing (RIDP) and Multi-Factor Authentication (MFA)*, contains step-by-step instructions for completing these identity verification processes.

**Appendices A, B, C, and D** are *Required Data Reference* tables that provide a quick way to determine the data required for completing assistance requests and inquiries.

**Appendix E:** *Reason and Action Codes*, lists all possible reason and action codes that are available in ECRS Web.

**Appendix F:** *CWF Remark Codes*, lists all possible remark codes that can be entered on the first page of CWF assistance requests.

**Appendix G** contains *File Layouts*, which outlines how files must be formatted to be successfully uploaded to ECRS Web.

**Appendix H** lists all possible error codes that may be returned on a transaction response file, along with their descriptions.

**Appendix I:** *Frequently Asked Questions*, contains a list of common questions about ECRS Web, along with the corresponding answers.

**Appendix J:** defines terms and acronyms associated with ECRS.

**Appendix K:** describes the changes made to previous releases.

## 2.4 How to Use the Required Data Reference Tables

The reference tables in Appendices A, B, C, and D list the page names associated with completing an assistance request or inquiry. Below each page name are the data fields on the page. Across from each field, there is a Y or N, indicating if the field is required. The *Notes* column dictates when that field is required, if applicable. If the field is marked as required, and the *Notes* column is blank, then the field is required in all circumstances. If the field is marked as required, and there is information in the *Notes* column, that indicates that the field is only required in the situations listed.

## 2.5 User Guide Conventions

This section explains how information appears in the guide. Understanding the conventions will help you to better understand the tasks and web page explanations.

**Information that links/navigates to other information** within the application appears in bold typeface. For example, in the following instruction, “click **Continue**,” continue is in bold typeface because you must click on that link to go to the next page.

**System messages** appear in CAPITAL LETTERS. For example: The system shows the message, “SSN NOT ENTERED.”

**Application web page examples** are representative of the pages that you see within the ECRS web. The actual information may not be the same, unless otherwise noted in the guide.

**Pointers** throughout the guide can help you locate information. The guide includes a master Table of Contents in the front, and smaller Tables of Contents at the beginning of the chapters. In addition, headers and footers can be used to determine where you are in the guide.

## 2.6 Basic Functions

### 2.6.1 IDM Registration and ECRS Access

Individuals who require access to the ECRS web must first register and create an account through the CMS Identity Management (IDM) system on the CMS Enterprise Portal: <https://portal.cms.gov>. Additionally, new users must complete the Remote Identity Proofing (RIDP) process and set up Multi-Factor Authentication (MFA) (see Chapter 9). Once these steps are done, you can then log in and request access to the ECRS application and role.

Former EIDM users with an active ECRS account (valid login ID, password, and an application role) and who have completed RIDP can go directly to the CMS Enterprise Portal and log in. You will need to authenticate initially (using MFA) by email (system default) and then set up one challenge question and answer. This allows you access to the self-service account recovery features. See Chapter 9 for details.

### 2.6.2 ECRS Login

To log into ECRS, you must have completed registration and the RIDP process as described above. You will also need to have a contractor number and access code. If you have a contractor number but need assistance obtaining an access code, please contact [ECRSHELP@ehmedicare.com](mailto:ECRSHELP@ehmedicare.com).

1. Go to the ECRS URL: <https://www.cob.cms.hhs.gov/ECRS>  
The CMS Portal login page appears (Figure 2-1).
2. Enter your user ID and password.
3. Click and read the **Terms & Conditions**; then click the **Agree to our Terms & Conditions** checkbox.

**Note:** If you forgot your password or need to unlock your account, see Chapter 9 for details.

The MFA verification page appear (Figure 2-2).

**Figure 2-1: IDM Login with Terms and Conditions**

**Figure 2-2: IDM Login with Multi-Factor Authentication**

4. If you have more than one security device registered, select your device from the *MFA* drop-down menu.
5. Click the button to send the security code (example: **Send email**).
6. Enter the code in the text box.
7. Check (or uncheck) “Do not challenge me on this device....”

Checking this option allows you to log out, close your browser, and log back in using only your username and password. No MFA is required for 30 minutes.

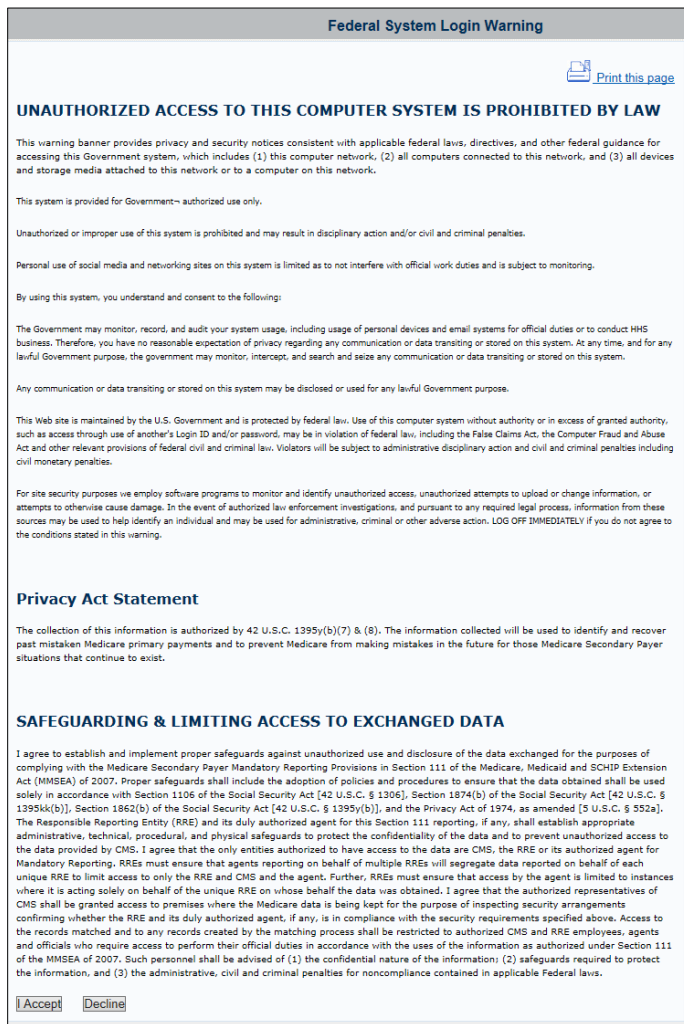
8. Click **Verify** to continue.

The ECRS *Federal Systems Login Warning* page appears.

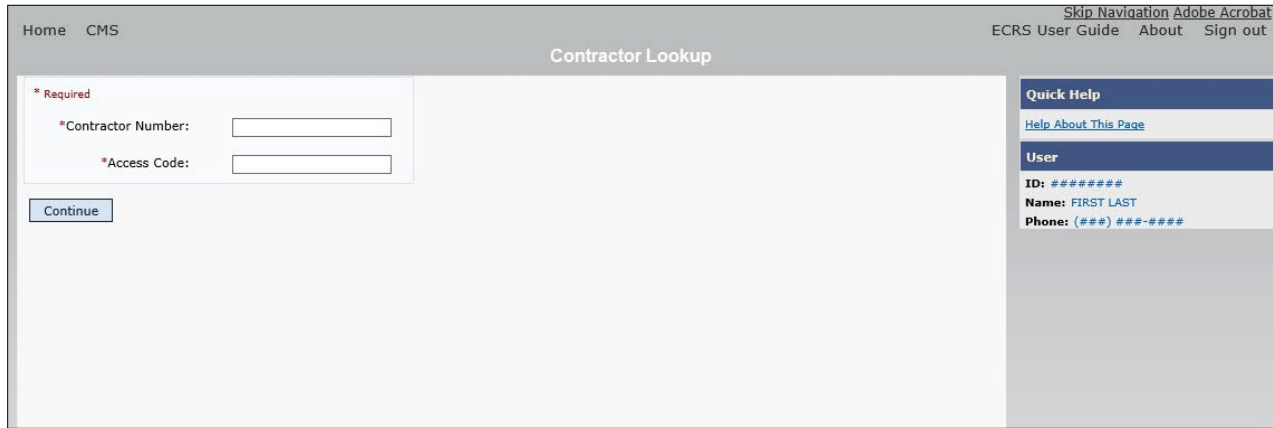
9. Read the Federal Systems Login Warning and click **I Accept** at the bottom of the page.

The system displays the *ECRS Contractor Sign In* page.

**Figure 2-3: ECRS Federal Systems Login Warning**



**Figure 2-4: Contractor Lookup/Sign In Page**



**Table 2-1: Navigation**

Link	Description
HOME	Click to return to the <i>Main Menu</i> page.
CMS	Click to link to the CMS website <a href="https://www.cms.gov">https://www.cms.gov</a> .
Adobe Acrobat	Click to open a link to download Acrobat Reader.
ECRS User Guide	Click to access this user guide.
ABOUT	Click to see information about the ECRS Web menu options.
SIGN OUT	Click to leave the ECRS Web application. The system returns you to the <i>CMS Access Management Logon</i> page.

**Table 2-2: Contractor Lookup**

Field	Description
CONTRACTOR NUMBER	Unique five-digit identification number assigned to each Medicare contractor by CMS. <i>Required field</i> for contractors. Or Group Health Incorporated (GHI), CMS, or Regional Office (RO) identification number. <i>Required field</i> for GHI, CMS, and RO users.
ACCESS CODE	Five-character authorization code assigned by the BCRC. <i>Required field</i> for contractors. Or Five-character authorization code for GHI, CMS, and RO users. <i>Required field</i> for GHI, CMS, and RO users.
SUBMITTER TYPE	Type of submitter. Select “Part C” or “Part D.” <b>Note:</b> This field appears for users who can submit Part C or Part D data, after the CONTRACTOR NUMBER and ACCESS CODE fields have been populated.
ECRS MESSAGES	Location of messages for ECRS web users to keep them informed of upcoming events, maintenance, or other system-specific information.
CONTINUE	Command button. Click to navigate to the <i>Main Menu</i> page.

### Contractor Lookup Page - Right Side Bar

The right side bar of the *Contractor Lookup* Page is divided into two sections: Quick Help and User.

1. Enter the appropriate values in the CONTRACTOR NUMBER and ACCESS CODE fields.  
For users who can submit Part C or Part D data, the *Contractor Sign-In* page reappears, with the CONTRACTOR NUMBER and ACCESS CODE fields disabled, with a SUBMITTER TYPE field shown and enabled.
2. Select a Submitter Type.
3. Click the **Continue** button. The *Main Menu* page appears (Figure 2-5).

**Table 2-3: Right Side Bar – Quick Help**

Quick Help	Description
Help About This Page	Click to see helpful information for completing the page.

**Table 2-4: Right Side Bar – User**

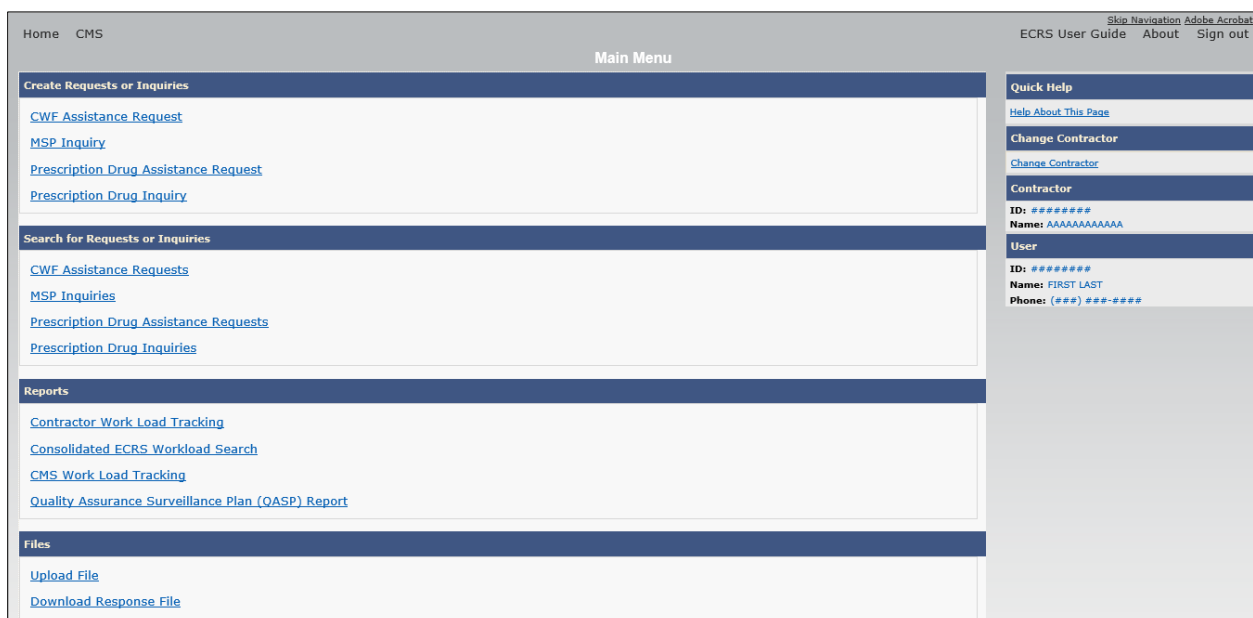
Field	Description
ID	User ID of person logged in. ( <i>protected field</i> )
NAME	Name of person associated with the user ID. ( <i>protected field</i> )
PHONE	Phone number associated with the user ID. ( <i>protected field</i> )

### 2.6.3 Main Menu

The *Main Menu* page is the home page for the ECRS Web application. Select the tasks you want to perform from this page. Click on a link to access information in ECRS.

The ECRS *Main Menu* is divided into four sections: Create Requests or Inquiries, Search for Requests or Inquiries, Reports, and Files. Each section includes various navigation links that will direct you to the applicable ECRS web page (Table 2-5).

**Figure 2-5: Main Menu**





**Table 2-5: Main Menu**

Link	Description
CREATE REQUESTS OR INQUIRIES	-
CWF ASSISTANCE REQUEST	Click <b>CWF Assistance Request</b> to enter a new CWF Assistance Request.
MSP INQUIRY	Click <b>MSP Inquiry</b> to enter a new MSP Inquiry.
PRESCRIPTION DRUG ASSISTANCE REQUEST	Click <b>Prescription Drug Assistance Request</b> to enter a new Prescription Drug Assistance Request. <b>Note:</b> This field appears for users who can submit Part C or Part D data.
PRESCRIPTION DRUG INQUIRY	Click <b>Prescription Drug Inquiry</b> to enter a new Prescription Drug Inquiry.
SEARCH FOR REQUESTS AND INQUIRIES	-
CWF ASSISTANCE REQUESTS	Click <b>CWF Assistance Requests</b> to enter search criteria to locate a CWF Assistance Request.
MSP INQUIRIES	Click <b>MSP Inquiries</b> to enter search criteria to locate an MSP Inquiry.
PRESCRIPTION DRUG ASSISTANCE REQUESTS	Click <b>Prescription Drug Assistance Requests</b> to enter search criteria to locate a Prescription Drug Assistance Request.
PRESCRIPTION DRUG INQUIRIES	Click <b>Prescription Drug Inquiries</b> to enter search criteria to locate a Prescription Drug Inquiry.
REPORTS	-
CONTRACTOR WORKLOAD TRACKING	Click <b>Contractor Workload Tracking</b> to select criteria and view the workload tracking report for your contractor.
CONSOLIDATED ECRS WORKLOAD SEARCH	Click the <b>Consolidated ECRS Workload Search</b> to enter search criteria to verify receipt and status of all submitted requests.
CMS WORKLOAD TRACKING	Click <b>CMS Workload Tracking</b> to select criteria and view the workload tracking report for contractors. <b>Note:</b> Restricted to CMS and Regional Offices
QUALITY ASSURANCE SURVEILLANCE PLAN (QASP) REPORT	Click <b>Quality Assurance Surveillance Plan (QASP) Report</b> to select criteria and view the QASP report. <b>Note:</b> Restricted to CMS and Regional Offices
FILES	-
UPLOAD FILE	Click <b>Upload File</b> to upload ECRS transaction files. <b>Note:</b> File Upload and Download are restricted to selected users. Contact the EDI Help Desk at (646) 458-6740 for additional information.
DOWNLOAD RESPONSE FILE	Click <b>Download Response File</b> to download the ECRS response files. <b>Note:</b> File Upload and Download are restricted to selected users. Contact the EDI Help Desk at (646) 458-6740 for additional information.

### 2.6.4 Navigation Links

The following navigation links appear on each page that is opened from the *Main Menu*.

**Table 2-6: Navigation**

Link	Description
HOME	Returns to the <i>Main Menu</i> page.
CMS	Links to the CMS website <a href="https://www.cms.gov/">https://www.cms.gov/</a> .
ABOUT	Shows information about the ECRS Web menu options.
SIGN OUT	Exits the ECRS web application.

**Table 2-7: Left Side Bar**

Link	Description
ACTION REQUESTED	Goes to the <i>Action Requested</i> page.
CWF AUXILIARY RECORD INFORMATION	Goes to the <i>CWF Auxiliary Record Data</i> page.
INFORMANT INFORMATION	Goes to the <i>Informant Information</i> page.
INSURANCE INFORMATION	Goes to the <i>Insurance Information</i> page.
EMPLOYMENT INFORMATION	Goes to the <i>Employment Information</i> page.
ADDITIONAL INFORMATION	Goes to the <i>Additional Information</i> page.
COMMENTS/REMARKS	Goes to the <i>Comments/Remarks</i> page.
SUMMARY	Goes to the <i>Summary</i> page.

The right side bar shows four to six sections of links and fields, as well as different link combinations, depending on the page.

For some pages, beneficiary and DCN Information is retrieved from the system using the Medicare ID entered on the *Action Requested* page (Section 3.2). The Medicare ID can be either the Health Insurance Claim Number (HICN) or the Medicare Beneficiary Identifier (MBI). This information is then carried forward on subsequent pages opened from the *Main Menu*, and it will appear on the right side bar. This information will not be editable.

**Table 2-8: Right Side Bar**

Link	Description
QUICK HELP	-
Help About This Page	Click <b>Help About this Page</b> to see helpful information for completing the page.
CHANGE CONTRACTOR	-
Change Contractor	Click the link to change the contractor number and access code on the <i>Contractor Sign In</i> page. <b>Note:</b> You will lose all unsubmitted data for the current contractor.
CONTRACTOR	-
ID	Contractor number or CMS ID entered on <i>Contractor Sign In</i> page ( <i>protected field</i> ).
Name	Name of contractor associated with the contractor number, or Regional Office associated with the CMS ID ( <i>protected field</i> ).

Link	Description
USER	-
ID	User ID of person logged in ( <i>protected field</i> ).
Name	Name of person associated with user ID ( <i>protected field</i> ).
Phone	Phone number associated with the user ID ( <i>protected field</i> ).
BENEFICIARY	-
Medicare ID	HICN or MBI of the beneficiary ( <i>protected field</i> ).
SSN	Social Security Number of the beneficiary ( <i>protected field</i> ).
Name	Name of the beneficiary ( <i>protected field</i> ).
Address	Street address of the beneficiary ( <i>protected field</i> ).
City, State	City and State associated with the street address of the beneficiary ( <i>protected field</i> ).
Zip	ZIP code associated with street address of beneficiary ( <i>protected field</i> ).
Sex	Gender of the beneficiary ( <i>protected field</i> ).
DOB	Date of birth of the beneficiary ( <i>protected field</i> ).
DCN	-
ID	Document control number (DCN) assigned by the contractor to correspondence or paperwork associated with a transaction ( <i>protected field</i> ).
Origin Date	Date CWF Assistance Request transaction was submitted ( <i>protected field</i> ).
Status	<p>Two-character code explaining where the CWF Assistance Request transaction is in the COB system process (<i>protected field</i>).</p> <p>CM: Completed                      DE: Delete (do not process ECRS CWF Assistance Request)                      HD: Hold, individual not yet a Medicare beneficiary                      IP: In process, being edited by COB                      NW: New, not yet read by COB</p> <p><b>Note:</b> STATUS will always be NW until the transaction is processed.</p>
Reason	<p>Two-character code explaining why the CWF Assistance Request is in a particular status (<i>protected field</i>).</p> <p><b>Note:</b> REASON will always be 01 until the transaction is processed.</p>

## Chapter 3: CWF Assistance Request Transactions

---

This chapter provides you with step-by-step instructions to perform a CWF assistance request. Examples and explanations are provided for each page in ECRS. If you are a new user, this chapter can help you use the system as you learn it. You can also use this chapter to determine what information is contained in each field or what you should enter in a field. It can also help you to navigate through the CWF assistance request transaction process if you are lost. If you are an experienced user, you can use the chapter as a quick reference for a web page that you use infrequently. *This chapter also includes a discussion regarding the hierarchy requirements for processing MSP records.*

### 3.1 Adding a CWF Assistance Request Transaction

Use the **CWF Assistance Request** link under Create Requests or Inquiries on the *Main Menu*, to add CWF Assistance Request transactions for existing CWF MSP auxiliary occurrences.

To submit an inquiry to the Benefits Coordination & Recovery Center (BCRC) about a new or possible MSP situation not yet documented at CWF, use the **MSP Inquiry** link on the *Main Menu*.

#### 3.1.1 Retrieving Beneficiary Information

Beneficiary information is automatically retrieved when the Medicare ID (HICN or MBI) and other required data is entered and saved on the first page of the CWF Assistance Request (Action Requested page). The information appears on the right side bar, and is carried forward on the CWF Assistance Request transaction.

#### 3.1.2 About Action Codes

**Note:** See Appendix E for a complete list of available action codes for all transaction types.

ECRS uses action codes to determine what information should be updated on the MSP auxiliary occurrence at CWF or what type of special processing should be performed on an MSP auxiliary occurrence. For example, if you type action code EI in the ACTION(S) field, only the information you type in the employer fields (employer name, street, city, ZIP code, EIN, and employee number) will be updated on the MSP auxiliary occurrence at CWF.

For CWF Assistance Request transactions, you are required to enter at least one ACTION, but you have the ability to enter a maximum of four codes. For MSP inquiries, you are not required to enter any ACTIONS.

If you type information in a field (for example, TERMINATION DATE), but you do not type the corresponding ACTION (for example, TD) in the ACTION field, the system will not update that information on the MSP auxiliary occurrence at CWF.

Finally, selected action codes have been automated to prevent you from requesting updates to current records on the *CWF Assistance Request Auxiliary Record* and the *Prescription Drug Assistance Request* pages (either via flat file or online data entry), if certain conditions are met. If these codes are used, you will receive an immediate reply and the update request will be denied. See Sections 3.5.1 and 5.3.2.

### 3.2 CMS MSP Hierarchy Requirements

The following applies to MSP records only.

#### 3.2.1 MSP Hierarchy Background

CMS has ranked all of the possible sources of an update/delete request from the highest level (first) to the lowest level (fifth). When an update or delete transaction is received that matches an existing MSP occurrence, the source of that information and its associated hierarchy ranking will be compared to the source and hierarchy ranking of the existing occurrence. The following table illustrates the hierarchy rank associated to each source. When an update/delete transaction is received, the BCRC will compare the source of the incoming transaction to the source of the existing transaction. The decision to apply the update or delete will be based on the hierarchy ranking of each source. If the hierarchy ranking of the source on the incoming transaction is greater than or equal to the hierarchy ranking of the source on the existing transaction, the update/delete transaction will be allowed. If the hierarchy ranking of the source on the incoming transaction is lower than the hierarchy ranking of the source on the existing transaction, the update/delete transaction will NOT be allowed.

These access guidelines will not allow multiple changes to any record field, including the patient relationship field, for example. The patient relationship field is meant to identify the policy holder and that is unlikely to change from claim to claim.

*MSP hierarchy requirements apply to MSP occurrences. For details related to prescription drugs, see Section 5.2.*

#### 3.2.2 MSP Hierarchy Requirements

*The following describes the MSP hierarchy rules.*

**Table 3-1: MSP Hierarchy Requirements**

Hierarchy Ranking	Source of Update/Delete Request
First	BCRC Analyst (11100) <b>Note:</b> The BCRC Analyst will have the authority to <b>manually lock</b> an MSP occurrence from any subsequent changes except those made by the BCRC.
Second	<ul style="list-style-type: none"> <li>• BCRC Call Center/BCRC CSR (11110)</li> <li>• Beneficiary Call Center (1-800-Medicare) (11140)</li> <li>• CRC GHP Recovery (ECRS - 11139)</li> <li>• CRC ORM Recovery (ECRS - 11142)</li> </ul>
Third	<ul style="list-style-type: none"> <li>• Section 111 GHP RREs (11121)</li> <li>• Section 111 NGHP RREs (11122)</li> <li>• Medicare Advantage (MA)/(Part C Plan) (11143)</li> </ul>
Fourth	<ul style="list-style-type: none"> <li>• Employer Voluntary Data Sharing Agreements (VDSAs) (11105)</li> <li>• Employer response to IRS/SSA/CMS Data Match Questionnaire</li> </ul>
Fifth	<ul style="list-style-type: none"> <li>• Medicare Administrative Contractors (MACs)</li> <li>• Other Medicare Contractors</li> <li>• All others</li> </ul>

### 3.3 About Matching Criteria for Inquiries and Transactions

When submitting inquiries or update transactions, how the CWF retrieves records depends on the criteria entered, or not entered. In some cases, depending on the type of request, your submission may be considered a duplicate, which will be rejected or closed. The following are examples of when this may occur:

**Example #1:** A contractor submits an MSP Inquiry request but the contractor does not provide an MSP effective date of coverage. In this case, the system will attempt to create an MSP record using the Medicare Part A date as the effective date. If a record already exists with an effective date that matches the Part A date, the request will be rejected as a duplicate.

**Example #2:** A contractor receives a claim with a paying Explanation of Benefits (EOB) from another insurance company for a date of service of 8/15/2021. The contractor submits an inquiry but does not know the new insurance effective date. The system will attempt to create the record using the Part A entitlement date. Since a record already exists, the request will be rejected as a duplicate.

**Example #3:** A contractor submits a CWF assistance request on 10/11/2021 to change an insurance policy number. The contractor receives additional correspondence that indicates the insurance name is different. They submit a new request on 10/17/2021 to change the insurance name. The request is rejected as a duplicate because of the previous request has not completed processing.

**Note:** The insurer name and address are not a matching field to CWF, therefore an additional field needs to be different for the CWF to not match an existing ECRS record.

### 3.4 Action Requested Page

The *Action Requested* page is the first page to appear when adding a new CWF Assistance Request. The information entered on this page determines required information on subsequent pages.

1. From the *Main Menu* page, click the **CWF Assistance Request** link under Create Requests or Inquiries. The *Action Requested* page and navigation links appear (Figure 3-1).
2. Type/select data in all of the required fields on the *Action Requested* page, and click the **Continue** button. Required fields are noted with a red asterisk (\*) and are as follows:
  - DCN
  - MEDICARE ID
  - ACTIVITY CODE
  - ACTION
  - SOURCE

**Notes:** For information on importing HIMR MSP Data for CWF Assistance Requests, see Figure 3-2. If beneficiary information is not found for the Medicare ID you have entered, you will not be able to continue the CWF Assistance Request.

3. After all relevant fields have been entered, click **Continue** to go to the *CWF Auxiliary Record Data* page, or select a page link from the left side bar.
4. If you selected to import HIMR MSP data, clicking **Continue** shows the *HIMR MSP Data List* (Figure 3-2).
5. To exit the *CWF Assistance Request Detail* pages, click the **Home** link to return to the *Main Menu* or click **Sign Out** to exit the application.

**Figure 3-1: CWF Assistance Request Action Requested**

**Table 3-2: CWF Assistance Request Action Requested**

Field	Description
DCN	DCN assigned by the contractor to correspondence and/or paperwork associated with transaction ( <i>required field</i> ). The system auto-generates the DCN, but it can be changed by the user.
MEDICARE ID	Medicare Beneficiary Identifier (MBI) or Health Insurance Claim Number (HICN) of the beneficiary ( <i>required field</i> ). Enter the ID without dashes, spaces, or other special characters.
ACTIVITY CODE	Activity of the contractor ( <i>required field</i> ). Valid values are: C Claims (Pre-Payment) D Debt Collection/Referral G Group Health Plan I General Inquiries N Liability, No Fault, Workers' Compensation, and Federal Tort Claim Act
ACTION	Two-character code defining the action to take on the MSP auxiliary occurrence at CWF ( <i>required field</i> ). See Appendix E for a complete list of action codes and definitions. <b>Notes:</b> Enter up to four Actions unless the CWF Assistance Request is to: <ul style="list-style-type: none"> <li>• Mark Occurrence for Deletion (DO)</li> <li>• Investigate Closed or Deleted Record (DR)</li> <li>• Investigate/Possible Duplicate for Deletion (ID)</li> <li>• Update A Record For A Vow Of Poverty (VP)</li> <li>• Develop for Employer Information (DE)</li> <li>• Develop for Insurer Information (DI)</li> </ul> You cannot combine these six Actions with any other Actions. Action MT only applies when supplemental type is Primary. <b>Note:</b> DE and DI Actions are developed to the beneficiary only.



Field	Description
SOURCE	Four-character code identifying source of the information ( <i>required field</i> ). Valid values are: CHEK = Unsolicited check LTTR = Letter PHON = Phone call SCLM = Claim submitted to Medicare contractor for secondary payment SRVY = Survey
IMPORT HIMR MSP DATA	Defaults to Yes, but can be changed to No. See the next section for more information.
CONTINUE	Command button. Click to go to the next page. <b>Note:</b> All required fields must be populated before clicking <b>Continue</b> .
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

### 3.4.1 Importing HIMR MSP Information for CWF Assistance Requests

Importing HIMR MSP data allows you to retrieve HIMR BENA and MSPD screens at each host site. The system then transfers that information to the *CWF Assistance Request Detail* pages and populates the associated fields.

Follow the steps below to import HIMR MSP data for a new CWF Assistance Request.

**Note:** The HIMR application may be inconsistent after 5 p.m. EST.

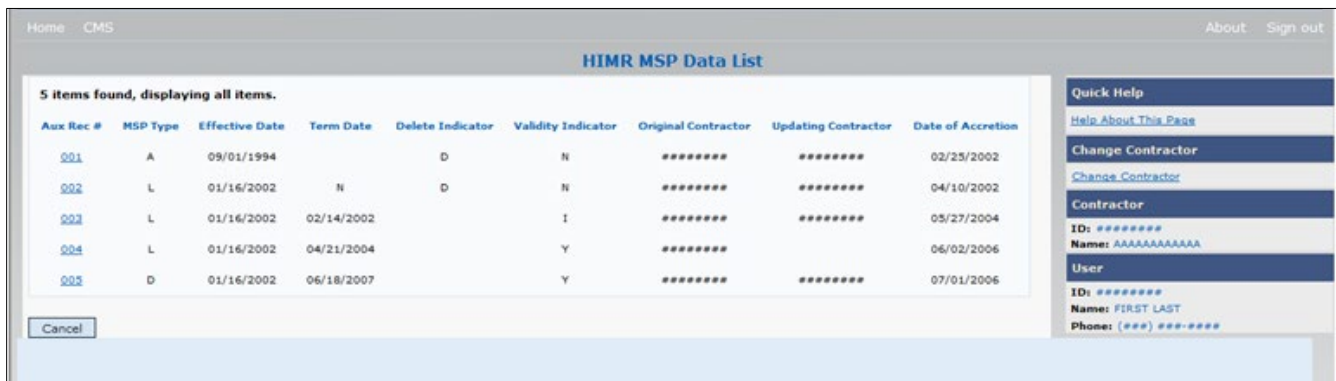
1. From the *Action Requested* page, which is the first page of the CWF Assistance Request, type/select all relevant fields, set Import HIMR MSP Data to “Yes,” and click **Continue**.

The system retrieves all aux record numbers associated with the Medicare ID, and shows their MSP data on the *HIMR MSP Data List*.

2. To select HIMR MSP data and transfer it to the *CWF Assistance Request Detail* pages, click the AUX REC # link next to that record. Note: Only records with a validity indicator of Y can be selected.

The system pre-populates certain fields through the CWF assistance request process.

**Figure 3-2: HIMR MSP Data List**





**Table 3-3: HIMR MSP Data List**

Field	Description
AUX REC #	Record number of the MSP auxiliary occurrence in CWF. Click to select the record and transfer the data to the <i>CWF Auxiliary Record Data</i> page.
MSP TYPE	Description of the MSP coverage type. Valid values are: A Working Aged B ESRD C Conditional Payment D Automobile Insurance, No Fault E Workers' Compensation F Federal (Public) G Disabled H Black Lung I Veterans L Liability W Workers' Compensation Medicare Set Aside
EFFECTIVE DATE	Effective date of the MSP coverage.
TERM DATE	Termination date of the MSP coverage.
ORIGINAL CONTRACTOR	Contractor number of the contractor that created the original MSP occurrence at CWF.
DELETE INDICATOR	Indicates if the record has been deleted. Valid values are: D Deleted Blank Not Deleted
VALIDITY INDICATOR	Indicates if the record is active. Valid values are: I Under Development Y MSP Coverage Confirmed N No MSP Coverage
UPDATING CONTRACTOR	Contractor number of the contractor that most recently updated the MSP occurrence.
DATE OF ACCRETION	Accretion date of MSP coverage in MMDDCCYY format.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

**Table 3-4: CFW Assistance Request: Pre-Populated Fields**

Page	Pre-Populated Fields
CWF AUXILIARY RECORD DATA	MSP Type Patient Relationship Auxiliary Record # Originating Contractor Effective Date Termination Date Accretion Date
INSURANCE INFORMATION	Insurance Company Name Address City State ZIP Insurance Type Group Number Policy Number Subscriber Name
ADDITIONAL INFORMATION	Diagnosis Codes

Refer to the following for additional actions:

**Table 3-5: More on Importing HIMR Records**

If you...	Follow these steps:
Don't get a list of HIMR records	<ol style="list-style-type: none"> <li>1. Check to make sure the Medicare ID entered is correct.</li> <li>2. Check the time. The HIMR application may be unavailable before 8 a.m. and after 5 p.m. EST.</li> </ol>
Want to use this imported information	<ol style="list-style-type: none"> <li>1. Change information in any of the fields by typing the correct information over the imported information, if necessary.</li> <li>2. Continue the CWF assistance request process.</li> </ol>
Want to select a different MSP record for the beneficiary if you have already transferred HIMR data to the <i>CWF Auxiliary Record Data</i> page	From the <i>CWF Auxiliary Record Data</i> page, click <b>Back To List</b> , and click the <b>Aux Rec #</b> link, next to the record you want to select.
Do not want to use this imported information, but want to look up a new beneficiary	<ol style="list-style-type: none"> <li>1. Enter the new beneficiary's Medicare ID in the Medicare ID field on the <i>Action Requested</i> page.</li> <li>2. Set Import HIMR MSP Data to "Yes".</li> <li>3. Click the <b>Continue</b> button to show the <i>HIMR MSP Data List</i>.</li> <li>4. Click the <b>AUX REC #</b> link next to the record you want to select.</li> </ol>
Want to return to the <i>CWF Assistance Request Action Requested</i> page without selecting data	Click <b>Cancel</b> .

### 3.5 CWF Auxiliary Record Information Page

1. Enter/select information on the *CWF Auxiliary Record Information* page that associates the assistance request with an MSP auxiliary record.

**Note:** Some ICD-9 and ICD-10 diagnosis codes cannot be submitted when the MSP record type is “D-Automobile Insurance, No Fault.” If you attempt to submit these codes, the following error message appears: “Diagnosis code [number] is invalid with insurer type of No-Fault.”

For a listing of diagnosis codes that are invalid with insurer type of No-Fault, go to CMS.gov at: <https://www.cms.gov/Medicare/Coordination-of-Benefits-and-Recovery/Coordination-of-Benefits-and-Recovery-Overview/icd-code-lists/icd-code-lists>.

2. After all relevant fields have been entered, click the **Continue** button to go to the *Informant Information* page, or select a page link from the left side bar.

**Figure 3-3: CWF Assistance Request Auxiliary Record Information**

The screenshot displays the 'CWF Assistance Request Auxiliary Record Information' page. The main form area contains the following fields and values:

- \* Required**
- \*MSP Type:** D - Automobile Insurance, No Fault
- New MSP Type:** Please Select
- \*Patient Relationship:** 01 - Patient is policy holder
- New Patient Relationship:** Please Select
- \*Auxiliary Record #:** 006
- \*Originating Contractor:** 11109
- \*Effective Date:** 01/16/2002
- New Effective Date:** (empty)
- Termination Date:** 06/18/2007
- Remove Existing Termination Date:**
- Accretion Date:** 07/01/2006
- ORM:** Y

At the bottom of the form are 'Continue' and 'Cancel' buttons. The left sidebar shows navigation options: Home, CMS, Action Requested, **CWF Auxiliary Record Data**, Informant Information, Insurance Information, Employment Information, Additional Information, Comments/Remarks, and Summary. The right sidebar contains 'Quick Help' (Help About This Page), 'Change Contractor' (Change Contractor), 'Contractor' (ID: #####, Name: AAAAAAAAAAAAA), 'User' (ID: #####, Name: FIRST LAST, Phone: (###) ###-####), 'Beneficiary' (Medicare ID: #####, SSN: \*\*\*-\*\*-####, Name: FIRST M LAST, Address: AAAAAAAAAAAAA, City, State: AAAAAAAAAAAAA, AA, Zip: #####-####, Sex: Male, DOB: ##/##/####), and 'DCN' (ID: #####, Origin Date: 05/01/2010, Status: NW - New, not yet read by COB, Reason: 01 - Not yet read by COB, used with NW status).

**Table 3-6: CWF Assistance Request Auxiliary Record Information**

Field	Description
MSP TYPE	<p>One-character code identifying the type of MSP coverage (<i>required field</i>). Description of code appears next to value.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>A Working Aged</li> <li>B ESRD</li> <li>C Conditional Payment</li> <li>D Automobile Insurance, No Fault</li> <li>E Workers' Compensation</li> <li>F Federal (Public)</li> <li>G Disabled</li> <li>H Black Lung</li> <li>L Liability</li> <li>W Workers' Compensation Medicare Set Aside</li> </ul>
NEW MSP TYPE	<p>One-character code identifying the type of new MSP coverage. Description of code appears next to value.</p> <p><i>Required field</i> when ACTION is MT.</p>

Field	Description										
<p>PATIENT RELATIONSHIP</p>	<p>Patient relationship between the policyholder and the beneficiary (<i>required field</i>). Description of code appears next to value.</p> <p>The following codes (<b>bolded</b>) are only valid on MSP Auxiliary occurrences with accretion dates prior to 4/4/2011:</p> <p>Valid values are:</p> <p>01 Self; Patient is policyholder                      02 Spouse                      03 Child                      04 Other                      20 Domestic partner  <b>05 Step Child</b>  <b>06 Foster child</b>  <b>07 Ward of the Court</b>  <b>08 Employee</b>  <b>09 Unknown</b>  <b>10 Handicapped dependent</b>  <b>11 Organ donor</b>  <b>12 Cadaver donor</b>  <b>13 Grandchild</b>  <b>14 Niece/nephew</b>  <b>15 Injured plaintiff</b>  <b>16 Sponsored dependent</b>  <b>17 Minor dependent of a minor dependent</b>  <b>18 Parent</b>  <b>19 Grandparent dependent</b></p> <p>For the following MSP Types, the patient relationship codes listed to the right are the only valid values that can be used for records created after 4/4/2011:</p> <table border="1" data-bbox="597 1241 1068 1423"> <thead> <tr> <th><u>MSP Type</u></th> <th><u>Patient Relationship Code</u></th> </tr> </thead> <tbody> <tr> <td>A</td> <td>01, 02</td> </tr> <tr> <td>B</td> <td>01, 02, 03, 04, 20</td> </tr> <tr> <td>D, E, L</td> <td>01</td> </tr> <tr> <td>G</td> <td>01, 02, 03, 04, 20</td> </tr> </tbody> </table>	<u>MSP Type</u>	<u>Patient Relationship Code</u>	A	01, 02	B	01, 02, 03, 04, 20	D, E, L	01	G	01, 02, 03, 04, 20
<u>MSP Type</u>	<u>Patient Relationship Code</u>										
A	01, 02										
B	01, 02, 03, 04, 20										
D, E, L	01										
G	01, 02, 03, 04, 20										

Field	Description										
NEW PATIENT RELATIONSHIP	<p>New patient relationship between the policyholder and the beneficiary. Description of code appears next to value.  <i>Required field</i> when ACTION is PR.                      Valid values are:                      01 Self; Patient is policyholder                      02 Spouse                      03 Child                      04 Other                      20 Domestic partner</p> <table border="1" data-bbox="597 562 1068 743"> <thead> <tr> <th>MSP Type</th> <th>Patient Relationship Code</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>01, 02</td> </tr> <tr> <td>B</td> <td>01, 02, 03, 04, 20</td> </tr> <tr> <td>D, E, L</td> <td>01</td> </tr> <tr> <td>G</td> <td>01, 02, 03, 04, 20</td> </tr> </tbody> </table>	MSP Type	Patient Relationship Code	A	01, 02	B	01, 02, 03, 04, 20	D, E, L	01	G	01, 02, 03, 04, 20
MSP Type	Patient Relationship Code										
A	01, 02										
B	01, 02, 03, 04, 20										
D, E, L	01										
G	01, 02, 03, 04, 20										
AUXILIARY RECORD #	<p>Record number of the MSP auxiliary occurrence in CWF (<i>required field</i>).  <b>Note:</b> Part D contractors must enter '001' when aux number is unknown.</p>										
ORIGINATING CONTRACTOR	<p>Contractor number of contractor that created the original MSP occurrence at CWF (<i>required field</i>).</p>										
EFFECTIVE DATE	<p>Effective date of MSP coverage in MMDDCCYY format (<i>required field</i>).  <b>Notes:</b> This field accepts dates up to three months from the current date:                      For GHP records (MSP Types A, B, and G): The Effective Date can be in the future for currently entitled beneficiaries (i.e., enrolled in Medicare), or for beneficiaries who will be entitled starting up to three months in the future.                      For NGHP records (MSP Types D, E, L, H, and W): The Effective Date can be in the future for beneficiaries as long as their entitlement start date is in the future. The future Effective Date must be equal to the entitlement start date. (NGHP MSP occurrences for beneficiaries who are currently entitled cannot have future MSP Effective Dates.)</p>										
NEW EFFECTIVE DATE	<p>New effective date of MSP coverage in MMDDCCYY format.  <i>Required field</i> when ACTION is ED.  <b>Notes:</b> This field accepts dates up to three months from the current date:                      For GHP records (MSP Types A, B, and G): The Effective Date can be in the future for currently entitled beneficiaries (i.e., enrolled in Medicare), or for beneficiaries who will be entitled starting up to three months in the future.                      For NGHP records (MSP Types D, E, L, H, and W): The New Effective Date can be in the future for beneficiaries as long as their entitlement start date is in the future. The future New Effective Date must be equal to the entitlement start date. (NGHP MSP occurrences for beneficiaries who are currently entitled cannot have future MSP Effective Dates.)</p>										
TERMINATION DATE	<p>Termination date of MSP coverage in MMDDCCYY format.                      Required when ACTION is TD or CT.</p>										
REMOVE EXISTING TERMINATION DATE	<p>Check to remove an existing termination date.</p>										
ACCRETION DATE	<p>Accretion date of MSP coverage in MMDDCCYY format.</p>										

Field	Description
ORM	Indicator for Ongoing Responsibility for Medicals. This field is read-only. Available values are Y (“Yes” ORM exists) or a “Space” (ORM does not exist, or existence of ORM is unknown). <b>Notes:</b> Once ORM is reported as Y, then even after ORM has terminated, the record will continue to show an indicator of “Y.” If you did not select the <i>Import HIMR Data</i> option, you will not see an ORM indicator on this screen.
CONTINUE	Command button. Click to go to the <i>Informant Information</i> page.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

### 3.5.1 Automated Action Code Impacts

Automated action codes are codes that are processed automatically when entered. See Appendix E for a complete list. Your updates to current records on the CWF Assistance Request Auxiliary Record Information page will be denied if these conditions are found or when you use automated action codes.

- Submitting contractor’s hierarchy permission level is lower than that of the updating contractor of the existing record
- Record not found
- Same policy number or group number entered (AP: Add Policy and/or Group Number)
- Record previously termed, or termed but same term date entered (TD: Add Termination Date)
- Record not previously termed (CT: Change Termination Date)
- Same patient relationship entered (PR: Change Patient Relationship)
- Record is deleted (DO: Mark for deletion)
- Pre-paid health plan date not provided (PH: Add Pre-Paid Health Plan (PHP) Date)
- Insurer information not provided (II: Change Insurer Information)  
(Note: Partially automated for BCRC and CRC recovery users only.)

**Note:** When processing valid Assistance Requests submitted with automated action codes, the system will search for matching existing MSP records.

### 3.6 Informant Information Page

1. Enter information on the *Informant Information* page regarding the person who informed you of the change in MSP coverage.
2. After all relevant fields have been entered, click the **Continue** button to go to the *Insurance Information* page, or select a page link from the left side bar.

**Figure 3-4: CWF Assistance Request Informant Information**

The screenshot shows a web application interface for entering informant information. The main form area contains the following fields:

- First Name:
- Middle Initial:
- Last Name:
- Address:
- City:
- State, Zip:  Please Select  -
- Phone: (  )  -
- Relationship:  Please Select

At the bottom of the form are 'Continue' and 'Cancel' buttons. On the right side, there is a sidebar with the following sections:

- Quick Help**: [Help About This Page](#)
- Change Contractor**: [Change Contractor](#)
- Contractor**: ID: #####, Name: AAAAAAAAAAAAA
- User**: ID: #####, Name: FIRST LAST, Phone: (###) ###-####
- Beneficiary**: Medicare ID: #####A, SSN: \*\*\*-\*\*-####, Name: FIRST M LAST, Address: AAAAAAAAAAAAAA, City, State: AAAAAAAAAAAAAA, AA, Zip: ####-####, Sex: Male, DOB: ##/##/####
- DCN**: ID: #####, Origin Date: 05/01/2010, Status: NW - New, not yet read by COB, Reason: 01 - Not yet read by COB, used with NW status

**Table 3-7: CWF Assistance Request Informant Information**

Field	Description
FIRST NAME	First name of the person informing the contractor of the change in MSP coverage. <ul style="list-style-type: none"> <li>Required for all ACTIONS when SOURCE is CHEK, LTTR, or PHON.</li> <li>Required for all SOURCES when ACTION is AI.</li> </ul>
MIDDLE INITIAL	First initial of the middle name of the person informing the contractor of the change in MSP coverage.
LAST NAME	Last name of the person informing the contractor of the change in MSP coverage. <ul style="list-style-type: none"> <li>Required for all ACTIONS when SOURCE is CHEK, LTTR, or PHON.</li> <li>Required for all SOURCES when ACTION is AI.</li> </ul>
ADDRESS	Informant’s street address. <ul style="list-style-type: none"> <li>Required for all ACTIONS when SOURCE is CHEK, LTTR, or PHON.</li> <li>Required for all SOURCES when ACTION is AI.</li> </ul>
CITY	Informant’s city. <ul style="list-style-type: none"> <li>Required for all ACTIONS when SOURCE is CHEK, LTTR, or PHON.</li> <li>Required for all SOURCES when ACTION is AI.</li> </ul>
STATE	Informant’s state. <ul style="list-style-type: none"> <li>Required for all ACTIONS when SOURCE is CHEK, LTTR, or PHON.</li> <li>Required for all SOURCES when ACTION is AI.</li> </ul>
ZIP	Informant’s ZIP code. <ul style="list-style-type: none"> <li>Required for all ACTIONS when SOURCE is CHEK, LTTR, or PHON.</li> <li>Required for all SOURCES when ACTION is AI.</li> </ul>
PHONE	Informant’s telephone number



Field	Description
RELATIONSHIP	One-character code indicating the relationship of the informant to the beneficiary. Valid values are: A Attorney representing beneficiary B Beneficiary C Child D Defendant’s attorney E Employer F Father I Insurer M Mother N Non-relative O Other relative P Provider R Beneficiary representative (other than attorney) S Spouse U Unknown W Pharmacy Required for: <ul style="list-style-type: none"> <li>• All ACTIONs when SOURCE is CHEK, LTTR, or PHON.</li> <li>• Defaults to A when ACTION is AI.</li> </ul>
CONTINUE	Command button. Click to go to <i>Insurance Information</i> page.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

### 3.7 Insurance Information Page

1. Enter information on the *Insurance Information* page about the insurance type associated with the MSP coverage.

To modify insurer information at CWF, you must enter Action II on the *Action Requested* page. Type data in all fields to update insurer information. Leave all fields blank to delete insurer information.

2. After all relevant fields have been entered, click **Continue** to go to the *Employment Information* page, or select a page link from the left side bar.

**Note:** If you enter Action II and leave any of the following fields blank, the system deletes the previous value at CWF: ADDRESS, CITY, STATE, ZIP, GROUP NUMBER, POLICY NUMBER, and SUBSCRIBER NAME.

Figure 3-5: CWF Assistance Request Insurance Information

Home CMS [Skip Navigation](#) [Adobe Acrobat](#)  
ECRS User Guide [About](#) [Sign out](#)

### CWF Assistance Request Insurance Information

- Action Requested
- CWF Auxiliary Record Data
- Informant Information
- Insurance Information**
- Employment Information
- Additional Information
- Comments/Remarks
- Summary

Insurance Company Name:

Address:

City:

State, Zip:   -

Insurance Type:

New Insurance Type:

Policy Number:

Group Number:

Subscriber/Policy Holder First Name:

Subscriber/Policy Holder Middle Initial:

Subscriber/Policy Holder Last Name:

**Quick Help**

[Help About This Page](#)

**Change Contractor**

[Change Contractor](#)

**Contractor**

ID: #####  
Name: AAAAAAAAAAAAA

**User**

ID: #####  
Name: FIRST LAST  
Phone: (###) ###-####

**Beneficiary**

Medicare ID: #####A  
SSN: \*\*\*-\*\*-####  
Name: FIRST M LAST  
Address: AAAAAAAAAAAAA  
AAAAAAAAAAAA  
City, State: AAAAAAAAAAAAA, AA  
Zip: #####-####  
Sex: Male  
DOB: ##/##/####

**DCN**

ID: #####  
Origin Date: 05/01/2010  
Status: NW - New, not yet read by COB  
Reason: 01 - Not yet read by BCRG, used with NW status

**Table 3-8: CWF Assistance Request Insurance Information**

Field	Description
INSURANCE COMPANY NAME	<p>Name of the insurance carrier for MSP coverage. <i>Required field</i> when ACTION is II.</p> <p>If the Insurance Company Name is blank or only contains one of the following values, then it is considered an error:</p> <ul style="list-style-type: none"> <li>• ATTORNEY</li> <li>• BC</li> <li>• BCBX</li> <li>• BCBS</li> <li>• BLUE CROSS</li> <li>• BLUE SHIELD</li> <li>• BS</li> <li>• BX</li> <li>• CMS</li> <li>• COB</li> <li>• HCFA</li> <li>• INSURER</li> <li>• MEDICARE</li> <li>• MISC</li> <li>• MISCELLANEOUS</li> <li>• N/A</li> <li>• NA</li> <li>• NO</li> <li>• NONE</li> <li>• SUPPLEMENT</li> <li>• SUPPLEMENTAL</li> <li>• UNK</li> <li>• UNKNOWN</li> <li>• XX</li> </ul> <p><b>Note:</b> ECRS Web deletes all information entered in subsequent fields if this field is left blank and the Action is II.</p>
ADDRESS	First line of the insurance carrier’s street address.
CITY	City associated with the insurance carrier’s street address.
STATE	State associated with the insurance carrier’s street address.
ZIP	ZIP code associated with the insurance carrier’s street address.

Field	Description
INSURANCE TYPE	<p>One-character code for the type of insurance. Valid values are:</p> <ul style="list-style-type: none"> <li>A Insurance or Indemnity (OTHER TYPES)</li> <li>B Group Health Organization (GHO)</li> <li>C Preferred Provider Organization (PPO)</li> <li>D Third Party Administrator arrangement under an Administrative Service Only (ASO) contract without stop loss from any entity (TPA/ASO)</li> <li>E Third Party Administrator arrangement with stop loss insurance issued from any entity (STOP LOSS TPA)</li> <li>F Self-Insured/Self-Administered (SELF-INSURED)</li> <li>G Collectively-Bargained Health and Welfare Fund (HEALTH/WELFAR)</li> <li>H Multiple Employer Health Plan with at least one employer who has 100 or more full- and/or part-time employees (EMPLOYER+100)</li> <li>I Multiple Employer Health Plan with at least one employer who has more 20 or more full- and/or part-time employees (EMPLOYER+20)</li> <li>J Hospitalization Only Plan covering inpatient hospital services (HOSPITAL ONLY)</li> <li>K Medical Services Only Plan covering only non-inpatient medical services (MEDICAL ONLY)</li> <li>M Medicare Supplemental Plan, Medigap, Medicare Wraparound Plan or Medicare Carve Out Plan (SUPPLEMENTAL)</li> <li>R GHP Health Reimbursement Arrangement</li> <li>S GHP Health Savings Account</li> </ul> <p>BlankUnknown (UNKNOWN); defaults to A</p> <p><i>Required field</i> when            ACTION is AI (Attorney information should be entered on the Informant Information page) or            ACTION is II and INSURANCE COMPANY NAME is entered.            ACTION types are TD, CT, AP and PR.</p>
NEW INSURANCE TYPE	<p>Select a one-character code for the new type of insurance.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>A Insurance or Indemnity (OTHER TYPES)</li> <li>J Hospitalization Only Plan covering inpatient hospital services (HOSPITAL ONLY)</li> <li>K Medical Services Only Plan covering only non-inpatient medical services (MEDICAL ONLY)</li> <li>R GHP Health Reimbursement Arrangement</li> </ul> <p><i>Required field</i> when ACTION is IT.</p>
POLICY NUMBER	<p>Policy number of insurance coverage.</p> <ul style="list-style-type: none"> <li>• <i>Required field</i> when ACTION is AP and MSP TYPE is NOT D, E, L, or W.</li> <li>• <i>Required field</i> when INSURANCE COMPANY NAME is entered.</li> </ul> <p><b>Note:</b> If GROUP NUMBER is entered, POLICY NUMBER is not required.</p>

Field	Description
GROUP NUMBER	Group number of insurance coverage <ul style="list-style-type: none"> <li>• <i>Required field</i> when ACTION is AP and MSP TYPE is NOT D, E, L, or W.</li> <li>• <i>Required field</i> when ACTION is CD and MSP TYPE IS D, E, L or W.</li> <li>• <i>Required field</i> when INSURANCE COMPANY NAME is entered.</li> </ul> <b>Note:</b> If POLICY NUMBER is entered, GROUP NUMBER is not required.
SUBSCRIBER FIRST NAME	First name of individual covered by this insurance.
SUBSCRIBER MIDDLE INITIAL	First letter of the middle name of the individual covered by this insurance.
SUBSCRIBER LAST NAME	Last name of the individual covered by this insurance.
CONTINUE	Command button. Click to go to the <i>Employment Information</i> page.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

### 3.8 Employment Information Page

1. Enter employment information associated with the MSP coverage on the *Employment Information* page.
2. After all relevant fields have been entered, click **Continue** to go to the *Additional Information* page, or select a page link from the left side bar.

**Figure 3-6: CWF Assistance Request Employment Information**

**Table 3-9: CWF Assistance Request Employment Information**

Field	Description
EMPLOYER NAME	Name of the employer providing group health insurance under which the beneficiary is covered. <i>Required field</i> when ACTION is EA or EI.
ADDRESS	First line of the employer’s street address. <i>Required field</i> when ACTION is EI.
ADDRESS 2	Second line of the employer’s street address. Optional field.
CITY	City associated with the employer’s street address. <i>Required field</i> when ACTION is EI.
STATE	State associated with the employer’s street address. <i>Required field</i> when ACTION is EI.
ZIP	ZIP code associated with the employer’s street address. <i>Required field</i> when ACTION is EI.
PHONE	Phone number of the employer.
EIN	Employer Identification Number.
EMPLOYEE #	Employee number of policyholder
CONTINUE	Command button. Click to go to the <i>Additional Information</i> page.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

### 3.9 Additional Information Page

1. Enter check and beneficiary information on the *CWF Assistance Additional Information* page. This information is used in conjunction with the action and source codes selected on the CWF Assistance Request, *Action Requested* page.
2. After all relevant fields have been entered, click **Continue** to go to the *Comments/Remarks* page, or select a page link from the left side bar. If you need to enter more than 5 diagnosis codes, click the **More Diagnosis Codes** button.

The *More Diagnosis Codes* page will appear (Figure 3-8).

**Figure 3-7: CWF Assistance Request Additional Information**

The screenshot shows a web application interface for 'CWF Assistance Request Additional Information'. On the left is a navigation menu with options like 'Action Requested', 'CWF Auxiliary Record Data', 'Informant Information', 'Insurance Information', 'Employment Information', 'Additional Information' (selected), 'Comments/Remarks', and 'Summary'. The main form area contains several input fields: 'Check Number' (masked as #####), 'Check Date' (03/01/2010), 'Check Amount' (\$350.00), 'Pre-paid Health Plan Date' (empty), and 'Social Security Number' (empty). Below these are five 'Diagnosis Codes' fields, each with a radio button to select between 'ICD-9' and 'ICD-10'. A 'More Diagnosis Codes' button is located below the fifth field. At the bottom of the form are 'Continue' and 'Cancel' buttons. On the right side, there is a 'Quick Help' section with a link to 'Help About This Page', a 'Change Contractor' section with a link to 'Change Contractor', and a 'Contractor' section with fields for ID, Name, and User. Below that is a 'Beneficiary' section with fields for Medicare ID, SSN, Name, Address, City, State, Zip, Sex, and DOB. At the very bottom right, there is a 'DCN' section with fields for ID, Origin Date, Status, and Reason.

**Table 3-10: CWF Assistance Request Additional Information**

Field	Description
CHECK NUMBER	Number of check received. <i>Required field</i> if SOURCE is CHEK.
CHECK DATE	Date of check received. <i>Required field</i> if SOURCE is CHEK. You cannot future-date this field.
CHECK AMOUNT	Amount of check received. <i>Required field</i> if SOURCE is CHEK. <b>Note:</b> The amount will always appear with two decimal places.
PRE-PAID HEALTH PLAN DATE	Pre-paid Health Plan date in MMDDCCYY <i>Required field</i> if ACTION is PH.
SOCIAL SECURITY NUMBER	Corrected Social Security Number when Medicare ID and SSN do not match CWF. <i>Required field</i> if ACTION is MX.
DIAGNOSIS CODES	Five-to-seven-digit diagnosis code that applies to this MSP occurrence. Enter up to five diagnosis codes on this page. Up to 15 additional diagnosis codes may be entered on the <i>More Diagnosis Codes</i> page. To enter more than 5 diagnosis codes, click the <b>More Diagnosis Codes</b> button. The <i>More Diagnosis Codes</i> page will appear (Figure 3-8). <i>Required</i> when ACTION is DX.
ICD Indicator	Type of diagnosis code. Select “ICD-9” or “ICD-10.” <b>Required if corresponding Diagnosis Code is submitted.</b>
More Diagnosis Codes	Command button. Click to go to the <i>More Diagnosis Codes</i> page.
CONTINUE	Command button. Click to go to the <i>Comments/Remarks</i> page.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

**Figure 3-8: CWF Assistance Request Additional Information More Diagnosis Codes**

**Table 3-11: CWF Assistance Request More Diagnosis Codes**

Field	Description
DIAGNOSIS CODES	Five-to-seven-digit diagnosis code that applies to this MSP occurrence. Enter up to 15 diagnosis codes.
ICD Indicator	Type of diagnosis code. Select “ICD-9” or “ICD-10.” <b>Required if corresponding Diagnosis Code is submitted.</b>
CONTINUE	Command button. Click to go to the <i>Comments and Remarks</i> page.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

### 3.10 Comments and Remarks Page

1. Enter comments on the *CWF Assistance Request Comments and Remarks* page. All comments entered are viewable by the BCRC. Refer to Appendix F for the complete list of remark codes.

**Notes:**

- Remarks are only shown on the Comments and Remarks page when the ACTION is AR.
  - Comments by the BCRC are not provided for auto-processed requests.
2. After all relevant fields have been entered, click **Continue** to go to the *Summary* page, or select a page link from the left side bar.



**Figure 3-9: CWF Assistance Request Comments/Remarks**

**Table 3-12: CWF Assistance Request Comments/Remarks**

Field	Description
COMMENTS	Free-form, optional, text field, where Medicare contractors type data to send notes to the BCRC. (Protected field when the BCRC adds a comment.) <b>Notes:</b> Use this field to provide additional context or details that cannot be provided in other fields. There is no need, for example, to repeat action code descriptions. The BCRC does not provide comments on auto-processed requests as the action requested has been completed.
REMARKS	Enter at least one remark code, explaining the reason for the transaction. Enter up to three remark codes. See Appendix F for more information. Required field when ACTION is AR.
CONTINUE	Command button. Click to go to the <i>Summary</i> page.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

### 3.11 Summary Page

The *Summary* page shows a summary of all information entered for the assistance request before submission (Figure 3-10). After entering or selecting data in all relevant fields on the previous CWF Assistance Request pages, review the *Summary* page and then click **Submit**. The system shows the *Submit Confirmation* page. At this point the assistance request is submitted and you can print the confirmation page.

Figure 3-10: CWF Assistance Request Summary

Home CMS

[Skip Navigation](#) [Adobe Acrobat](#)  
 ECRS User Guide About Sign out

**CWF Assistance Request**
[Print Summary](#)

- Action Requested
- CWF Auxiliary Record Data
- Informant Information
- Insurance Information
- Employment Information
- Additional Information
- Comments/Remarks
- Summary

**Action Requested**

DCN: #####

Medicare ID: #####A

Activity Code: N - Liability, No Fault, Workers' Compensation, and Federal Tort Claim Act

Action Codes: AI - Change Attorney Information  
II - Change Insurer Information  
CT - Change Termination date

Source: CHEK-Check

**Auxiliary Record Information**

MSP Type: D-Automobile Insurance,No Fault

New MSP Type:

Effective Date: 01/16/2002

New Effective Date:

Auxiliary Record Number: 006

Termination Date: 06/18/2007

Remove Existing Termination Date:

Originating Contractor: 11109

Patient Relationship: 01-Patient is policy holder

New Patient Relationship:

Accretion Date:

ORM: Y

**Informant Information**

Name: FIRST M. LAST

Relationship: B-Beneficiary

Address: AAAAAAAAAAAAA

City, State, Zip: AAAAAAAAAAAAA, AA #####

Phone: (###) ###-####

**Employment Information**

Employer Name: AAAAAAAAAAAAA

Address: AAAAAAAAAAAAA

City, State, Zip: AAAAAAAAAAAAA, AA #####

Phone: (###) ###-####

EIN: #####

Employee Number: #####

**Insurance Information**

Insurance Company Name: AAAAAAAAAAAAA

Address: AAAAAAAAAAAAA

City, State, Zip: AAAAAAAAAAAAA, AA #####-####

Insurance Type: C-PPO

New Insurance Type:

Policy Number: #####

Group Number: #####

Subscriber/Policy Holder Name: FIRST M. LAST

**Check Information**

Check Number: ###

Check Date: 03/01/2010

Check Amount: \$350.00

**Additional Information**

Pre-paid Health Plan Date:

Social Security Number:

**Diagnosis Codes**

##### ICD9 ##### ICD9 ##### ICD9 ##### ICD9

##### ICD9 ##### ICD9 ##### ICD9 ##### ICD10 ##### ICD10

##### ICD10 ##### ICD10 ##### ICD10 ##### ICD10 ##### ICD10

##### ICD10 ##### ICD10 ##### ICD10 ##### ICD10 ##### ICD10

##### ICD10 ##### ICD10 ##### ICD10 ##### ICD10 ##### ICD10

**Comments/Remarks**

Comments: This is a sample comment

Remarks:

**Quick Help**

[Help About This Page](#)

**Change Contractor**

[Change Contractor](#)

**Contractor**

ID: #####

Name: AAAAAAAAAAAAA

**User**

ID: #####

Name: FIRST LAST

Phone: (###) ###-####

**Beneficiary**

Medicare ID: #####A

SSN: \*\*\*-\*\*-####

Name: FIRST M LAST

Address: AAAAAAAAAAAAA

City, State: AAAAAAAAAAAAA, AA

Zip: #####-####

Sex: Male

DOB: ##/##/####

**DCN**

ID: #####

Origin Date: 05/01/2010

Status: NW - New, not yet read by COB

Reason: 01 - Not yet read by BCRC, used with NW status

### 3.12 Viewing, Updating, and Deleting CWF Assistance Request Transactions

Follow the steps below to search for and view a list of CWF Assistance Request transactions.

**Note:** You can only update or delete CWF assistance request transactions in NW status. Any user with the same contractor number can update or delete a transaction in NW status. However, if the COB system has started processing the information you cannot request an update or delete.

From the *Main Menu* page, click the **CWF Assistance Request** link under Search for Requests or Inquiries. The *CWF Assistance Request Search* page appears.

**Figure 3-11: CWF Assistance Request Search**

**Table 3-13: CWF Assistance Request Search**

Field	Description
CONTRACTOR #	If you are a Medicare contractor, this field will be pre-filled with the contractor number entered during contractor sign-in. ( <i>protected field</i> ) If you are a regional office (RO) or a CMS user, this field will be pre-filled with the CMS ID/RO number entered during contractor sign-in. <b>Note:</b> This field is updateable with any Medicare contractor number, but only the CMS ID/RO number entered during contractor sign-in can be used.
MEDICARE ID	Enter a Medicare ID (HICN or MBI). <b>Note:</b> If searching by Medicare ID, do not enter an SSN or DCN.
SSN	Enter a Social Security Number. <b>Note:</b> If searching by SSN, do not enter a Medicare ID or DCN.
STATUS	Enter a status code. To view all in-process CWF Assistance Request transactions, select IP in the STATUS field.
REASON	Select a reason code. (See Appendix E for the complete list of codes.)
USER ID	Enter a user ID.
ORIGIN DATE FROM	Enter a starting date for the date range, if applicable. <b>Note:</b> MMDDCCYY format.

Field	Description
ORIGIN DATE TO	Enter an ending date for the date range. <b>Note:</b> The dates in the ORIGIN DATE FROM and TO fields default to the date 31 calendar days prior to the current date and the current date but can be changed to any calendar day range, as long as it is not more than 6 months.
DCN	Enter a DCN. <b>Note:</b> If searching by DCN, do not enter a Medicare ID or SSN.
SUBMIT	Command button. Click to show search results.
RESET	Command button. Click to clear search results.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

### 3.12.1 View Transactions

- Type search criteria in the appropriate fields and click the **Submit** button.
  - To create a list of all CWF Assistance Requests for a specific Medicare ID, enter the Medicare ID in the search criteria and leave the CONTRACTOR NUMBER field blank.
  - When searching by origin date, user ID, status, and/or reason, you must also enter a DCN, Medicare ID, SSN, or contractor number.

The system shows a list of CWF Assistance Requests. There are up to 500 items per page; scroll through the records or use the **First**, **Previous**, **Next**, and **Last** navigation at the top of the list to view other transactions on other pages.

- Change or delete search criteria to initiate a new search.

**Figure 3-12: CWF Assistance Request Search Listing**

The screenshot displays the 'CWF Assistance Request Search' page. At the top, there are navigation links for 'Home', 'CMS', 'ECRS User Guide', 'About', and 'Sign out'. The search form includes fields for Contractor #, Medicare ID, SSN, Status, Reason, User ID, Origin Date From, Origin Date To, and DCN. The 'Display Range' is set to '1 - 500'. Below the form are 'Submit', 'Reset', and 'Cancel' buttons. The results section shows 'Total Records Found : 6430' and 'Current Display Range : 501 - 1000'. A table lists records with columns for Delete, Medicare ID, Contractor, DCN, Status, Reason, Origin Date, Last Update, and User ID. A sidebar on the right contains 'Quick Help' and user information.

Delete	Medicare ID	Contractor	DCN	Status	Reason	Origin Date	Last Update	User ID
X	A*****	H5521	*****	CM	96	04/02/2018	04/04/2018	AAAAAA
X	A*****	R7444	*****	CM	96	04/02/2018	04/04/2018	AAAAAA
	A*****	H1406	*****	CM	96	01/09/2018	02/01/2018	AAAAAA
	A*****	H2775	*****	CM	96	02/28/2018	03/22/2018	AAAAAA
	A*****	H2001	*****	CM	96	03/15/2018	03/29/2018	AAAAAA
	A*****	H2001	*****	CM	96	03/15/2018	03/29/2018	AAAAAA

**Table 3-14: CWF Assistance Request Search Listing**

Field	Description
DISPLAY RANGE	Select a range to filter the records in the search results by a defined range. <b>Note:</b> This field is only visible if a search has been completed. The range in the <i>DISPLAY RANGE</i> field defaults to 1-500.
Total Records Found	Total number of records found.
Current Display Range	Defined display range for the records found. <b>Note:</b> This field defaults to 1-500.
DELETE	Click the delete [X] link to mark a transaction for deletion.
MEDICARE ID	Medicare ID (HICN or MBI) for the CWF Assistance Request transaction. ( <i>Protected field</i> ). Click the <b>Medicare ID</b> link to view the <i>Summary</i> page.
CONTRACTOR	Contractor number ( <i>protected field</i> ).
DCN	DCN assigned to the CWF Assistance Request transaction by the Medicare contractor ( <i>protected field</i> ).
STATUS	Status of the CWF Assistance Request transaction ( <i>protected field</i> ).
REASON	Two-character code explaining why the CWF Assistance Request is in a particular status ( <i>protected field</i> ). <b>Note:</b> See Appendix E for a complete list of reason codes and definitions.
ORIGIN DATE	Originating date in MMDDCCYY format ( <i>protected field</i> ).
LAST UPDATE	Date the CWF Assistance Request transaction was last changed in MMDDCCYY format ( <i>protected field</i> ).
USER ID	User ID of the operator who entered CWF Assistance Request transaction ( <i>protected field</i> ).
Export options	Click the link to export search results. <b>Note:</b> You may export all results returned, up to 500 records at a time, based on the records currently shown.

### 3.12.2 Update Transactions

1. To update information on a CWF Assistance Request transaction, click the Medicare ID link for the transaction.

The system shows the *Summary* page for the selected transaction, along with page links to the information, to allow for updates (Figure 3-13).

2. To leave the *Summary* page without making any changes, click the **Cancel** or **Return** buttons to return to the *Search Page Listing*. If you do need to update the transaction, access the appropriate page and navigate back to the *Summary* page.
3. After you have made all updates, click **Submit** to confirm updates, or **Cancel** to return to the *CWF Assistance Request Search Page Listing*.

Figure 3-13: CWF Assistance Request Summary

Home CMS

[Skip Navigation](#) [Adobe Acrobat](#)  
 ECRS User Guide About Sign out

**CWF Assistance Request**
[Print Summary](#)

- Action Requested
- CWF Auxiliary Record Data
- Informant Information
- Insurance Information
- Employment Information
- Additional Information
- Comments/Remarks
- Summary

**Action Requested**

DCN: #####

Medicare ID: #####A

Activity Code: N - Liability, No Fault, Workers' Compensation, and Federal Tort Claim Act

Action Codes: AI - Change Attorney Information  
II - Change Insurer Information  
CT - Change Termination date

Source: CHEK-Check

**Auxiliary Record Information**

MSP Type: D-Automobile Insurance,No Fault

New MSP Type:

Effective Date: 01/16/2002

New Effective Date:

Auxiliary Record Number: 006

Termination Date: 06/18/2007

Remove Existing Termination Date:

Originating Contractor: 11109

Patient Relationship: 01-Patient is policy holder

New Patient Relationship:

Accretion Date:

ORM: Y

**Informant Information**

Name: FIRST M. LAST

Relationship: B-Beneficiary

Address: AAAAAAAAAAAAA

City, State, Zip: AAAAAAAAAAAAA, AA #####

Phone: (###) ###-####

**Employment Information**

Employer Name: AAAAAAAAAAAAA

Address: AAAAAAAAAAAAA

City, State, Zip: AAAAAAAAAAAAA, AA #####

Phone: (###) ###-####

EIN: #####

Employee Number: #####

**Insurance Information**

Insurance Company Name: AAAAAAAAAAAAA

Address: AAAAAAAAAAAAA

City, State, Zip: AAAAAAAAAAAAA, AA #####-####

Insurance Type: C-PPO

New Insurance Type:

Policy Number: #####

Group Number: #####

Subscriber/Policy Holder Name: FIRST M. LAST

**Check Information**

Check Number: ###

Check Date: 03/01/2010

Check Amount: \$350.00

**Additional Information**

Pre-paid Health Plan Date:

Social Security Number:

**Diagnosis Codes**

##### ICD9 ##### ICD9 ##### ICD9 ##### ICD9

##### ICD9 ##### ICD9 ##### ICD9 ##### ICD10 ##### ICD10

##### ICD10 ##### ICD10 ##### ICD10 ##### ICD10 ##### ICD10

##### ICD10 ##### ICD10 ##### ICD10 ##### ICD10 ##### ICD10

##### ICD10 ##### ICD10 ##### ICD10 ##### ICD10 ##### ICD10

**Comments/Remarks**

Comments: This is a sample comment

Remarks:

**Quick Help**

[Help About This Page](#)

**Change Contractor**

[Change Contractor](#)

**Contractor**

ID: #####

Name: AAAAAAAAAAAAA

**User**

ID: #####

Name: FIRST LAST

Phone: (###) ###-####

**Beneficiary**

Medicare ID: #####A

SSN: \*\*\*-\*\*-####

Name: FIRST M LAST

Address: AAAAAAAAAAAAA

City, State: AAAAAAAAAAAAA, AA

Zip: #####-####

Sex: Male

DOB: ##/##/####

**DCN**

ID: #####

Origin Date: 05/01/2010

Status: NW - New, not yet read by COB

Reason: 01 - Not yet read by BCRC, used with NW status

### 3.12.3 Delete Transactions

1. To mark a CWF Assistance Request transaction for deletion, click the delete [X] icon next to the Medicare ID and when the *Confirmation* page appears, click **Continue** to confirm or click **Cancel** to decline.
2. To exit the *CWF Assistance Request Search* page, click **Home** to return to the *Main Menu*. The system does not retain search criteria.

## Chapter 4: MSP Inquiry Transactions

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This chapter provides you with step-by-step instructions to perform an MSP Inquiry transaction. Examples and explanations are provided for each page in ECRS.

If you are a new user, this chapter can help you use the system as you learn it. You can also use this chapter to determine what information is contained in each field or what you should enter in a field. It can also help you to navigate through the MSP inquiry transaction process if you are lost. If you are an experienced user, you can use the chapter as a quick reference for a web page that you use infrequently.

### 4.1 Adding an MSP Inquiry Transaction

Use the **MSP Inquiry** link under Create Requests or Inquiries on the *Main Menu*, to add MSP Inquiry transactions for new or possible MSP situations not yet documented at CWF. *See Section 3.2 for information on CMS' MSP Hierarchy rules.*

To enter CWF Assistance Request transactions for changes to existing CWF MSP auxiliary occurrences, use the CWF Assistance Request Detail transaction.

#### 4.1.1 Retrieving Beneficiary Information

Beneficiary information is automatically retrieved when Medicare ID (HICN or MBI) and other required data is entered and saved on the first page of the MSP Inquiry (*Action Requested* page). The information appears on the right side bar, and is carried forward on the MSP Inquiry transaction.

#### 4.1.2 Common MSP Sources

Common sources that provide contractors with MSP information, followed by the associated source code, are:

- Letters from beneficiaries or other informants (LTTR)
- Phone calls (PHON)
- Checks (CHEK)
- Secondary claims (SCLM)

### 4.2 Action Requested Page

From the *Main Menu* page, click **MSP Inquiry** under *Create Requests or Inquiries*. The system shows the *Action Requested* page, the first page of the MSP Inquiry. The information entered on this page determines required information on subsequent pages.



**Figure 4-1: MSP Inquiry Action Requested**

The screenshot shows a web application interface for 'MSP Inquiry Action Requested'. At the top, there are navigation links: 'Home', 'CMS', 'Skip Navigation', 'Adobe Acrobat', 'ECRS User Guide', 'About', and 'Sign out'. The main content area is titled 'MSP Inquiry Action Requested' and contains a form with the following fields:

- \* Required** (indicated by a red asterisk)
- \*DCN:** Text input field
- \*Medicare ID:** Text input field
- \*Activity Code:** Dropdown menu with 'Please Select' as the current selection
- Action:** Dropdown menu with 'Please Select' as the current selection
- Source:** Dropdown menu with 'Please Select' as the current selection

At the bottom of the form are two buttons: 'Continue' and 'Cancel'. On the left side, there is a vertical menu with the following items: 'Action Requested' (selected), 'MSP Information', 'Informant Information', 'Insurance Information', 'Employment Information', 'Additional Information', 'Prescription Drug', and 'Summary'. On the right side, there is a 'Quick Help' section with a link 'Help About This Page', a 'Change Contractor' section with a link 'Change Contractor', and a 'Contractor' section with fields for 'ID: #\*\*\*\*\*', 'Name: AAAAAAAAAAAAA', and 'User' section with fields for 'ID: #\*\*\*\*\*', 'Name: FIRST LAST', and 'Phone: (###) ###-####'.

### 4.2.1 Navigation Links

Several basic navigation links appear on every *Main Menu* page. See Section 2.6.4 for descriptions of the heading bar links and the right side bar links and fields.

1. Enter data in all required fields on the *Action Requested* page then click the **Continue** button. The required fields on this web page are noted with a red asterisk (\*) and are as follows:
  - DCN
  - MEDICARE ID
  - ACTIVITY CODE
  - SOURCE

**Note:** If beneficiary information is not found for the Medicare ID you have entered you will receive a warning message, but will still be able to continue with the MSP Inquiry.

2. After all relevant fields have been entered, click **Continue** to go to the *MSP Information* page, or select a page link from the left side bar.
3. To exit the MSP Inquiry Detail pages, click the **Home** link to return to the *Main Menu* or **Sign Out** to exit the application.

**Table 4-1: MSP Inquiry Action Requested**

Field	Description
DCN	DCN assigned by the contractor to correspondence and/or paperwork associated with the transaction. <i>Required field.</i> The system auto-generates the DCN, but it can be changed by the user.
MEDICARE ID	Medicare ID (HICN or MBI) of the beneficiary. <i>Required field.</i> Enter the ID without dashes, spaces, or other special characters. <b>Note:</b> The system looks up the Medicare ID to ensure all related Medicare IDs are returned. Results show the Medicare ID you entered.
ACTIVITY CODE	Activity of contractor. <i>Required field.</i> Valid values are: C Claims (Pre-Payment) D Debt Collection/Referral G Group Health Plan I General Inquiries N Liability, No-Fault, Workers' Compensation, and Federal Tort Claim Act
ACTION	Two-character code indicating the type of special processing to perform on the MSP Inquiry record. See Appendix E for a complete list of action codes and definitions. <b>Note:</b> You can use CA and CL together. Valid values are: CA Class Action Suit <b>Note:</b> This action code assigns the designated lead contractor according to the type of class action suit. The system does not send the beneficiary an MSP confirmation letter. CL Closed or Settled Case <b>Note:</b> This action code is only valid for closed and settled cases. This action code suppresses the lead contractor assignment. The system does not send the beneficiary an MSP confirmation letter.
SOURCE	Four-character code identifying the source of the MSP Inquiry information. <i>Required field.</i> Valid values are: CHEK Unsolicited check LTTR Letter PHON Phone call SCLM Claim submitted to Medicare contractor for secondary payment SRVY Survey
CONTINUE	Command button. Click to go to the <i>MSP Information</i> page. <b>Note:</b> Required fields must be typed/selected before clicking <b>Continue</b> .
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

### 4.3 MSP Information Page

1. Enter information associated with the MSP coverage on this page.
2. After all relevant fields have been entered, click **Continue** to go to the Informant Information page, or select a page link from the left side bar.

**Note:** Some ICD-9 and ICD-10 diagnosis codes cannot be submitted when the MSP record type is “D-Automobile Insurance, No Fault.” If you attempt to submit these codes, the following error message appears: “Diagnosis code [number] is invalid with insurer type of No- Fault.”

For a listing of diagnosis codes that are invalid with insurer type of No-Fault, go to CMS.gov at: <https://www.cms.gov/Medicare/Coordination-of-Benefits-and-Recovery/Coordination-of-Benefits-and-Recovery-Overview/icd-code-lists/icd-code-lists>.

**Figure 4-2: MSP Inquiry MSP Information**

The screenshot displays the 'MSP Inquiry MSP Information' page. At the top, there are links for 'Home', 'CMS', 'About', and 'Sign out'. The main content area is a form with the following fields:

- MSP Type: Please Select (dropdown)
- Patient Relationship: Please Select (dropdown)
- Effective Date: [text input with calendar icon]
- Termination Date: [text input with calendar icon]
- CMS Grouping Code: Please Select (dropdown)
- Dialysis Train Date: [text input with calendar icon]
- Black Lung Benefits:  Yes  No
- Black Lung Effective Date: [text input with calendar icon]
- Send to CWF:  Yes  No

At the bottom of the form are 'Continue' and 'Cancel' buttons. On the left side, a navigation menu includes: Action Requested, MSP Information (selected), Informant Information, Insurance Information, Employment Information, Additional Information, Prescription Drug, and Summary. On the right side, there is a 'Quick Help' section with a link to 'Help About This Page'. Below that is a 'Change Contractor' section with a link to 'Change Contractor'. The 'Contractor' section shows ID: ##### and Name: AAAAAAAAAAAAAA. The 'User' section shows ID: #####, Name: FIRST LAST, and Phone: (###) ###-####. The 'Beneficiary' section shows Medicare ID: #####A, SSN: \*\*\*-\*\*-####, Name: FIRST M LAST, Address: AAAAAAAAAAAAAA AAAAAAAAAAAAAA, City, State: AAAAAAAAAAAAAA, AA, Zip: #####-####, Sex: Male, and DOB: ##/##/####. The 'DCN' section shows ID: #####, Origin Date: 05/01/2010, Status: NW - New, not yet read by COB, and Reason: 01 - Not yet read by COB, used with NW status.

**Table 4-2: MSP Inquiry MSP Information**

Field	Description										
MSP TYPE	<p>One-character code identifying the type of MSP coverage.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>A Working Aged</li> <li>B ESRD</li> <li>D Automobile Insurance, No-Fault</li> <li>E Workers' Compensation</li> <li>F Federal (Public)</li> <li>G Disabled</li> <li>H Black Lung</li> <li>L Liability</li> </ul> <p><i>Required field:</i></p> <ul style="list-style-type: none"> <li>• When SOURCE is PHON.</li> <li>• When ACTION is CA or CL. (MSP TYPE must be D, E, or L when ACTION is CL.)</li> </ul>										
PATIENT RELATIONSHIP	<p>Patient relationship between the policyholder and the beneficiary.</p> <p><i>Required field</i> when:</p> <p>ACTION is Blank and MSP TYPE is F            ACTION is CA and MSP TYPE is L            ACTION is CL and MSP TYPE is D, E, or L</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>01 Self; Patient is policyholder</li> <li>02 Spouse</li> <li>03 Child</li> <li>04 Other</li> <li>20 Domestic partner</li> </ul> <p><b>Note:</b> For the following MSP Types, the patient relationship codes listed are the only values that can be used.</p> <table border="1" data-bbox="574 1312 1049 1495"> <thead> <tr> <th>MSP Type</th> <th>Patient Relationship Code</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>01, 02</td> </tr> <tr> <td>B</td> <td>01, 02, 03, 04, 20</td> </tr> <tr> <td>D, E, L</td> <td>01</td> </tr> <tr> <td>G</td> <td>01, 02, 03, 04, 20</td> </tr> </tbody> </table>	MSP Type	Patient Relationship Code	A	01, 02	B	01, 02, 03, 04, 20	D, E, L	01	G	01, 02, 03, 04, 20
MSP Type	Patient Relationship Code										
A	01, 02										
B	01, 02, 03, 04, 20										
D, E, L	01										
G	01, 02, 03, 04, 20										

Field	Description
EFFECTIVE DATE	<p>Effective date of MSP coverage.</p> <p><i>Required field</i> when:</p> <ul style="list-style-type: none"> <li>• ACTION is CA and MSP TYPE is L</li> <li>• ACTION is CL and MSP TYPE is D, E, or L</li> </ul> <p><b>Notes:</b></p> <p>EFFECTIVE DATE cannot be the same as TERMINATION DATE.</p> <p>This field accepts dates up to three months from the current date:</p> <p>For GHP records (MSP Types A, B, and G): The Effective Date can be in the future for currently entitled beneficiaries (i.e., enrolled in Medicare), or for beneficiaries who will be entitled starting up to three months in the future.</p> <p>For NGHP records (MSP Types D, E, L, H, and W): Effective Date can be in the future for beneficiaries as long as their entitlement start date is in the future. The future Effective Date must be equal to the entitlement start date. (NGHP MSP occurrences for beneficiaries who are currently entitled cannot have future MSP Effective Dates.)</p>
TERMINATION DATE	<p>Termination date of MSP coverage. TERMINATION DATE can be all zeroes for open ended coverage.</p> <p><i>Required field</i> when ACTION is CL and MSP TYPE is D, E, or L.</p> <p><b>Note:</b> TERMINATION DATE cannot be the same as EFFECTIVE DATE.</p>
CMS GROUPING CODE	<p>CMS Grouping Code.</p> <p><i>Required field</i> when ACTION is CA and MSP TYPE is L.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>01 Gel Implants (TrailBlazers, 00400)</li> <li>02 Gel Implants (Alabama, 00010)</li> <li>03 Bone Screw Recoveries (United Government Services, 00454)</li> <li>04 Diet Drug Recoveries (Cahaba BCBS Alabama, 00010)</li> <li>05 Sulzer Inter-Op Acetabular Shells for Hip Implant Recoveries (Chisholm Administrative Services, 00340)</li> <li>06 Sulzer Orthopedic and Defective Knee Replacement Recoveries (Chisholm Administrative Services, 00340)</li> <li>07 Baycol Litigation</li> <li>08 Dexatrim (90000)</li> <li>09 Rhode Island Receivership Recoveries (00180)</li> <li>10 Propulsid (00010)</li> <li>11 Asbestos Exposure</li> <li>12 Garretson Asbestos Cases</li> <li>13 Fleet Phosphate</li> <li>14 Accutane</li> <li>15 Garretson - Trasylol</li> <li>16 Zelnorm</li> <li>17 Total Body Supplements - TBS</li> <li>18 Hormone Replacement Therapy - HRT</li> <li>19 Keugl Mesh</li> </ul>
DIALYSIS TRAIN DATE	<p>Date the beneficiary received self-dialysis training.</p>
BLACK LUNG BENEFITS	<p>Yes or No field indicating whether the beneficiary receives benefits under the Black Lung Program.</p>

Field	Description
BLACK LUNG EFFECTIVE DATE	Date the beneficiary began receiving benefits under the Black Lung Program. This field is only enabled when BLACK LUNG BENEFITS is Yes.
SEND TO CWF	Indicates whether to send the MSP inquiry to CWF. Select Yes or No. <b>Note:</b> SEND TO CWF defaults to No unless ACTION is blank and MSP TYPE is blank or F.
CONTINUE	Command button. Click to go to the <i>Informant Information</i> page.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

### 4.4 Informant Information Page

1. On this page, enter information about the person who informed you of the change in MSP coverage.
2. After all relevant fields have been entered, click Continue to go to the Insurance Information page, or select a page link from the left side bar.

Figure 4-3: MSP Inquiry Informant Information

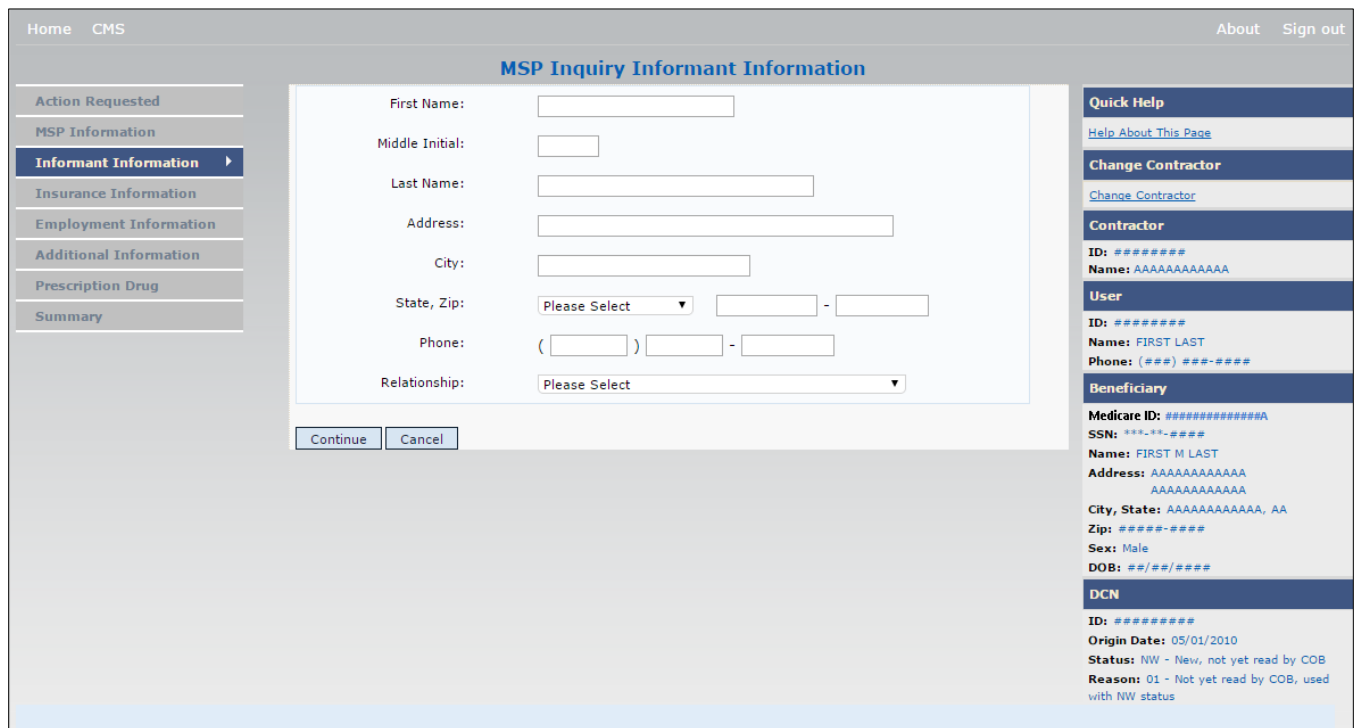


Table 4-3: MSP Inquiry Informant Information

Field	Description
FIRST NAME	First name of the person informing the contractor of the change in MSP coverage. <i>Required field</i> when: <ul style="list-style-type: none"> <li>• SOURCE is CHEK, LTTR or PHON.</li> <li>• ACTION is CA or CL, unless Insurance Company Address will be entered.</li> </ul>
MIDDLE INITIAL	First initial of the middle name of the person informing the contractor of the change in MSP coverage.

Field	Description
LAST NAME	Last name of the person informing the contractor of the change in MSP coverage. <i>Required field when</i> <ul style="list-style-type: none"> <li>• SOURCE is CHEK, LTTR or PHON.</li> <li>• ACTION is CA or CL, unless Insurance Company Address will be entered.</li> </ul>
ADDRESS	Informant’s street address. <i>Required field when:</i> <ul style="list-style-type: none"> <li>• SOURCE is CHEK, LTTR or PHON.</li> <li>• ACTION is CA or CL, unless Insurance Company Address will be entered.</li> </ul>
CITY	Informant’s city. <i>Required field when:</i> <ul style="list-style-type: none"> <li>• SOURCE is CHEK, LTTR or PHON.</li> <li>• ACTION is CA or CL, unless Insurance Company City will be entered.</li> </ul>
STATE	Informant’s state. <i>Required field when:</i> <ul style="list-style-type: none"> <li>• SOURCE is CHEK, LTTR or PHON.</li> <li>• ACTION is CA or CL, unless Insurance Company State will be entered.</li> </ul>
ZIP	Informant’s ZIP code. <i>Required field when:</i> <ul style="list-style-type: none"> <li>• SOURCE is CHEK, LTTR or PHON.</li> <li>• ACTION is CA or CL, unless Insurance Company ZIP will be entered.</li> </ul>
PHONE	Informant’s telephone number.
RELATIONSHIP	One-character code indicating the relationship of the informant to the beneficiary. Valid values are: A Attorney representing beneficiary B Beneficiary C Child D Defendant’s attorney E Employer F Father I Insurer M Mother N Non-relative O Other relative P Provider R Beneficiary representative (other than attorney) S Spouse U Unknown W Pharmacy <b>Notes:</b> <ul style="list-style-type: none"> <li>• <i>Required field</i> when SOURCE is CHEK, LTTR or PHON.</li> <li>• Must be A if ACTION is CA or CL and informant information is entered.</li> </ul>
CONTINUE	Command button. Click to go to the <i>Insurance Information</i> page.

Field	Description
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

### 4.5 Insurance Information Page

1. Enter information about the type of insurance associated with the MSP coverage on this page.
2. After all relevant fields have been entered, click **Continue** to go to the *Employment Information* page, or select a page link from the left side bar.

**Figure 4-4: MSP Inquiry Insurance Information**



**Table 4-4: MSP Inquiry Insurance Information**

Field	Description
INSURANCE COMPANY NAME	<p>Name of the insurance carrier for MSP coverage.</p> <p>If the Insurance Company Name is entered and contains one of the following values, then it is considered an error:</p> <ul style="list-style-type: none"> <li>• ATTORNEY</li> <li>• BC</li> <li>• BCBX</li> <li>• BCBS</li> <li>• BLUE CROSS</li> <li>• BLUE SHIELD</li> <li>• BS</li> <li>• BX</li> <li>• CMS</li> <li>• COB</li> <li>• HCFA</li> <li>• INSURER</li> <li>• MEDICARE</li> <li>• MISC</li> <li>• MISCELLANEOUS</li> <li>• N/A</li> <li>• NA</li> <li>• NO</li> <li>• NONE</li> <li>• SUPPLEMENT</li> <li>• SUPPLEMENTAL</li> <li>• UNK</li> <li>• UNKNOWN</li> <li>• XX</li> </ul>
ADDRESS LINE 1	<p>First Line of insurance carrier’s street address.</p> <p><i>Required field</i> when:</p> <ul style="list-style-type: none"> <li>• INSURANCE COMPANY NAME is entered</li> <li>• ACTION is CA or CL, unless Informant Name and Address were entered.</li> </ul>
ADDRESS LINE 2	<p>Second Line of insurance carrier’s street address.</p>
CITY	<p>City associated with the insurance carrier’s street address.</p> <p><i>Required field</i> when:</p> <ul style="list-style-type: none"> <li>• INSURANCE COMPANY NAME is entered</li> <li>• ACTION is CA or CL, unless Informant City was entered.</li> </ul>
STATE	<p>State associated with the insurance carrier’s street address.</p> <p><i>Required field</i> when:</p> <ul style="list-style-type: none"> <li>• INSURANCE COMPANY NAME is entered</li> <li>• ACTION is CA or CL, unless Informant State was entered.</li> </ul>

Field	Description
ZIP	ZIP code associated with the insurance carrier’s street address. <i>Required field</i> when: <ul style="list-style-type: none"> <li>• INSURANCE COMPANY NAME is entered</li> <li>• ACTION is CA or CL, unless Informant ZIP was entered.</li> </ul>
INSURANCE TYPE	One-character code for the type of insurance. (Required field) Valid values are: <ul style="list-style-type: none"> <li>A Insurance or Indemnity (OTHER TYPES)</li> <li>J Hospitalization Only Plan covering inpatient hospital services (HOSPITAL ONLY)</li> <li>K Medical Services Only Plan covering only non-inpatient medical services (MEDICAL ONLY)</li> <li>R GHP Health Reimbursement Arrangement</li> <li>S GHP Health Savings Account</li> </ul> BlankUnknown (UNKNOWN); defaults to A.
POLICY NUMBER	Policy number of the insurance coverage. If you enter a POLICY NUMBER, you do not have to enter a GROUP NUMBER.
GROUP NUMBER	Group number of the insurance coverage. If you enter a GROUP NUMBER, you do not have to enter a POLICY NUMBER.
SUBSCRIBER FIRST NAME	First name of individual covered by this insurance.
SUBSCRIBER MIDDLE INITIAL	First initial of the middle name of the individual covered by this insurance.
SUBSCRIBER LAST NAME	Last name of the individual covered by this insurance.
SUBSCRIBER SSN	Social Security Number of the individual covered by this insurance.
CONTINUE	Command button. Click to go to the <i>Employment Information</i> page.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

## 4.6 Employment Information Page

1. Enter employment information associated with the MSP coverage on this page (Figure 4-5).
2. After all relevant fields have been entered, click Continue to go to the Additional Information page, or select a page link from the left side bar.

**Figure 4-5: MSP Inquiry Employment Information**

**Table 4-5: MSP Inquiry Employment Information**

Field	Description
EMPLOYER NAME	Name of the employer providing group health insurance under which the beneficiary is covered. <i>Required field</i> when: <ul style="list-style-type: none"> <li>MSP TYPE is F and SEND TO CWF is Yes</li> </ul>
ADDRESS	First line of the employer’s street address. <i>Required field</i> when: <ul style="list-style-type: none"> <li>MSP TYPE is F and SEND TO CWF is Yes</li> </ul>
ADDRESS 2	Second line of the employer’s street address. Optional field.
CITY	City associated with the employer’s street address. <i>Required field</i> when: <ul style="list-style-type: none"> <li>MSP TYPE is F and SEND TO CWF is Yes</li> </ul>
STATE	State associated with the employer’s street address. <i>Required field</i> when: <ul style="list-style-type: none"> <li>MSP TYPE is F and SEND TO CWF is Yes</li> </ul>
ZIP	ZIP code associated with the employer’s street address. <i>Required field</i> when: <ul style="list-style-type: none"> <li>MSP TYPE is F and SEND TO CWF is Yes</li> </ul>
PHONE	Phone Number of the employer.
EIN	Employer Identification Number.

Field	Description
EMPLOYEE #	Employee number of policyholder.
CONTINUE	Command button. Click to go to the <i>Additional Information</i> page.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

### 4.7 Additional Information Page

1. Enter check and beneficiary information on this page. This information is used in conjunction with the ACTION(s) and SOURCE(s) selected on the MSP Inquiry, Action Requested page.
2. After all relevant fields have been entered, click Continue to go to the Prescription Coverage page, or select a page link from the left side bar.

If you need to enter more than 5 diagnosis codes, click the **More Diagnosis Codes** button. The *More Diagnosis Codes* page will appear (Figure 4-7).

**Figure 4-6: MSP Inquiry Additional Information**

The screenshot shows the 'MSP Inquiry Additional Information' page. On the left is a sidebar with menu items: Action Requested, MSP Information, Informant Information, Insurance Information, Employment Information, **Additional Information** (selected), Prescription Drug, and Summary. The main area contains the following fields:

- Check Number: [text input]
- Check Date: [calendar icon]
- Check Amount: [text input]
- Diagnosis Codes: Five rows, each with a [#####] text input, a radio button for ICD-9, and a radio button for ICD-10.
- More Diagnosis Codes: [button]
- Illness/Injury Date: [calendar icon]
- Beneficiary Representative Information:
  - Type: [Please Select dropdown]
  - Name: [text input]
  - Address: [text input]
  - Address: [text input]
  - State, Zip: [Please Select dropdown] - [text input] - [text input]

At the bottom of the main area are 'Continue' and 'Cancel' buttons. The right sidebar includes 'Quick Help' (with a link to 'Help About This Page'), 'Change Contractor' (with a link to 'Change Contractor'), and 'Contractor' information (ID: #####, Name: AAAAAAAAAAAAAA). Below that is 'User' information (ID: #####, Name: FIRST LAST, Phone: (###) ###-####) and 'Beneficiary' information (Medicare ID: #####, SSN: \*\*\*-\*\*-####, Name: FIRST M LAST, Address: AAAAAAAAAAAAAA, City, State: AAAAAAAAAAAAAA, AA, Zip: #####-####, Sex: Male, DOB: ##/##/####). At the bottom of the sidebar is 'DCN' information (ID: #####, Origin Date: 05/01/2010, Status: NW - Nev, not yet read by COB, Reason: 01 - Not yet read by COB, used with NW status).

**Table 4-6: MSP Inquiry Additional Information**

Field	Description
CHECK NUMBER	Number of check received. <i>Required field</i> if SOURCE is CHEK.
CHECK DATE	Date of check received. <i>Required field</i> if SOURCE is CHEK. <b>Note:</b> You cannot future-date this field.
CHECK AMOUNT	Amount of check received. <i>Required field</i> if SOURCE is CHEK. <b>Note:</b> The amount will always appear with two decimal places.
DIAGNOSIS CODES	Five-to-seven-digit diagnosis code that applies to this MSP occurrence. Enter up to five diagnosis codes on this page. Up to 15 additional diagnosis codes may be entered on the <i>More Diagnosis Codes</i> page. To enter more than 5 diagnosis codes, click the <b>More Diagnosis Codes</b> button. The <i>More Diagnosis Codes</i> page will appear (Figure 4-7). <b>Note:</b> Enter at least one DIAGNOSIS CODE when the ACTION is CA or CL. NGHP MSP types will require a valid diagnosis code to be entered. A message will appear stating that the diagnosis code will be required if one is not entered. The user will not be allowed to continue until a valid code is entered into the field. <b>Note:</b> Diagnosis Codes cannot be entered on an MSP Inquiry when the MSP Type is A (Working Aged), B (ESRD), or G (Disabled).
ICD INDICATOR	Type of diagnosis code. Select “ICD-9” or “ICD-10”. <b>Required if corresponding Diagnosis Code is submitted.</b>
MORE DIAGNOSIS CODES	Command button. Click to go to the More Diagnosis Codes page.
ILLNESS/INJURY DATE	Date the illness or injury occurred.
TYPE	One-character code indicating the type of relationship between the beneficiary and his or her representative. Valid values are: A Attorney R Bene Rep (individual not acting as attorney)
NAME	Name of individual representing a beneficiary’s medical affairs or estate. Type name in first name/middle initial/last name format.
ADDRESS	Beneficiary representative’s street.
CITY	Beneficiary representative’s city.
STATE	Beneficiary representative’s state.
ZIP	Beneficiary representative’s ZIP code.
CONTINUE	Command button. Click to go to the <i>Prescription Coverage</i> page.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

**Figure 4-7: MSP Inquiry Additional Information More Diagnosis Codes**

**Table 4-7: MSP Inquiry Additional Information More Diagnosis Codes**

Field	Description
DIAGNOSIS CODES	Five-to-seven-digit diagnosis code that applies to this MSP occurrence. Enter up to 15 diagnosis codes.
ICD Indicator	Type of diagnosis code. Select “ICD-9” or “ICD-10”. <b>Required if corresponding Diagnosis Code is submitted.</b>
CONTINUE	Command button. Click to go to the <i>Prescription Coverage</i> page.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

### 4.8 Prescription Coverage Page

1. On this page, enter Prescription Coverage information associated with the MSP Inquiry Part D coverage.
2. After all relevant fields have been entered, click Continue to go to the Summary page, or select a page link from the left side bar.

**Figure 4-8: MSP Inquiry Prescription Drug Coverage**

The screenshot shows a web application interface for 'MSP Inquiry Prescription Drug'. On the left is a navigation menu with options like 'Action Requested', 'MSP Information', 'Informant Information', 'Insurance Information', 'Employment Information', 'Additional Information', 'Prescription Drug', and 'Summary'. The main area contains a form with various input fields and dropdown menus. On the right, there is a 'Quick Help' section and a summary of user and beneficiary details.

**Table 4-8: MSP Inquiry Prescription Drug Coverage**

Field	Description
INSURANCE COMPANY NAME	Name of the insurance carrier for MSP coverage.
ADDRESS LINE 1	First Line of the insurance carrier’s street address. <i>Required field</i> when NAME and ADDRESS were entered.
ADDRESS LINE 2	Second Line of the insurance carrier’s street address.
CITY	City associated with the insurance carrier’s street address.
STATE	State associated with the insurance carrier’s street address.
ZIP	ZIP code associated with the insurance carrier’s street address.
POLICY NUMBER	Policy number of the insurance coverage.
EFFECTIVE DATE	Effective date of the MSP coverage. <b>Notes:</b> EFFECTIVE DATE cannot be the same as the TERMINATION DATE. This field accepts dates up to three months from the current date: For GHP records (MSP Types A, B, and G: The Effective Date can be in the future for beneficiaries <i>who are currently enrolled in Part D</i> , or for beneficiaries who will be <i>enrolled</i> starting up to three months in the future. For NGHP records (MSP Types D, E, L, H, and W): The Effective Date can be in the future for beneficiaries as long as their <i>Part D enrollment</i> start date is in the future. The future Effective Date must be equal to the <i>Part D</i> start date. (NGHP <i>drug coverage</i> occurrences for beneficiaries who are currently <i>enrolled in Part D</i> cannot have future Effective Dates.)

Field	Description
TERMINATION DATE	Termination date of MSP coverage. TERMINATION DATE can be all zeroes for open ended coverage. <b>Note:</b> TERMINATION DATE cannot be the same as the EFFECTIVE DATE.
RECORD TYPE	Prescription Coverage Record Type. Valid values are: PRI Primary SUP Supplemental <b>Note:</b> RECORD TYPE must be SUP when SUPPLEMENTAL TYPE is L.
COVERAGE TYPE	Prescription Coverage type of insurance. Valid values are: U Drug Network V Drug Non-network Z Health account (such as a flexible spending account provided by other party to pay prescription drug costs or premiums) <i>Required field.</i>
BIN	Prescription Drug BIN number. Must be six digits and cannot be all the same number if COVERAGE TYPE is U. <i>Required field</i> when COVERAGE TYPE is U. Group, BIN, or PCN is required with Action Code CX.
PCN	Prescription Drug PCN number. Must not contain special characters. Populate with spaces if not available. Cannot have special characters, except for a non-leading dash, and no leading space. Group, BIN, or PCN is required with Action Code CX.
GROUP	Prescription Drug group number. Must not contain special characters. Group, BIN, or PCN is required with Action Code CX.
ID	Prescription Drug ID number. Must not contain special characters. <i>Required field</i> when COVERAGE TYPE is U. Cannot be blank or all zeros if COVERAGE TYPE is U.
SUPPLEMENTAL TYPE	Prescription Drug Coverage policy type. Valid values are: L - Supplemental M - Medigap N - Non-qualified State Program O - Other R - Charity T - Federal Government Programs 3 - Major Medical
PERSON CODE	Person Code. Plan specific relationship assigned plan administrator at the plan level. <i>Required field</i> when RECORD TYPE is Supplemental. Valid values are: 001 Self 002 Spouse 003 Other



Field	Description
CONTINUE	Command button. Click to go to the <i>Summary</i> page.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

## 4.9 Summary Page

The *Summary* page shows a summary of all information entered for the MSP inquiry before submission (Figure 4-9). After typing/selecting data in all relevant fields on the previous MSP Inquiry pages, review the *Summary* page and click the **Submit** button. The system shows the *Submit Confirmation* page. At this point the MSP inquiry is submitted and you can print the confirmation page.

Figure 4-9: MSP Inquiry Summary

Home CMS
ECRS User Guide About Sign out

### MSP Inquiry Summary

[Print Summary](#)

- Action Requested
- MSP Information
- Informant Information
- Insurance Information
- Employment Information
- Additional Information
- Prescription Drug
- Summary

**Action Requested**

DCN: 88855577444222

Medicare ID: #####A

Activity Code: I-General Inquiries

Action Codes: DI-Develop To the Insurer

Source: SCLM-Claim submitted to Medicare Contractor for alternate payment

**MSP Information**

MSP Type: A-Working Aged

Patient Relationship: 02-Spouse

Effective Date: 01/01/2008

Termination Date: 04/30/2010

CMS Grouping Code: Gel Implants (Trailbleizers, 00400)

Dialysis Train Date: 02/01/2010

Black Lung Benefits: Yes

Black Lung Effective Date: 01/01/2008

Send to CWF: Yes

**Informant Information**

Name: FIRST LAST

Address: AAAAAAAAAAAAAA

City, State, Zip: AAAAAAAAAAAAAA, AA ####-####

Phone: (###) ###-####

Relationship: B-Beneficiary

**Insurance Information**

Insurance Company Name: AAAAAAAAAAAAAA

Address: AAAAAAAAAAAAAA

City, State, Zip: AAAAAAAAAAAAAA, AA ####-####

Insurance Type: C-PPO

Policy Number: #####

Group Number: #####

Subscriber/Policy Holder Name: FIRST M. LAST

Subscriber/Policy Holder SSN: ###-##-####

**Employment Information**

Employer Name: AAAAAAAAAAAAAA

Address: AAAAAAAAAAAAAA

City, State, Zip: AAAAAAAAAAAAAA, AA ####-####

Phone: #####

EIN: #####

Employee Number: #####

**Check Information**

Check Date:

Check Amount:

Check Number:

**Beneficiary Representative Information**

Type: A-Attorney

Name: AAAAAAAAAAAAAA

Address: AAAAAAAAAAAAAA

City, State, Zip: AAAAAAAAAAAAAA, AA ####-####

Phone: (###) ###-####

EIN: #####

Employee Number:

**Diagnosis Codes**

#####

#####

#####

#####

#####

Illness/Injury Date: 08/01/2014

**Prescription Drug Information**

Insurance Company Name: AAAAAAAAAAAAAA

Address: AAAAAAAAAAAAAA

City, State, Zip: AAAAAAAAAAAAAA, AA ####-####

Policy Number: #####

Effective Date:

Termination Date:

Record Type: PRI-Primary

Coverage Type: Z - Health Account (Flexible Spending Account)

Group:

BITN: 222

PCN:

ID:

Supplemental Type:

Person Code: 001-Self

**Quick Help**

[Help About This Page](#)

**Change Contractor**

[Change Contractor](#)

**Contractor**

ID: #####

Name: AAAAAAAAAAAAAA

**User**

ID: #####

Name: FIRST LAST

Phone: (###) ###-####

**Beneficiary**

Medicare ID: #####A

SSN: ###-##-####

Name: FIRST M LAST

Address: AAAAAAAAAAAAAA

City, State: AAAAAAAAAAAAAA, AA

Zip: ####-####

Sex: Male

DOB: ##/##/####

ID: #####

Origin Date: 05/01/2010

Status: RW - New, not yet read by COB

Reason: 01 - Not yet read by BCKC, used with RW status

### 4.10 Viewing, Updating, and Deleting MSP Inquiry Transactions

Follow the steps below to search for and view a list of MSP Inquiry transactions.

**Note:** You can only update or delete MSP Inquiry transactions in NW status. Any user with the same contractor number can update or delete a transaction in NW status. However, if the COB system has started processing the information you cannot request an update or delete.

From the *Main Menu* page, click **MSP Inquiries** under Search for Requests or Inquiries. The *MSP Inquiry Search* page appears.

**Figure 4-10: MSP Inquiry Search**

**Table 4-9: MSP Inquiry Search**

Field	Description
CONTRACTOR #	If you are a Medicare contractor, this field will be pre-filled with the contractor number entered during contractor sign-in ( <i>protected field</i> ). If you are a Regional Office or CMS user, this field will be pre-filled with the CMS ID/RO number entered during contractor sign-in. <b>Note:</b> You can update this field with any Medicare contractor number, but only the CMS ID/RO number entered during contractor sign-in can be used.
MEDICARE ID	Enter a Medicare ID (HICN or MBI). <b>Note:</b> If searching by Medicare ID, do not enter an SSN or DCN.
SSN	Enter a Social Security Number. <b>Note:</b> If searching by SSN, do not enter a Medicare ID or DCN.
STATUS	Enter a status code. To view all in-process MSP Inquiry transactions, select IP in the STATUS field.
REASON	Select a reason code. (See Appendix E for the complete list of codes.)
USER ID	Enter a user ID.
ORIGIN DATE FROM	Enter a starting date for the date range, if applicable. <b>Note:</b> MMDDCCYY format.
ORIGIN DATE TO	Enter an ending date for the date range. <b>Note:</b> The dates in the ORIGIN DATE FROM and TO fields default to the date 31 calendar days prior to the current date and the current date but can be changed to any calendar day range, as long as it is not more than 6 months.

Field	Description
DCN	Enter a DCN. <b>Note:</b> If searching by DCN, do not enter a Medicare ID or SSN.
SUBMIT	Command button. Click to view search results.
RESET	Command button. Click to clear search results.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

### 4.10.1 View Transactions

- Type search criteria in the appropriate fields and click **Submit**.
  - To create a list of all MSP Inquiries for a specific Medicare ID, enter the Medicare ID in the search criteria and leave the CONTRACTOR NUMBER field blank.
  - When searching by origin date, user ID, status, and/or reason, you must also enter a DCN, Medicare ID, SSN, or contractor number.

The system shows a list of MSP Inquiries (Figure 4-11). There are up to 500 items per page; scroll through the records or use the **First**, **Previous**, **Next**, and **Last** navigation at the top of the list to view other transactions on other pages.

**Note:** If the beneficiary is deceased, and there is no representative payee on file, then the inquiry will be closed with Reason Code 65: Deceased, used with CM status.

- Change or delete search criteria to initiate a new search.

**Figure 4-11: MSP Inquiry Search Listing**

The screenshot displays the 'MSP Inquiry Search' web application. At the top, there are search criteria fields: Contractor #, Medicare ID, SSN, Status (Please Select), Reason (Please Select), User ID, Origin Date From (12/12/2017), Origin Date To (06/12/2018), and DCN. A 'Display Range' dropdown is set to '1 - 500'. Below the search fields are 'Submit', 'Reset', and 'Cancel' buttons. The results section shows 'Total Records Found : 6430' and 'Current Display Range : 501 - 1000'. Navigation buttons for 'First', 'Previous', 'Next', and 'Last' are present. The table below lists search results with columns for Delete, Medicare ID, Contractor, DCN, Status, Reason, Origin Date, Last Update, and User ID.

Delete	Medicare ID	Contractor	DCN	Status	Reason	Origin Date	Last Update	User ID
X	A#####	H5521	#####	CM	96	04/02/2018	04/04/2018	AAAAAAA
X	A#####	R7444	#####	CM	96	04/02/2018	04/04/2018	AAAAAAA
	A#####	H1406	#####	CM	96	01/09/2018	02/01/2018	AAAAAAA
	A#####	H2775	#####	CM	96	02/28/2018	03/22/2018	AAAAAAA
	A#####	H2001	#####	CM	96	03/15/2018	03/29/2018	AAAAAAA
	A#####	H2001	#####	CM	96	03/15/2018	03/29/2018	AAAAAAA
	A#####	H1036	#####	CM	96	03/27/2018	04/04/2018	AAAAAAA

**Table 4-10: MSP Inquiry Search Listing**

Field	Description
Display Range	Select a range to filter the records in the search results by a defined range. <b>Note:</b> This field is only visible if a search has been completed. The range in the <i>Display Range</i> field defaults to 1-500.
Total Records Found	Total number of records found.
Current Display Range	Defined display range for the records found. <b>Note:</b> This field defaults to 1-500.
Delete	Click the delete [X] link to mark a transaction for deletion.
Medicare ID	Medicare ID (HICN or MBI) for the MSP Inquiry transaction ( <i>protected field</i> ). Click the link to view the <i>Summary</i> page.
Contractor	Contractor number ( <i>protected field</i> ).
DCN	DCN assigned to the MSP Inquiry transaction by the Medicare contractor ( <i>protected field</i> ).
Status	Status of the MSP Inquiry transaction ( <i>protected field</i> ).
Reason	Reason for the MSP Inquiry transaction ( <i>protected field</i> ). <b>Note:</b> See Appendix E for a complete list of reason codes and definitions.
Origin Date	Originating date in MMDDCCYY format ( <i>protected field</i> ).
Last Update	Date the MSP Inquiry transaction was last changed in MMDDCCYY format ( <i>protected field</i> ).
User ID	User ID of the operator who entered the MSP Inquiry transaction ( <i>protected field</i> ).
Export options	Click the link to export search results. <b>Note:</b> You may export all results returned, up to 500 records at a time, based on the records currently shown.

**4.10.2 Update Transactions**

1. To update information on an MSP Inquiry transaction, click the Medicare ID link for the transaction and the system shows the *Summary* page for the selected transaction, along with page links to the information, to allow for updates (Figure 4-12).
2. To leave the *Summary* page without making any changes, click **Cancel** or **Return** to return to the *Search Page Listing*.

If you do need to update the transaction, access the appropriate page and navigate back to the *Summary* page. After you have made all updates, click **Submit** to confirm updates, or click **Cancel** to return to the *MSP Inquiry Search Page Listing*.

Figure 4-12: MSP Inquiry Summary

Home CMS
ECS User Guide About Sign out

**MSP Inquiry Summary**
Print Summary

- Action Requested
- MSP Information
- Informant Information
- Insurance Information
- Employment Information
- Additional Information
- Prescription Drug
- Summary

**Action Requested**

DCN: 8885577444222

Medicare ID: #####A

Activity Code: I-General Inquiries

Action Codes: DI-Develop To the Insurer

Source: SCLM-Claim submitted to Medicare Contractor for alternate payment

**MSP Information**

MSP Type: A-Working Aged

Patient Relationship: 02-Spouse

Effective Date: 01/01/2008

Termination Date: 04/30/2010

CMS Grouping Code: Gel Implants (Trailbleizers, 00400)

Dialysis Train Date: 02/01/2010

Black Lung Benefits: Yes

Black Lung Effective Date: 01/01/2008

Send to CWF: Yes

**Informant Information**

Name: FIRST LAST

Address: AAAAAAAAAAAAAA

City, State, Zip: AAAAAAAAAAAAAA, AA #####-####

Phone: (###) ###-####

Relationship: B-Beneficiary

**Insurance Information**

Insurance Company Name: AAAAAAAAAAAAAA

Address: AAAAAAAAAAAAAA

City, State, Zip: AAAAAAAAAAAAAA, AA #####

Insurance Type: C-PPO

Policy Number: #####

Group Number: #####

Subscriber/Policy Holder Name: FIRST M. LAST

Subscriber/Policy Holder SSN: ###-##-####

**Employment Information**

Employer Name: AAAAAAAAAAAAAA

Address: AAAAAAAAAAAAAA

City, State, Zip: AAAAAAAAAAAAAA, AA #####

Phone: #####

EIN: #####

Employee Number: #####

**Check Information**

Check Date:

Check Amount:

Check Number:

**Beneficiary Representative Information**

Type: A-Attorney

Name: AAAAAAAAAAAAAA

Address: AAAAAAAAAAAAAA

City, State, Zip: AAAAAAAAAAAAAA, AA #####

Phone: (###) ###-####

EIN: #####

Employee Number:

**Diagnosis Codes**

#####

#####

#####

#####

#####

Illness/Injury Date: 08/01/2014

**Prescription Drug Information**

Insurance Company Name: AAAAAAAAAAAAAA

Address: AAAAAAAAAAAAAA

City, State, Zip: AAAAAAAAAAAAAA, AA #####

Policy Number: #####

Effective Date:

Termination Date:

Record Type: PRI-Primary

Coverage Type: Z - Health Account (Flexible Spending Account)

Group:

BITN: 222

PCN:

ID:

Supplemental Type:

Person Code: 001-Self

**Quick Help**

[Help About This Page](#)

**Change Contractor**

[Change Contractor](#)

**Contractor**

ID: #####

Name: AAAAAAAAAAAAAA

**User**

ID: #####

Name: FIRST LAST

Phone: (###) ###-####

**Beneficiary**

Medicare ID: #####A

SSN: ###-##-####

Name: FIRST M LAST

Address: AAAAAAAAAAAAAA

City, State: AAAAAAAAAAAAAA, AA

Zip: #####-####

Sex: Male

DOB: ##/##/####

ID: #####

Origin Date: 05/01/2010

Status: RW - New, not yet read by COB

Reason: 01 - Not yet read by BCKC, used with RW status

### 4.10.3 Delete Transactions

1. To mark an MSP Inquiry transaction for deletion, click the delete [X] icon next to the Medicare ID and when the *Confirmation* page appears, click **Continue** to confirm, or click **Cancel** to decline.
2. To exit the *MSP Inquiry Search* page, click **Home** to return to the *Main Menu*. The system does not retain search criteria.

## Chapter 5: Prescription Drug Assistance Request Transactions

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This chapter provides you with step-by-step instructions to perform a Prescription Drug assistance request. Examples and explanations are provided for each page in ECRS Web. *This chapter also includes a discussion regarding the hierarchy rules and logic for processing primary and supplemental Part D prescription drug records (effective April 2023).*

If you are a new user, this chapter can help you use the system as you learn it. You can also use this chapter to determine what information is contained in each field or what you should enter in a field. It can also help you to navigate through the Prescription Drug assistance request transaction process if you are lost. If you are an experienced user, you can use the chapter as a quick reference for a web page that you use infrequently.

### 5.1 Adding a Prescription Drug Assistance Request Transaction

Use the **Prescription Drug Assistance Request** link under Create Requests or Inquiries on the *Main Menu*, to add Prescription Drug Assistance Request transactions for Part D records.

**Note:** Prescription Drug Assistance Requests are only available to Part C and Part D submitters.

#### 5.1.1 Retrieving Beneficiary Information

Beneficiary information is automatically retrieved when Medicare ID (HICN or MBI) and other required data is entered and saved on the first page of the Prescription Drug Assistance Request (*Action Requested*). The information appears on the right side bar, and carried forward on the Prescription Drug Assistance Request transaction.

### 5.2 Prescription Drug Hierarchy Requirements

*Effective April 2023, hierarchy rules and processing logic, similar to those governing MSP occurrences (Section 3.1.3), will be applied when processing primary and supplemental Part D prescription drug records.*

#### 5.2.1 Prescription Drug Hierarchy Background

*Because of the large volume of duplicate reporting of prescription drug records by various contractors, hierarchy business rules will be applied to Part D primary and supplemental prescription drug transactions. Currently, updating drug transactions was limited to the reporter, to reduce conflicting information or flip-flopping of drug record information. Unfortunately, this resulted in a high volume of duplicate drug records. To prevent further duplicates, updating is no longer limited to the reporter. Instead, hierarchy rules will be applied to drug records. This will allow higher hierarchy levels to update drug records based on the new matching criteria.*

#### 5.2.2 Prescription Drug Hierarchy Requirements

*Table 5-1 describes the hierarchy rules for Part D primary and supplemental drug records. The main differences between the drug and the MSP hierarchy rules are as follows:*



*Primary Drug Records*

- *Section 111 NGHP RREs and CRC GHP or ORM Recovery will not be included.*
- *The fourth tier will include Other Medicare Contractors, such as the MACs, and all others excluding VDSAs.*
- *The fifth tier will only include VDSAs.*

*Supplemental Drug Records*

*The hierarchy rules for supplemental are the same as for primary drug records except for the following:*

- *PAPs, SPAPs, ADAPs, Tricare, and Medicaid can only update their own records.*
- *Records from these contractors cannot be updated by any other source except the BCRC Analyst.*

**Table 5-1: Primary and Supplemental Drug Record Hierarchy Requirements**

<b>Hierarchy Ranking</b>	<b>Source of Update/Delete Request</b>
<i>First</i>	<i>BCRC Analyst (11100)</i> <i>Note: The BCRC Analyst will have the authority to manually lock a drug occurrence from any subsequent changes except those made by the BCRC.</i>
<i>Second</i>	<ul style="list-style-type: none"> <li>• <i>BCRC Call Center/BCRC CSR (11110)</i></li> <li>• <i>Beneficiary Call Center (1-800-Medicare) (11140)</i></li> </ul>
<i>Third</i>	<ul style="list-style-type: none"> <li>• <i>Section 111 GHP RREs (11121)</i></li> <li>• <i>Part C/D Plans – PDP Medicare Advantage (MAPD) (11143)</i></li> <li>• <i>Part D Plan – PDP</i></li> <li>• <i>COBA Contractor (11120) – Supplemental only</i></li> </ul>
<i>Fourth</i>	<ul style="list-style-type: none"> <li>• <i>MACs</i></li> <li>• <i>Other Medicare Contractors</i></li> <li>• <i>All others</i></li> </ul>
<i>Fifth</i>	<ul style="list-style-type: none"> <li>• <i>VDSAs (11105)</i></li> </ul>

**5.3 Action Requested Page**

From the *Main Menu* page, click **Prescription Drug Assistance Request** under Create Requests or Inquiries. The system shows the *Action Requested* page (Figure 5-1).

The *Action Requested* page is the first page to appear when adding a new Prescription Drug Assistance Request. The information entered on this page determines required information on subsequent pages.

**5.3.1 Navigation Links**

Several basic navigation links are shown on every *Main Menu* page. See Section 2.6.4 for descriptions of the heading bar links and the right side bar links and fields.

1. Type/select data in all of the required fields on the *Action Requested* page, and click **Continue**. Required fields are noted with a red asterisk (\*) and are as follows:
  - DCN
  - MEDICARE ID
  - ACTIVITY CODE

- ACTION
- SOURCE
- RECORD TYPE
- PATIENT RELATIONSHIP
- PERSON CODE
- ORIGINATING CONTRACTOR
- EFFECTIVE DATE

**Note:** If beneficiary information is not found for the Medicare ID you have entered, you will not be able to continue the Prescription Drug Assistance Request.

2. After all relevant fields have been entered, click **Continue** to go to the Prescription Drug Assistance Request *Informant Information* page, or select a page link from the left side bar.
3. To exit the Prescription Drug Assistance Request Detail pages, click **Home** to return to the *Main Menu* or **Sign Out** to exit the application.

**Figure 5-1: Prescription Drug Assistance Request Action Requested**

The screenshot displays a web application interface for a Prescription Drug Assistance Request. The main content area is titled "Prescription Drug Assistance Request Action Requested" and contains a form with the following fields:

- \* Required**
  - \*DCN: [Text Input]
  - \*Medicare ID: [Text Input]
  - \*Activity Code: [Please Select] (Dropdown)
  - \*Action: [Please Select] (Dropdown)
  - [Please Select] (Dropdown)
  - [Please Select] (Dropdown)
  - [Please Select] (Dropdown)
  - [Please Select] (Dropdown)
  - \*Source: [Please Select] (Dropdown)
  - MSP Type: [Please Select] (Dropdown)
  - New MSP Type: [Please Select] (Dropdown)
  - \*Record Type: [Please Select] (Dropdown)
  - \*Patient Relationship: [Please Select] (Dropdown)
  - New Patient Relationship: [Please Select] (Dropdown)
  - \*Person Code: [Please Select] (Dropdown)
  - \*Originating Contractor: [Text Input]
  - \*COB Effective Date: [Date Picker]
  - New COB Effective Date: [Date Picker]
  - Effective Date of Other Drug Coverage: [Date Picker]
  - New Effective Date of Other Drug Coverage: [Date Picker]
  - Termination Date: [Date Picker]
  - Remove Existing Termination Date:
  - \*Submitter Type:  Part C  Part D

At the bottom of the form are "Continue" and "Cancel" buttons. The left sidebar includes a navigation menu with "Action Requested" selected, and other options like "Informant Information", "Insurance Information", "Employment Information", "Additional Information", "Comments/Remarks", and "Summary". The right sidebar contains a "Quick Help" section with links for "Help About This Page", "Change Contractor", and "Change Contractor", along with "Contractor" details (ID: #, Name: #) and "User" details (ID: #, Name: FIRST LAST, Phone: ###-###-####).

**Table 5-2: Prescription Drug Assistance Request Action Requested**

Field	Description
DCN	DCN assigned by the contractor to correspondence and/or paperwork associated with transaction. <i>Required field.</i> The system auto-generates the DCN, but it can be changed by the user.
MEDICARE ID	Medicare ID (HICN or MBI) of the beneficiary. <i>Required field.</i> Enter the ID without dashes, spaces, or other special characters.
ACTIVITY CODE	Activity of contractor. <i>Required field.</i> Valid values are: C Claims (Pre-Payment) D Debt Collection/Referral G Group Health Plan I General Inquiries N Liability, No-Fault, Workers' Compensation, and Federal Tort Claim Act
ACTION	Two-character code defining action to take on Prescription Drug record. <i>Required field.</i> See Appendix E for a complete list of action codes and definitions. Valid values are: AP Add Policy and/or Group Number BN Develop for Prescription BIN CT Change Termination Date CX Change Prescription Values (BIN, Group, PCN) DO Mark Occurrence for Deletion EA Change Employer Address ED Change Effective Date EI Change Employer Information GR Develop for Group Number II Change Insurer Information IT Change Insurance Type MT Change MSP Type OH Change Effective Date of Other Drug Coverage PC Update Prescription Person Code PN Develop for/add PCN PR Change Patient Relationship TD Add Termination Date <b>Notes:</b> Action code II cannot be used with action code DO. The following Actions can be combined together, but not with any other Actions: BN Develop for Prescription BIN GR Develop for Group Number PN Develop for/add PCN The BIN field is not required when the action code is "BN."

Field	Description
SOURCE	<p>Four-character code identifying the source of the Prescription Drug Assistance Request information. <i>Required field.</i></p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>CHEK = Unsolicited check</li> <li>LTTR = Letter</li> <li>PHON = Phone call</li> <li>SCLM = Claim submitted to Medicare contractor for secondary payment</li> <li>SRVY = Survey</li> </ul>
MSP TYPE	<p>One-character code identifying type of MSP coverage. Description of code appears next to value. Valid values are:</p> <ul style="list-style-type: none"> <li>A Working Aged</li> <li>B ESRD</li> <li>C Conditional Payment</li> <li>D Automobile Insurance, No Fault</li> <li>E Workers' Compensation</li> <li>F Federal (Public)</li> <li>G Disabled</li> <li>H Black Lung</li> <li>L Liability</li> <li>W Workers' Compensation Medicare Set Aside</li> </ul> <p><i>Required field</i> when ACTION is MT.</p>
NEW MSP TYPE	<p>One-character code identifying type of new MSP coverage. Description of code appears next to value.</p> <p><i>Required field</i> when ACTION is MT.</p>
RECORD TYPE	<p>Prescription coverage record type <i>Required field.</i></p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>PRI Primary</li> <li>SUP Supplemental</li> </ul> <p><b>Note:</b> RECORD TYPE must be PRI when ACTION is MT.</p>

Field	Description										
<p>PATIENT RELATIONSHIP</p>	<p>Patient relationship between the policyholder and the beneficiary (<i>required field</i>). Description of code appears next to value.</p> <p>The following codes (<b>bolded</b>) are only valid on MSP Auxiliary occurrences with accretion dates prior to 4/4/2011:</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>01 Self; Patient is policyholder</li> <li>02 Spouse</li> <li>03 Child</li> <li>04 Other</li> <li>20 Domestic partner</li> <li><b>05 Step Child</b></li> <li><b>06 Foster child</b></li> <li><b>07 Ward of the Court</b></li> <li><b>08 Employee</b></li> <li><b>09 Unknown</b></li> <li><b>10 Handicapped dependent</b></li> <li><b>11 Organ donor</b></li> <li><b>12 Cadaver donor</b></li> <li><b>13 Grandchild</b></li> <li><b>14 Niece/nephew</b></li> <li><b>15 Injured plaintiff</b></li> <li><b>16 Sponsored dependent</b></li> <li><b>17 Minor dependent of a minor dependent</b></li> <li><b>18 Parent</b></li> <li><b>19 Grandparent dependent</b></li> </ul> <p>If MSP Type is A, B or G, or Record Type is Primary, Patient Relationship is required.</p> <p>For the following MSP types, the patient relationship codes listed to the right are the only valid values that can be used for records created after 4/4/2011:</p> <table border="0"> <thead> <tr> <th>MSP Type</th> <th>Patient Relationship Code</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>01, 02</td> </tr> <tr> <td>B</td> <td>01, 02, 03, 04, 20</td> </tr> <tr> <td>D, E, L</td> <td>01</td> </tr> <tr> <td>G</td> <td>01, 02, 03, 04, 20</td> </tr> </tbody> </table>	MSP Type	Patient Relationship Code	A	01, 02	B	01, 02, 03, 04, 20	D, E, L	01	G	01, 02, 03, 04, 20
MSP Type	Patient Relationship Code										
A	01, 02										
B	01, 02, 03, 04, 20										
D, E, L	01										
G	01, 02, 03, 04, 20										

Field	Description										
NEW PATIENT RELATIONSHIP	<p>New patient relationship between policyholder and beneficiary. Description of code appears next to value  <i>Required field</i> when ACTION is PR.                      Valid values are:                      01 Self; Patient is policyholder                      02 Spouse                      03 Child                      04 Other                      20 Domestic partner</p> <p>For the following MSP Types, the patient relationship codes listed to the right are the only valid values that can be used:</p> <table border="0"> <tr> <td>MSP Type</td> <td>Patient Relationship Code</td> </tr> <tr> <td>A</td> <td>01, 02</td> </tr> <tr> <td>B</td> <td>01, 02, 03, 04, 20</td> </tr> <tr> <td>D, E, L</td> <td>01</td> </tr> <tr> <td>G</td> <td>01, 02, 03, 04, 20</td> </tr> </table>	MSP Type	Patient Relationship Code	A	01, 02	B	01, 02, 03, 04, 20	D, E, L	01	G	01, 02, 03, 04, 20
MSP Type	Patient Relationship Code										
A	01, 02										
B	01, 02, 03, 04, 20										
D, E, L	01										
G	01, 02, 03, 04, 20										
PERSON CODE	<p>Plan-specific person code.                      Values are:                      001 Self                      002 Spouse                      003 Other</p> <p><i>Required field</i> when:                      RECORD TYPE is Supplemental                      ACTION is PC</p>										
ORIGINATING CONTRACTOR	<p>Contractor number of the contractor that created the original Prescription Drug record at MBD. <i>Required field.</i></p>										
COB EFFECTIVE DATE	<p>COB effective date of drug coverage in MMDDCCYY format. <i>Required field.</i></p> <p><b>Notes:</b>                      For GHP MSP records (MSP Types A, B, and G) it identifies the start date. For non-GHP MSP records (MSP Types D, E, L, H, and W) it identifies the date of the accident, illness, or injury; or it identifies the Medicare entitlement date, whichever is earlier.                      This field accepts dates up to three months from the current date for primary coverage:                      For GHP records (MSP Types A, B, and G): The COB Effective Date can be in the future for beneficiaries <i>who are currently enrolled in Part D</i>, or for beneficiaries who will be <i>enrolled</i> starting up to three months in the future.                      For NGHP records (MSP Types D, E, L, H, and W): The COB Effective Date can be in the future for beneficiaries as long as their Part D enrollment start date is in the future. The future COB Effective Date must be equal to the Part D start date. (NGHP drug coverage occurrences for beneficiaries who are currently enrolled in Part D cannot have future Effective Dates.)</p>										

Field	Description
NEW COB EFFECTIVE DATE	<p>New COB effective date of drug coverage in MMDDCCYY format.</p> <p><i>Required field</i> when ACTION is ED.</p> <p><b>Notes:</b> This field accepts dates up to three months from the current date for primary coverage:</p> <p>For GHP records (MSP Types A, B, and G): The New COB Effective Date can be in the future for beneficiaries <i>who are currently enrolled in Part D</i>, or for beneficiaries who will be <i>enrolled</i> starting up to three months in the future.</p> <p>For NGHP records (MSP Types D, E, L, H, and W): The New COB Effective Date can be in the future for beneficiaries as long as their Part D enrollment start date is in the future. The future New COB Effective Date must be equal to the Part D start date. (NGHP drug coverage occurrences for beneficiaries who are currently enrolled in Part D cannot have future Effective Dates.)</p>
EFFECTIVE DATE OF OTHER DRUG COVERAGE	<p>Effective date of the other drug insurance coverage provided by the other insurance (Other Health Information) in MMDDCCYY format.</p> <p><b>Note:</b> Use this date for coordination of benefits. The Part D sponsor should compare this Date of Service (DOS) to both the Part D effective period and the other coverage effective period to determine if coordination of benefits is necessary.</p>
NEW EFFECTIVE DATE OF OTHER DRUG COVERAGE	<p>New effective date of the other drug coverage provided by the other insurance (Other Health Information) in MMDDCCYY format.</p>
TERMINATION DATE	<p>Medicare Secondary Payer (MSP) termination date of drug coverage in MMDDCCYY format.</p> <p>This is the MSP end date, which identifies whether or not the primary insurance is terminated. For non-GHP MSP (MSP Types D, E, L, H, and W), it identifies the date of settlement, judgment, or award, or other payment. If the insurance is open, the field is populated with all zeroes.</p> <p><i>Required field</i> when ACTION is TD or CT.</p>
SUBMITTER TYPE	<p>Indicates the submitter type. Select either Part C or Part D.</p>
REMOVE EXISTING TERMINATION DATE checkbox	<p>Check to remove an existing termination date.</p>
CONTINUE	<p>Command button. Click to go to the <i>Informant Information</i> page.</p> <p><b>Note:</b> All required fields must be populated before clicking <b>Continue</b>.</p>
CANCEL	<p>Command button. Click to return to the <i>Main Menu</i>.</p>

### 5.3.2 Automated Action Code Impacts

Automated action codes are codes that are processed automatically when entered. See Appendix E for a complete list. Your updates to current records on the Prescription Drug Assistance Request Detail page will be denied if these conditions are found or when you use automated action codes.

- Record not found
- Same Policy Number or Group Number entered (AP: Add Policy and/or Group Number)
- Record previously termed, termed but same Term Date entered (TD: Add Termination Date)
- Record not previously termed (CT: Change Termination Date)
- Same BIN, Group, or PCN entered (CX: Change Prescription Values (BIN, Group, PCN))
- Same patient relationship entered (PR: Change Patient Relationship)
- Record is deleted (DO: Mark for deletion)

- Insurer information not provided (II: Change Insurer Information)  
(**Note:** Partially automated for BCRC and CRC recovery users only.)

**Notes:** For the automated action codes indicated, ECRS will also deny an update if it conflicts with a current supplemental drug record (PAP, ADAP, SPAP, Medicaid, or Tricare).

Additionally, when processing valid PDARs submitted with automated action codes, the system will search for matching existing drug coverage records using either the MSP Effective Date provided on the input file or the Other Health Information (OHI) Effective Date submitted when the drug record was created.

## 5.4 Informant Information Page

1. Enter information on the Informant Information page regarding the person who informed you of the change in the Part D coverage.
2. After all relevant fields have been entered, click **Continue** to go to the *Insurance Information* page, or select a page link from the left side bar.

**Figure 5-2: Prescription Drug Assistance Request Informant Information**

**Table 5-3: Prescription Drug Assistance Request Informant Information**

Field	Description
FIRST NAME	Given or first name of person informing contractor of change in Part D coverage. <i>Required field</i> for all ACTIONS when SOURCE is CHEK, LTTR, or PHON.
MIDDLE INITIAL	Middle initial of person informing contractor of change in Part D coverage.
LAST NAME	Surname of person informing contractor of change in Part D coverage. <i>Required field</i> for all ACTIONS when SOURCE is CHEK, LTTR, or PHON.
ADDRESS	Informant’s street address. <i>Required field</i> for all ACTIONS when SOURCE is CHEK, LTTR, or PHON.



Field	Description
CITY	Informant’s city. <i>Required field</i> for all ACTIONs when SOURCE is CHEK, LTTR, or PHON.
STATE	Informant’s state. <i>Required field</i> for all ACTIONs when SOURCE is CHEK, LTTR, or PHON.
ZIP	Informant’s ZIP code. <i>Required field</i> for all ACTIONs when SOURCE is CHEK, LTTR, or PHON.
PHONE	Informant’s telephone number.
RELATIONSHIP	One-character code indicating relationship of informant to beneficiary. Valid values are: A Attorney representing beneficiary B Beneficiary C Child D Defendant’s attorney E Employer F Father I Insurer M Mother N Non-relative O Other relative P Provider R Beneficiary representative (other than attorney) S Spouse U Unknown W Pharmacy <i>Required field</i> for all ACTIONs when SOURCE is CHEK, LTTR, or PHON.
CONTINUE	Command button. Click to go to <i>Insurance Information</i> page.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

### 5.5 Insurance Information Page

1. Enter information on the *Insurance Information* page about the insurance type associated with the Part D record.
2. Type data in all fields that need to be revised.

**Note:** Action II can be used by BCRC and CRC recovery users to automatically update insurer information.

**Figure 5-3: Prescription Drug Assistance Request Insurance Information**

The screenshot shows a web application interface for entering insurance information. On the left is a navigation menu with options like 'Action Requested', 'Informant Information', 'Insurance Information', 'Employment Information', 'Additional Information', 'Comments/Remarks', and 'Summary'. The main area contains a form with the following fields: Insurance Company Name, Address (two lines), City, State (dropdown), Zip (two boxes with a dash), Insurance Type (dropdown), New Insurance Type (dropdown), Coverage Type (dropdown), Policy Number, Group Number, BIN, PCN, ID, and Supplemental Type (dropdown). At the bottom are 'Continue' and 'Cancel' buttons. On the right, a sidebar shows 'Quick Help', 'Change Contractor', and 'Contractor' details including ID, Name, and Phone. Below that, 'Beneficiary' details include Medicare ID, SSN, Name, Address, City/State, Zip, Sex, and DOB. At the bottom of the sidebar, 'DCN' details include ID, Origin Date (05/01/2010), Status (NW - New, not yet read by COB), and Reason (01 - Not yet read by BCRC, used with NW status).

**Table 5-4: Prescription Drug Assistance Request Insurance Information**

Field	Description
INSURANCE COMPANY NAME	Name of prescription drug insurance carrier. <i>Required field</i> when ACTION CODE is II. <b>Notes:</b> Action code II cannot be used with action code DO. When action code II is included, a valid insurance company name must be provided. The following are invalid entries: ATTORNEY, BC, BCBS, BCBX, BLUE CROSS, BLUE SHIELD, BS, BX, CMS, COB, HCFA, INSURER, MEDICARE, MISC, MISCELLANEOUS, N/A, NA, NO, NONE, SUPPLEMENT, SUPPLEMENTAL, UNK, UNKNOWN, and XX.
ADDRESS	First line of the insurance carrier’s street address.
(ADDRESS 2)	Unlabeled field. Second line of the insurance carrier’s street address.
CITY	City associated with the insurance carrier’s street address.
STATE	State associated with the insurance carrier’s street address.
ZIP	ZIP code associated with the insurance carrier’s street address.
INSURANCE TYPE	One-character code for the type of insurance. Not used for Prescription Drug records.
NEW INSURANCE TYPE	Select a one-character code for the new type of insurance. Not used for Prescription Drug records.

Field	Description
COVERAGE TYPE	Prescription coverage type of insurance. Valid values are: U    Drug network V    Drug non-network Z    Health account (such as a flexible spending account provided by other party to pay prescription drug costs or premiums) <i>Required field</i> for all ACTION types (primary and supplemental).
POLICY NUMBER	Policy number of insurance coverage. <i>Required field</i> when ACTION is AP and MSP TYPE is NOT D, E, L, or W. <b>Note:</b> If GROUP NUMBER is entered, the POLICY NUMBER is not required.
GROUP NUMBER	Group number of insurance coverage Group, BIN, or PCN is required with Action Code CX.
BIN	Prescription Drug BIN number. Must be six digits and cannot be all the same number if COVERAGE TYPE is U.. <i>Required field</i> if COVERAGE TYPE is U and ACTION CODE is NOT BN. Group, BIN, or PCN is required with Action Code CX.
PCN	Prescription Drug PCN number. Cannot have special characters, except for a non-leading dash, and no leading space. Group, BIN, or PCN is required with Action Code CX.
ID	Prescription Drug ID number. Must not contain special characters. <i>Required field</i> if COVERAGE TYPE is U. Cannot be blank or all zeros if COVERAGE TYPE is U.
SUPPLEMENTAL TYPE	Prescription Drug policy type. Valid values are: L    Supplemental M    Medigap N    Non-Qualified State Program O    Other P    PAP R    Charity T    Federal Government Programs 1    Medicaid 2    Tricare 3    Major Medical
CONTINUE	Command button. Click to go to the <i>Employment Information</i> page.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

## 5.6 Employment Information Page

1. Enter employment information associated with the Part D record on the *Employment Information* page.
2. After all relevant fields have been entered, click **Continue** to go to the *Additional Information* page, or select a page link from the left side bar.

**Figure 5-4: Prescription Drug Assistance Request Employment Information**

**Table 5-5: Prescription Drug Assistance Request Employment Information**

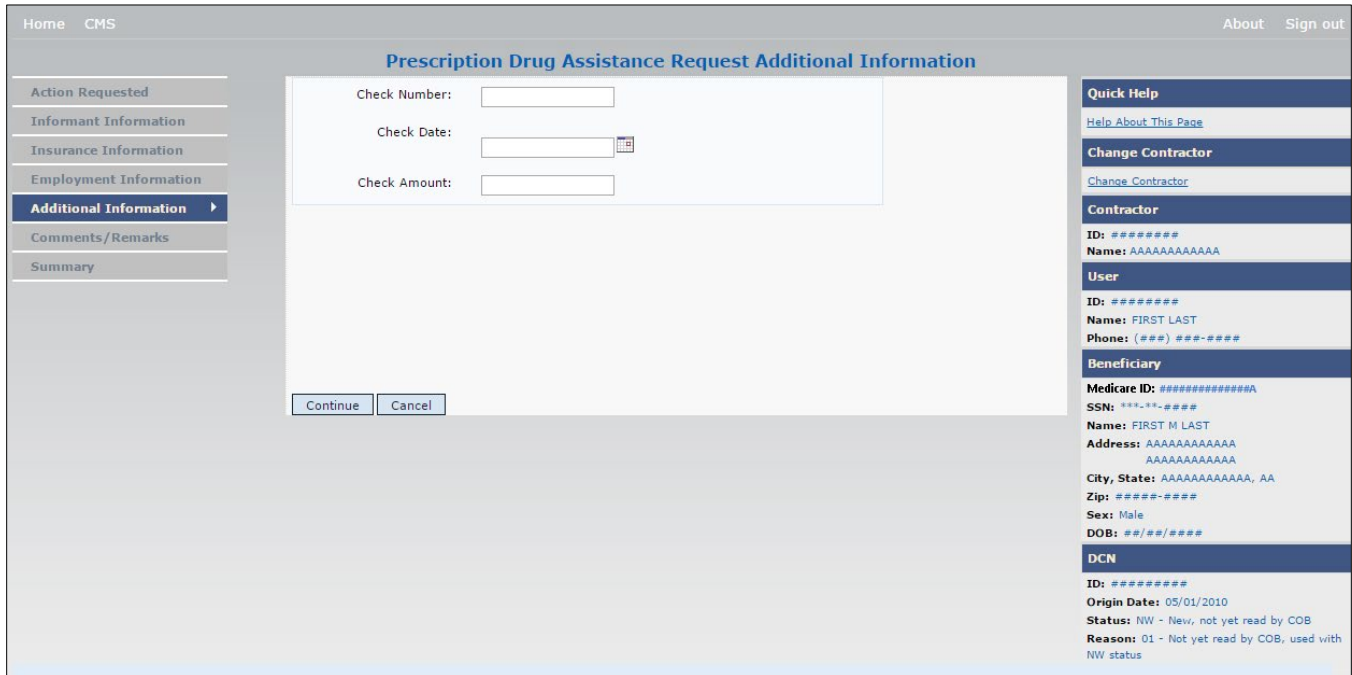
Field	Description
EMPLOYER NAME	Name of employer providing the group health insurance the beneficiary is covered under. <i>Required field</i> when ACTION is EA or EI.
ADDRESS	First line of the employer’s street address. <i>Required field</i> when ACTION is EI.
(ADDRESS 2)	Unlabeled field. Second line of the employer’s street address.
CITY	City associated with the employer’s street address. <i>Required field</i> when ACTION is EI.
STATE	State associated with the employer’s street address. <i>Required field</i> when ACTION is EI.
ZIP	ZIP code associated with the employer’s street address. <i>Required field</i> when ACTION is EI.
PHONE	Phone number of the employer
EIN	Employer identification number.
EMPLOYEE #	Employee number of the policyholder.

Field	Description
CONTINUE	Command button. Click to go to the <i>Additional Information</i> page.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

### 5.7 Additional Information Page

1. Enter check information on this page.
2. After all relevant fields have been entered, click **Continue** to go to the *Comments/Remarks* page, or select a page link from the left side bar.

**Figure 5-5: Prescription Drug Assistance Request Additional Information**



**Table 5-6: Prescription Drug Assistance Request Additional Information**

Field	Description
CHECK NUMBER	Number of check received. <i>Required field</i> if SOURCE is CHEK.
CHECK DATE	Date of check received. <i>Required field</i> if SOURCE is CHEK. You cannot future-date this field.
CHECK AMOUNT	Amount of check received. <i>Required field</i> if SOURCE is CHEK. Note: The amount will always appear with two decimal places.
CONTINUE	Command button. Click to go to the <i>Comments/Remarks</i> page.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

## 5.8 Comments and Remarks Page

1. Enter comments on the *Comments and Remarks* page. All comments entered are viewable by the BCRC. Refer to Appendix F for the complete list of remark codes.

**Note:** Remarks are only shown on the *Comments/Remarks* page when the ACTION is AR.

2. After all relevant fields have been entered, click **Continue** to go to the *Summary* page, or select a page link from the left side bar.

**Figure 5-6: Prescription Drug Assistance Request Comments and Remarks**

**Table 5-7: Prescription Drug Assistance Request Comments and Remarks**

Field	Description
COMMENTS	Free-form, optional, text field, where Medicare contractors type data to send notes to the BCRC. Protected field when the BCRC adds a comment. <b>Notes:</b> Use this field to provide additional context or details that cannot be provided in other fields. There is no need, for example, to repeat action code descriptions. The BCRC does not provide comments on auto-processed requests as the action requested has been completed.
REMARKS	Enter at least one remark code, explaining the reason for the transaction. Enter up to three remark codes. See Appendix F for more information.
CONTINUE	Command button. Click to go to the <i>Summary</i> page.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

## 5.9 Summary Page

The *Summary* page shows a summary of all information entered for the assistance request before submission (Figure 5-7).

After typing/selecting data in all relevant fields on the previous *Prescription Drug Assistance Request* pages, review the *Summary* page and click **Submit**.

The system shows the *Submit Confirmation* page. At this point the assistance request is submitted and you can print the confirmation page.

**Figure 5-7: Prescription Drug Assistance Request Summary**

Home CMS	ECRS User Guide About Sign out
<b>Prescription Drug Assistance Request Summary</b>	
<ul style="list-style-type: none"> <li>Action Requested</li> <li>Informant Information</li> <li>Insurance Information</li> <li>Employment Information</li> <li>Additional Information</li> <li>Comments/Remarks</li> <li><b>Summary</b></li> </ul>	<div style="text-align: right;"><a href="#">Print Summary</a></div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Action Requested</b></p> <p>DCN: 9876547654</p> <p>Medicare ID: #####A</p> <p>Activity Code: C - Claims (Pre-Payment)</p> <p>Action Codes: AP - Add Policy and/or Group Number</p> <p>Source: SCLM - Claim submitted to Medicare contractor for alternate payment</p> <p>MSP Type: D - Automobile Insurance, No Fault</p> <p>New MSP Type:</p> <p>Record Type: SUP - Supplemental</p> <p>Patient Relationship: 01 - Policy Holder</p> <p>New Patient Relationship:</p> <p>Person Code: 001 - Self</p> <p>Originating Contractor: 11109</p> <p>COB Effective Date: 01/16/2002</p> <p>New COB Effective Date:</p> <p>Effective Date of Other Drug Coverage: 01/16/2020</p> <p>New Effective Date of Other Drug Coverage: 05/16/2020</p> <p>Termination Date: 06/18/2007</p> <p>Remove Existing Termination Date:</p> <p>Submitter Type: Part D</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><b>Informant Information</b></p> <p>Name: FIRST M. LAST</p> <p>Address: AAAAAAAAAAAAAA</p> <p>City, State, Zip: AAAAAAAAAAAAAA AA #####</p> <p>Phone: (###) ###-####</p> <p>Relationship: B-Beneficiary</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><b>Insurance Information</b></p> <p>Insurance Company Name: AAAAAAAAAAAAAA</p> <p>Address: AAAAAAAAAAAAAA</p> <p>City, State, Zip: AAAAAAAAAAAAAA #####-####</p> <p>Insurance Type: C-PPO</p> <p>New Insurance Type:</p> <p>Coverage Type: U - Drug Network</p> <p>Policy Number: #####</p> <p>Group Number: #####</p> <p>Supplemental Type: L - Supplemental</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><b>Employment Information</b></p> <p>Employer Name: AAAAAAAAAAAAAA</p> <p>Address: AAAAAAAAAAAAAA</p> <p>City, State, Zip: AAAAAAAAAAAAAA #####</p> <p>Phone: (###) ###-####</p> <p>EIN: #####</p> <p>Employee Number: #####</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><b>Additional Information</b></p> <p>Check Number: ###</p> <p>Check Date: 03/01/2010</p> <p>Check Amount: \$350.00</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><b>Comments/Remarks</b></p> <p>Comments: This is a sample comment</p> <p>Remarks:</p> </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </div>
	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Quick Help</b></p> <p><a href="#">Help About This Page</a></p> <p><b>Change Contractor</b></p> <p><a href="#">Change Contractor</a></p> <p><b>Contractor</b></p> <p>ID: #####</p> <p>Name: AAAAAAAAAAAAAA</p> <p><b>User</b></p> <p>ID: #####</p> <p>Name: FIRST LAST</p> <p>Phone: (###) ###-####</p> <p><b>Beneficiary</b></p> <p>Medicare ID: #####A</p> <p>SSN: ***-**-####</p> <p>Name: FIRST M LAST</p> <p>Address: AAAAAAAAAAAAAA</p> <p>City, State: AAAAAAAAAAAAAA, AA</p> <p>Zip: #####-####</p> <p>Sex: Male</p> <p>DOB: ##/##/####</p> <p><b>DCN</b></p> <p>ID: #####</p> <p>Origin Date: 05/01/2010</p> <p>Status: NW - New, not yet read by COB</p> <p>Reason: 01 - Not yet read by BCRC, used with NW status</p> </div>

## 5.10 Viewing, Updating, and Deleting Prescription Drug Assistance Request Transactions

Follow the steps below to search for and view a list of Prescription Drug Assistance Request transactions.

**Note:** You can only update or delete Prescription Drug assistance request transactions in NW status. Any user with the same contractor number can update or delete a transaction in NW status. However, if the COB system has started processing the information you cannot request an update or delete.

From the *Main Menu* page, click the *Prescription Drug Assistance Requests* link under Search for Requests or Inquiries. The *Prescription Drug Assistance Request Search* page appears.

**Figure 5-8: Prescription Drug Assistance Request Search**

**Table 5-8: Prescription Drug Assistance Request Search**

Field	Description
CONTRACTOR #	If you are a Medicare contractor, this field will be pre-filled with the contractor number entered during contractor sign-in ( <i>protected field</i> ). If you are a Regional Office or CMS user, this field will be pre-filled with the CMS ID/RO number entered during contractor sign-in. <b>Note:</b> This field is updateable with any Medicare contractor number, but only the CMS ID/RO number entered during contractor sign-in can be used.
MEDICARE ID	Enter a Medicare ID. <b>Note:</b> If searching by Medicare ID, do not enter an SSN or DCN.
SSN	Enter a Social Security Number. <b>Note:</b> If searching by SSN, do not enter a Medicare ID or DCN.
STATUS	Enter a status code. To view all in-process Prescription Drug Assistance Request transactions, select IP in the STATUS field.
REASON	Select a reason code to search for. (See Appendix E for the complete list of codes.)
USER ID	Enter a user ID.
ORIGIN DATE FROM	Enter a starting date for the date range you wish to search for, if applicable. <b>Note:</b> MMDDCCYY format.



Field	Description
ORIGIN DATE TO	Enter an ending date for the date range. <b>Note:</b> The dates in the ORIGIN DATE FROM and TO fields default to the date 31 calendar days prior to the current date and the current date but can be changed to any calendar day range, as long as it is not more than 6 months.
DCN	Enter a DCN. <b>Note:</b> If searching by DCN, do not enter a Medicare ID or SSN.
SEARCH	Command button. Click to show search results.
RESET	Command button. Click to clear search results.
CANCEL	Click to return to the <i>Main Menu</i> .

### 5.10.1 View Transactions

- Type search criteria in the appropriate fields and click Submit.
  - To create a list of all Prescription Drug Assistance Requests for a specific Medicare ID, enter the Medicare ID in the search criteria and leave the CONTRACTOR NUMBER field blank.
  - When searching by origin date, user ID, status, and/or reason, you must also enter a DCN, Medicare ID, SSN, or contractor number.

The system shows a list of Prescription Drug Assistance Requests. There are up to 500 items per page; scroll through the records or use the **First**, **Previous**, **Next**, and **Last** navigation at the top of the list to view other transactions on other pages.

- Change or delete search criteria to initiate a new search.

**Figure 5-9: Prescription Drug Assistance Requests Search Listing**

The screenshot displays the 'Prescription Drug Assistance Request Search' interface. At the top, there are navigation links for 'Home', 'CMS', 'ECRS User Guide', 'About', and 'Sign out'. The search form includes fields for Contractor #, Medicare ID, SSN, Status, Reason, User ID, Origin Date From (12/12/2017), Origin Date To (06/12/2018), and DCN. A 'Display Range' dropdown is set to '1 - 500'. Below the form are 'Submit', 'Reset', and 'Cancel' buttons. The results section shows 'Total Records Found : 6430' and 'Current Display Range : 501 - 1000'. A table lists search results with columns for Delete, Medicare ID, Contractor, DCN, Status, Reason, Origin Date, Last Update, and User ID. A sidebar on the right contains 'Quick Help' links and user information for the Contractor and User.

Delete	Medicare ID	Contractor	DCN	Status	Reason	Origin Date	Last Update	User ID
X	A*****	H5521	*****	CM	96	04/02/2018	04/04/2018	AAAAAAA
X	A*****	R7444	*****	CM	96	04/02/2018	04/04/2018	AAAAAAA
	A*****	H1406	*****	CM	96	01/09/2018	02/01/2018	AAAAAAA
	A*****	H2775	*****	CM	96	02/28/2018	03/22/2018	AAAAAAA
	A*****	H2001	*****	CM	96	03/15/2018	03/29/2018	AAAAAAA

**Table 5-9: Prescription Drug Assistance Requests Search Listing**

Field	Description
DISPLAY RANGE	Select a range to filter the records in the search results by a defined range. <b>Note:</b> This field is only visible if a search has been completed. The range in the DISPLAY RANGE field defaults to 1-500.
Total Records Found	Total number of records found.
Current Display Range	Defined display range for the records found. <b>Note:</b> This field defaults to 1-500.
Delete	Click the delete [X] icon to mark a transaction for deletion.
MEDICARE ID	Medicare ID (HICN or MBI) for the Prescription Drug Assistance Request transaction ( <i>protected field</i> ). Click the Medicare ID link to view the <i>Summary</i> page.
CONTRACTOR	Contractor number ( <i>protected field</i> ).
DCN	DCN assigned to the Prescription Drug Assistance Request transaction by Medicare contractor ( <i>protected field</i> ).
STATUS	Status of the Prescription Drug Assistance Request transaction ( <i>protected field</i> ).
REASON	Two-character code explaining why the Prescription Drug Assistance Request is in a particular status ( <i>protected field</i> ). (See Appendix E for the complete list of codes.)
ORIGIN DATE	Originating date in MM-DD-CCYY format ( <i>protected field</i> ).
LAST UPDATE	Date Prescription Drug Assistance Request transaction was last changed in MMDDCCYY format ( <i>protected field</i> ).
USER ID	User ID of operator who entered the Prescription Drug Assistance Request transaction ( <i>protected field</i> ).
Export options	Click the link to export search results. <b>Note:</b> You may export all results returned, up to 500 records at a time, based on the records currently shown.

**5.10.2 Update Transactions**

1. To update information on a Prescription Drug Assistance Request transaction, click the Medicare ID link for the transaction and the system shows the *Summary* page for the selected transaction, along with page links to the information, to allow for updates (Figure 5-10).
2. To leave the *Summary* page without making any changes, click **Cancel** or **Return** to return to the *Search Page Listing*. If you do need to update the transaction, access the appropriate page and navigate back to the *Summary* page.
3. After you have made all updates, click **Submit** to confirm updates, or **Cancel** to return to the Prescription Drug Assistance Request *Search Page Listing*.

Figure 5-10: Prescription Drug Assistance Request Summary

Home CMS
Skip Navigation Adobe Acrobat  
ECRS User Guide About Sign out

### Prescription Drug Assistance Request Summary

**Action Requested**

**Informant Information**

**Insurance Information**

**Employment Information**

**Additional Information**

**Comments/Remarks**

**Summary**

[Print Summary](#)

**Action Requested**

DCN: 9876547654

Medicare ID: #####A

Activity Code: C - Claims (Pre-Payment)

Action Codes: AP - Add Policy and/or Group Number

Source: SCLM - Claim submitted to Medicare contractor for alternate payment

MSP Type: D - Automobile Insurance, No Fault

New MSP Type:

Record Type: SUP - Supplemental

Patient Relationship: 01 - Policy Holder

New Patient Relationship:

Person Code: 001 - Self

Originating Contractor: 11109

COB Effective Date: 01/16/2002

New COB Effective Date:

Effective Date of Other Drug Coverage: 01/16/2020

New Effective Date of Other Drug Coverage: 05/16/2020

Termination Date: 06/18/2007

Remove Existing Termination Date:

Submitter Type: Part D

**Informant Information**

Name: FIRST M. LAST

Address: AAAAAAAAAA

City, State, Zip: AAAAAAAAAA AA #####

Phone: (###) ###-####

Relationship: B-Beneficiary

**Insurance Information**

Insurance Company Name: AAAAAAAAAA

Address: AAAAAAAAAA

City, State, Zip: AAAAAAAAAA #####

Insurance Type: C-PPO

New Insurance Type:

Coverage Type: U - Drug Network

Policy Number: #####

Group Number: #####

BIN:

PCN:

ID:

Supplemental Type: L - Supplemental

**Employment Information**

Employer Name: AAAAAAAAAA

Address: AAAAAAAAAA

City, State, Zip: AAAAAAAAAA #####

Phone: (###) ###-####

EIN: #####

Employee Number: #####

**Additional Information**

Check Number: ###

Check Date: 03/01/2010

Check Amount: \$350.00

**Comments/Remarks**

Comments: This is a sample comment

Remarks:

Submit Cancel

**Quick Help**

[Help About This Page](#)

**Change Contractor**

[Change Contractor](#)

**Contractor**

ID: #####

Name: AAAAAAAAAA

**User**

ID: #####

Name: FIRST LAST

Phone: (###) ###-####

**Beneficiary**

Medicare ID: #####A

SSN: \*\*\*-\*\*-####

Name: FIRST M LAST

Address: AAAAAAAAAA

City, State: AAAAAAAAAA AA

Zip: #####

Sex: Male

DOB: ##/##/####

**DCN**

ID: #####

Origin Date: 05/01/2010

Status: NW - New, not yet read by COB

Reason: 01 - Not yet read by BCRC, used with NW status

**Table 5-10: Prescription Drug Assistance Request Summary**

Field	Description
ACTION REQUESTED	Shows information that was previously entered on the <i>Action Requested</i> page.
INFORMANT INFORMATION	Shows information that was previously entered on the <i>Informant Information</i> page.
INSURANCE INFORMATION	Shows information that was previously entered on the <i>Insurance Information</i> page.
EMPLOYMENT INFORMATION	Shows information that was previously entered on the <i>Employment Information</i> page.
ADDITIONAL INFORMATION	Shows information that was previously entered on the <i>Additional Information</i> page.
COMMENTS/REMARKS	Shows information that was previously entered on the <i>Comments/Remarks</i> page.
COB RESPONSE INFORMATION	Appears for records that are not in NW status. See below for more information.
COB COMMENTS	Free-form text field, where the BCRC’s comments appear.
USER ID	User ID of the person who entered the BCRC comment.
DEVELOPMENT RESPONSE INDICATOR	Development response indicator. Valid values are: A Attorney B Beneficiary E Employer I Insurer P Provider R Beneficiary Representative N No Response
DEVELOPED TO (INITIAL)	Development source code indicating where the initial development letter was sent. Valid values are: A Attorney B Beneficiary E Employer I Insurer P Provider R Beneficiary Representative (other than attorney)
DEVELOPED TO (SUBSEQUENT)	Development source code indicating where the subsequent development letter was sent. Valid values are: A Attorney B Beneficiary E Employer I Insurer P Provider R Beneficiary Representative (other than attorney)

Field	Description
RETURN	Command button. Click to return to the <i>Prescription Drug Assistance Request Search Page Listing</i> without making any updates to the transaction. Appears for records in all statuses except NW.
SUBMIT	Command button. Click to save updates. Appears for records in NW status.
CANCEL	Command button. Click to return to the <i>Search Page Listing</i> without making any updates to the transaction. Appears for records in NW status.

**5.10.3 Delete Transactions**

1. To mark a Prescription Drug Assistance Request transaction for deletion, click the delete [X] icon next to the Medicare ID and when the *Confirmation* page appears, click **Continue** to confirm, or click **Cancel** to decline.
2. To exit the Prescription Drug Assistance Request Search page, click **Home** to return to the *Main Menu*. The system does not retain search criteria.

## Chapter 6: Prescription Drug Inquiry Transactions

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This chapter provides you with step-by-step instructions to perform a prescription drug inquiry. Examples and explanations are provided for each page in ECRS.

If you are a new user, this chapter can help you use the system as you learn it. You can also use this chapter to determine what information is contained in each field or what you should enter in a field. It can also help you to navigate through the prescription coverage inquiry transaction process if you are lost. If you are an experienced user, you can use the chapter as a quick reference for a web page that you use infrequently.

### 6.1 Adding a Prescription Drug Inquiry Transaction

There are two ways to enter a Prescription Drug Inquiry:

#### From an MSP Inquiry

This option allows you to see Prescription Drug information associated with an MSP Inquiry.

- From the *Main Menu*, click **MSP Inquiry** under the heading Create Requests or Inquiries. The system shows the first page of the MSP Inquiry.
- Follow instructions for Adding an MSP Inquiry and enter Prescription Drug information on the *Prescription Coverage* page.

#### From the Main Menu

This option allows you to enter a Prescription Drug inquiry independent of an MSP inquiry. Follow the steps in Section 6.4. *See Section 5.2 for information on CMS' Prescription Drug Hierarchy rules.*

#### 6.1.1 Retrieving Beneficiary Information

Beneficiary information is automatically retrieved when the Medicare ID (HICN or MBI) and other required data is entered on the first page of the *Prescription Drug Inquiry* (Initial Information) and you click **Continue**. The information appears on the right side bar, and is carried forward on the Prescription Drug Inquiry transaction.

#### 6.1.2 Common Prescription Drug Sources

The following are common sources that provide contractors with prescription drug information, followed by the associated source code:

- Survey (SRVY)
- Letters from beneficiaries or other informants (LTTR)
- Phone calls (PHON)
- Checks (CHEK)
- Secondary claims (SCLM)

### 6.2 Initial Information Page

From the *Main Menu*, click **Prescription Drug Inquiry** under Create Requests or Inquiries.

The *Initial Information* page appears. This is the first page you see when adding a new Prescription Drug Inquiry. The information entered on this page determines required information on subsequent pages.

**Figure 6-1: Prescription Drug Inquiry Initial Information**

### 6.2.1 Navigation Links

Several basic navigation links appear on every *Main Menu* page. See Section 2.6.4 for descriptions of the heading bar links and the right side bar links and fields.

1. Enter data in all fields and click **Continue** to go to the *Additional Information* page, or select a page link from the left side bar.  
**Note:** If beneficiary information is not found for the Medicare ID (HICN or MBI) you have entered, you will receive a warning message but will still be able to continue with the Prescription Drug Inquiry.
2. To exit the Prescription Drug Inquiry *Detail* pages, click **Home** to return to the *Main Menu* or **Sign Out** to exit the application.

**Table 6-1: Prescription Drug Inquiry Initial Information**

Field	Description
DCN	DCN assigned by the contractor to correspondence and/or paperwork associated with the transaction. <i>Required field.</i> The system auto-generates the DCN, but it can be changed by the user.
MEDICARE ID	Medicare ID (HICN or MBI) of the beneficiary. Enter the ID without dashes, spaces, or other special characters. <i>Required field.</i>
ACTIVITY CODE	Activity of contractor. <i>Required field.</i> Valid values are: C Claims (Pre-Payment) D Debt Collection/Referral G Group Health Plan I General Inquiries N Liability, No Fault, Workers' Compensation, and Federal Tort Claim Act

Field	Description
SOURCE	Four-character code identifying source of the Prescription Drug Inquiry information. <i>Required field.</i> Valid values are: CHEK = Unsolicited check LTTR = Letter PHON = Phone call SCLM = Claim submitted to Medicare contractor for secondary payment SRVY = Survey
MSP TYPE	One-character code identifying type of MSP coverage. <i>Required field.</i> Valid values are: A Working Aged B ESRD C Conditional Payment D Automobile Insurance, No Fault E Workers' Compensation F Federal (Public) G Disabled H Black Lung L Liability <b>Note:</b> The MSP Type cannot be selected when Prescription Drug Record Type is supplemental.
PATIENT RELATIONSHIP	Patient relationship between the policyholder and the beneficiary. <i>Required field.</i> Valid values are: 01 Self; Patient is policyholder 02 Spouse 03 Child 04 Other 20 Domestic partner Note: All patient relationship values accepted for MSP Types A, B, and G. MSP Types D, E, & L = 01
SEND TO MDB	Indicates whether to send the Prescription Drug inquiry to MBD. <i>Required field.</i> Valid values are: YES Send to MBD (default) NO Do not send to MBD
CONTINUE	Command button. Click to go to the <i>Additional Information</i> page. You must enter data in required fields before clicking <b>Continue</b> .
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

### 6.3 Additional Information Page

On this page, enter additional information needed for the prescription drug inquiry.



**Figure 6-2: Prescription Drug Inquiry Additional Information**

After all relevant fields have been entered, click **Continue** to go to the *Prescription Coverage* page, or select a page link from the left side bar.

**Table 6-2: Prescription Drug Inquiry Additional Information**

Field	Description
CHECK NUMBER	Number of check received. <i>Required field</i> when SOURCE is CHEK.
CHECK DATE	Date of check received. You cannot future-date this field. <i>Required field</i> when SOURCE is CHEK.
CHECK AMOUNT	Amount of check received. <i>Required field</i> when SOURCE is CHEK.
FIRST NAME	First name of person informing contractor of change in Prescription Drug coverage. <i>Required field</i> when SOURCE is CHEK, LTTR or PHON.
MIDDLE INITIAL	First initial of middle name of the person informing the contractor of the change in Prescription Drug coverage.
LAST NAME	Last name of the person informing the contractor of the change in Prescription Drug coverage. <i>Required field</i> when SOURCE is CHEK, LTTR or PHON.
ADDRESS	Informant’s street address. <i>Required field</i> when SOURCE is CHEK, LTTR or PHON.

Field	Description
CITY	Informant's city. <i>Required field</i> when SOURCE is CHEK, LTTR or PHON.
STATE	Informant's state. <i>Required field</i> when SOURCE is CHEK, LTTR or PHON.
ZIP	Informant's ZIP code. <i>Required field</i> when SOURCE is CHEK, LTTR or PHON.
PHONE	Informant's telephone number.
RELATIONSHIP	One-character code indicating the relationship of the informant to the beneficiary. <i>Required field</i> when SOURCE is CHEK, LTTR or PHON. Valid values are: <ul style="list-style-type: none"> <li>A Attorney representing beneficiary</li> <li>B Beneficiary</li> <li>C Child</li> <li>D Defendant's attorney</li> <li>E Employer</li> <li>F Father</li> <li>I Insurer</li> <li>M Mother</li> <li>N Non-relative</li> <li>O Other relative</li> <li>P Provider</li> <li>R Beneficiary representative (other than attorney)</li> <li>S Spouse</li> <li>U Unknown</li> <li>W Pharmacy</li> </ul>
EMPLOYER NAME	Name of employer providing the group health insurance the beneficiary is covered under.
ADDRESS	First line of the employer's street address.
ADDRESS 2	Second line of the employer's street address.
CITY	City associated with the employer's street address.
STATE	State associated with the employer's street address.
ZIP	ZIP code associated with the employer's street address.
PHONE	Phone number of the employer.
EIN	Employer Identification Number.
EMPLOYEE #	Employee number of the policyholder.
CONTINUE	Command button. Click to go to the <i>Prescription Coverage</i> page.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

### 6.4 Prescription Drug Inquiry Prescription Drug Page

Type/select Prescription Drug information associated with the Part D coverage on this page.

- If the insurance company name is not entered, you will receive the following error message: “Please enter Insurance Company Name.”
- If the insurance company name matches any of the values listed in Table 6-3 you will you will receive the following error message: “Insurance Company Name not a valid name.”

Figure 6-3: Prescription Drug Inquiry Prescription Drug

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#### Prescription Drug Inquiry Prescription Drug Information

**Initial Information**

**Additional Information**

**Prescription Drug**

**Summary**

Insurance Company Name:

Address Line 1:

Address Line 2:

City:

State, Zip: Please Select  -

Effective Date :

Termination Date :

Record Type: Please Select

Coverage Type: Please Select

BIN:

PCN:

Policy Number:

Group:

ID:

Supplemental Type: Please Select

Person Code: Please Select

**Quick Help**

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**Change Contractor**

[Change Contractor](#)

**Contractor**

ID: #####  
Name: AAAAAAAAAAAAAA

**User**

ID: #####  
Name: FIRST LAST  
Phone: (###) ###-####

**Beneficiary**

Medicare ID: #####A  
SSN: \*\*\*-\*\*-####  
Name: FIRST M. LAST  
Address: AAAAAAAAAAAAAA  
AAAAAAAAAAAAA  
City, State: AAAAAAAAAAAAAA, AA  
Zip: #####-####  
Sex: Male  
DOB: ##/##/####

**DCN**

ID: CD05152010  
Origin Date: 05/01/2010  
Status: NW - New, not yet read by COB  
Reason: 01 - Not yet read by BCRC, used with NW status

**Table 6-3: Prescription Drug Inquiry Prescription Drug**

Field	Description
INSURANCE COMPANY NAME	Name of the insurance carrier for prescription drug coverage. <i>Required field.</i>
ADDRESS LINE 1	First line of the insurance carrier’s street address.
ADDRESS LINE 2	Second line of the insurance carrier’s street address.
CITY	City associated with the insurance carrier’s street address.
STATE	State associated with the insurance carrier’s street address.
ZIP	ZIP code associated with the insurance carrier’s street address.
EFFECTIVE DATE	<p>Effective date of the drug coverage. <i>Required field.</i></p> <p><b>Notes:</b> The EFFECTIVE DATE cannot be the same as the TERMINATION DATE.</p> <p>This field accepts dates up to three months from the current date for primary coverage:</p> <p>For GHP records (MSP Types A, B, and G): The Effective Date can be in the future for beneficiaries <i>who are currently enrolled in Part D</i>, or for beneficiaries who will be <i>enrolled</i> starting up to three months in the future.</p> <p>For NGHP records (MSP Types D, E, L, H, and W): The Effective Date can be in the future for beneficiaries as long as their Part D enrollment start date is in the future. The future Effective Date must be equal to the Part D start date. (NGHP drug coverage occurrences for beneficiaries who are currently enrolled in Part D cannot have future Effective Dates.)</p>
TERMINATION DATE	<p>Termination date of the drug coverage. TERMINATION DATE can be all zeroes for open ended coverage.</p> <p><b>Note:</b> TERMINATION DATE cannot be the same as the EFFECTIVE DATE.</p> <p>An open-ended TERMINATION DATE is automatically populated when COVERAGE TYPE is U.</p>
RECORD TYPE	<p>Prescription Drug Record Type.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>PRI Primary</li> <li>SUP Supplemental</li> </ul> <p><b>Note:</b> Record Type must be SUP when Supplemental Type is L.</p>
COVERAGE TYPE	<p>Prescription Drug Coverage type of insurance.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>U Drug Network</li> <li>V Drug Non-Network</li> <li>Z Health account (such as a flexible spending account provided by other party to pay prescription drug costs or premiums)</li> </ul> <p><i>Required field.</i></p>
BIN	<p>Prescription Drug BIN number. Must be six digits and cannot be all the same number if COVERAGE TYPE is U.</p> <p><i>Required field</i> if COVERAGE TYPE is U.</p> <p>BIN will not be edited for formats when the ACTION CODE is BN.</p> <p>Group, BIN, or PCN is required with Action Code CX.</p>

Field	Description
PCN	Prescription Drug PCN number. Must not contain special characters. Cannot have special characters, except for a non-leading dash, and no leading space. Group, BIN, or PCN is required with Action Code CX.
POLICY NUMBER	Policy number of insurance coverage.
GROUP	Prescription Drug group number. Must not contain special characters. Group, BIN, or PCN is required with Action Code CX.
ID	Prescription Drug ID number. Must not contain special characters. <i>Required field</i> if COVERAGE TYPE is U. Cannot be blank or all zeros if COVERAGE TYPE is U.
SUPPLEMENTAL TYPE	Prescription Drug Coverage policy type. Valid values are: L - Supplemental M - Medigap N - Non-qualified State Program O – Other R – Charity T – Federal Government Programs 3 – Major Medical
PERSON CODE	Plan-specific person code. <i>Required field</i> when RECORD TYPE is Supplemental or RECORD TYPE is blank and SUPPLEMENTAL TYPE is L. Values are: 001 Self 002 Spouse 003 Other
CONTINUE	Command button. Click to go to the <i>Summary</i> page.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

### 6.5 Summary Page

The *Prescription Drug Inquiry Summary* page (Figure 6-4) shows a summary of all information entered for the Prescription Drug inquiry before submission.

After typing/selecting data in all relevant fields on the previous Prescription Drug Inquiry pages, review the *Summary* page and click **Submit**. The *Submit Confirmation* page appears. At this point the Prescription Drug inquiry is submitted and you can print the confirmation page.

**Note:** You may click **Cancel** to return to the *Main Menu*.

**Figure 6-4: Prescription Drug Inquiry Summary**

Home CMS

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### Prescription Drug Inquiry Summary

[Print Summary](#)

- Initial Information
- Additional Information
- Prescription Drug
- Summary

**Initial Information**

DCN: 888555777444222

Medicare ID: #####A

Activity Code:

Source: CHEK-Unsolicited check

MSP Type:

Patient Relationship: 01-Patient is policy holder

Send to MBD: Yes

**Check Information**

Check Number: ###

Check Date: 01/01/2010

Check Amount: \$2022.00

**Informant Information**

Name: FIRST LAST

Address: AAAAAAAAAA

City, State, Zip: AAAAAAAAAA, AA ####

Phone: (###) ###-####

Relationship: B-Beneficiary

**Employment Information**

Employer Name: AAAAAAAAAA

Address: AAAAAAAAAA

City, State, Zip: AAAAAAAAAA, AA ####

Phone:

EIN:

Employee Number:

**Prescription Drug Information**

Insurance Company Name: AAAAAAAAAA

Address Line 1: AAAAAAAAAA

Address Line 2:

City, State, Zip: AAAAAAAAAA, AA ####

Effective Date: 01/01/2010

Termination Date: 01/01/2010

Record Type: SUP-Supplemental

Coverage Type: U-Drug Network

BIN: 2345

PCN: 444332

Policy #: #####

Group: #####

ID: #####

Supplemental Type: L-Supplemental

Person Code: 001-Self

**Quick Help**

[Help About This Page](#)

**Change Contractor**

[Change Contractor](#)

**Contractor**

ID: #####

Name: AAAAAAAAAA

**User**

ID: #####

Name: FIRST LAST

Phone: (###) ###-####

**Beneficiary**

Medicare ID: #####A

SSN: \*\*\*-\*\*-####

Name: FIRST M. LAST

Address: AAAAAAAAAA  
AAAAA

City, State: AAAAAAAAAA, AA

Zip: #####

Sex: Male

DOB: ##/##/####

**DCN**

ID: CD05152010

Origin Date: 05/01/2010

Status: NW - New, not yet read by COB

Reason: 01 - Not yet read by BCRC, used with NW status

## 6.6 Viewing, Updating, and Deleting Prescription Drug Inquiries

Follow the steps below to search for and view a list of Prescription Drug Inquiry transactions.

**Note:** You can only update or delete Prescription Drug Inquiry transactions in NW status. Any user with the same contractor number can update or delete a transaction in NW status.

There are two ways to access Prescription Drug Inquiries:

### From an MSP Inquiry

This option allows you to see Prescription Drug information **associated with** an MSP Inquiry.

From the COB ECRS *Main Menu* web page:

1. Click **MSP Inquiries** under the heading Search for Requests or Inquiries.
2. Enter the search criteria in the appropriate fields.
3. Click **Search**.

### From a Stand-Alone ECRS Prescription Drug Coverage Inquiry

This option allows you to see Prescription Drug information independent of an MSP inquiry.

From the COB ECRS *Main Menu* web page:

1. Click **Prescription Drug Inquiries** under the heading Search for Requests or Inquiries.
2. Enter the search criteria in the appropriate fields.
3. Click **Search**.

### 6.6.1 Tracking Prescription Drug Inquiries

When Prescription Drug information is entered in conjunction with an MSP inquiry, no additional tracking of status and reason is performed on the Prescription Drug information. Status and reason codes are tracked on the MSP inquiry only.

When Prescription Drug information is entered as a stand-alone inquiry, the following status/reason code combinations are used to track the inquiry:

- NW01 Not yet read by COB
- DE01 Deleted by Medicare Contractor
- CM15 Update Sent to MBD
- CM53 Duplicate ECRS Request
- CM60 Invalid Medicare ID
- CM92 Change of Venue not allowed after 90 days

**Note:** CM92 refers to a request to change the lead contractor more than 90 days after the initial assignment; this request will be rejected.

**Figure 6-5: Prescription Drug Inquiry Search**

**Table 6-4: Prescription Drug Inquiry Search Criteria**

Field	Description
CONTRACTOR	If you are a Medicare contractor, this field will be pre-filled with the contractor number entered during contractor sign-in ( <i>protected field</i> ). If you are a Regional Office or CMS user, this field will be pre-filled with the CMS ID/RO number entered during contractor sign-in. <b>Note:</b> This field is updateable with any Medicare contractor number, but only the CMS ID/RO number entered during contractor sign-in can be used.
MEDICARE ID	Enter a Medicare ID (HICN or MBI). <b>Note:</b> If searching by Medicare ID, do not enter an SSN or DCN.
SSN	Enter a Social Security Number. <b>Note:</b> If searching by SSN, do not enter a Medicare ID or DCN.
STATUS	Enter a status code. To view all in-process Prescription Drug Inquiry transactions, select IP in the STATUS field.
REASON	Select a reason code. (See Appendix E for the complete list of codes.)
USER ID	Enter a user ID.
ORIGIN DATE FROM	Enter a starting date for the date range, if applicable. <b>Note:</b> MMDDCCYY format.
ORIGIN DATE TO	Enter an ending date for the date range. <b>Note:</b> The dates in the ORIGIN DATE FROM and TO fields default to the date 31 calendar days prior to the current date and the current date but can be changed to any calendar day range, as long as it is not more than 6 months.
DCN	Enter a DCN. <b>Note:</b> If searching by DCN, do not enter a Medicare ID or SSN.
SUBMIT	Click <b>Submit</b> to view search results.
RESET	Click <b>Reset</b> to clear search results.
CANCEL	Click <b>Cancel</b> to return to the <i>Main Menu</i> .



### 6.6.2 View Transactions

- Type search criteria in the appropriate fields and click **Submit**.
  - To create a list of all Prescription Drug Inquiries for a specific Medicare ID, enter the Medicare ID in the search criteria and leave the CONTRACTOR NUMBER field blank.
  - When searching by origin date, user ID, status, and/or reason, you must also enter a DCN, Medicare ID, SSN, or contractor number.

A list of Prescription Drug Inquiries appears. There are up to 500 items per page; scroll through the records or use the **First**, **Previous**, **Next**, and **Last** navigation at the top of the list to view other transactions on other pages.

- Change or delete search criteria to initiate a new search.

**Figure 6-6: Prescription Drug Inquiry Search Listing**

The screenshot shows the 'Prescription Drug Inquiry Search' page. At the top, there are navigation links for 'Home', 'CMS', 'ECRS User Guide', 'About', and 'Sign out'. The search form includes fields for Contractor #, Medicare ID, SSN, Status, Reason, User ID, Origin Date From/To, and DCN. A 'Display Range' dropdown is set to '1 - 500'. Below the form are 'Submit', 'Reset', and 'Cancel' buttons. The results section shows 'Total Records Found : 6430' and 'Current Display Range : 501 - 1000'. A table lists records with columns for Delete, Medicare ID, Contractor, DCN, Status, Reason, Origin Date, Last Update, and User ID. A sidebar on the right contains 'Quick Help' and user information.

Delete	Medicare ID	Contractor	DCN	Status	Reason	Origin Date	Last Update	User ID
	A#####	H5521	#####	CM	96	04/02/2018	04/04/2018	AAAAAAA
X	A#####	R7444	#####	CM	96	04/02/2018	04/04/2018	AAAAAAA
X	A#####	H1406	#####	CM	96	01/09/2018	02/01/2018	AAAAAAA
	A#####	H2775	#####	CM	96	02/28/2018	03/22/2018	AAAAAAA
	A#####	H2001	#####	CM	96	03/15/2018	03/29/2018	AAAAAAA
	A#####	H2001	#####	CM	96	03/15/2018	03/29/2018	AAAAAAA
	A#####	H1036	#####	CM	96	03/27/2018	04/04/2018	AAAAAAA
	A#####	H2001	#####	CM	96	12/15/2017	01/04/2018	AAAAAAA
	A#####	H0107	#####	CM	96	03/07/2018	03/22/2018	AAAAAAA
	A#####	H0543	#####	CM	96	01/10/2018	02/01/2018	AAAAAAA

**Table 6-5: Prescription Drug Inquiry Search Listing**

Field	Description
DISPLAY RANGE	Select a range - to filter the records in the search results by a defined range. <b>Note:</b> This field is only visible if a search has been completed. The range in the <i>Display Range</i> field defaults to 1–500.
Total Records Found	Total number of records found.
Current Display Range	Defined display range for the records found. <b>Note:</b> This field defaults to 1–500.
DELETE	Click the delete [X] link to mark a transaction for deletion

Field	Description
MEDICARE ID	Medicare ID (HICN or MBI) for Prescription Drug Inquiry transaction ( <i>protected field</i> ). Click the <b>Medicare ID</b> link to view the <i>Summary</i> page
CONTRACTOR	Contractor number ( <i>protected field</i> ).
DCN	DCN assigned to the Prescription Drug Inquiry transaction by the Medicare contractor ( <i>protected field</i> ).
STATUS	Status of the Prescription Drug Inquiry transaction ( <i>protected field</i> ).
REASON	Two-character code explaining why the Prescription Drug Inquiry is in a particular status ( <i>protected field</i> ). (See Appendix E for the complete list of codes.)
ORIGIN DATE	Originating date in MM-DD-CCYY format ( <i>protected field</i> ).
LAST UPDATE	Date the Prescription Drug Inquiry transaction was last changed in MMDDCCYY format ( <i>protected field</i> ).
USER ID	User ID of the operator who entered the Prescription Drug Inquiry transaction ( <i>protected field</i> ).
Export options	Click the link to export search results. <b>Note:</b> You may export all results returned, up to 500 records at a time, based on the records currently shown.

### 6.6.3 Update Transactions

1. To update information on a Prescription Drug Inquiry transaction, click the Medicare ID link for the transaction. The *Summary* page for the selected transaction appears, along with page links to the information, to allow for updates (Figure 6-7).
2. To leave the *Summary* page without making any changes, click **Cancel** or **Return** to return to the *Search Page Listing*. If you do need to update the transaction, access the appropriate page and navigate back to the *Summary* page.
3. After you have made all updates, click **Submit** to confirm updates, or **Cancel** to return to the Prescription Drug Inquiry *Search Page Listing*.

Figure 6-7: Prescription Drug Inquiry Summary

Home CMS
Skip Navigation Adobe Acrobat  
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### Prescription Drug Inquiry Summary [Print Summary](#)

**Initial Information**

**Additional Information**

**Prescription Drug**

**Summary**

**Initial Information**

DCN: 88855777444222

Medicare ID: #####A

Activity Code:

Source: CHEK-Unsolicited check

MSP Type:

Patient Relationship: 01-Patient is policy holder

Send to MBD: Yes

---

**Check Information**

Check Number: ###

Check Date: 01/01/2010

Check Amount: \$2022.00

---

**Informant Information**

Name: FIRST LAST

Address: AAAAAAAAAA

City, State, Zip: AAAAAAAAAA, AA ####

Phone: (##) ##-####

Relationship: B-Beneficiary

---

**Employment Information**

Employer Name: AAAAAAAAAA

Address: AAAAAAAAAA

City, State, Zip: AAAAAAAAAA, AA ####

Phone:

EIN:

Employee Number:

---

**Prescription Drug Information**

Insurance Company Name: AAAAAAAAAA

Address Line 1: AAAAAAAAAA

Address Line 2:

City, State, Zip: AAAAAAAAAA, AA ####

Effective Date: 01/01/2010

Termination Date: 01/01/2010

Record Type: SUP-Supplemental

Coverage Type: U-Drug Network

BIN: 2345

PCN: 444332

Policy #: #####

Group: #####

ID: #####

Supplemental Type: L-Supplemental

Person Code: 001-Self

**Quick Help**

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**Change Contractor**

[Change Contractor](#)

**Contractor**

ID: #####

Name: AAAAAAAAAA

**User**

ID: #####

Name: FIRST LAST

Phone: (##) ##-####

**Beneficiary**

Medicare ID: #####A

SSN: \*\*\*-\*\*-####

Name: FIRST M. LAST

Address: AAAAAAAAAA  
AAAAAAAAAA

City, State: AAAAAAAAAA, AA

Zip: #####

Sex: Male

DOB: ##/##/####

**DCN**

ID: CD05152010

Origin Date: 05/01/2010

Status: NW - New, not yet read by COB

Reason: 01 - Not yet read by BCRC, used with NW status

**Table 6-6: Prescription Drug Inquiry Summary**

Field	Description
INITIAL INFORMATION	Shows information that was previously entered on the <i>Initial Information</i> page.
ADDITIONAL INFORMATION	Shows information that was previously entered on the <i>Additional Information</i> page.
PRESCRIPTION COVERAGE	Appears information that was previously entered on the <i>Prescription Coverage</i> page.
COB RESPONSE INFORMATION	Appears for records that are not in NW status. See below for more information.
DEVELOPMENT RESPONSE INDICATOR	Development response indicator. Values are: A Attorney B Beneficiary E Employer I Insurer P Provider R Beneficiary Representative N No Response
DEVELOPED TO (INITIAL)	Development source indicating where the initial development letter was sent. Valid values are: Attorney Beneficiary Employer Insurer Provider Beneficiary Representative (other than attorney)
DEVELOPED TO (SUBSEQUENT)	Development source indicating where subsequent development letter was sent. Valid values are: Attorney Beneficiary Employer Insurer Provider Beneficiary Representative (other than attorney)
RETURN	Command button. Click to return to the <i>Prescription Drug Inquiry Search Page Listing</i> without making any updates to the transaction. Appears for records in all statuses except NW.
SUBMIT	Command button. Click to save updates. Appears for records in NW status.
CANCEL	Command button. Click to return to the <i>Search Page Listing</i> without making any updates to the transaction. Appears for records in NW status.

#### 6.6.4 Delete Transactions

To mark a Prescription Drug Inquiry transaction for deletion, click the delete [**X**] icon next to the Medicare ID and when the *Confirmation* page appears, click **Continue** to confirm, or click **Cancel** to decline. To exit the *Prescription Drug Inquiry Search* page, click **Home** to return to the *Main Menu*. The system does not retain search criteria.

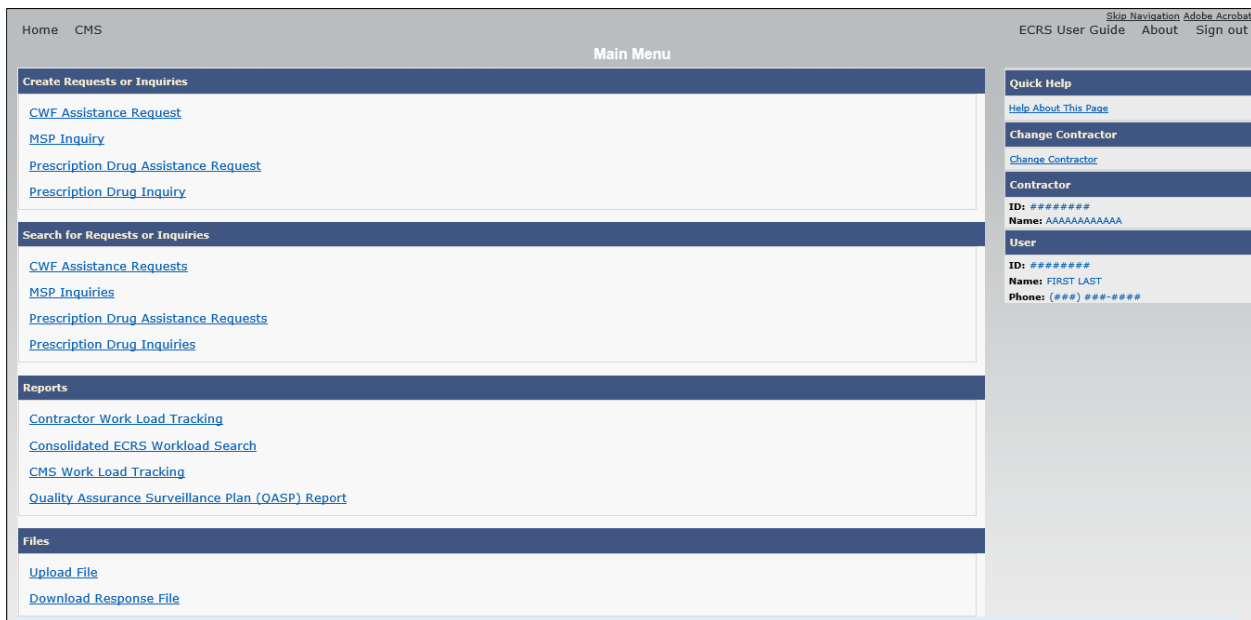
# Chapter 7: Reports

This chapter provides details regarding the reporting functions that are available within the ECRS application. The following sections provide step-by-step instructions for generating and creating each report. It should be noted access to reports may be limited based on the user locations.

## 7.1 Navigation Links

Several basic navigation links appear on every *Main Menu* page. See Section 2.6.4 for descriptions of the heading bar links and the right side bar links and fields.

**Figure 7-1: Main Menu (Contractor View)**



## 7.2 Contractor Workload Tracking Report

The *Contractor Workload Tracking* report provides Medicare contractors with statistics on the number of CWF Assistance Requests, MSP Inquiries, Prescription Drug Assistance Requests, and Prescription Drug Inquiries that your contractor site submitted during a date range you specify. Statistics also include the number of CWF Assistance Requests, MSP Inquiries, Prescription Drug Assistance Requests, and Prescription Drug Inquiries that were rejected, as well as gross and net totals. The report is sorted by activity code.

To create a workload tracking report:

1. From the *Main Menu*, click the **Contractor Workload Tracking** link in the Reports section.

The *Contractor Workload Tracking* page appears (Figure 7-2).

2. Enter the desired criteria in the search fields and click **Search**.  
The search page reappears with the results shown.
3. To change the search criteria, click **Reset** to clear all search criteria and results. Then enter new search criteria and click **Search**.
4. Print the report by clicking the **Print This Page** link or export the report to a file by clicking the **Export Options** link.
5. To exit the *Contractor Workload Tracking* page, click the **Home** link in the upper navigation bar to return you to the *Main Menu*.

**Figure 7-2: Contractor Workload Tracking**

**Figure 7-3: Contractor Workload Tracking Results**

Contractor	AC	Assist Requests	Assist Requests Rejects	Inquiries	Inquiries Rejects	Net Total	Gross Total
00020	C	2,579	0	240	0	2,819	2,819
00020	D	723	0	423	1	430	432
00020	G	77	0	0	0	119	119
00020	I	119	0	455	0	470	574
00020	N	3,661	1	4,571	0	8,223	8,232

Export options: CSV

**Table 7-1: Contractor Workload Tracking Criteria**

Field	Description
Date From	Enter a start date for the reporting period. Defaults to the first day of the previous month.
Date To	Enter an end date for the reporting period. Defaults to the last day of the previous month.
Status	Select a two-character status code. Values include: NW – New CM – Completed IP – In Process Default is all statuses if none are selected.
Reason	Select a reason code from the drop-down menu. (See Appendix E for the complete list of codes.)
Activity Code	Select a single-character activity code from drop-down menu. Refer to the Appendix for a complete list of reason codes. C – Claims (Pre-Payment) D – Debt Collection/Referral G – Group Health Plan I – General Inquiries N – Liability, No Fault, Workers’ Compensation, and Federal Tort Claim Act Blank – Prescription Drug Inquiries Default value is ALL if none are selected.
Search	Command button. Click to create the report using the selected criteria.
Reset	Command button. Click to clear search criteria and results.
Cancel	Command button. Click to go to the <i>Main Menu</i> .

**Table 7-2: Contractor Workload Tracking Listing**

Field	Description
Contractor	Five-digit contractor number sorted in ascending order.
Activity Code (AC)	Activity code counts sorted in ascending order.
Assistance Requests	Number of CWF Assistance Requests and PD Assistance Requests submitted by contractor for each activity code ( <i>protected field</i> ).
Assistance Requests Rejects	Number of duplicate CWF Assistance Requests and PD Assistance Requests submitted by contractor for each activity code (CM53) ( <i>protected field</i> ).
Inquiries	Number of MSP Inquiries and Prescription Drug Inquiries submitted by contractor for each activity code ( <i>protected field</i> ).
Inquiries Rejects	Number of duplicate MSP Inquiries and PD Inquiries submitted by contractor for each activity code (CM53), combined with number of MSP Inquiries submitted by contractor that should have been a CWF Assistance Request (CM87) ( <i>protected field</i> ).
Net Total	Net total number of CWF Assistance Requests, MSP Inquiries, PD Assistance Requests, and PD Inquiries submitted by contractor for each activity code, excluding duplicates ( <i>protected field</i> ).



Field	Description
Gross Total	Gross total number of CWF Assistance Requests, MSP Inquiries, PD Assistance Requests, and PD Inquiries submitted by contractor for each activity code, including duplicates ( <i>protected field</i> ).
Export Options	Click to launch the <i>File Save</i> dialog.
Print Report/Export Data	Click to launch the <i>Print</i> dialog.

### 7.3 Consolidated ECRS Workload Search

The **Consolidated ECRS Workload Search** feature allows Medicare contractors to select and verify the receipt and status of all submitted requests (MSP Inquiries, CWF Assistance Requests, Prescription Drug Inquiries, and Prescription Drug Assistance Requests). Up to 500 records will appear in the results.

**Note:** This feature is not available for RO and CMS users.

To conduct a search:

1. Click the **Consolidated ECRS Workload Search** link under the Reports section.

The *Consolidated ECRS Workload Search* page appears.

2. Enter the desired criteria in the search fields and click **Search**.

The search page reappears with the results shown at the bottom of the page (Figure 7-5).

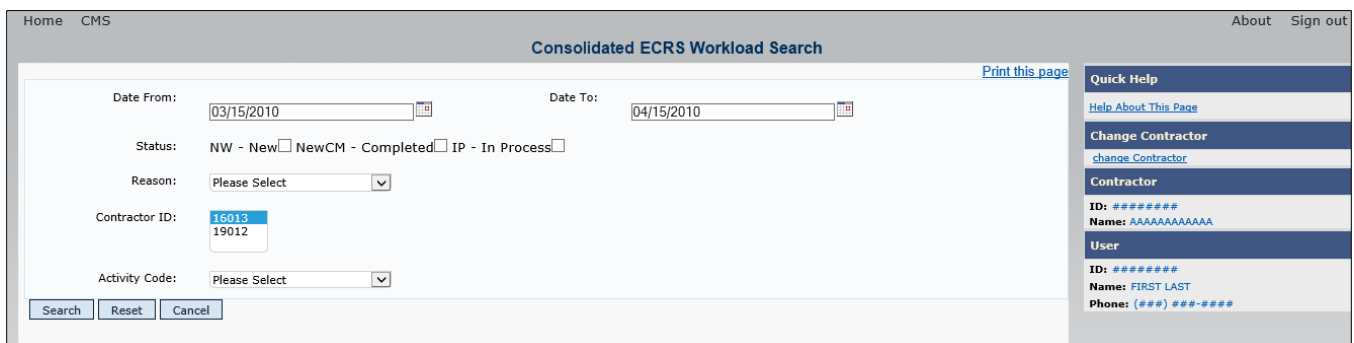
3. To change the search criteria, click **Reset** to clear all search criteria and results. Then enter new search criteria and click **Search**.

4. Print the report by clicking the **Print This Page** link or export the report to a file by clicking the **Export Options** link.

5. To exit the *Consolidated ECRS Workload Search* page, click the **Home** link in the upper navigation bar.

This returns you to the *Main Menu*.

**Figure 7-4: Consolidated ECRS Workload Search**



**Figure 7-5: Consolidated ECRS Workload Search Results**

**Table 7-3: Consolidated ECRS Workload Search**

Field	Description
Date From	Enter a start date for the submission period (format: MM/DD/YYYY) <i>(required field)</i> . <b>Note:</b> The date defaults to the last day of the previous month. The range is limited to 31 days.
Date To	Enter an end date for the submission (format: MM/DD/YYYY) <i>(required field)</i> .
Status	Select a two-character code. Values include: NW – New CM – Completed IP – In Process Default is ALL statuses if none are selected.
Reason	Select a two-character numeric code from the drop-down menu. <b>Note:</b> See Appendix E for a complete list of reason codes and definitions.
Contractor ID	Select one or more contractor IDs from the drop-down menu <i>(required field)</i> . <b>Note:</b> This menu lists all contractor IDs associated with your login. The default value is ALL if you have more than one contractor ID.
Activity Code	Select a single-character activity code from drop-down menu. Refer to the Appendix for a complete list of reason codes. C – Claims (Pre-Payment) D – Debt Collection/Referral G – Group Health Plan I – General Inquiries N – Liability, No Fault, Workers’ Compensation, and Federal Tort Claim Act Blank – Prescription Drug Inquiries Default value is ALL if none are selected.

Field	Description
Search	Click <b>Search</b> to create the report with the selected criteria.
Reset	Click <b>Reset</b> to clear all search criteria and results.
Cancel	Click <b>Cancel</b> to return to the <i>Main Menu</i> without saving changes.

**Table 7-4: Consolidated ECRS Workload Search Listing**

Field	Description
Contractor	Shows the selected five-digit contractor IDs associated with the contractor who submitted the request.
Request Type	Shows the request type: MSP Inquiry, CWF Assistance Request, Prescription Drug Inquiry, or Prescription Drug Assistance Request ( <i>protected field</i> ).
Medicare ID	Shows the masked HICN or MBI associated with the request ( <i>protected field</i> ).
DCN	Shows the Medicare contractor-assigned DCN associated with the request ( <i>protected field</i> ).
Status	Shows either NW, CM, or IP ( <i>protected field</i> ).
Reason	Shows the reason code associated with the request ( <i>protected field</i> ). See Appendix E for the complete list of codes.
Activity Code	Activity of the contractor ( <i>protected field</i> ). Valid values include: C      Claims (Pre-Payment) D      Debt Collection/Referral G      Group Health Plan I      General Inquiries N      Liability, No Fault, Workers' Compensation, and Federal Tort Claim Act Blank   Prescription Drug Inquiries
User ID	Shows the user ID associated with the contractor that submitted the request ( <i>protected field</i> ).
Last Update Date	Shows the date the request was last updated ( <i>protected field</i> ).
Total Inquiries	Shows the total number of MSP Inquiries and Prescription Drug Inquiries ( <i>protected field</i> ).
Total Assistance Requests	Shows the total number of CWF Assistance Requests and Prescription Drug Assistance Requests ( <i>protected field</i> ).
Export Data/Export Options	Click to launch the <i>File Save</i> dialog.
Print Report/Export Data	Click to launch the <i>Print</i> dialog.

## 7.4 CMS Workload Tracking Report

The *CMS Workload Tracking* report provides CMS and RO users with statistics on the number of CWF Assistance Requests, MSP Inquiries, Prescription Drug Assistance Requests, and Prescription Drug Inquiries that contractor sites submitted during a date range you specify. Statistics also include information about the number of CWF Assistance Requests, MSP Inquiries, Prescription Drug Assistance Requests, and Prescription Drug Inquiries that were rejected, as well as gross and net totals. The report is sorted by activity code.

Follow the steps below to review the workload for selected contractor sites.

1. From the *Main Menu*, click the **CMS Workload Tracking** link in the Reports section.  
The *CMS Workload Tracking* page appears.
2. Enter the desired criteria in the search fields and click **Search**.  
The *CMS Workload Tracking* page appears, with report details shown at the bottom of the page (Figure 7-7).
3. Print the report by clicking the **Print This Page** link or export the report to a file by clicking the **Export Data** link.
4. Change the search criteria and click **Search** to re-create the report using the revised criteria.  
Click **Reset** to clear all search criteria.
5. To exit the *CMS Workload Tracking* web page, click the **Home** link in the upper navigation bar to return you to the *Main Menu*.

**Figure 7-6: CMS Workload Tracking**

The screenshot shows the 'CMS Workload Tracking' web application interface. At the top, there is a navigation bar with 'Home' and 'CMS' on the left, and 'About' and 'Sign out' on the right. The main title 'CMS Workload Tracking' is centered. Below the title, there is a search form with the following fields: 'Date From:' (03/15/2010), 'Date To:' (04/15/2010), 'Status:' (radio buttons for NW - New, CM - Completed, IP - In Process), 'Reason:' (Please Select dropdown), 'Contractor Numbers:' (text input), and 'Activity Code:' (Please Select dropdown). At the bottom of the search form are 'Search', 'Reset', and 'Cancel' buttons. On the right side, there is a sidebar with a 'Print this page' link and a 'Quick Help' section containing 'Help About This Page', 'Change Contractor' (with a 'change\_Contractor' link), and 'Contractor' details (ID: #####, Name: AAAAAAAAAAAAA). Below that is a 'User' section (ID: #####, Name: FIRST LAST, Phone: (###) ###-####).

**Table 7-5: CMS Workload Tracking Selection Criteria**

Field	Description
Date From	Enter a start date for the reporting period. Defaults to the first day of the previous month.
Date To	Enter an end date for the reporting period. Defaults to the last day of the previous month.
Status	Select a two-character code. Values include: NW – New CM – Completed IP – In Process Default is all statuses if none are selected.
Reason	Select a reason code from the dropdown list. (See Appendix E for the complete list of codes.)
Contractor ID	Enter a contractor number to view its associated CMS workload statistics. Leave the field blank to show results for all contractors.
Activity Code	Select a single-character activity code from drop-down menu. Refer to the Appendix for a complete list of reason codes. C – Claims (Pre-Payment) D – Debt Collection/Referral G – Group Health Plan I – General Inquiries N – Liability, No Fault, Workers’ Compensation, and Federal Tort Claim Act Blank – Prescription Drug Inquiries Default value is ALL if none are selected.
Search	Click <b>Search</b> to create the report with the selected criteria.
Reset	Click <b>Reset</b> to clear all search criteria and results.
Cancel	Click <b>Cancel</b> to return to the <i>Main Menu</i> without saving changes.

**Figure 7-7: CMS Workload Tracking Sample**

The screenshot shows the 'Contractor Workload Tracking' page. At the top, there are navigation links for 'Home', 'CMS', 'About', and 'Sign out'. The main title is 'Contractor Workload Tracking' with a 'Print this page' link. Below the title is a search filter section with the following fields: 'Date From' (03/15/2010), 'Date To' (04/15/2010), 'Status' (NW - New, CM - Completed, IP - In Process), 'Reason' (Please Select), and 'Activity Code' (Please Select). There are 'Search', 'Reset', and 'Cancel' buttons. To the right of the search filter is a sidebar with 'Quick Help' (Help About This Page), 'Change Contractor' (change Contractor), and 'Contractor' (ID: #####, Name: AAAAAAAAAAAAAA) and 'User' (ID: #####, Name: FIRST LAST, Phone: (###) ###-####) information. Below the search filter is a table with the following data:

Contractor	AC	Assist Requests	Assist Requests Rejects	Inquiries	Inquiries Rejects	Net Total	Gross Total
00020	C	2,579	0	240	0	2,819	2,819
00020	D	723	0	423	1	430	432
00020	G	77	0	0	0	119	119
00020	I	119	0	455	0	470	574
00020	N	3,661	1	4,571	0	8,223	8,232

At the bottom left, there is an 'Export options: CSV' link.

**Table 7-6: Reports, Workload Tracking Report Detail**

Field	Description
Contractor	Five-digit contractor number sorted in ascending order.
Activity Code (AC)	Activity code counts for each individual ECRS contractor, sorted in ascending order for each contractor.
Assistance Requests	Number of CWF Assistance Requests and PD Assistance Requests submitted by contractor for each activity code ( <i>protected field</i> ).
Assistance Requests Rejects	Number of duplicate CWF Assistance Requests and PD Assistance Requests submitted by contractor for each activity code (CM53) ( <i>protected field</i> ).
Inquiries	Number of MSP Inquiries Prescription Drug Inquiries submitted by contractor for each activity code ( <i>protected field</i> ).
Inquiries Rejects	Number of duplicate MSP Inquiries and PD Inquiries submitted by contractor for each activity code (CM53), combined with number of MSP Inquiries submitted by contractor that should have been a CWF Assistance Request (CM87) ( <i>protected field</i> ).
Net Total	Net total number of CWF Assistance Requests, MSP Inquiries, PD Assistance Requests, and PD Inquiries submitted by contractor for each activity code, excluding duplicates ( <i>protected field</i> ).
Gross Totals	Gross total number of CWF Assistance Requests, MSP Inquiries, PD Assistance Requests, and PD Inquiries submitted by contractor for each activity code, including duplicates ( <i>protected field</i> ).
Export Data/Export Options	Click to launch the <i>File Save</i> dialog.
Print Report/Export Data	Click to launch the <i>Print</i> dialog.

## 7.5 QASP Report

The *Quality Assurance Surveillance Plan (QASP)* report provides CMS and RO users with statistics on the number of ECRS Inquiries and Assistance Requests that contractor sites submitted during a date range you specify. The report is sorted by contractor number.

**Note:** Search results are limited to 3000 transactions, sorted by the most recent origination date. If more than 3000 transactions are returned, revise your search criteria.

Follow the steps below to review ECRS Inquiry and Assistance Request statistics for selected contractor sites.

1. From the *Main Menu*, click the **Quality Assurance Surveillance Plan (QASP) Report** link in the Reports section. The *QASP Report* page appears.

2. Enter the desired criteria in the search fields and click **Submit**.

The *QASP Report* page appears, with report details shown at the bottom of the page (Figure 7-9).

3. Export the report to a file by clicking the **Export Data** link.

4. Change the search criteria and click **Submit** to re-create the report using the revised criteria. Click **Reset** to clear all search criteria.

5. To exit the *QASP Report* page, click the **Home** link in the upper navigation bar to return you to the *Main Menu*.

**Figure 7-8: QASP Report**

The screenshot shows the 'Quality Assurance Surveillance Plan (QASP) Report' search page. At the top left are links for 'Home' and 'CMS'. At the top right are links for 'About' and 'Sign out'. The main title is 'Quality Assurance Surveillance Plan (QASP) Report'. Below the title are search criteria fields: 'Transaction Type' (a dropdown menu with 'Please Select' selected), 'Origin Date From' (a text box with '01/01/2010'), 'Source Codes' (a dropdown menu with 'Please Select' selected), and 'Origin Date To' (a text box with '02/01/2010'). Below these are five text boxes for 'Contractor #' arranged in two rows. At the bottom left are three buttons: 'Submit', 'Reset', and 'Cancel'. On the right side, there is a 'Quick Help' sidebar with links for 'Help About This Page', 'Change Contractor', and 'Change Contractor'. Below these are sections for 'Contractor' (ID: \*\*\*\*\*), 'User' (ID: \*\*\*\*\*), and 'Name: FIRST LAST' and 'Phone: (###) ###-####'.

**Table 7-7: QASP Report Selection Criteria**

Field	Description
Transaction Type	Select a transaction type. Options are: M   MSP Inquiry R   CWF Assistance Request P   Prescription Drug Inquiries D   Prescription Drug Assistance Requests To search for all transaction types, leave this field blank.
Source Codes	Select a source. Options are: CHEK LTTR SCLM SRVY To search for all sources, leave this field blank.
Origin Date From	Enter a start date for the reporting period. Defaults to the first day of the previous month.
Origin Date To	Enter an end date for the reporting period. Defaults to the last day of the previous month. The origination date range cannot be greater than 6 months.
Contractor #	Enter a contractor number to view its associated CMS workload statistics. Leave the field blank to view results for all contractors. Enter at least one, but no more than ten, contractor numbers.
Export Data	Link. Click to launch the <i>File Save</i> dialog.
Submit	Click <b>Submit</b> to create the report with the selected criteria.
Reset	Click <b>Reset</b> to clear all search criteria and results.
Cancel	Click <b>Cancel</b> to return to the <i>Main Menu</i> without saving changes.



**Figure 7-9: QASP Report Listing**

Transaction Type:       Origin Date From:

Source Codes:       Origin Date To:

Contractor #:

2 items found, displaying all items.

Contractor	Medicare ID	Beneficiary Name	Transaction Type	Source Code	Date
*****	*****A	FIRST M LAST	Prescription Drug Assistance Request	SCLM	01/05/2010
*****	*****A	FIRST M LAST	MSP Inquiry	CHEK	02/01/2010

Export options: CSV

**Table 7-8: QASP Report Listing**

Field	Description
Contractor	Unique five-digit contractor numbers assigned to Medicare contractors by CMS. Used to identify Medicare contractors.
Medicare ID	Medicare ID (HICN or MBI) of the beneficiary associated with the record or transaction.
Beneficiary Name	Name of the beneficiary associated with the record or transaction.
Transaction Type	Type of record or transaction.
Source Code	Source of the record or transaction.
Date	Origination date of the record or transaction.

## Chapter 8: Uploading and Downloading Files

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Users with upload and download authority will see **Upload File** and **Download Response File** links on the *Main Menu*. Most users have upload/download authority for a single Medicare contractor, but some users have the authority to upload and download files for multiple contractors. Users with upload/download authority for multiple contractors must have upload/download authority for each contractor on the file. See Appendix G for transaction file and response file layouts.

**Note:** The file layouts included in this manual should be utilized for all transmission methods. The authority for users to upload and download Assistance Request and Inquiry files resides in the EDI application. Before users can upload Assistance Request and Inquiry files (or download the corresponding response files), they must first be granted permission in the EDI application. To request permission for upload/download authority, call the EDI Department at 646-458-6740.

### 8.1 Navigation Links

Several basic navigation links appear on every *Main Menu* page. See Section 2.6.4 for descriptions of the heading bar links and the right side bar links and fields.

### 8.2 Upload Assistance Request and Inquiry Files

Use the **Upload File** link under the Files section on the *Main Menu* to access the *Upload File* page. The *Upload File* page allows you to browse, select, and upload transaction files stored on your system. In addition to allowing a user to upload a new file, the *Upload File* page also shows a listing of the ten most recently uploaded files.

Follow the steps below to upload Assistance Request and Inquiry files.

1. From the *Main Menu*, click the **Upload File** link in the Files section.

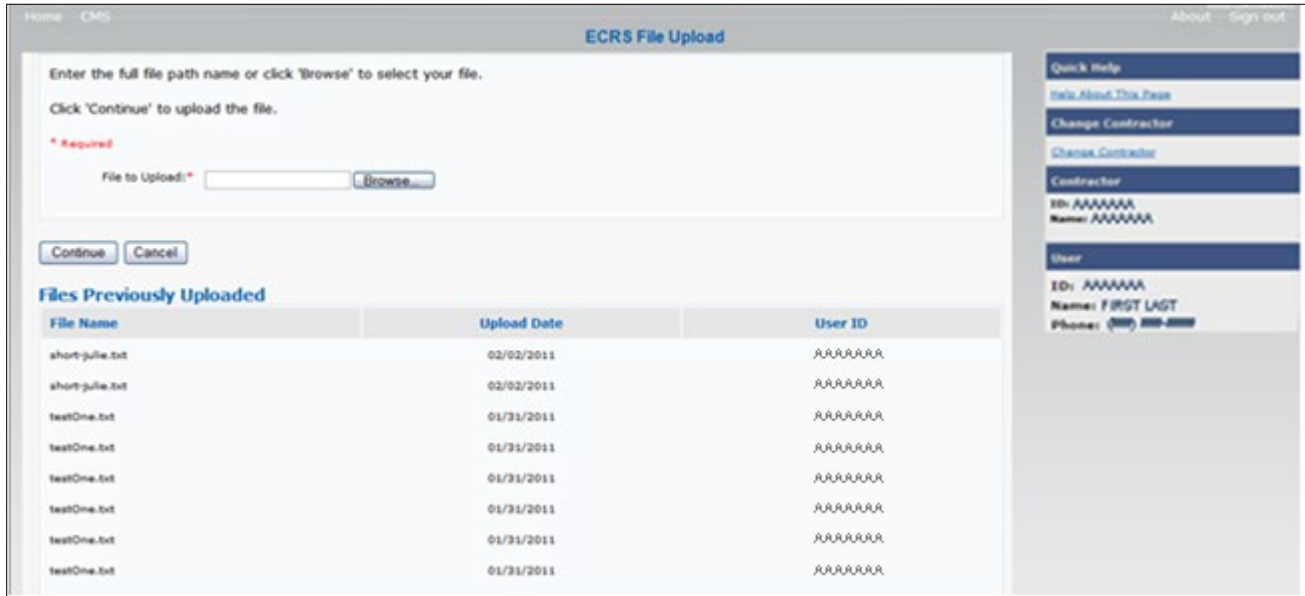
The *File Upload* page appears (Figure 8-1).

2. Enter the file path in the FILE TO UPLOAD field; or click the **Browse** button and select the file to upload.
3. Click **Continue**.

The system uploads the file and the *Upload File Confirmation* page appears. The page contains the file name and date/time of the upload.

4. Print the *Confirmation* page by clicking the **Print Confirmation** link, or return to the *Main Menu* by clicking the **Home** link in the navigation bar at the top of the page.

**Figure 8-1: ECRS File Upload**



**Table 8-1: ECRS File Upload**

Field	Description
FILE TO UPLOAD	File path of the file to upload to the ECRS system.
BROWSE	Command button. Click to launch the <i>Choose File</i> dialog.
CONTINUE	Command button. Click to upload the file entered in the File to Upload field.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .
FILE NAME	File name of previously uploaded file.
UPLOAD DATE	Date the file was uploaded.
USER ID	User ID of the person who uploaded the file.

### 8.3 Download Assistance Request and Inquiry Response Files

Use the **Download Response File** link under the Files section on the *Main Menu* to access the *Download Response File* page. The *Download Response File* page shows a list of response files available for download. Users with upload/download authority for several contractors can only download files for the current contractor. Use the **Change Contractor** link on the right navigation menu to select a different contractor to download for.

**Note:** Only transactions that have been uploaded using ECRS Web will have response files available for download.

Follow these steps to download Assistance Request and Inquiry Response files.

1. From the *Main Menu*, click the **Download Response File** link in the Files section.

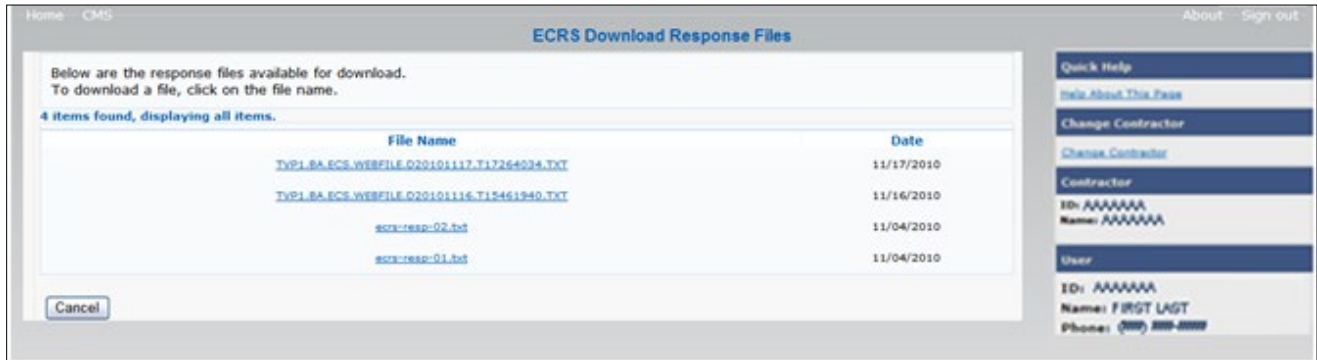
The *Download Response Files* page appears.

2. Click a file name link to download the file.

The system downloads and shows the detail records from the selected response file (Figure 8-3).

3. Return to the *Main Menu* by clicking the **Cancel** link in the navigation bar at the top of the page.

**Figure 8-2: Download Response Files**



**Table 8-2: Download Response Files**

Field	Description
FILE NAME	List of response files available for download. Click the individual file name to download the response file
DATE	Date the response files were processed.
CANCEL	Command button. Click to return to the <i>Main Menu</i> .

**Figure 8-3: Response File Example**

```

T00104H0104MSP20100403
ECRS9999999999999999          =====A  AAAAAAAAAAAAAA          =====  G  SRVY9999999999  9999999999999999999999  LAST
                                00000000  00000000
ECRS9999999999999999          =====A  AAAAAAAAAAAAAA          =====  G  SRVY9999999999  9999999999999999999999  LAST
                                00000000  00000000
ECRS9999999999999999          =====A  AAAAAAAAAAAAAA          =====  G  SRVY9999999999  9999999999999999999999  LAST
                                00000000  00000000
ECRS9999999999999999          =====A  AAAAAAAAAAAAAA          =====  G  SRVY9999999999  9999999999999999999999  LAST
                                00000000  00000000
ECRS9999999999999999          =====A  AAAAAAAAAAAAAA          =====  G  SRVY9999999999  9999999999999999999999  LAST
                                00000000  00000000
ECRS9999999999999999          =====A  AAAAAAAAAAAAAA          =====  G  SRVY9999999999  9999999999999999999999  LAST
                                00000000  00000000
ECRS9999999999999999          =====A  AAAAAAAAAAAAAA          =====  G  SRVY9999999999  9999999999999999999999  LAST
                                00000000  00000000
ECRS9999999999999999          =====A  AAAAAAAAAAAAAA          =====  G  SRVY9999999999  9999999999999999999999  LAST
                                00000000  00000000
ECRS9999999999999999          =====A  AAAAAAAAAAAAAA          =====  G  SRVY9999999999  9999999999999999999999  LAST
                                00000000  00000000
ECRS9999999999999999          =====A  AAAAAAAAAAAAAA          =====  G  SRVY9999999999  9999999999999999999999  LAST
                                00000000  00000000
ECRS9999999999999999          =====A  AAAAAAAAAAAAAA          =====  G  SRVY9999999999  9999999999999999999999  LAST
                                00000000  00000000
ECRS9999999999999999          =====A  AAAAAAAAAAAAAA          =====  G  SRVY9999999999  9999999999999999999999  LAST
                                00000000  00000000
ECRS9999999999999999          =====A  AAAAAAAAAAAAAA          =====  G  SRVY9999999999  9999999999999999999999  LAST
                                00000000  00000000
ECRS9999999999999999          =====A  AAAAAAAAAAAAAA          =====  G  SRVY9999999999  9999999999999999999999  LAST
                                00000000  00000000
ECRS9999999999999999          =====A  AAAAAAAAAAAAAA          =====  G  SRVY9999999999  9999999999999999999999  LAST
                                00000000  00000000
ECRS9999999999999999          =====A  AAAAAAAAAAAAAA          =====  G  SRVY9999999999  9999999999999999999999  LAST
                                00000000  00000000
ECRS9999999999999999          =====A  AAAAAAAAAAAAAA          =====  G  SRVY9999999999  9999999999999999999999  LAST
                                00000000  00000000
ECRS9999999999999999          =====A  AAAAAAAAAAAAAA          =====  G  SRVY9999999999  9999999999999999999999  LAST
                                00000000  00000000
ECRS9999999999999999          =====A  AAAAAAAAAAAAAA          =====  G  SRVY9999999999  9999999999999999999999  LAST
                                00000000  00000000
ECRS9999999999999999          =====A  AAAAAAAAAAAAAA          =====  G  SRVY9999999999  9999999999999999999999  LAST
                                00000000  00000000
ECRS9999999999999999          =====A  AAAAAAAAAAAAAA          =====  G  SRVY9999999999  9999999999999999999999  LAST
                                00000000  00000000
T00104H0104MSP201004030000000023

```

### 8.4 Alternative File Submission Options

We highly recommend that ECRS users use the features of ECRS Web as it is the most effective of the options, but if it is necessary, there are two additional options for communicating with ECRS. You can use the CMS Electronic File Transfer (EFT) protocol, or you can choose to send these files using a Secure FTP/Gentran Mailbox already established with CMS.

The file naming conventions are different for the CMS EFT than they are for the Gentran Mailbox. For the CMS EFT, the naming conventions are as follows:

#### Production or Test Files

Input Files:           P#/T#EFT.ON.NDM.ECRS.INPUT.Dyymmdd.Thhmsst

#### Response Files (sent ECRS Plans)

Response Files:   HLQ.RXnnnn.ECRS.RESP.Dyymmdd.Thhmsst

#### Notes:

- P/T = Production or Test
- HLQ = Customer-defined high-level qualifier, one for production and one for test
- RXnnnn = “R” plus five-digit ECRS Plan ID (one alpha + four numeric)
- Dyymmdd.Thhmsst = Current date and time

If you decide to use your Gentran Mailbox to submit, the naming convention is different. In the following dataset name, complete the information as you normally would to send a file, but in the APPID node you will enter ECRS.

GUID.RACFID.APPID.X.UNIQUEID.FUTURE.P.ZIP

## 8.5 File Submission Errors

If you upload a file with an error in the Header or Trailer, that contains incorrect or invalid characters, or that has an incorrect record length, ECRS will show an error code and message (see Appendix H) on the *File Upload* page. When an upload error occurs, you will see the following message: “Please make corrections and resubmit your file.”

## Chapter 9: Identification Management (IDM) Registration, Remote Identity Proofing (RIDP), and Multi-Factor Authentication (MFA)

---

### 9.1 Introduction

This section provides step-by-step instructions for active EIDM ECRS users whose accounts were migrated from the EIDM to the IDM process and for new users registering on the CMS Portal for the first time.

If you were a former EIDM ECRS user with an active account: valid login ID and password, and an application role, and who completed the Remote Identify Proofing (RIDP) verification process, you can now go to the Portal page and log in. When logging in for the first time, your initial (default) security authentication will be by email, and you will also be asked to set up one challenge question and answer. After you complete this step, should you ever forget your password, or if your account is locked, you can use the IDM self-service features to regain access (Section 9.5).

If you have never registered or created an account previously, you will need to complete the account registration process on the CMS Portal (Section 9.5.3), and the RIDP verification process (Section 9.7). These steps are part of requesting access to the ECRS application and a user role.

Whether you are a former active EIDM user or a new user, the default multi-factor authentication (MFA) method assigned to your IDM account is email. However, once you log in to the CMS Portal, you can then set up other authentication devices (See Manage MFA Devices).

### 9.2 About RIDP and MFA

RIDP is an identity verification process that requires you to provide information to Experian® (an external credit service agency) that is sufficient to prove your identity. MFA is a security authentication process that requires you to enter a unique security code either through your email, or through another registered authentication device (such as a phone application) to complete your login.

You only need to complete the RIDP setup process **once**. You will not need to repeat this process when requesting access and roles for other applications managed through the IDM system. You can set up alternate MFA devices at any time.

### 9.3 EIDM Users

If you were an active EIDM ECRS user, your account information has been migrated to use the IDM process. Active accounts must have a valid login ID and password, and have current access to ECRS with an application role. You must also have completed the RIDP process. If this is your case, you can go directly to the CMS Portal and log in (Section 9.3.1). Otherwise, contact the ECRS Help Desk at 646-458-6740.

When logging in to the CMS Portal for the first time, your default security authentication will be by email. However, once logged in, you can set up additional authentication devices through your profile (Section 9.4.1).

### 9.3.1 Login Process

See Section 2.6.2 for login steps for current ECRS users, including migrated EIDM users.

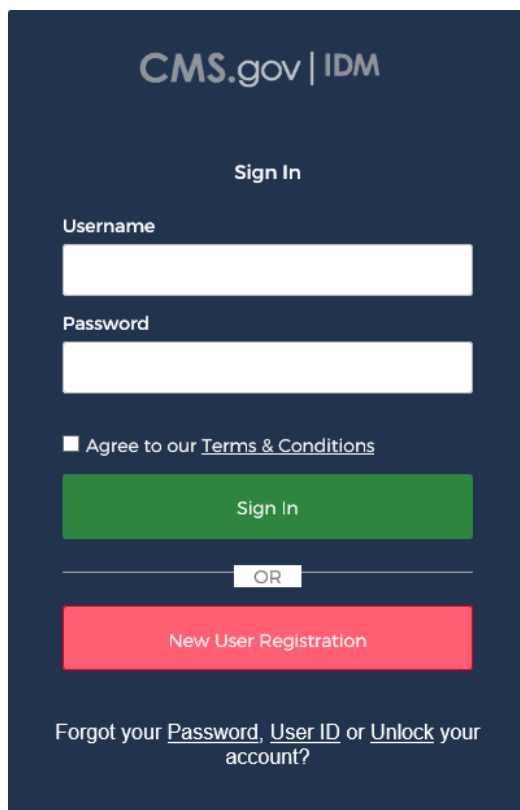
## 9.4 New Users

Follow these steps to register and log in if you are a new user on the CMS Portal. All new registrations and requests for ECRS access and roles are done through the portal. See Section 9.5.3 for requesting access to ECRS.

### 9.4.1 Login Process

1. Go to <https://portal.cms.gov/>.  
The CMS Portal login page appears.
2. Click **New User Registration**.

**Figure 9-1: CMS Portal Login**



3. Complete your personal and contact information. Check the box to indicate that you agree to the terms and conditions (Figure 9-2).

If your address is not within the U.S., click **No** when you answer the question “Is Your Address US Based?”

**Note:** If you live overseas, you will not be able to complete the RIDP process (see Section 9.7.2 for details regarding manual ID proofing).



**Figure 9-2: Step #1: Enter Personal and Contact Information**

The screenshot shows a registration form titled "Step #1: Please enter your personal and contact information." with a sub-note "All fields are required unless marked as optional". The form includes the following fields: "Enter First Name", "Enter Middle Name (optional)", "Enter Last Name", and "Enter Suffix (optional)" (a dropdown menu with "Suffix (optional)" selected). Below these are "Enter Birth Month" (dropdown), "Enter Birth Date" (dropdown), and "Enter Birth Year" (dropdown). A question "Is your address US based?" has radio buttons for "Yes" (selected) and "No". Address fields include "Enter Home Address #1", "Enter Home Address #2 (optional)", "Enter City", "Enter State" (dropdown with "State" selected), "Enter Zip Code", and "Enter Zip Code Ext (optional)". There is also an "Enter Phone Number" field. At the bottom, there are "Enter E-mail Address" and "Confirm E-mail Address" fields, a checkbox for "Agree to our Terms & Conditions", and "Cancel" and "Next" buttons.

**Figure 9-3: Step #2: Create User ID, Password, and Challenge Question**

The screenshot shows a registration form titled "Step #2: Create User ID, Password & Challenge Questions" with a sub-note "All fields are required unless marked as optional". The form includes the following fields: "Enter User ID", "Enter Password" and "Confirm Password" (both with eye icons for visibility), "Select Challenge Question" (dropdown menu with "Select Challenge Question" selected), and "Enter Challenge Question Answer". At the bottom, there are "Back", "Submit", and "Cancel" buttons.

4. Create a user ID and password, and select your challenge question and answer. Then click **Submit**. A *Confirmation* appears. When successful, you will automatically be transferred to the IDM login page. Otherwise, correct your errors and then resubmit.

## 9.5 Self-Service Dashboard and Features

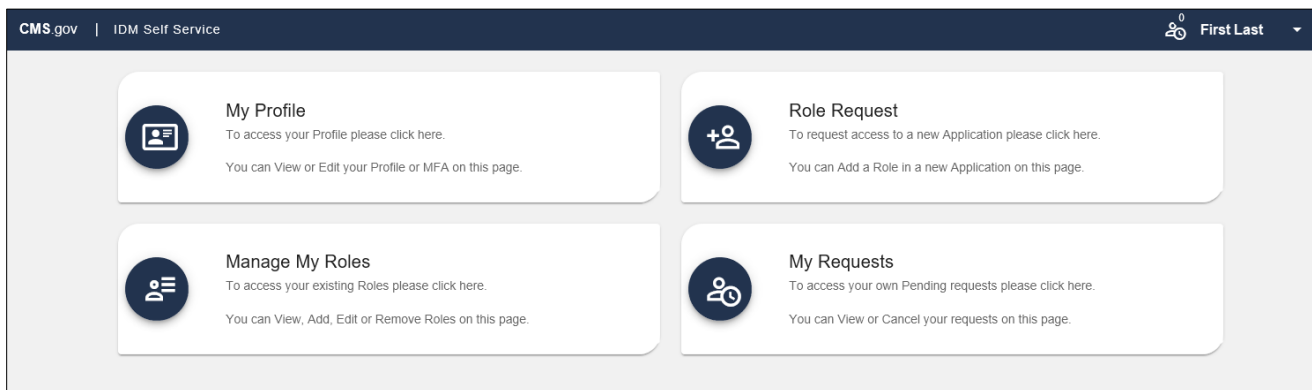
Once you log in, the self-service dashboard become your “home” page. Dashboard options include:

- Manage your profile information (My Profile)  
Click **My Profile** to manage your MFA devices.
- Request applications and roles (Role Request)  
This option will also initiate the RIDP process if have not already completed it.
- Manage existing roles (Manage My Roles)
- Manage role requests (My Requests)

Other self-service features include the **forgot password** and **unlock account**, which are links available on the CMS Portal login page (but not the ECRS login page). By default, the forgot password and unlock account features work by sending a security code to the email you set up during new user registration or, if you are a legacy EIDM user, the email that was included when your EIDM account was migrated to IDM. **Note:** The only recovery methods you can use to reset a forgotten password or to unlock your account are email, SMS (text message), and IVR (interactive voice response). You cannot use a phone application (i.e., Google Authenticator or OKTA Verify).

IDM also provides a way to retrieve a forgotten user ID (Section 9.5.8) and to update expired passwords (Section 9.6).

**Figure 9-4: Self-Service Dashboard**



**Table 9-1: Self-Service Options**

Application	Description
My Profile	This application allows you to view and edit your profile, as well as add and manage your MFA devices.
Role Request	This application allows you to request access to a new application and role. You will also go through the RIDP process if you have not already done so for another application (Section 9.7).
Manage My Roles	This application allows you to access existing roles. You may view, add, edit, or remove those roles.
My Requests	This application allows you to access your pending requests. You may view or cancel requests.

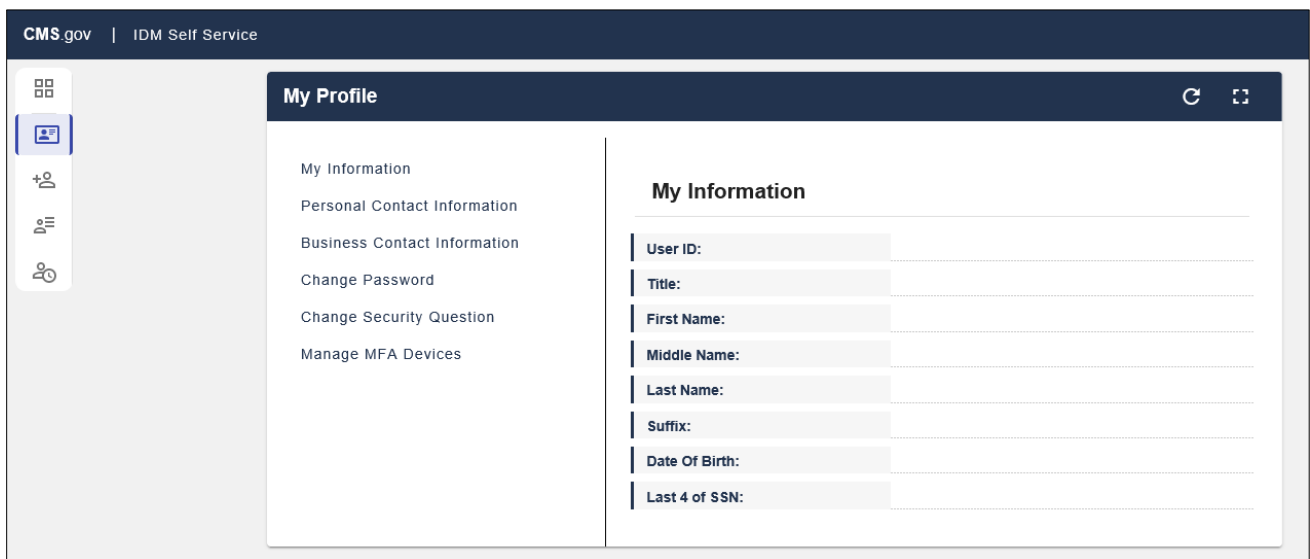
### 9.5.1 My Profile

My Profile allows you to change the following information through your account profile:

- My Information
- Personal Contact Information
- Business Contact Information
- Change Password
- Manage MFA Devices

Most options are self-explanatory, requiring you to update information in the shown fields. You will also receive an email confirmation after submitting any changes.

**Figure 9-5: My Profile**



### 9.5.2 Manage MFA Devices

Adding and managing MFA devices is done by clicking **Manage MFA Devices** under *My Profile*.

When you first log into ECRS, the default authentication option assigned to your account is email (which cannot be removed). However, you can add, or register, additional authentication devices. You are responsible for managing the MFA devices that are associated with their account. Help desk users can only view devices and cannot assist you directly with device management.

The supported MFA devices in IDM are listed in the following table.

**Table 9-2: Supported MFA Devices**

MFA Device	Actions
Email	Edit only
SMS (text message)	Activate, Edit, Remove
IVR (Interactive Voice Response)	Activate, Edit, Remove
Google Authenticator (phone app)	Add, Remove
OKTA Verify (phone app)	Add, Remove

### How to Add an MFA Device

1. After login, select **My Profile** under your username.
2. Select **Manage MFA Devices** and click **Register a Device**.

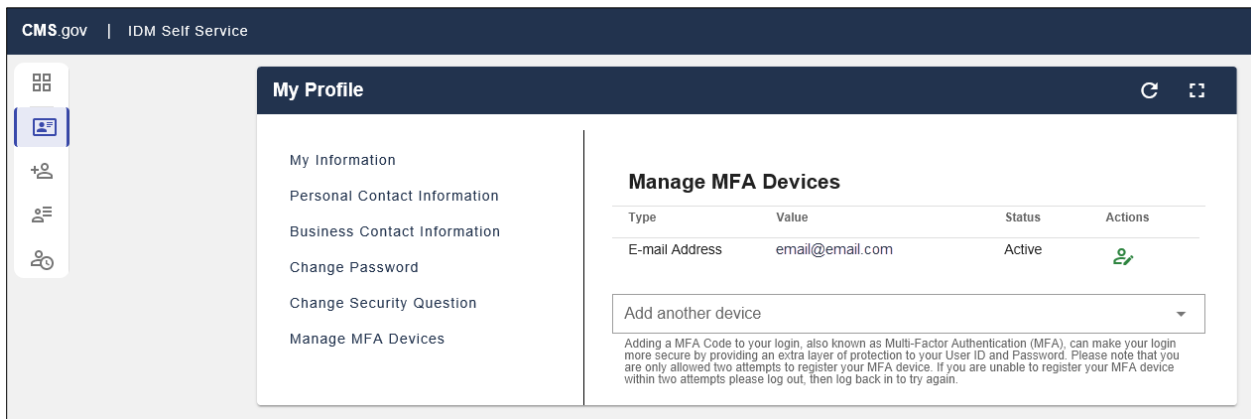
**Note:** You have two attempts to register a device. If you are unable to do so, log out and log back in to try again.

3. From the drop-down menu, select a device.
4. Follow the screen prompts to set up the device.

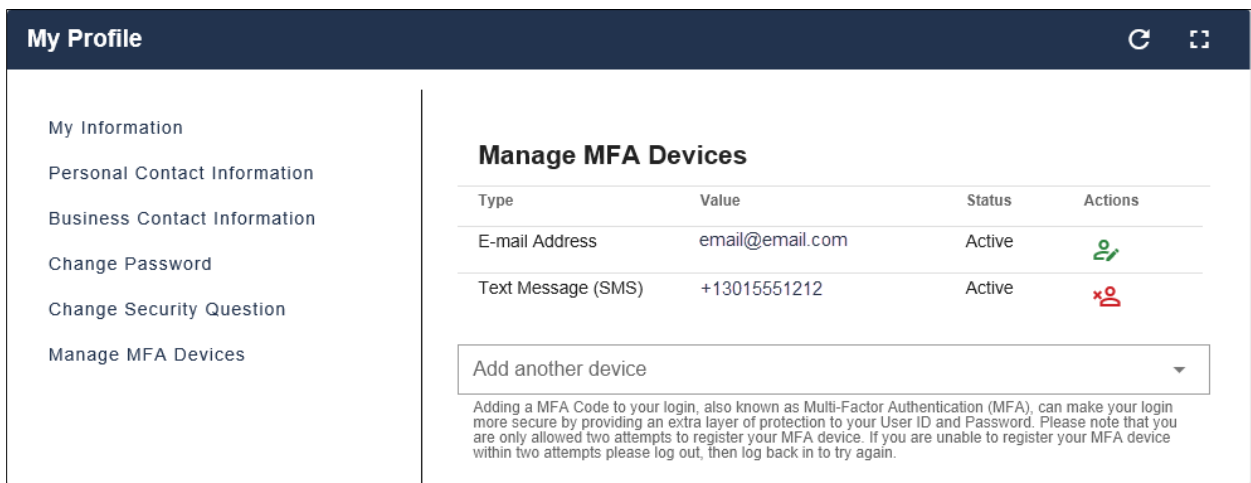
Once you select and set up a device, you will be prompted to send a security code. When you receive the verification code on your mobile device, enter the verification code in the *Code* field and click **Send MFA Code** (or like button). The device will appear in the device table.

**Note:** If you add all the device options to your account, the table will display the devices, and the *Register a Device* button will disappear. You can only have one of each type of device.

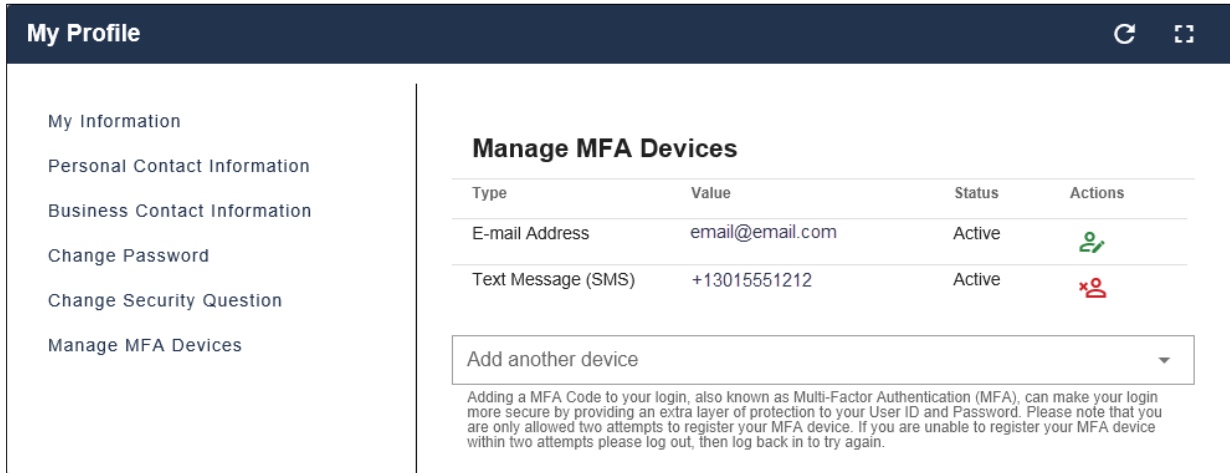
**Figure 9-6: Manage MFA Devices**



**Figure 9-7: Example Text Message (SMS) Selected**



**Figure 9-8: List of MFA Devices**



### 9.5.3 (Application and) Role Requests

*Role Request* allows you to request access to a new application and role for which you do not currently have access.

1. Select an application from the drop-down menu (Figure 9-9).
2. Review the role details and enter a reason for the request (Figure 9-10).
3. Click **Submit Role Request**.

A page appears showing your Request ID (Figure 9-11).

Once submitted, the role request is forwarded to the your approver of record who will make the final approval determination.

Figure 9-9: Role Request: Application and Role

### Role Request

\* Optional fields are labeled as (Optional).

Application — Role — BCI — Review

**Selected Application**  
Electronic Correspondence Referral System (ECRS) Web

This application allows authorized users to fill out various online forms and electronically transmit requests for changes to existing Common Working File (CWF) Medicare Secondary Payer (MSP) information, and inquiries concerning possible MSP coverage.

[View Helpdesk Details](#)

Select a Role  
ECRS Web User

The user with this role is a staff member who is trusted to perform Medicare business for the application.

[Cancel](#) [Back](#)

Figure 9-10: Role Request: Review

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### Role Request

Application — Role — Review

**Review**

**Application:** Electronic Correspondence Referral System (ECRS) Web

**Application Description:** This application allows authorized users to fill out various online forms and electronically transmit requests for changes to existing Common Working File (CWF) Medicare Secondary Payer (MSP) information, and inquiries concerning possible MSP coverage.

**Role:** ECRS Web User

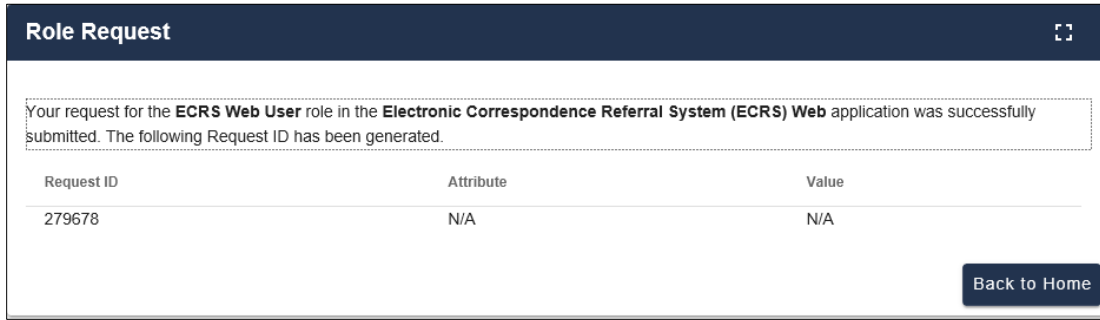
**Role Description:** The user with this role is a staff member who is trusted to perform Medicare business for the application.

**Reason for Request**  
New employee

Enter a reason for request using 1 to 600 alpha numeric and special characters, except Parentheses ((),) and Angle braces(<,>).

[Cancel](#) [Back](#) [Submit Role Request](#)

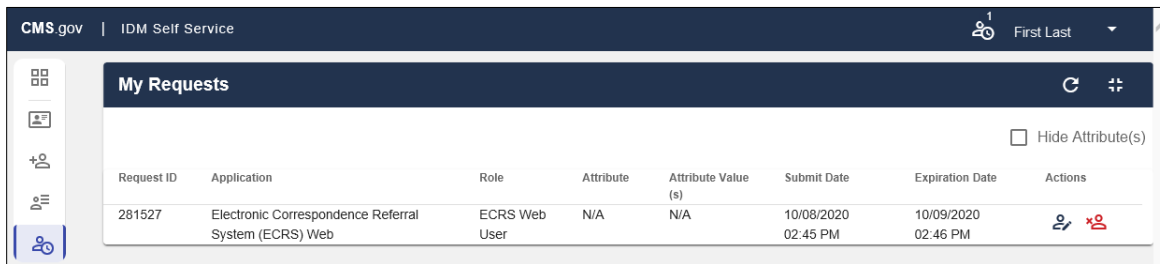
**Figure 9-11: Role Request: Request ID**



### 9.5.4 My Requests

*My Requests* allows you to view or cancel pending application and role requests. Once approved, these are no longer be shown.

**Figure 9-12: My Requests**

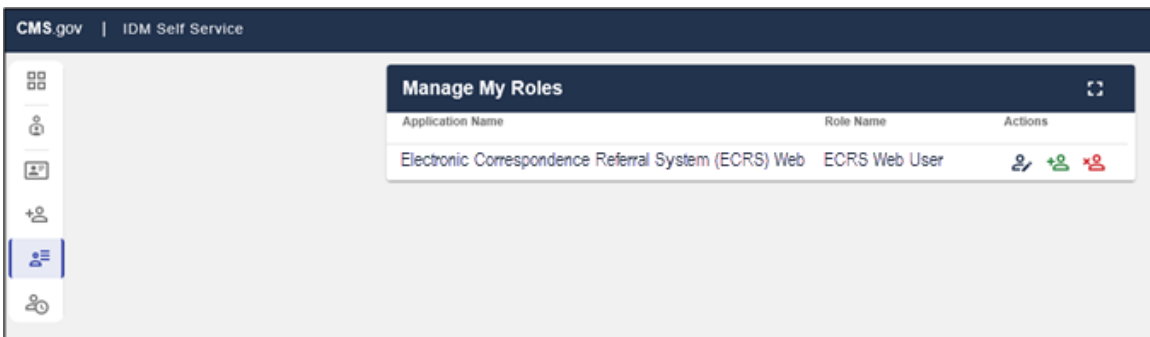


### 9.5.5 Manage My Roles

*Manage My Roles* allows you to manage roles for an application to which you currently have access, including viewing, adding, and removing roles. Hover over the icons to select an action.

**Note:** Removing a role does not require approval from the ECRS Help Desk. Role removal takes place the moment that the IDM system accepts the request.

**Figure 9-13: Manage My Roles**



### 9.5.6 Forgot Password

Follow these steps if you have forgotten your password.

1. Go to <https://portal.cms.gov/>.

The CMS Portal login page appears (Figure 9-14).

2. On the CMS Portal login page click the **Forgot your Password** link.

The *Reset Password* page appears (Figure 9-15).

3. Enter your user ID and select a recovery method (email, SMS, or IVR) (Figure 9-15).

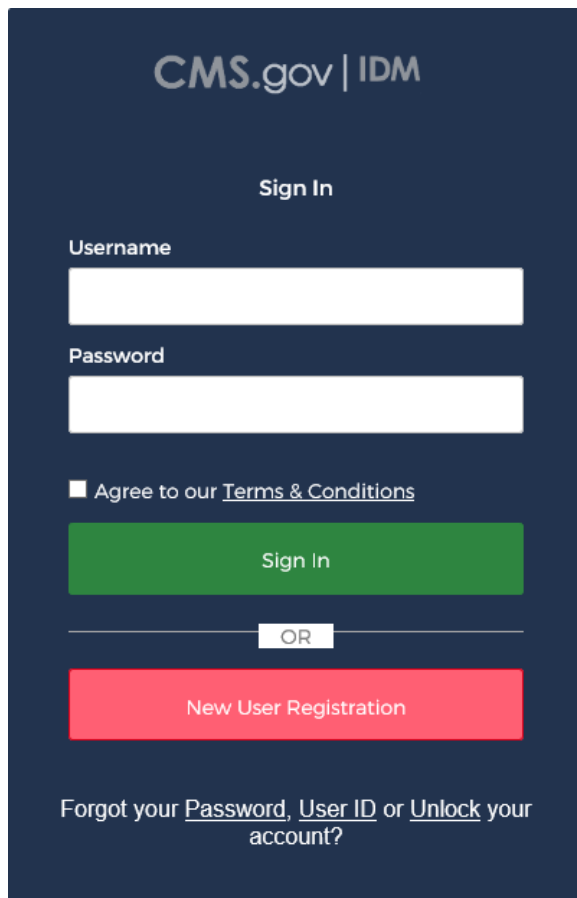
You can only select those recovery methods that have been added as MFA devices. You will receive instructions from the system. If using email, click the **Reset Password** link in the email.

4. When the screen appears, enter the answer to your challenge question and click **Reset Password** (Figure 9-16).

5. Enter, and confirm, the new password and click **Reset Password** (Figure 9-17).

A *Confirmation* page appears confirming your password change (Figure 9-18). Click **Back to Sign In** to return to the login page.

**Figure 9-14: CMS Portal Login Page**





**Figure 9-15: Forgot Password: User ID**

The screenshot shows a dark blue background with the text 'CMS.gov | IDM Self Service' at the top. Below it is the heading 'Reset Password'. A text input field is labeled 'User ID'. Below the input field is a note: 'SMS or Voice Call can only be used if a mobile phone number has been configured.' There are three green buttons stacked vertically: 'Reset via Email', 'Reset via SMS', and 'Reset via Voice Call'. At the bottom is a link that says 'Back to Sign In'.

**Figure 9-16: Forgot Password: Challenge Question**

The screenshot shows a dark blue background with the text 'CMS.gov | IDM Self Service' at the top. Below it is the heading 'Reset Password'. A text input field contains the challenge question: 'What is the name of your first stuffed animal?'. The input field shows five dots and a toggle icon. Below the input field is a green button labeled 'Reset Password'. At the bottom is a link that says 'Back to Sign In'.

**Figure 9-17: Forgot Password: Reset and Confirmation**

**Figure 9-18: Forgot Password: Confirmed**

### 9.5.7 Unlock Account

For security purposes, the IDM will lock your account after three failed login attempts, and you will get an email notice confirming the lock. If your account is locked and you attempt to log in, you will be redirected to the *Unlock Account* page.

1. Enter your user ID in the *Unlock Account* page and select a recovery method (email, SMS, or IVR) (Figure 9-19).  
 You can only select those recovery methods that have been added as MFA devices. You will receive instructions from the system. If using email, click the **Unlock Account** link in your email.
2. Enter the answer to your challenge question click **Unlock Account** (Figure 9-21 ).  
 A confirmation page appears onscreen stating that your account is now unlocked (Figure 9-22). Click **Back to Sign In** to return to the login page.

**Figure 9-19: Unlock Account: User ID**

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Unlock Account

User ID

SMS or Voice Call can only be used if a mobile phone number has been configured.

Send Email

Send SMS

Voice Call

Back to Sign In

**Figure 9-20: Unlock Account: Recovery Method**

CMS.gov | IDM Self Service

Unlock Account

Email has been sent to SamTester with instructions on resetting your password.

Back to Sign In

**Figure 9-21: Unlock Account: Challenge Question**

CMS.gov | IDM Self Service

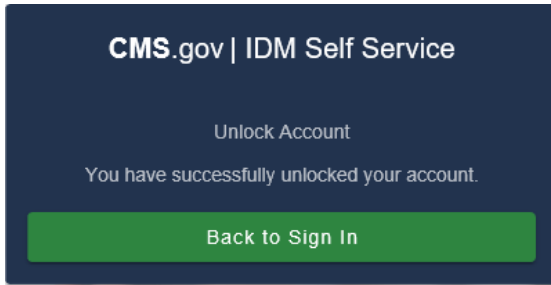
Unlock Account

What is the name of your first stuffed animal?

Unlock Account

Back to Sign In

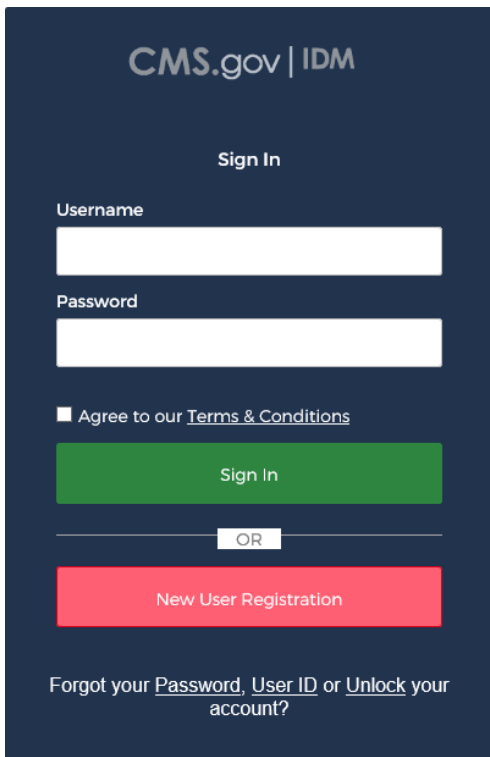
**Figure 9-22: Unlock Account: Confirmation**



### 9.5.8 Forgot User ID

1. Follow these steps if you have forgotten your user ID.
2. Go to <https://portal.cms.gov/>.  
The CMS Portal login page appears.
3. On the CMS Portal login page click the **Forgot your User ID** link.  
The *Forgot User ID* page appears (Figure 9-24).
4. Enter the requested information and click **Submit**.  
You will receive an email from the system.
5. Click the link in the email or the **Back to Sign In** button to return to the login page (Figure 9-25).

**Figure 9-23: CMS Portal Login Page**



**Figure 9-24: Forgot User ID: Identification**

CMS.gov | IDM Self Service

**Forgot User ID**

E-mail Address

First Name

Last Name

Date Of Birth

MM/DD/YYYY

Is your Address a US or Foreign Address?

US Address  Foreign Address

Zip Code

00000

Submit

[Back to Sign In](#)

**Figure 9-25: Forgot User ID: Email Recovery**

CMS.gov | IDM Self Service

**Forgot User ID**

Email has been sent to mymail@email.com with the requested information.

[Back to Sign In](#)

## 9.6 Expired Passwords

Passwords in IDM are required to be changed every 60 days. You will be notified by email when your password is set to expire so you can log in and change it. If your password expires, then on your next login attempt, you will be notified that your password has expired and will then be redirected to an *Expired Password* page so you can change it.

Follow these steps to set an expired password:

1. On the *Expired Password* page, enter your old password.
2. Enter, then re-enter, your new password.
3. Click **Change Password**.

You will see a confirmation message that your password has been updated, and you will receive an email confirmation.

**Figure 9-26: Expired Password Page**

## 9.7 Completing Remote Identity Proofing (RIDP)

The RIDP process is part of the IDM *Role Request* process for requesting access to an application and role (Section 9.5.3). This process is an important component of the CMS IDM system. It provides application owners with a basis to establish a high Level of Assurance (LOA) that a user is, in fact, who they claim to be. If you have already completed the RIDP process successfully through another CMS Portal application, you will not be required to complete it again for ECRS.

For new users requesting access to ECRS the system will automatically take you through the RIDP process to verify your identity. RIDP makes use of a web service and data provided by Experian®, a consumer credit reporting company. Experian® uses information from your credit history to remotely

confirm your identity by requiring you to answer questions related to your personal credit history that only you would know.

To complete the identity verification process, you will be required to enter personal information, such as your name, date of birth, and home address, as it is recorded on either your driver's license or on a government ID. As part of the process, you will complete an online form with questions that are derived from personal and credit-related information. The questions are designed such that the answers should be known only to you. You may want to have your records of such information readily accessible before attempting the session.

RIDP is used by CMS only to verify your identity. Since verification is done through Experian®, you may see an entry on your credit report called a “soft” inquiry that is only visible to you.

**Completing RIDP does not affect your credit score, and the inquiry will not incur any charges.**

Follow these steps to complete the RIDP process:

1. Once you select the ECRS application and a role, click **Next**.

The *Remote Identity Proofing* overview page appears, along with the terms and conditions (Figure 9-27).

2. After reading, check the **I agree to the terms and conditions** checkbox.
3. Click **Next**. (**Note:** This button is enabled only after you check the **I Agree** checkbox.)

The *Remote Identity Proofing* verification form appears (Figure 9-28).

4. Complete the ID verification form.

For many users, all fields are required except for the SSN and *Zip Code Extension*. However, if your LOA requires it, the SSN field will also be required (which it is for ECRS).

If you make a mistake entering your personal information, the system will respond requesting a correction. If the correction is valid, you can proceed with the process; otherwise, you will be directed to contact Experian® (See Section 9.7.1 for details).

#### **Tips for Completing Personal Information**

- Use your full legal name. Refer to your driver's license or financial account information to ensure it matches the information you supply in the RIDP process.
- Enter your current **residential** address.

**Note:** If you reside at a foreign address you will not be able to complete the identity verification process online using this form. In this case, write down the Review Reference Code and contact the EDI Help Desk at (646) 458-6740.

- Enter a personal landline phone number (if you have one). (A cell phone can be used, but a residential landline is preferred.)

5. Click **Next**.

The *Remote Identity Proofing* questionnaire from Experian® appears (Figure 9-29).

**Got an error instead?** Contact the EDI Help Desk at 646-458-6740.

Figure 9-27: RIDP: Process Overview and Terms and Conditions

### Role Request

\* Optional fields are labeled as (Optional).

Application — Role — RIDP — **4** BCI — **5** Review

#### Remote Identity Proofing

##### Identity Verification

To protect your privacy, you will need to complete Identity Verification successfully, before requesting access to the selected role. Below are a few items to keep in mind.

Ensure that you have entered your legal name, current home address, primary phone number, date of birth and E-mail address correctly. We will only collect personal information to verify your identity with Experian, an external Identity Verification provider.

Identity Verification involves Experian using information from your credit report to help confirm your identity. As a result, you may see an entry called a "soft inquiry" on your Experian credit report. Soft inquiries do not affect your credit score and you do not incur any charges related to them.

You may need to have access to your personal and credit report information, as the Experian application will pose questions to you, based on data in their files. For additional information, please see the Experian Consumer Assistance website. <http://www.experian.com/help>

View Terms & Conditions

I agree to the terms and conditions

**Cancel** **Back** **Next**



Figure 9-28: RIDP: Verification Form

### Role Request

\* Optional fields are labeled as (Optional).

Application    Role    RIDP    4 BCI    5 Review

#### Remote Identity Proofing

Please fill out the form below and click the Next Button to initiate the verification process. Once initiated you will have 10 minutes and 1 attempt to complete the RIDP process.

First Name First	Last Name Last
Middle Name (Optional)	Suffix (Optional)
Date Of Birth 04/01/1977	Social Security Number ●●●●●●●●
E-mail Address email@email.com	Confirm E-mail Address email@email.com

**Is your Address a US or Foreign Address?**  
 US Address     Foreign Address

Home Address Line 1 123 Main Street	
Home Address Line 2 (Optional)	
City Baltimore	State Maryland
Zip Code 21244	Zip Code Extension (Option... 0000
Phone Number 301-555-1212	

Cancel Back Next

**Figure 9-29: RIDP: Example Experian® Questionnaire**

### Remote Identity Proofing

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1. You may have opened an auto loan in or around May 2019. Please select the lender for this account. If you do not have such an auto loan, select 'NONE OF THE ABOVE/DOES NOT APPLY'.

MOTOR CITY COOP C U  
 VOLVO FIN  
 ONYX ACCEPT  
 TOYOTA MOTOR CRED  
 NONE OF THE ABOVE/DOES NOT APPLY

---

5. According to our records, you currently own, or have owned within the past year, one of the following vehicles. Please select the vehicle that you purchased or leased prior to March 2013 from the following choices.

NISSAN VAN  
 MAZDA MPV  
 HONDA ODYSSEY  
 SATURN RELAY  
 NONE OF THE ABOVE/DOES NOT APPLY

---

6. Complete the Experian® questionnaire.

Carefully read each question and click the radio button for the most correct response to the question. The *Verify* button will become active when responses have been selected for all questions.

**Important Note:** Once you access the questionnaire, you **have 10 minutes** to complete the this form. Should you time out, you will need to start the RIDP process from the beginning. You are allowed six attempts to complete the entire process.

#### Tips for Completing the Experian® Questionnaire and Giving Consent

- You will be asked a series of questions regarding your personal financial transactions or other credit information.
  - You may want to have your records of such information readily accessible before attempting the session.
  - You can download a free copy of your credit report at <https://www.annualcreditreport.com/>.
- You will be asked to give consent to verify your identity information from your credit report.
  - The information is used for purposes of **identity proofing only**.
  - The consent for using the information **does** post as a **soft** inquiry on your credit report. The soft inquiry is **visible only to you**.
  - The consent/soft inquiry **does not** affect your credit score or incur any charges or fees.

7. When done, click **Verify**.

**If no error message is displayed**, then you answered all of the identity proofing questions according to your credit report. You will see the message, “Remote Identity Proofing has been completed successfully.” Then click (green) **OK**. You will return to the self-service dashboard.

**If an error message is displayed**, write down the error message and the **Review Reference Number** that is displayed. Click the (red) **OK** and then contact the EDI Help Desk at 646-458-6740.

### 9.7.1 Problems with Verification?

If Experian® was unable to verify your identity, or if you timed out with the questions, contact the EDI Help Desk at 646-458-6740 for assistance. Likely, they will ask you to contact the Experian® Verification Support Services Help Desk. This call center is focused on supporting individuals who have failed online identity proofing while attempting to obtain a role through IDM.

The system will provide you with an **Review Reference Number** to track your case. The Experian® Verification Support Services Help Desk cannot assist you if you do not have the reference number. **To contact the Experian® Verification Support Services Help Desk**, call 1-866-578-5409 and provide them with the case reference code. The help desk is open Monday through Friday from 8:30 a.m. to 10:00 p.m., Saturday from 10:00 a.m. to 8:00 p.m., and Sunday from 11:00 a.m. to 8:00 p.m., Eastern Standard Time.

### 9.7.2 Manual Identity Proofing

If Experian® is unsuccessful with verifying your identity by phone, or you live overseas, please contact the EDI hotline either by email at [ECRSHELP@ehmedicare.com](mailto:ECRSHELP@ehmedicare.com), or by phone at 646-458-6740, to get instructions for completing the identity-proofing process manually.

## Appendix A: CWF Assistance Request Required Data Reference

For information on how to use these tables, please see Section 2.4 of the user guide.

**Table A-1: CWF Assistance Request Required Data: Action Requested**

Field	Required?
DCN	Y
MEDICARE ID	Y
ACTIVITY CODE	Y
ACTION(S)	Y
SOURCE	Y
IMPORT HIMR MSP DATA	Y

**Table A-2: CWF Assistance Request Required Data: CWF Auxiliary Record Data**

Field	Required?	Notes
MSP TYPE	Y	N/A
NEW MSP TYPE	Y	Required when ACTION is MT.
PATIENT RELATIONSHIP	Y	N/A
NEW PATIENT RELATIONSHIP	Y	Required when ACTION is PR.
AUXILIARY RECORD #	Y	Part D contractors must enter 001 when the Auxiliary Record Number is unknown. Must contain 3 digits.
ORIGINATING CONTRACTOR	Y	N/A
EFFECTIVE DATE	Y	N/A
NEW EFFECTIVE DATE	Y	Required when ACTION is ED.
TERMINATION DATE	Y	Required when ACTION is TD or CT.
ACCRETION DATE	N	N/A

**Table A-3: CWF Assistance Request Required Data: Informant Information**

Field	Required?	Notes
FIRST NAME	Y	Required for all ACTIONs when Source is CHEK, LTTR, or PHON. Required for all SOURCEs when Action is AI.
MIDDLE INITITAL	N	N/A
LAST NAME	Y	Required for all ACTIONs when SOURCE is CHEK, LTTR, or PHON. Required for all SOURCEs when ACTION is AI.
ADDRESS	Y	Required for all ACTIONs when the Source is CHEK, LTTR, or PHON. Required for all SOURCEs when the ACTION is AI.
CITY	Y	Required for all ACTIONs when the SOURCE is CHEK, LTTR, or PHON Required for all SOURCEs when the ACTION is AI.
STATE	Y	Required for all ACTIONs when the SOURCE is CHEK, LTTR, or PHON Required for all SOURCEs when the ACTION is AI.
ZIP	Y	Required for all ACTIONs when SOURCE is CHEK, LTTR, or PHON Required for all SOURCEs when the ACTION is AI.
PHONE	N	N/A
RELATIONSHIP	Y	Required for all ACTIONs when the SOURCE is CHEK, LTTR, or PHON Must be A when ACTION is AI.

**Table A-4: CWF Assistance Request Required Data: Insurance Information**

Field	Required?	Notes
INSURANCE COMPANY NAME	Y	Required for all SOURCEs when ACTION is II. <b>Note:</b> ECRS Web deletes all information entered in subsequent fields if this field is left blank and the ACTION is II.
ADDRESS	N	N/A
CITY	N	N/A
STATE	N	N/A
ZIP	N	N/A
PHONE	N	N/A
INSURANCE TYPE	Y	Required for all SOURCEs when ACTION is AI or IT.
NEW INSURANCE TYPE	Y	Required when the ACTION is IT.
POLICY NUMBER	Y	Required when the ACTION is AP and the MSP TYPE is not D, E, L, or W. <b>Note:</b> If the POLICY NUMBER is entered, the GROUP NUMBER is not required.

Field	Required?	Notes
GROUP NUMBER	Y	Required when the ACTION is CD and the MSP TYPE is D, E, L, or W. Required when the ACTION is AP and the MSP TYPE is not D, E, L, or W. <b>Note:</b> If the GROUP NUMBER is entered, the POLICY NUMBER is not required.
SUBSCRIBER FIRST NAME	N	N/A
SUBSCRIBER MIDDLE INITIAL	N	N/A
SUBSCRIBER LAST NAME	N	N/A

**Table A-5: CWF Assistance Request Required Data: Employment Information**

Field	Required?	Notes
EMPLOYER NAME	Y	Required when the ACTION is EA or EI.
ADDRESS	Y	Required when the ACTION is EI.
ADDRESS 2	N	N/A
CITY	Y	Required when the ACTION is EI.
STATE	Y	Required when the ACTION is EI.
ZIP	Y	Required when the ACTION is EI.
PHONE	N	N/A
EIN	N	N/A
EMPLOYEE #	N	N/A

**Table A-6: CWF Assistance Request Required Data: Additional Information**

Field	Required?	Notes
CHECK NUMBER	Y	Required when the SOURCE is CHEK.
CHECK DATE	Y	Required when the SOURCE is CHEK.
CHECK AMOUNT	Y	Required when the SOURCE is CHEK.
PRE-PAID HEALTH PLAN DATE	Y	Required when the ACTION is PH.
SOCIAL SECURITY NUMBER	Y	Required when the ACTION is MX.
DIAGNOISIS CODES	Y	<ul style="list-style-type: none"> <li>Required when the ACTION is DX.</li> <li>Required when MSP TYPE is D, E, or L.</li> </ul>

**Table A-7: CWF Assistance Request Required Data: Comments/Remarks**

Field	Required?	Notes
COMMENTS	N	N/A
REMARKS	Y	Required when the ACTION is AR.

## Appendix B: MSP Inquiry Required Data Reference

---

**Table B-1: MSP Inquiry Required Data: Action Requested**

Field	Required?
DCN	Y
MEDICARE ID	Y
ACTIVITY CODE	Y
ACTION	N
SOURCE	Y

**Table B-2: MSP Inquiry Required Data: MSP Information**

Field	Required?	Notes
MSP TYPE	Y	<ul style="list-style-type: none"> <li>Required when the SOURCE is PHON.</li> <li>Required when the ACTION is CA or CL. (MSP TYPE must be D, E, or L when the ACTION is CL.)</li> </ul>
PATIENT RELATIONSHIP	Y	<ul style="list-style-type: none"> <li>Required when the ACTION is blank and MSP TYPE is F.</li> <li>Required when the ACTION is CA and MSP TYPE is L.</li> <li>Required when the ACTION is CL and MSP TYPE is D, E, or L.</li> </ul>
EFFECTIVE DATE	Y	<ul style="list-style-type: none"> <li>Required when the ACTION is CA and MSP TYPE is L</li> <li>Required when the ACTION is CL and MSP TYPE is D, E, or L</li> </ul>
TERMINATION DATE	Y	Required when the ACTION is CL and MSP TYPE is D, E, or L.
CMS GROUPING CODE	Y	Required when the ACTION is CA and MSP TYPE is L.
DIALYSIS TRAIN DATE	N	N/A
BLACK LUNG BENEFITS	N	N/A
BLACK LUNG EFFECTIVE DATE	N	N/A
SEND TO CWF	N	N/A



**Table B-3: MSP Inquiry Required Data: Informant Information**

Field	Required?	Notes
FIRST NAME	Y	<ul style="list-style-type: none"> <li>Required when the ACTION is CA or CL, unless Insurance Company information will be entered.</li> <li>Required when the SOURCE is CHEK, LTTR, or PHON.</li> </ul>
MIDDLE INITITAL	N	N/A
LAST NAME	Y	<ul style="list-style-type: none"> <li>Required when the ACTION is CA or CL, unless Insurance Company information will be entered.</li> <li>Required when SOURCE is CHEK, LTTR, or PHON.</li> </ul>
ADDRESS	Y	<ul style="list-style-type: none"> <li>Required when the ACTION is CA or CL, unless Insurance Company information will be entered.</li> <li>Required when the SOURCE is CHEK, LTTR, or PHON.</li> </ul>
CITY	Y	<ul style="list-style-type: none"> <li>Required when the ACTION is CA or CL, unless Insurance Company information will be entered.</li> <li>Required when SOURCE is CHEK, LTTR, or PHON.</li> </ul>
STATE	Y	<ul style="list-style-type: none"> <li>Required when the ACTION is CA or CL, unless Insurance Company information will be entered.</li> <li>Required when the SOURCE Coe is CHEK, LTTR, or PHON.</li> </ul>
ZIP	Y	<ul style="list-style-type: none"> <li>Required when the ACTION is CA or CL, unless Insurance Company information will be entered.</li> <li>Required when the SOURCE is CHEK, LTTR, or PHON.</li> </ul>
PHONE	N	N/A
RELATIONSHIP	Y	<ul style="list-style-type: none"> <li>Required when the SOURCE is CHEK, LTTR, or PHON.</li> <li>Must be A if the ACTION is CA or CL and informant information is entered.</li> </ul>

**Table B-4: MSP Inquiry Required Data: Insurance Information**

Field	Required?	Notes
INSURANCE COMPANY NAME	Y	Required <b>unless</b> the ACTION is blank.
ADDRESS LINE 1	Y	<ul style="list-style-type: none"> <li>Required when an Insurance Company Name is entered.</li> <li>Required when the ACTION Is CA or CL, unless Informant information was entered.</li> </ul>
ADDRESS LINE 2	N	N/A
CITY	Y	<ul style="list-style-type: none"> <li>Required when an Insurance Company Name is entered.</li> <li>Required when the ACTION is CA or CL, unless Informant information was entered.</li> </ul>
STATE	Y	<ul style="list-style-type: none"> <li>Required when an Insurance Company Name is entered.</li> <li>Required when the ACTION is CA or CL, unless Informant information was entered.</li> </ul>
ZIP	Y	<ul style="list-style-type: none"> <li>Required when an Insurance Company Name is entered.</li> <li>Required when the ACTION is CA or CL, unless Informant information was entered.</li> </ul>
PHONE	N	N/A
INSURANCE TYPE	Y	N/A
POLICY NUMBER	N	N/A
GROUP NUMBER	N	N/A
SUBSCRIBER FIRST NAME	N	N/A
SUBSCRIBER MIDDLE INITIAL	N	N/A
SUBSCRIBER LAST NAME	N	N/A
SUBSCRIBER SSN	N	N/A

**Table B-5: MSP Inquiry Required Data: Employment Information**

Field	Required?	Notes
EMPLOYER NAME	Y	<ul style="list-style-type: none"> <li>Required when MSP TYPE is F and SEND TO CWF is Yes</li> </ul>
ADDRESS	Y	<ul style="list-style-type: none"> <li>Required when MSP TYPE is F and SEND TO CWF is Yes</li> </ul>
ADDRESS 2	N	N/A
CITY	Y	<ul style="list-style-type: none"> <li>Required when MSP TYPE is F and SEND TO CWF is Yes</li> </ul>
STATE	Y	<ul style="list-style-type: none"> <li>Required when MSP TYPE is F and SEND TO CWF is Yes</li> </ul>
ZIP	Y	<ul style="list-style-type: none"> <li>Required when MSP TYPE is F and SEND TO CWF is Yes</li> </ul>
PHONE	N	N/A
EIN	N	N/A
EMPLOYEE #	N	N/A

**Table B-6: MSP Inquiry Required Data: Additional Information**

Field	Required?	Notes
CHECK NUMBER	Y	Required when the SOURCE is CHEK.
CHECK AMOUNT	Y	Required when the SOURCE is CHEK.
CHECK DATE	Y	Required when the SOURCE is CHEK.
DIAGNOSIS CODES	Y	Required when the ACTION is CA or CL.
ILLNESS/INJURY DATE	N	N/A
BENEFICIARY REPRESENTATIVE TYPE	N	N/A
BENEFICIARY REPRESENTATIVE NAME	N	N/A
BENEFICIARY REPRESENTATIVE ADDRESS	N	N/A
BENEFICIARY REPRESENTATIVE CITY	N	N/A
BENEFICIARY REPRESENTATIVE STATE	N	N/A
BENEFICIARY REPRESENTATIVE ZIP	N	N/A

**Table B-7: MSP Inquiry Required Data: Prescription Coverage**

Field	Required?	Notes
INSURANCE COMPANY NAME	N	N/A
ADDRESS LINE 1	N	N/A
ADDRESS LINE 2	N	N/A
CITY	N	N/A
STATE	N	N/A
ZIP	N	N/A
PHONE	N	N/A
POLICY NUMBER	N	N/A
EFFECTIVE DATE	N	N/A
TERMINATION DATE	N	N/A
RECORD TYPE	N	N/A
COVERAGE TYPE	Y	N/A
BIN	Y	Required when COVERAGE TYPE is U.
PCN	Y	Required when COVERAGE TYPE is U.
GROUP	Y	Required when COVERAGE TYPE is U.
ID	Y	Required when COVERAGE TYPE is U.
SUPPLEMENTAL TYPE	Y	Must be L when RECORD TYPE is Supplemental
PERSON CODE	Y	<ul style="list-style-type: none"> <li>• Required when RECORD TYPE is Supplemental.</li> <li>• Required when SUPPLEMENTAL TYPE is L.</li> </ul>

## Appendix C: Prescription Drug Assistance Request Required Data Reference

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**Table C-1: Prescription Drug Assistance Request Required Data: Action Requested**

Field	Required?	Notes
DCN	Y	N/A
MEDICARE ID	Y	N/A
ACTIVITY CODE	Y	N/A
ACTION	Y	N/A
SOURCE	Y	N/A
MSP TYPE	Y	Required when ACTION is MT
NEW MSP TYPE	Y	Required when ACTION is MT.
RECORD TYPE	Y	Always required when Record Type is Primary.
PATIENT RELATIONSHIP	Y	N/A
NEW PATIENT RELATIONSHIP	Y	Required when ACTION is PR.
PERSON CODE	Y	<ul style="list-style-type: none"> <li>• Required when RECORD TYPE is Supplemental</li> <li>• Required when ACTION is PC</li> </ul>
ORIGINATING CONTRACTOR	Y	N/A
COB EFFECTIVE DATE	Y	N/A
NEW COB EFFECTIVE DATE	Y	Required when ACTION is ED.
TERMINATION DATE	Conditional	<ul style="list-style-type: none"> <li>• Required when ACTION is CT</li> <li>• Required when ACTION is TD</li> </ul>
SUBMITTER TYPE	N	N/A
REMOVE EXISTING TERMINATION DATE	N	N/A

**Table C-2: Prescription Drug Assistance Request Required Data: Informant Information**

Field	Required?	Notes
FIRST NAME	Y	Required for all ACTIONS when SOURCE is CHEK, LTTR, or PHON.
MIDDLE INITITAL	N	N/A
LAST NAME	Y	Required for all ACTIONS when SOURCE is CHEK, LTTR, or PHON.
ADDRESS	Y	Required for all ACTIONS when SOURCE is CHEK, LTTR, or PHON.
CITY	Y	Required for all ACTIONS when SOURCE is CHEK, LTTR, or PHON.
STATE	Y	Required for all ACTIONS when SOURCE is CHEK, LTTR, or PHON.
ZIP	Y	Required for all ACTIONS when SOURCE is CHEK, LTTR, or PHON.
PHONE	N	N/A
RELATIONSHIP	Y	Required for all ACTIONS when SOURCE is CHEK, LTTR, or PHON.

**Table C-3: Prescription Drug Assistance Request Required Data: Insurance Information**

Field	Required?	Notes
INSURANCE COMPANY NAME	Y	Name of insurance carrier. Required for all SOURCES when ACTION is II. <b>Note:</b> Action code II cannot be used with action code DO.
ADDRESS	N	N/A
ADDRESS 2	N	N/A
CITY	N	N/A
STATE	N	N/A
ZIP	N	N/A
PHONE	N	N/A
INSURANCE TYPE	Y	Required when ACTION is IT.
NEW INSURANCE TYPE	Y	Required when ACTION is IT.
COVERAGE TYPE	N	N/A
POLICY NUMBER	Y	Required when the ACTION is AP and the MSP TYPE is <b>not</b> D, E, L, or W. <b>Note:</b> If the POLICY NUMBER is entered, the GROUP NUMBER is not required.
GROUP NUMBER	N	Group, BIN, <i>or</i> PCN is required with Action Code CX.

Field	Required?	Notes
BIN	Y	Required when COVERAGE TYPE is U. Must be sixdigits and cannot be all the same number if COVERAGE TYPE is U. BIN will not be edited for formats when the ACTION CODE is BN. Group, BIN, <i>or</i> PCN is required with Action Code CX.
PCN	Y	Populate with spaces if not available. Cannot have special characters, except for a non-leading dash, and no leading space. Group, BIN, <i>or</i> PCN is required with Action Code CX.
ID	Y	Required when COVERAGE TYPE is U. Cannot be blank or all zeros if COVERAGE TYPE is U.
SUPPLEMENTAL TYPE	N	N/A

**Table C-4: Prescription Drug Assistance Request Required Data: Employment Information**

Field	Required?	Notes
EMPLOYER NAME	Y	Required when the ACTION is EA or EI.
ADDRESS	Y	Required when the ACTION is EI.
ADDRESS 2	N	N/A
CITY	Y	Required when the ACTION is EI.
STATE	Y	Required when the ACTION is EI.
ZIP	Y	Required when the ACTION is EI.
PHONE	N	N/A
EIN	N	N/A
EMPLOYEE #	N	N/A

**Table C-5: Prescription Drug Assistance Request Required Data: Additional Information**

Field	Required?	Notes
CHECK NUMBER	Y	Required when the Source is CHEK.
CHECK DATE	Y	Required when the Source is CHEK.
CHECK AMOUNT	Y	Required when the Source is CHEK.

**Table C-6: Prescription Drug Assistance Request Required Data: Comments/Remarks**

Field	Required?
COMMENTS	N
REMARKS	N

## Appendix D: Prescription Drug Inquiry Required Data Reference

**Table D-1: Prescription Drug Inquiry Required Data: Initial Information**

Field	Required?
DCN	Y
MEDICARE ID	Y
ACTIVITY CODE	Y
SOURCE	Y
MSP TYPE	Y
PATIENT RELATIONSHIP	Y
SEND TO MBD	Y

**Table D-2: Prescription Drug Inquiry Required Data: Additional Information**

Field	Required?	Notes
CHECK NUMBER	Y	Required when the SOURCE is CHEK.
CHECK DATE	Y	Required when the SOURCE is CHEK.
CHECK AMOUNT	Y	Required when the SOURCE is CHEK.
INFORMANT FIRST NAME	Y	Required when the SOURCE is CHEK, LTTR, or PHON.
INFORMANT MIDDLE INITIAL	N	N/A
INFORMANT LAST NAME	Y	Required when the SOURCE is CHEK, LTTR, or PHON.
INFORMANT ADDRESS	Y	Required when the SOURCE is CHEK, LTTR, or PHON.
INFORMANT CITY	Y	Required when the SOURCE is CHEK, LTTR, or PHON.
INFORMANT STATE	Y	Required when the SOURCE is CHEK, LTTR, or PHON.
INFORMANT ZIP	Y	Required when the SOURCE is CHEK, LTTR, or PHON.
INFORMANT PHONE	N	N/A
INFORMANT RELATIONSHIP	Y	Required when the SOURCE is CHEK, LTTR, or PHON.
EMPLOYER NAME	N	N/A
EMPLOYER ADDRESS	N	N/A
EMPLOYER ADDRESS 2	N	N/A
EMPLOYER CITY	N	N/A
EMPLOYER STATE	N	N/A
EMPLOYER ZIP	N	N/A
EMPLOYER PHONE	N	N/A
EMPLOYER EIN	N	N/A



Field	Required?	Notes
EMPLOYER EMPLOYEE #	N	N/A

**Table D-3: Prescription Drug Inquiry Required Data: Prescription Coverage**

Field	Required?	Notes
INSURANCE COMPANY NAME	Y	N/A
ADDRESS LINE 1	N	N/A
ADDRESS LINE 2	N	N/A
CITY	N	N/A
STATE	N	N/A
ZIP	N	N/A
PHONE	N	N/A
EFFECTIVE DATE	Y	N/A
TERMINATION DATE	Y	N/A
RECORD TYPE	N	N/A
COVERAGE TYPE	Y	N/A
BIN	Y	Required when COVERAGE TYPE is U.
PCN	Y	Required when COVERAGE TYPE is U.
POLICY NUMBER	N	N/A
GROUP	Y	Required when COVERAGE TYPE is U.
ID	Y	Required when COVERAGE TYPE is U.
SUPPLEMENTAL TYPE	N	N/A
PERSON CODE	Y	<ul style="list-style-type: none"> <li>• Required when RECORD TYPE is Supplemental</li> <li>• Required when RECORD TYPE is blank and SUPPLEMENTAL TYPE is L.</li> </ul>

## Appendix E: Reason and Action Codes

**Table E-1: Reason Codes**

Reason Code	Definition
01	Not yet read by BCRC, used with NW status
02	Being processed by BCRC, used with IP status
03	Under development by BCRC, used with IP status
04	Update sent to CWF, used with IP status
05	Error received from CWF, being resolved by BCRC, used with IP status
06	Sent to the Enrollment Data Base (EDB) for beneficiary info. Used with IP status
07	Auditor follow-up development in progress, used with IP status
10	Not processing
11	Not yet eligible for Medicare, used with HD status
12	Needs diagnosis, used with HD status (for WC set-aside trust cases only)
13	Future-dated workers' compensation case, used with HD status (for WC set-aside trust cases only)
14	Duplicate request, development already in process, used with HD status
15	Requested Prescription Drug action(s) accepted - Posted to MBD
30	No action taken per SEE approval - Medicare primary
31	Action code and comments conflict
32	Record terminated/deleted due to OBRA 93
33	WCSA record – request must go to regional office
34	Record is “N” validity – we do not develop for “N” records
36	Policyholder Retired (G record)
37	Beneficiary verified existing record, no update needed
38	Outreach development already in process
45	Insufficient information to process, used with HD status (RAC only)
46	RAC did not update hold records, used with DE status (RAC only)
50	Requested action(s) accepted - Posted to CWF Note: When Action ‘ID’ is submitted on a CWF Assistance Request and the BCRC determines that a duplicate record exists, the MSP record will be deleted from CWF and the CWF Assistance Request will be returned with a Status/Reason CM50.
51	No changes (additions, modifications, or deletions) made to CWF, used with CM status
52	Returned–rejected by CWF; conflicting information, used with CM status
53	Returned–duplicate ECRS request, used with CM status
54	100 or more threshold met, Disability

Reason Code	Definition
55	20 or more threshold met, Working Aged
56	OBRA does not apply, no update
57	No action taken; Record already updated
58	Non-compliant GHP
59	Employer verified existing record, no update
60	Invalid MEDICARE ID
61	No Part A entitlement
62	Development letter sent; closed, no response to development
63	Development complete, no MSP
64	Development letter sent
65	Deceased, used with CM status
66	ESRD/DIB conflict
67	No response from CWF
68	Closed for Self-Report (More current information was received by the BCRC in the form of a self-report.)
69	Developed to GHP, no response
70	Developed to non-EGHP, no response
71	Developed to beneficiary; closed, no response received
72	Developed to informant, no response
73	Medicare beneficiary retired
74	Spouse retired
75	GHP lifetime of yearly benefits past maximum amount
76	No coverage with insurance company
77	Medicare Supplemental Plan
78	Employer has less than 20 employees (No MSP)
79	Per employer, Medicare beneficiary is not covered under spouse's GHP
80	Employer has less than 100 employees (No MSP)
81	Medicare is primary due to ESRD coordination period being met
82	Per insurance, seasonal employee and not eligible for the month
83	Incoming request conflicts with information on file Note: When Action 'ID' is submitted on a CWF Assistance Request and the BCRC determines that no duplicate record exists, the CWF Assistance Request will be returned with a Status/Reason CM83. Comments will be provided on the response.
84	Missing information; unable to update CWF
85	Venue changed
86	Unable to verify address, used with CM status (for CWF assistance requests only)
87	MSP record exists, used with CM status (check HIMR or resubmit as assistance request)

Reason Code	Definition
88	No update, not lead contractor
91	Duplicate investigation in process
92	Change of Venue not allowed after 90 days
93	No Part D Enrollment found
94	Closed, no response/no update
96	Per Hierarchy guidelines, request cannot be honored. <i>Note: Applies to MSP and drug coverage records (drug coverage effective April 2023).</i>
97	Existing record is invalid and has been deleted. New record created to include changes requested.

**Table E-2: Action Codes (All Transaction Types)**

Action Code	Description
AI	Change Attorney Information
AP	Add Policy and/or Group Number
AR	Add CWF Remark Codes
BN	Develop for Prescription BIN
CA	CMS Grouping Code (Class Action Case)
CD	Change Date of Injury/Date of Loss
CL	Closed or Settled Case
CP	Investigate ESRD Coordination Period
CT	Change Termination Date
CX	Change Prescription Values (BIN, Group, PCN)
DA	Develop for Attorney Information
DD	Develop for the Diagnosis Code
DE	Develop for Employer Information (To the beneficiary only)
DI	Develop for Insurer Information (To the beneficiary only)
DO	Mark Occurrence for Deletion
DR	Investigate Closed or Deleted Record
DT	Develop For Termination Date (see <b>Note</b> end of table)
DX	Change Diagnosis Code
EA	Change Employer Address
ED	Change Effective Date
EF	Develop for Effective Date
EI	Change Employer Information
ES	Employer Size Below Minimum
GR	Develop for Group Number
ID	Investigate/Possible Duplicate for Deletion

Action Code	Description
II	Change Insurer Information
IT	Change Insurance Type
LR	Create Duplicate Liability Record
MT	Change MSP Type
MX	SSN/Medicare ID Mismatch
NR	Create Duplicate No-Fault Record
OH	Change Effective Date of Other Drug Coverage
PC	Update Prescription Person Code
PH	Add Pre-Paid Health Plan (PHP) Date
PN	Develop for/add PCN
PR	Change Patient Relationship
TD	Add Termination Date (see Note end of table)
VP	Update A Record For A Vow Of Poverty
WN	Notify BCRC Of Updates To WCMSA Cases

**Note:** DT and TD are distinct codes and cannot be used interchangeably.

**Table E-3: Automated Action Codes**

Action Code	Description
AP	Add Policy and/or Group Number
AR	Add CWF Remark Codes
CT	Change Termination Date
CX	Change Prescription Values (BIN, Group, PCN)
DO	Mark occurrence for deletion
II	Change insurer information Note: Partially automated for BCRC and CRC recovery users only.
PH	Add Pre-Paid Health Plan (PHP) date (Note: Applies to CWF requests only)
PR	Change Patient Relationship
TD	Add Termination Date

## Appendix F: CWF Remark Codes

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**Table F-1: Remark Codes**

Remark Code	Definition
01	Beneficiary retired as of termination date.
02	Beneficiary's employer has less than 20 employees.
03	Beneficiary's employer has less than 100 employees.
04	Beneficiary is dually entitled to Medicare, based on ESRD and Age or ESRD and disability.
05	Beneficiary is not married.
06	The Beneficiary is covered under the group health plan of a family member whose employer has less than 100 employees.
07	Beneficiary's employer has less than 20 employees and is in a multiple or multi-employer plan that has elected the working aged exception.
08	Beneficiary's employer has less than 20 employees and is in a multiple or multi-employer plan that has not elected the working aged exception.
09	Beneficiary is self-employed.
10	A family member of the beneficiary is self-employed.
20	Spouse retired as of termination date.
21	Spouse's employer has less than 20 employees.
22	Spouse's employer has less than 100 employees.
23	Spouse's employer has less than 100 employees but is in a qualifying multiple or multi-employer plan.
24	Spouse's employer has less than 20 employees and is multiple or multi-employer plan that has elected the working aged exception.
25	Spouse's employer has less than 20 employees and is multiple or multi-employer plan that has not elected the working aged exception.
26	Beneficiary's spouse is self-employed.
30	Exhausted benefits under the plan.
31	Preexisting condition exclusions exist.
32	Conditional payment criteria met.
33	Multiple primary payers, Medicare is tertiary payer.
34	Information has been collected indicating that there is not a parallel plan that covers medical services.
35	Information has been collected indicating that there is not a parallel plan that covers hospital services.
36	Denial sent by EGHP, claims paid meeting conditional payment criteria.

Remark Code	Definition
37	Beneficiary deceased.
38	Employer certification on file.
39	Health plan is in bankruptcy or insolvency proceedings.
40	The termination date is the beneficiary's retirement date.
41	The termination date is the spouse's retirement date.
42	Potential non-compliance case, beneficiary enrolled in supplemental plan.
43	GHP coverage is a legitimate supplemental plan.
44	Termination date equals transplant date.
50	Employment related accident.
51	Claim denied by workers' comp.
52	Contested denial.
53	Workers' compensation settlement funds exhausted.
54	Auto accident - no coverage.
55	Not payable by black lung.
56	Other accident - no liability.
57	Slipped and fell at home.
58	Lawsuit filed - decision pending.
59	Lawsuit filed - settlement received.
60	Medical malpractice lawsuit filed.
61	Product liability lawsuit filed.
62	Request for waiver filed.
70	Data match correction sheet sent.
71	Data match record updated.
72	Vow of Poverty correction.

## Appendix G: File Layouts

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### G.1 CWF Assistance Request File Layouts

#### CWF Assistance Request Header Record

**Table G-1: CWF Assistance Request Header Record Layout**

Data Field	Length	Type	Displacement	Edits
Header Indicator	2	Alpha-Numeric	1-2	Should be: 'H0'. If not, drop file with error code HE01. Required
PDP ID	4	Numeric	3-6	ID number assigned by the BCRC. Populate with spaces.
Contractor Number	5	Alpha-Numeric	7-11	Part D Plan contractor number. Required. If not valid contractor number, drop file with error code HE03.
File Type	3	Alpha	12-14	Valid values: 'CWF' – CWF Assistance Request file If not, drop file with error code HE04.
File Date	8	Date	15-22	CCYYMMDD If not valid date, drop file with error code HE05.
Submitter Type	1	Alpha-Numeric	23	Part C/D Submitter Indicator Valid Values 'C' = Part C contractor 'D' = Part D contractor If not valid value, drop file with error code HE06.
Filler	1244	Filler	24-1267	Unused field – fill with spaces



**CWF Assistance Request Trailer Record**

**Table G-2: CWF Assistance Request Trailer Record Layout**

<b>Data Field</b>	<b>Length</b>	<b>Type</b>	<b>Displacement</b>	<b>Edits</b>
Trailer Indicator	2	Alpha-Numeric	1-2	Should be: 'T0'. If not, drop file with error code TE01. Required.
PDP ID	4	Numeric	3-6	ID number assigned by the BCRC. Populate with spaces.
Contractor Number	5	Alpha-Numeric	7-11	If not valid contractor number, drop file with error code TE03.
File Type	3	Alpha-Numeric	12-14	Valid values: 'CWF' – CWF Assistance Request File If not, drop file with error code TE04.
File Date	8	Date	15-22	CCYYMMDD If not valid date, drop file with error code TE05.
Record Count	9	Numeric	23-31	Number of records on file. Must contain 9 digits. If invalid number or number does not match number of records in file, drop file with error code TE06.
Filler	1236	Filler	32-1267	Unused Field – fill with spaces

**CWF Assistance Request Detail Record**

This record layout **must be used** for **all** CWF Assistance Request file submissions.

**Table G-3: CWF Assistance Request Detail Record Layout**

<b>Data Field</b>	<b>Length</b>	<b>Type</b>	<b>Displacement</b>	<b>Description</b>
Transaction type	4	Alpha	1-4	Set to 'ECRS' <b>Required</b>
Contractor Number	5	Alpha-Numeric	5-9	Medicare contractor (MACs, MA/PD plans) number. <b>Required</b>
DCN	15	Text	10-24	DCN; assigned by the Medicare contractor. Required. Each record shall have a unique DCN.
Tran Type Code	1	Alpha	25	Transaction Type Indicator Set to 'R' for CWF Assistance Requests <b>Required</b>
Trans Seq No	3	Numeric	26-28	Sequence Number assigned by COB. Internal use only. Populate with spaces.
Update Operator ID	8	Alpha-Numeric	29-36	ID of user making update. Not required
Contractor Name	25	Text	37-61	Contractor name Not required
Contractor Phone	10	Numeric	62-71	Contractor phone number Not required
Tran Stat Cd	2	Alpha	72-73	Status code Set to 'NW' for New
Tran Reason Cd	2	Numeric	74-75	Reason Set to '01' for New
Trans Action Code 1	2	Alpha	76-77	Action code. Valid values are: AI = Change Attorney Information AP = Add Policy and/or Group Number AR = Add CWF Remark Codes CA = CMS Grouping Code (Class Action Case) CD = Change Date of Injury/Date of Loss CL = Closed or Settled Case CP = Investigate ESRD Coordination Period CT = Change Termination Date CX = Change Prescription Values (BIN, Group, PCN)

Data Field	Length	Type	Displacement	Description
Trans Action Code 1 (Cont.)	2	Alpha	76-77	<p>DA = Develop for attorney information                      DD = Develop for the diagnosis code                      DE = Develop for employer information                      DI = Develop for insurer information                      DO = Mark occurrence for deletion                      DR = Investigate closed or deleted record                      DT = Develop for termination date                      DX = Change diagnosis code                      EA = Change employer address                      ED = Change effective date                      EF = Develop for the effective date                      EI = Change employer information                      ES = Employer size below minimum (20 for working aged, 100 for disability)                      ID = Investigate/possible duplicate for deletion                      II = Change insurer information                      IT = Change insurer type                      LR = Create duplicate liability record                      MT = Change MSP type                      MX = SSN/MEDICARE ID mismatch                      NR = Create duplicate no-fault record                      OH = Change Effective Date of Other Drug Coverage                      PH = Add Pre-Paid Health Plan (PHP) date                      PR = Change patient relationship                      TD = Add Termination Date                      VP = Update a record for a vow of poverty                      WN = Notify BCRC of updates to WCMSA cases</p> <p><b>Required.</b> Enter up to four Actions unless the CWF assistance request is DE, DI, DO, DR, ID, or VP. You cannot combine these six Actions with any other action codes.</p> <p><b>Note:</b> DE and DI Actions are developed to the beneficiary only.</p>
Trans Action Code 2	2	Alpha-Numeric	78-79	<p>Action code 2                      Valid values same as Trans Action Code 1.                      Not required. Populate with spaces if not available.</p>
Trans Action Code 3	2	Alpha-Numeric	80-81	<p>Action code 3                      Valid values same as Trans Action Code 1.                      Not required. Populate with spaces if not available.</p>
Trans Action Code 4	2	Alpha-Numeric	82-83	<p>Action code 4                      Valid values same as Trans Action Code 1.                      Not required. Populate with spaces if not available.</p>

Data Field	Length	Type	Displacement	Description
Activity Code	1	Alpha	84	Activity of contractor. Valid values are: C = Claims (Prepayment) – 22001 N = Liability, No-Fault, WC, and FTCA - 42002 G = Group Health Plan – 42003 I = General Inquiry – 42004 D = Debt Collection – 42021 <b>Required</b>
Develop to	1	Alpha	85	Development source code indicating where development letter was sent. Not required. Populate with spaces if not available.
RSP	1	Alpha	86	Development response indicator. Not required. Populate with spaces if not available.
Trans Source Cd	4	Alpha	87-90	Four-character code identifying source of CWF assistance request information. Valid values are: CHEK = Unsolicited check LTR = Letter PHON= Phone call SCLM = Claim submitted to Medicare contractor for secondary payment SRVY = Survey CLAM = Claim <b>Required</b>
Medicare ID	12	Alpha-Numeric	91-102	Health Insurance Claim Number (HICN) or Medicare Beneficiary Identifier (MBI) of beneficiary. Enter without dashes, spaces, or other special characters. <b>Required</b> if SSN is not entered.
Beneficiary’s Social Security Number	9	Numeric	103-111	Beneficiary’s Social Security Number <b>Required</b> if Medicare ID not entered.
Beneficiary’s Date of Birth	8	Date	112-119	Beneficiary’s Date of Birth in CCYYMMDD format Not required. Populate with zeros if not available.
Beneficiary’s Sex Code	1	Numeric	120	Sex of beneficiary Valid values are: U = Unknown M = Male F = Female Not required. Populate with spaces if not available.
Beneficiary’s First Name	15	Text	121-135	First name of beneficiary. <b>Required</b>

Data Field	Length	Type	Displacement	Description										
Beneficiary's Initial	1	Alpha	136	Middle initial of beneficiary										
Beneficiary's Last Name	24	Text	137-160	Last name of beneficiary. <b>Required</b>										
Patient Relationship	2	Numeric	161-162	<p>Patient relationship between the policyholder and the beneficiary (<i>required field</i>). Description of code appears next to value.</p> <p>The following codes (<b>bolded</b>) are only valid on MSP Auxiliary occurrences with accretion dates prior to 4/4/2011: Valid values are:</p> <ul style="list-style-type: none"> <li>01 Self; Patient is policyholder</li> <li>02 Spouse</li> <li>03 Child</li> <li>04 Other</li> <li>20 Domestic partner</li> <li><b>05 Step Child</b></li> <li><b>06 Foster child</b></li> <li><b>07 Ward of the Court</b></li> <li><b>08 Employee</b></li> <li><b>09 Unknown</b></li> <li><b>10 Handicapped dependent</b></li> <li><b>11 Organ donor</b></li> <li><b>12 Cadaver donor</b></li> <li><b>13 Grandchild</b></li> <li><b>14 Niece/nephew</b></li> <li><b>15 Injured plaintiff</b></li> <li><b>16 Sponsored dependent</b></li> <li><b>17 Minor dependent of a minor dependent</b></li> <li><b>18 Parent</b></li> <li><b>19 Grandparent dependent</b></li> </ul> <p>For the following MSP Types, the patient relationship codes listed to the right are the only valid values that can be used for records created after 4/4/2011:</p> <table border="0"> <thead> <tr> <th><u>MSP Type</u></th> <th><u>Patient Relationship Code</u></th> </tr> </thead> <tbody> <tr> <td>A</td> <td>01, 02</td> </tr> <tr> <td>B</td> <td>01, 02, 03, 04, 20</td> </tr> <tr> <td>D, E, L</td> <td>01</td> </tr> <tr> <td>G</td> <td>01, 02, 03, 04, 20</td> </tr> </tbody> </table>	<u>MSP Type</u>	<u>Patient Relationship Code</u>	A	01, 02	B	01, 02, 03, 04, 20	D, E, L	01	G	01, 02, 03, 04, 20
<u>MSP Type</u>	<u>Patient Relationship Code</u>													
A	01, 02													
B	01, 02, 03, 04, 20													
D, E, L	01													
G	01, 02, 03, 04, 20													

Data Field	Length	Type	Displacement	Description
MSP Type	1	Alpha	163	<p>One-character code identifying type of MSP coverage</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>A = Working Aged</li> <li>B = ESRD</li> <li>C = Conditional Payment</li> <li>D = Automobile Insurance</li> <li>E = Workers' Compensation</li> <li>F = Federal (Public)</li> <li>G = Disabled</li> <li>H = Black Lung</li> <li>L = Liability</li> <li>W =Workers' Compensation Set-Aside</li> </ul> <p><b>Required</b></p>
MSP Effective Date	8	Date	164-171	<p>Effective date of MSP coverage in CCYYMMDD format.</p> <p><b>Notes:</b> This field accepts dates up to three months from the current date, as follows:</p> <p>For GHP records (MSP Types A, B, and G): The MSP Effective Date can be in the future for currently entitled beneficiaries (i.e., enrolled in Medicare), or for beneficiaries who will be entitled starting up to three months in the future.</p> <p>For NGHP records (MSP Types D, E, L, H, and W): The MSP Effective Date can be in the future for beneficiaries as long as their entitlement start date is in the future. The future MSP Effective Date must be equal to the entitlement start date. (NGHP MSP occurrences for beneficiaries who are currently entitled cannot have future MSP Effective Dates.)</p> <p><b>Required</b></p>
MSP Term Date	8	Date	172-179	<p>Termination date of MSP coverage in CCYYMMDD format. Type one or more zeroes in this field to remove an existing termination date. Type 9 eight times in this field if you have conflicting dates for the termination date.</p> <p>Not required. Populate with zeros if not available.</p>
AUX Row Number	3	Numeric	180-182	<p>AUX record number of MSP record at CWF.</p> <p><b>Required.</b> Populate with zeros if not available.</p>
MSP Accretion Date	8	Date	183-190	<p>Accretion date of MSP coverage in CCYYMMDD format.</p> <p>Not required. Populate with zeros if not available.</p>
Originating Contractor	5	Alpha-Numeric	191-195	<p>Contractor number of contractor that created original MSP occurrence at CWF</p> <p><b>Required</b></p>
Filler	6	Alpha	196-201	<p>Populate with spaces.</p>

Data Field	Length	Type	Displacement	Description
Beneficiary's Address 1	32	Text	202-233	First line of beneficiary's street address. Not required. Populate with spaces if not available.
Beneficiary's Address 2	32	Text	234-265	Second line of beneficiary's street address. Not required. Populate with spaces if not available.
Beneficiary's City	15	Text	266-280	Beneficiary's city Not required. Populate with spaces if not available.
Beneficiary's State	2	Alpha	281-282	Beneficiary's state Not required. Populate with spaces if not available.
Beneficiary's ZIP Code	9	Numeric	283-291	Beneficiary's ZIP code Not required. Populate with spaces if not available.
Beneficiary's Phone	10	Numeric	292-301	Beneficiary's telephone number Not required. Populate with zeros if not available.
Check Date	8	Numeric	302-309	Date of check received in CCYYMMDD format. Required if value in SOURCE field = CHEK. You cannot future-date this field. Populate with zeros if SOURCE field not equal to CHEK.
Check Amount	15	Alpha	310-324	Amount of check received in \$999,999,999.99 format. Required if value in SOURCE field = CHEK. Populate with zeros if SOURCE field not equal to CHEK.
Check Number	15	Alpha	325-339	Number of check received. Required if value in SOURCE field = CHEK. Populate with zeros if SOURCE field not equal to CHEK.
Informant's First Name	15	Text	340-354	Name of person informing contractor of change in MSP coverage. Required when SOURCE is CHEK, LTTR or PHON. Populate with spaces if Source field not equal to CHEK, LTTR or PHON.
Informant's Middle Initial	1	Alpha	355	Informants middle initial. Not required. Populate with spaces if not available.
Informant's Last Name	24	Text	356-379	Last name of person informing contractor of change in MSP coverage. Required when SOURCE is CHEK, LTTR or PHON. Populate with spaces if Source field not equal to CHEK, LTTR or PHON.
Informant's Phone	10	Numeric	380-389	Informant's telephone number Not required. Populate with zeros if not available.
Informant's Address 1	32	Text	390-421	Informant's street address 1 <b>Required</b> when SOURCE is CHEK, LTTR or PHON. Populate with spaces if Source field not equal to CHEK, LTTR or PHON.

Data Field	Length	Type	Displacement	Description
Informant's Address 2	32	Text	422-453	Name of person informing contractor of change in MSP coverage. Not required
Informant's City	15	Text	454-468	Informant's city. <b>Required</b> when SOURCE is CHEK, LTTR or PHON. Populate with spaces if Source field not equal to CHEK, LTTR or PHON.
Informant's State	2	Alpha	469-470	Informant's state <b>Required</b> when SOURCE is CHEK, LTTR or PHON. Populate with spaces if Source field not equal to CHEK, LTTR or PHON.
Informant's ZIP Code	9	Numeric	471-479	Informant's ZIP code Required when SOURCE is CHEK, LTTR or PHON. Populate with spaces if Source field not equal to CHEK, LTTR or PHON.
Informant's Relationship Code	1	Alpha	480	Relationship of informant to beneficiary. Valid values are: A = Attorney representing beneficiary B = Beneficiary C = Child D = Defendant's attorney E = Employer F = Father I = Insurer M = Mother N = Non-relative O = Other relative P = Provider R = Beneficiary representative other than attorney S = Spouse U = Unknown  Required when SOURCE is CHEK, LTTR or PHON. Populate with spaces if Source field not equal to CHEK, LTTR or PHON.
Employer's Name	32	Text	481-512	Name of employer providing group health insurance under which beneficiary is covered Not required. Populate with spaces if not available.
Employer EIN	18	Text	513-530	Employer's Identification Number Not required. Populate with spaces if not available.
Employer's Address 1	32	Text	531-562	Employer's Street Address 1 Not required. Populate with spaces if not available.
Employer's Address 2	32	Text	563-594	Employer's Street Address 2 Not required. Populate with spaces if not available.



Data Field	Length	Type	Displacement	Description
Employer's Phone	10	Numeric	595-604	Employer's Telephone Number Not required. Populate with spaces if not available.
Employer's City	15	Text	605-619	Employer's City Not required. Populate with spaces if not available.
Employer's State	2	Alpha	620-621	Employer's state Not required. Populate with spaces if not available.
Employer's ZIP Code	9	Numeric	622-630	Employer's ZIP code Not required. Populate with spaces if not available.
Employee No	12	Text	631-642	Employee number of policyholder Not required. Populate with spaces if not available.
Insurer's Name	32	Text	643-674	Name of insurance carrier for MSP coverage Required for II ACTION. Populate with spaces if ACTION not equal to II.
Insurer Type	1	Alpha	675	Type of insurance A = Insurance or Indemnity (Other Types) H = Multiple Employer Health Plan with 100 or more employees. I = Multiple Employer Health Plan with 20 or more employees. J = Hospitalization only plan covering inpatient hospital K = Medical Service only plan covering non-inpatient medical M = Medicare Supplement Plan U = Unknown Not required. Populate with A if not available.
Insurer's Address 1	32	Text	676-707	Insurer's street address 1 Not required. Populate with spaces if not available.
Insurer's Address 2	32	Text	708-739	Insurer's street address 2 Not required. Populate with spaces if not available.
Insurer's City	15	Text	740-754	Insurer's city Not required. Populate with spaces if not available.
Insurer's State	2	Alpha	755-756	Insurer's state Not required. Populate with spaces if not available.
Insurer's ZIP Code	9	Numeric	757-765	Insurer's ZIP code Not required. Populate with spaces if not available.
Insurer's Phone	10	Numeric	766-775	Insurer's telephone number Not required. Populate with zeros if not available.
Insurer Group Number	20	Text	776-795	Group number of insurance coverage. Not required. Populate with spaces if not available.
Insurer Policy Number	17	Text	796-812	Policy number of insurance coverage. Not required. Populate with spaces if not available.

Data Field	Length	Type	Displacement	Description
Subscriber First Name	15	Text	813-827	First name of individual covered by this insurance. Not required. Populate with spaces if not available.
Subscriber Initial	1	Alpha	828	Middle initial of individual covered by this insurance. Not required. Populate with spaces if not available.
Subscriber Last Name	24	Text	829-852	Last name of individual covered by this insurance. Not required. Populate with spaces if not available.
PHP Date	8	Date	853-860	Pre-paid Health Plan date in CCYYMMDD format. Not required. Populate with zeros if not available.
Remarks Code 1	2	Alpha-Numeric	861-862	Two-character CWF remark code explaining reason for transaction. See Appendix F for a list of remark codes. Not required. Populate with spaces if not available.
Remarks Code 2	2	Alpha-Numeric	863-864	Two-character CWF remark code explaining reason for transaction. See Appendix F for a list of remark codes. Not required. Populate with spaces if not available.
Remarks Code 3	2	Alpha-Numeric	865-866	Two-character CWF remark code explaining reason for transaction. See Appendix F for a list of remark codes. Not required. Populate with spaces if not available.
Filler	25	Filler	867-891	Filler
Submitter Type	1	Alpha	892	Part C/D Submitter Indicator Valid Values ‘C’ = Part C contractor ‘D’ = Part D contractor If not valid value, drop file with error code HE06.
Filler	7	Filler	893-899	Filler
Trans Comment	180	Text	900-1079	Comments—used by submitter
Filler	8	Filler	1080-1087	Filler

Data Field	Length	Type	Displacement	Description										
New Patient Relationship	2	Numeric	1088-1089	<p>New patient relationship between the policyholder and the beneficiary. Description of code appears next to value.</p> <p><i>Required field</i> when ACTION is PR.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>01 Self; Patient is policyholder</li> <li>02 Spouse</li> <li>03 Child</li> <li>04 Other</li> <li>20 Domestic partner</li> </ul> <p>For the following MSP Types below, the patient relationship codes listed to the right are the only valid values that can be used.</p> <table border="0" data-bbox="943 695 1419 877"> <thead> <tr> <th style="text-decoration: underline;">MSP Type</th> <th style="text-decoration: underline;">Patient Relationship Code</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>01, 02</td> </tr> <tr> <td>B</td> <td>01, 02, 03, 04, 20</td> </tr> <tr> <td>D, E, L</td> <td>01</td> </tr> <tr> <td>G</td> <td>01, 02, 03, 04, 20</td> </tr> </tbody> </table>	MSP Type	Patient Relationship Code	A	01, 02	B	01, 02, 03, 04, 20	D, E, L	01	G	01, 02, 03, 04, 20
MSP Type	Patient Relationship Code													
A	01, 02													
B	01, 02, 03, 04, 20													
D, E, L	01													
G	01, 02, 03, 04, 20													
New MSP Type	1	Alpha	1090	<p>One-character code identifying type of MSP coverage.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>A = Working Aged</li> <li>B = ESRD</li> <li>C = Conditional Payment</li> <li>D = Automobile Insurance</li> <li>E = Workers' Compensation</li> <li>F = Federal (Public)</li> <li>G = Disabled</li> <li>H = Black Lung</li> <li>L = Liability</li> </ul> <p><b>Required</b> when Action is MT.</p>										

Data Field	Length	Type	Displacement	Description
New MSP Effective Date	8	Date	1091-1098	<p>Effective date of MSP coverage in CCYYMMDD format.</p> <p><b>Notes:</b> This field accepts dates up to three months from the current date, as follows:</p> <p>For GHP records (MSP Types A, B, and G): The New MSP Effective Date can be in the future for currently entitled beneficiaries (i.e., enrolled in Medicare), or for beneficiaries who will be entitled starting up to three months in the future.</p> <p>For NGHP records (MSP Types D, E, L, H, and W): The New MSP Effective Date can be in the future for beneficiaries as long as their entitlement start date is in the future. The future New MSP Effective Date must be equal to the entitlement start date. (NGHP MSP occurrences for beneficiaries who are currently entitled cannot have future MSP Effective Dates.)</p> <p><b>Required</b> when Action is ED.</p>
New Insurer Type	1	Alpha	1099	<p>New type of insurance</p> <p><b>Required</b> when ACTION is IT</p>
Diagnosis Code 1 ICD Indicator	1	Numeric	1100	<p>One-digit diagnosis code indicator to identify whether the submitted Diagnosis Code 1 is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE1A and the record will be dropped.</p> <p><b>Required if Diagnosis Code 1 is submitted.</b></p>
Diagnosis Code 1	7	Text	1101 – 1107	<p>ICD-9-CM Diagnosis Code or ICD-10-CM diagnosis code that applies to this MSP occurrence. Required if action code is CA or CL.</p> <p><b>Required if Diagnosis Code 1 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 1 ICD Indicator = 0, Diagnosis Code 1 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 1 ICD Indicator = 9, Diagnosis Code 1 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>* Refer to Appendix B for complete set of required fields for various source codes.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE69 and the record will be dropped.</p>

Data Field	Length	Type	Displacement	Description
Diagnosis Code 2 ICD Indicator	1	Numeric	1108	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1B and the record will be dropped.</p> <p><b>Required if Diagnosis Code 2 is submitted.</b></p>
Diagnosis Code 2	7	Text	1109-1115	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 2 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 2 ICD Indicator = 0, Diagnosis Code 2 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 2 ICD Indicator = 9, Diagnosis Code 2 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE70 and the record will be dropped.</p>
Diagnosis Code 3 ICD Indicator	1	Numeric	1116	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1C and the record will be dropped.</p> <p><b>Required if Diagnosis Code 3 is submitted.</b></p>
Diagnosis Code 3	7	Text	1117 – 1123	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 3 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 3 ICD Indicator = 0, Diagnosis Code 3 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 3 ICD Indicator = 9, Diagnosis Code 3 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE71 and the record will be dropped.</p> <p>Not required.</p>

Data Field	Length	Type	Displacement	Description
Diagnosis Code 4 ICD Indicator	1	Numeric	1124	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1D and the record will be dropped.</p> <p><b>Required if Diagnosis Code 4 is submitted.</b></p>
Diagnosis Code 4	7	Text	1125 - 1131	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 4 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 4 ICD Indicator = 0, Diagnosis Code 4 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 4 ICD Indicator = 9, Diagnosis Code 4 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE72 and the record will be dropped.</p>
Diagnosis Code 5 ICD Indicator	1	Numeric	1132	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1E and the record will be dropped.</p> <p><b>Required if Diagnosis Code 5 is submitted.</b></p>
Diagnosis Code 5	7	Text	1133 - 1139	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 5 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 5 ICD Indicator = 0, Diagnosis Code 5 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 5 ICD Indicator = 9, Diagnosis Code 5 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE73 and the record will be dropped.</p>

Data Field	Length	Type	Displacement	Description
Diagnosis Code 6 ICD Indicator	1	Numeric	1140	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1F and the record will be dropped.</p> <p><b>Required if Diagnosis Code 6 is submitted.</b></p>
Diagnosis Code 6	7	Text	1141 – 1147	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 6 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 6 ICD Indicator = 0, Diagnosis Code 6 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 6 ICD Indicator = 9, Diagnosis Code 6 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE1G and the record will be dropped.</p>
Diagnosis Code 7 ICD Indicator	1	Numeric	1148	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1H and the record will be dropped.</p> <p><b>Required if Diagnosis Code 7 is submitted.</b></p>
Diagnosis Code 7	7	Text	1149 – 1155	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 7 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 7 ICD Indicator = 0, Diagnosis Code 7 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 7 ICD Indicator = 9, Diagnosis Code 7 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE1I and the record will be dropped.</p>

Data Field	Length	Type	Displacement	Description
Diagnosis Code 8 ICD Indicator	1	Numeric	1156	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM</p> <p>If an invalid code is entered, the user will see error code PE1J and the record will be dropped.</p> <p><b>Required if Diagnosis Code 8 is submitted.</b></p>
Diagnosis Code 8	7	Text	1157 – 1163	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 8 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 8 ICD Indicator = 0, Diagnosis Code 8 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 8 ICD Indicator = 9, Diagnosis Code 8 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE1K and the record will be dropped.</p>
Diagnosis Code 9 ICD Indicator	1	Numeric	1164	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1L and the record will be dropped.</p> <p><b>Required if Diagnosis Code 9 is submitted.</b></p>
Diagnosis Code 9	7	Text	1165 – 1171	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 9 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 9 ICD Indicator = 0, Diagnosis Code 9 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 9 ICD Indicator = 9, Diagnosis Code 9 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE1M and the record will be dropped.</p>



Data Field	Length	Type	Displacement	Description
Diagnosis Code 10 ICD Indicator	1	Numeric	1172	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1N and the record will be dropped.</p> <p><b>Required if Diagnosis Code 10 is submitted.</b></p>
Diagnosis Code 10	7	Text	1173 – 1179	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 10 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 10 ICD Indicator = 0, Diagnosis Code 10 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 10 ICD Indicator = 9, Diagnosis Code 10 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE1O and the record will be dropped.</p>
Diagnosis Code 11 ICD Indicator	1	Numeric	1180	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1P and the record will be dropped.</p> <p><b>Required if Diagnosis Code 11 is submitted.</b></p>
Diagnosis Code 11	7	Text	1181 – 1187	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 11 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 11 ICD Indicator = 0, Diagnosis Code 11 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 11 ICD Indicator = 9, Diagnosis Code 11 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE1Q and the record will be dropped.</p>

Data Field	Length	Type	Displacement	Description
Diagnosis Code 12 ICD Indicator	1	Numeric	1188	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1R and the record will be dropped.</p> <p><b>Required if Diagnosis Code 12 is submitted.</b></p>
Diagnosis Code 12	7	Text	1189 – 1195	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 12 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 12 ICD Indicator = 0, Diagnosis Code 12 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 12 ICD Indicator = 9, Diagnosis Code 12 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE1S and the record will be dropped.</p>
Diagnosis Code 13 ICD Indicator	1	Numeric	1196	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1T and the record will be dropped.</p> <p><b>Required if Diagnosis Code 13 is submitted.</b></p>
Diagnosis Code 13	7	Text	1197 – 1203	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 13 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 13 ICD Indicator = 0, Diagnosis Code 13 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 13 ICD Indicator = 9, Diagnosis Code 13 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE1U and the record will be dropped.</p>

Data Field	Length	Type	Displacement	Description
Diagnosis Code 14 ICD Indicator	1	Numeric	1204	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1V and the record will be dropped.</p> <p><b>Required if Diagnosis Code 14 is submitted.</b></p>
Diagnosis Code 14	7	Text	1205 – 1211	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 14 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 14 ICD Indicator = 0, Diagnosis Code 14 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 14 ICD Indicator = 9, Diagnosis Code 14 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE1W and the record will be dropped.</p>
Diagnosis Code 15 ICD Indicator	1	Numeric	1212	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1X and the record will be dropped.</p> <p><b>Required if Diagnosis Code 15 is submitted.</b></p>
Diagnosis Code 15	7	Text	1213 – 1219	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 15 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 15 ICD Indicator = 0, Diagnosis Code 15 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 15 ICD Indicator = 9, Diagnosis Code 15 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE1Y and the record will be dropped.</p>

Data Field	Length	Type	Displacement	Description
Diagnosis Code 16 ICD Indicator	1	Numeric	1220	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1Z and the record will be dropped.</p> <p><b>Required if Diagnosis Code 16 is submitted.</b></p>
Diagnosis Code 16	7	Text	1221 – 1227	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 16 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 16 ICD Indicator = 0, Diagnosis Code 16 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 16 ICD Indicator = 9, Diagnosis Code 16 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE2A and the record will be dropped.</p>
Diagnosis Code 17 ICD Indicator	1	Numeric	1228	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE2B and the record will be dropped.</p> <p><b>Required if Diagnosis Code 17 is submitted.</b></p>
Diagnosis Code 17	7	Text	1229 – 1235	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 17 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 17 ICD Indicator = 0, Diagnosis Code 17 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 17 ICD Indicator = 9, Diagnosis Code 17 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE2C and the record will be dropped.</p>

Data Field	Length	Type	Displacement	Description
Diagnosis Code 18 ICD Indicator	1	Numeric	1236	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE2D and the record will be dropped.</p> <p><b>Required if Diagnosis Code 18 is submitted.</b></p>
Diagnosis Code 18	7	Text	1237 – 1243	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 18 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 18 ICD Indicator = 0, Diagnosis Code 18 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 18 ICD Indicator = 9, Diagnosis Code 18 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE2E and the record will be dropped.</p>
Diagnosis Code 19 ICD Indicator	1	Numeric	1244	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE2F and the record will be dropped.</p> <p><b>Required if Diagnosis Code 19 is submitted.</b></p>
Diagnosis Code 19	7	Text	1245 – 1251	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 19 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 19 ICD Indicator = 0, Diagnosis Code 19 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 19 ICD Indicator = 9, Diagnosis Code 19 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE2G and the record will be dropped.</p>

Data Field	Length	Type	Displacement	Description
Diagnosis Code 20 ICD Indicator	1	Numeric	1252	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE2H and the record will be dropped.</p> <p><b>Required if Diagnosis Code 20 is submitted.</b></p>
Diagnosis Code 20	7	Text	1253 – 1259	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 20 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 20 ICD Indicator = 0, Diagnosis Code 20 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 20 ICD Indicator = 9, Diagnosis Code 20 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE2I and the record will be dropped.</p>
Filler	8	Filler	1260 – 1267	Filler

**CWF Assistance Request Response Header Record**

**Table G-4: CWF Assistance Request Response Header Record Layout**

<b>Data Field</b>	<b>Length</b>	<b>Type</b>	<b>Displacement</b>	<b>Error Code if Invalid Data</b>
Header Indicator	2	Alpha-Numeric	1-2	HE01
PDP ID	4	Numeric	3-6	HE02
Contractor Number	5	Alpha-Numeric	7-11	HE03
File Type	3	Alpha	12-14	HE04
File Date	8	Date	15-22	HE05
Filler	1245	Filler	23-1267	Unused Field – fill with spaces
Error Code 1	4	Alpha-Numeric	1268-1271	Error code describing reason why file was rejected.
Error Code 2	4	Alpha-Numeric	1272-1275	Error code describing reason why file was rejected.
Error Code 3	4	Alpha-Numeric	1276-1279	Error code describing reason why file was rejected.
Error Code 4	4	Alpha-Numeric	1280-1283	Error code describing reason why file was rejected.

**CWF Assistance Request Response Detail Record**

This record layout **must be returned** for all CWF Assistance Request file transmissions.

**Table G-5: CWF Assistance Request Response Detail Record Layout**

<b>Data Field</b>	<b>Length</b>	<b>Type</b>	<b>Displacement</b>	<b>Error Code if Invalid Data</b>
Transaction type	4	Alpha	1-4	PE00
Contractor Number	5	Alpha-Numeric	5-9	PE01
DCN	15	Text	10-24	PE02
Tran Type Code	1	Alpha	25	PE03
Trans Seq No	3	Numeric	26-28	PE04
Update Operator ID	8	Alpha-Numeric	29-36	PE06
Contractor Name	25	Text	37-61	PE07
Contractor Phone	10	Numeric	62-71	PE08
Tran Stat Cd	2	Alpha	72-73	Status code returned from ECRS
Tran Reason Cd	2	Numeric	74-75	Reason code returned from ECRS
Trans Action Code 1	2	Alpha	76-77	PE92
Trans Action Code 2	2	Alpha-Numeric	78-79	PE93
Trans Action Code 3	2	Alpha-Numeric	80-81	PE94
Trans Action Code 4	2	Alpha-Numeric	82-83	PE95
Activity Code	1	Alpha	84	PE61
Develop to	1	Alpha	85	PE0C
RSP	1	Alpha	86	PE66
Trans Source Cd	4	Alpha	87-90	PE05
Medicare ID	12	Alpha-Numeric	91-102	PE09, PE2O
Beneficiary's Social Security Number	9	Numeric	103-111	PE10
Beneficiary's Date of Birth	8	Date	112-119	PE11
Beneficiary's Sex Code	1	Numeric	120	None
Beneficiary's First Name	15	Text	121-135	PE12
Beneficiary's Initial	1	Alpha	136	PE13



<b>Data Field</b>	<b>Length</b>	<b>Type</b>	<b>Displacement</b>	<b>Error Code if Invalid Data</b>
Beneficiary's Last Name	24	Text	137-160	PE14
Patient Relationship	2	Numeric	161-162	PE0J
MSP Type	1	Alpha	163	PE39
MSP Effective Date	8	Date	164-171	PE67
MSP Term Date	8	Date	172-179	PE68
MSP Aux Number	3	Numeric	180-182	PE87
MSP Accretion Date	8	Date	183-190	PE88
Originating Contractor	5	Alpha-Numeric	191-195	PE96
Change Lead To	5	Alpha-Numeric	196-200	PE0D
Send Venue Letter	1	Alpha	201	None
Beneficiary's Address 1	32	Text	202-233	PE15
Beneficiary's Address 2	32	Text	234-265	PE16
Beneficiary's City	15	Text	266-280	PE17
Beneficiary's State	2	Alpha	281-282	PE18
Beneficiary's ZIP Code	9	Numeric	283-291	PE19
Beneficiary's Phone	10	Numeric	292-301	PE20
Check Date	8	Numeric	302-309	PE98
Check Amount	15	Alpha	310-324	PE99
Check Number	15	Alpha	325-339	PE0A
Informant's First Name	15	Text	340-354	PE21
Informant's Middle Initial	1	Alpha	355	PE22
Informant's Last Name	24	Text	356-379	PE23
Informant's Phone	10	Numeric	380-389	PE29
Informant's Address 1	32	Text	390-421	PE24
Informant's Address 2	32	Text	422-453	PE25
Informant's City	15	Text	454-468	PE26
Informant's State	2	Alpha	469-470	PE27
Informant's ZIP Code	9	Numeric	471-479	PE28
Informant's Relationship Code	1	Alpha	480	None
Employer's Name	32	Text	481-512	PE30

Data Field	Length	Type	Displacement	Error Code if Invalid Data
Employer EIN	18	Text	513-530	PE37
Employer's Address 1	32	Text	531-562	PE31
Employer's Address 2	32	Text	563-594	PE32
Employer's Phone	10	Numeric	595-604	PE36
Employer's City	15	Text	605-619	PE33
Employer's State	2	Alpha	620-621	PE34
Employer's ZIP Code	9	Numeric	622-630	PE35
Employee No	12	Text	631-642	PE38
Insurer's Name	32	Text	643-674	PE42
Insurer Type	1	Alpha	675	None
Insurer's Address 1	32	Text	676-707	PE43
Insurer's Address 2	32	Text	708-739	PE44
Insurer's City	15	Text	740-754	PE45
Insurer's State	2	Alpha	755-756	PE46
Insurer's ZIP Code	9	Numeric	757-765	PE47
Insurer's Phone	10	Numeric	766-775	None (field not in use)
Insurer Group Number	20	Text	776-795	PE62
Insurer Policy Number	17	Text	796-812	PE63
Subscriber First Name	15	Text	813-827	PE58
Subscriber Initial	1	Alpha	828	PE59
Subscriber Last Name	24	Text	829-852	PE60
PHP Date	8	Date	853-860	PE97
Remarks Code 1	2	Alpha-Numeric	861-862	PE89
Remarks Code 2	2	Alpha-Numeric	863-864	PE90
Remarks Code 3	2	Alpha-Numeric	865-866	PE91
Filler	25	Filler	867-891	None
Submitter Type	1	Alpha	892	Severe Error will be created and entire file will be dropped. HE06 error will be returned on Header record of response file.
Filler	7	Filler	893-899	Filler
New Patient Relationship	2	Numeric	900-901	PE00
New MSP Type	1	Alpha	902	PE0N

<b>Data Field</b>	<b>Length</b>	<b>Type</b>	<b>Displacement</b>	<b>Error Code if Invalid Data</b>
New MSP Effective Date	8	Date	903-910	PE0L
New Insurer Type	1	Alpha	911	PE0M
Diagnosis Code 1 ICD Indicator	1	Text	912	PE1A
Diagnosis Code 1	7	Text	913-919	PE69
Diagnosis Code 2 ICD Indicator	1	Text	920	PE1B
Diagnosis Code 2	7	Text	921-927	PE70
Diagnosis Code 3 ICD Indicator	1	Text	928	PE1C
Diagnosis Code 3	7	Text	929-935	PE71
Diagnosis Code 4 ICD Indicator	1	Text	936	PE1D
Diagnosis Code 4	7	Text	937-943	PE72
Diagnosis Code 5 ICD Indicator	1	Text	944	PE1E
Diagnosis Code 5	7	Text	945-951	PE73
Diagnosis Code 6 ICD Indicator	1	Text	952	PE1F
Diagnosis Code 6	7	Text	953-959	PE1G
Diagnosis Code 7 ICD Indicator	1	Text	960	PE1H
Diagnosis Code 7	7	Text	961-967	PE1I
Diagnosis Code 8 ICD Indicator	1	Text	968	PE1J
Diagnosis Code 8	7	Text	969-975	PE1K
Diagnosis Code 9 ICD Indicator	1	Text	976	PE1L
Diagnosis Code 9	7	Text	977-983	PE1M
Diagnosis Code 10 ICD Indicator	1	Text	984	PE1N
Diagnosis Code 10	7	Text	985-991	PE1O
Diagnosis Code 11 ICD Indicator	1	Text	992	PE1P
Diagnosis Code 11	7	Text	993-999	PE1Q
Diagnosis Code 12 ICD Indicator	1	Text	1000	PE1R
Diagnosis Code 12	7	Text	1001-1007	PE1S
Diagnosis Code 13 ICD Indicator	1	Text	1008	PE1T

<b>Data Field</b>	<b>Length</b>	<b>Type</b>	<b>Displacement</b>	<b>Error Code if Invalid Data</b>
Diagnosis Code 13	7	Text	1009-1015	PE1U
Diagnosis Code 14 ICD Indicator	1	Text	1016	PE1V
Diagnosis Code 14	7	Text	1017-1023	PE1W
Diagnosis Code 15 ICD Indicator	1	Text	1024	PE1X
Diagnosis Code 15	7	Text	1025-1031	PE1Y
Diagnosis Code 16 ICD Indicator	1	Text	1032	PE1Z
Diagnosis Code 16	7	Text	1033-1039	PE2A
Diagnosis Code 17 ICD Indicator	1	Text	1040	PE2B
Diagnosis Code 17	7	Text	1041-1047	PE2C
Diagnosis Code 18 ICD Indicator	1	Text	1048	PE2D
Diagnosis Code 18	7	Text	1049-1055	PE2E
Diagnosis Code 19 ICD Indicator	1	Text	1056	PE2F
Diagnosis Code 19	7	Text	1057-1063	PE2G
Diagnosis Code 20 ICD Indicator	1	Text	1064	PE2H
Diagnosis Code 20	7	Text	1065-1071	PE2I
Filler	8	Filler	1072-1079	None
COB Comment ID	8	Alpha-Numeric	1080-1087	PE57
COB Comment	180	Text	1088-1267	PE56
Error Code 1	4	Alpha-Numeric	1268-1271	Error code describing reason why file was rejected.
Error Code 2	4	Alpha-Numeric	1272-1275	Error code describing reason why file was rejected.
Error Code 3	4	Alpha-Numeric	1276-1279	Error code describing reason why file was rejected.
Error Code 4	4	Alpha-Numeric	1280-1283	Error code describing reason why file was rejected.

## G.2 Prescription Drug Assistance Request File Layouts

### Prescription Drug Assistance Request Header Record

**Table G-6: Prescription Drug Assistance Request Header Record Layout**

Data Field	Length	Type	Displacement	Edits
Header Indicator	2	Alpha-Numeric	1-2	Should be: 'H0'. If not, drop file with error code HE01
PDP ID	4	Numeric	3-6	'0001', '0002', etc. ID number assigned by the BCRC. If not valid plan, drop file with error code HE02
Contractor Number	5	Alpha-Numeric	7-11	If not valid contractor number, drop file with error code HE03.
File Type	3	Alpha	12-14	Valid values: 'PDR' – RX Drug Assistance Request file If not, drop file with error code HE04.
File Date	8	Date	15-22	CCYYMMDD If not valid date, drop file with error code HE05.
Submitter Type	1	Alpha-Numeric	23	Part C/D Submitter Indicator Valid Values 'C' = Part C contractor 'D' = Part D contractor If not valid value, drop file with error code HE06.
Filler	1244	Filler	24-1267	Unused Field – fill with spaces

**Prescription Drug Assistance Request Trailer Record**

**Table G-7: Prescription Drug Assistance Request Trailer Record Layout**

<b>Data Field</b>	<b>Length</b>	<b>Type</b>	<b>Displacement</b>	<b>Edits</b>
Trailer Indicator	2	Alpha-Numeric	1-2	Should be: 'T0'. If not, drop file with error code TE01.
PDP ID	4	Numeric	3-6	'0001', '0002', etc. ID number assigned by the BCRC. If not valid plan, drop file with error code TE02.
Contractor Number	5	Alpha-Numeric	7-11	If not valid contractor number, drop file with error code TE03.
File Type	3	Alpha-Numeric	12-14	Valid value: PDR' – RX Drug Assistance Request File If not valid value, drop file with error code TE04.
File Date	8	Date	15-22	CCYYMMDD If not valid date, drop file with error code TE05.
Record Count	9	Numeric	23-31	Number of records on file. Must contain 9 digits. If invalid number or number does not match number of records in file, drop file with error code TE06.
Filler	1236	Filler	32-1267	Unused Field – fill with spaces.

### Prescription Drug Assistance Request Detail Record

**Table G-8: Prescription Drug Assistance Request Detail Record Layout**

Data Field	Length	Type	Displacement	Description
Transaction type	4	Alpha	1-4	Set to 'ECRS'
Contractor Number	5	Alpha-Numeric	5-9	Part C/D Plan contractor number <b>Required</b>
DCN	15	Alpha-Numeric	10-24	DCN: assigned by the Part C/D plan. <b>Required.</b> Each record shall have a unique DCN.
Trans Type Code	1	Alpha	25	Transaction Type Indicator Set to 'D' for Prescription Drug Assistance Requests <b>Required</b>
Trans Seq. No	3	Numeric	26-28	Sequence Number assigned by the COB. Internal use only. Populate with spaces.
Update Operator ID	8	Alpha-Numeric	29-36	ID of user making update. Not required
Contractor Name	25	Alpha-Numeric	37-61	Contractor name Not required
Contractor Phone	10	Numeric	62-71	Contractor phone number Not required
Trans Status Code	2	Alpha	72-73	Transaction status code: Set to 'NW' for New
Trans Reason Code	2	Numeric	74-75	Transaction reason code: Set to '01' for New
Action Code 1	2	Alpha	76-77	Two-character code defining action to take on Prescription Drug record ( <i>required field</i> ). Valid values are: II     Change Insurer Information <b>Notes:</b> Action code II cannot be used with Action code DO.
Action Code 2	2	Alpha	78-79	Transaction action code 2: Valid values same as Trans Action Code 1. Not required. Populate with spaces if not available.
Action Code 3	2	Alpha	80-81	Transaction action code 3: Valid values same as Trans Action Code 1. Not required. Populate with spaces if not available.
Action Code 4	2	Alpha	82-83	Transaction action code 4: Valid values same as Trans Action Code 1. Not required. Populate with spaces if not available.

Data Field	Length	Type	Displacement	Description
Activity Code	1	Alpha	84	Activity of contractor: Valid values are: <b>Required</b>
Trans Source Code	4	Alpha	85-88	Four-character code identifying source of RX DRUG assistance request information Valid values are: <b>Required</b>
Medicare ID	12	Alpha-Numeric	89-100	Health Insurance Claim Number (HICN) or Medicare Beneficiary Identifier (MBI) of beneficiary. Enter without dashes, spaces, or other special characters.
Beneficiary Date of Birth	8	Date	101-108	Beneficiary's Date of Birth in CCYYMMDD format Not Required. Populate with zeros if not available.
Beneficiary Sex Code	1	Alpha	109	Sex of Beneficiary: Valid values are: U = Unknown M = Male F = Female Not required. Populate with spaces if not available.
Beneficiary First Name	15	Text	110-124	First Name of beneficiary <b>Required</b>
Beneficiary Middle Initial	1	Text	125	Middle Initial of beneficiary
Beneficiary Last Name	24	Text	126-149	Last Name of beneficiary <b>Required</b>
Beneficiary Address Line 1	32	Text	150-181	First line of beneficiary's street address
Beneficiary Address Line 2	32	Text	182-213	Second line of beneficiary's street address
Beneficiary City	15	Text	214-228	Beneficiary's city
Beneficiary State	2	Alpha	229-230	Beneficiary's state
Beneficiary ZIP code	9	Numeric	231-239	Beneficiary's ZIP code
Beneficiary Phone	10	Numeric	240-249	Beneficiary's telephone number



Data Field	Length	Type	Displacement	Description										
Patient Relationship	2	Numeric	250-251	<p>Patient relationship between the policyholder and the beneficiary (<i>required field</i>). Description of code appears next to value.</p> <p>The following codes (<b>bolded</b>) are only valid on MSP Auxiliary occurrences with accretion dates prior to 4/4/2011:</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>01 Self; Patient is policyholder</li> <li>02 Spouse</li> <li>03 Child</li> <li>04 Other</li> <li>20 Domestic partner</li> <li><b>05 Step Child</b></li> <li><b>06 Foster child</b></li> <li><b>07 Ward of the Court</b></li> <li><b>08 Employee</b></li> <li><b>09 Unknown</b></li> <li><b>10 Handicapped dependent</b></li> <li><b>11 Organ donor</b></li> <li><b>12 Cadaver donor</b></li> <li><b>13 Grandchild</b></li> <li><b>14 Niece/nephew</b></li> <li><b>15 Injured plaintiff</b></li> <li><b>16 Sponsored dependent</b></li> <li><b>17 Minor dependent of a minor dependent</b></li> <li><b>18 Parent</b></li> <li><b>19 Grandparent dependent</b></li> </ul> <p>For the following MSP Types, the patient relationship codes listed to the right are the only valid values that can be used for records created after 4/4/2011:</p> <table border="1" data-bbox="873 1360 1349 1549"> <thead> <tr> <th><u>MSP Type</u></th> <th><u>Patient Relationship Code</u></th> </tr> </thead> <tbody> <tr> <td>A</td> <td>01, 02</td> </tr> <tr> <td>B</td> <td>01, 02, 03, 04, 20</td> </tr> <tr> <td>D, E, L</td> <td>01</td> </tr> <tr> <td>G</td> <td>01, 02, 03, 04, 20</td> </tr> </tbody> </table>	<u>MSP Type</u>	<u>Patient Relationship Code</u>	A	01, 02	B	01, 02, 03, 04, 20	D, E, L	01	G	01, 02, 03, 04, 20
<u>MSP Type</u>	<u>Patient Relationship Code</u>													
A	01, 02													
B	01, 02, 03, 04, 20													
D, E, L	01													
G	01, 02, 03, 04, 20													

Data Field	Length	Type	Displacement	Description
New Patient Relationship	2	Numeric	252-253	<p>New patient relationship between policyholder and beneficiary. Description of code appears next to value.</p> <p><b>Required</b> when ACTION is PR.</p> <p>01 Self; Patient is policyholder                      02 Spouse                      03 Child                      04 Other                      20 Domestic partner</p> <p><u>MSP Type</u>      <u>Patient Relationship Code</u></p> <p>A      01, 02                      B      01, 02, 03, 04, 20                      D, E, L 01                      G      01, 02, 03, 04, 20</p>
Person Code	3	Numeric	254-256	<p>Plan-specific Person Code.</p> <p>Values are:</p> <p>001 Self                      002 Spouse                      003 Other</p> <p><b>Required</b> when:                      RECORD TYPE is Supplemental                      ACTION is PC</p>
MSP Type	1	Alpha	257	<p>One-character code identifying type of MSP coverage. Valid values are:</p> <p>A = Working Aged                      B = ESRD                      C = Conditional Payment                      D = Automobile Insurance                      E = Workers' Compensation                      F = Federal (Public)                      G = Disabled                      H = Black Lung                      L = Liability                      W =Workers' Compensation Set-Aside</p> <p><b>Required</b> when Action is MT.</p>
New MSP Type	1	Alpha	258	<p>One-character code identifying new type of MSP coverage.</p> <p><b>Required</b> when Action is MT.</p>
Record Type	3	Alpha-Numeric	259-261	<p>Drug Record Type:</p> <p>PRI Primary                      SUP Supplemental</p> <p><b>Required</b></p>

Data Field	Length	Type	Displacement	Description
Drug Coverage Effective Date	8	Date	262-269	COB effective date of drug coverage in CCYYMMDD format. <b>Notes:</b> This field accepts dates up to three months from the current date, as follows:  For GHP records (MSP Types A, B, and G): The Drug Coverage Effective Date can be in the future for beneficiaries who are currently enrolled in Part D, or for beneficiaries who will be enrolled starting up to three months in the future.  For NGHP records (MSP Types D, E, L, H, and W): The Drug Coverage Effective Date can be in the future for beneficiaries as long as their Part D enrollment start date is in the future. The future Drug Coverage Effective Date must be equal to the Part D start date. (NGHP drug coverage occurrences for beneficiaries who are currently enrolled in Part D cannot have future Effective Dates.)
New Drug Coverage Effective Date	8	Date	270-277	New COB effective date of drug coverage in CCYYMMDD format. <b>Notes:</b> This field accepts dates up to three months from the current date, as follows:  For GHP records (MSP Types A, B, and G): The New Drug Coverage Effective Date can be in the future for beneficiaries who are currently enrolled in Part D, or for beneficiaries who will be enrolled starting up to three months in the future.  For NGHP records (MSP Types D, E, L, H, and W): The New Drug Coverage Effective Date can be in the future for beneficiaries as long as their Part D enrollment start date is in the future. The future New Drug Coverage Effective Date must be equal to the Part D start date. (NGHP drug coverage occurrences for beneficiaries who are currently enrolled in Part D cannot have future Effective Dates.)
Term Date	8	Date	278-285	MSP termination date of Drug coverage in CCYYMMDD format.
Originating Contractor	5	Alpha-Numeric	286-290	Contractor number of contractor that created original Drug occurrence.
Informant First Name	15	Text	291-305	Name of person informing contractor of change in Drug coverage. <b>Required</b> when SOURCE is CHEK or LTTR. Populate with spaces if Source field not equal to CHEK or LTTR.
Informant Middle Initial	1	Text	306	Informants middle initial.

Data Field	Length	Type	Displacement	Description
Informant Last Name	24	Text	307-330	Last name of person informing contractor of change in Drug coverage. <b>Required</b> when SOURCE is CHEK or LTTR. Populate with spaces if Source field not equal to CHEK or LTTR.
Informant Address	32	Text	331-362	Informant's street address <b>Required</b> when SOURCE is CHEK or LTTR. Populate with spaces if Source field not equal to CHEK or LTTR.
Informant City	15	Text	363-377	Informant's city <b>Required</b> when SOURCE is CHEK or LTTR. Populate with spaces if SOURCE field not equal to CHEK or LTTR.
Informant State	2	Text	378-379	Informant's state <b>Required</b> when SOURCE is CHEK or LTTR. Populate with spaces if SOURCE field not equal to CHEK or LTTR.
Informant ZIP code	9	Numeric	380-388	Informant's ZIP code <b>Required</b> when SOURCE is CHEK or LTTR. Populate with spaces if SOURCE field not equal to CHEK or LTTR.
Informant Phone	10	Numeric	389-398	Informant's telephone number Not Required. Populate with spaces if not available.
Informant's Relationship Code	1	Alpha	399	Relationship of informant to beneficiary. Valid values are: <b>Required</b> when SOURCE is CHEK or LTTR. Populate with spaces if SOURCE field not equal to CHEK or LTTR.
Employers Name	32	Text	400-431	Name of employer providing group health insurance under which beneficiary is covered Not required. Populate with spaces if not available.
Employers Address 1	32	Text	432-463	Employer's street address 1 Not required. Populate with spaces if not available.
Employers Address 2	32	Text	464-495	Employer's street address 2 Not required. Populate with spaces if not available.
Employers City	15	Text	496-510	Employer's city Not required. Populate with spaces if not available.
Employers State	2	Alpha	511-512	Employer's state Not required. Populate with spaces if not available.
Employers ZIP code	9	Numeric	513-521	Employer's ZIP code Not required. Populate with spaces if not available.
Employers Phone	10	Numeric	522-531	Employer's phone number Not required. Populate with spaces if not available.

Data Field	Length	Type	Displacement	Description
Employers EIN	18	Text	532-549	Employer's identification number Not required. Populate with spaces if not available.
Employee Number	12	Text	550-561	Employee number of policyholder Not required. Populate with spaces if not available.
Supplemental Type	1	Alpha-Numeric	562	Prescription drug policy type. Valid values are: L Supplemental M Medigap N Non-qualified State Program O Other P PAP R Charity T Federal Government Programs 1 Medicaid 2 Tricare 3 Major Medical
RX Drug Coverage Type	1	Alpha-Numeric	563	Prescription drug coverage type Valid Values are: U Drug Network V Drug Non-network Z Health account (such as a flexible spending account provided by other party to pay prescription drug costs or premiums) <b>Required</b>
Insurance Company Name	32	Text	564-595	Name of insurer providing supplemental prescription drug insurance under which beneficiary is covered. Action code II cannot be used with action code DO.
Insurance Company Address 1	32	Text	596-627	Address 1 of insurer providing supplemental prescription drug insurance under which beneficiary is covered.
Insurance Company Address 2	32	Text	628-659	Address 2 of insurer providing supplemental prescription drug insurance under which beneficiary is covered.
Insurance Company City	15	Text	660-674	City of insurer providing supplemental prescription drug insurance under which beneficiary is covered.
Insurance Company State	2	Alpha	675-676	State of insurer providing supplemental prescription drug insurance under which beneficiary is covered.
Insurance Company ZIP code	9	Numeric	677-685	ZIP code of insurer providing supplemental prescription drug insurance under which beneficiary is covered.

Data Field	Length	Type	Displacement	Description
Insurer Type	1	Alpha	686	Type of insurance A Insurance or Indemnity (Other Types) B Group Health Organization (GHO) C Preferred Provider Organization D TPA/ASO E Stop Loss TPA F Self-insured/Self-Administered (Self-Insured) G Collectively-bargained Health and Welfare Fund H Multiple Employer Health Plan with 100 or more employees. I Multiple Employer Health Plan with 20 or more employees. J Hospitalization only plan covering inpatient hospital K Medical Service only plan covering non-inpatient medical M Medicare Supplement Plan U Unknown <b>Required</b> when ACTION is IT
New Insurer Type	1	Alpha	687	New type of insurance <b>Required</b> when ACTION is IT
Policy Number	17	Text	688-704	Prescription drug policy number
RX BIN	6	Text	705-710	Prescription Drug BIN Number <b>Required</b> if TYPE = U. Must be six digits and cannot be all the same number if COVERAGE TYPE is U. BIN will not be edited for formats when the ACTION CODE is BN. Group, BIN, <i>or</i> PCN is required with Action Code CX.
RX PCN	10	Text	711-720	Prescription Drug PCN Number Populate with spaces if not available. Cannot have special characters, except for a non-leading dash, and no leading space. Group, BIN, <i>or</i> PCN is required with Action Code CX.
RX Group	15	Text	721-735	Prescription Drug Group Number Populate with spaces if not available. Group, BIN, <i>or</i> PCN is required with Action Code CX.
RX ID	20	Text	736-755	Prescription Drug ID Number <b>Required</b> if TYPE = U. Populate with spaces if not available. Cannot be blank or all zeros if COVERAGE TYPE is U.

Data Field	Length	Type	Displacement	Description
RX Phone	10	Numeric	756-765	Prescription Drug Phone Number Not required. Populate with spaces if not available.
Check Amount	15	Alpha-Numeric	766-780	Amount of check received in \$999,999,999.99 format. <b>Required</b> if value in SOURCE field = CHEK Populate with zeros if Source field not equal to CHEK.
Check Date	8	Date	781-788	Date of check received in CCYYMMDD format <b>Required</b> if value in SOURCE field = CHEK Populate with zeros if Source field not equal to CHEK.
Check Number	15	Alpha-Numeric	789-803	Number of check received. <b>Required</b> if value in SOURCE field = CHEK Populate with zeros if Source field not equal to CHEK.
Remark Code 1	2	Alpha-Numeric	804-805	Two-character PDR remark code explaining reason for transaction. Not required
Remark Code 2	2	Alpha-Numeric	806-807	Two-character PDR remark code explaining reason for transaction. Not required
Remark Code 3	2	Alpha-Numeric	808-809	Two-character PDR remark code explaining reason for transaction. Not required
Comment ID	8	Alpha-Numeric	810-817	ID of operator entering trans comments—used by submitter
Trans Comment	180	Text	818-997	Comments—used by submitter
Filler	188	Filler	998-1185	Unused field – fill with spaces
Effective Date of Other Drug Coverage	8	Date	1186-1193	Effective date of other drug insurance coverage provided by the other insurance (Other Health Information) in CCYYMMDD format.
New Effective Date of Other Drug Coverage	8	Date	1194-1201	New effective date of other drug insurance coverage provided by the other insurance in CCYYMMDD format.
Filler	66	Filler	1202-1267	Unused field – fill with spaces

**Prescription Drug Assistance Request Response Header Record**

**Table G-9: Prescription Drug Assistance Request Response Header Record Layout**

<b>Data Field</b>	<b>Length</b>	<b>Type</b>	<b>Displacement</b>	<b>Error Code if Invalid Data</b>
Header Indicator	2	Alpha-Numeric	1-2	HE01
PDP ID	4	Numeric	3-6	HE02
Contractor Number	5	Alpha-Numeric	7-11	HE03
File Type	3	Alpha	12-14	HE04
File Date	8	Date	15-22	HE05
Submitter Type	1	Alpha-Numeric	23	HE06
Filler	1244	Filler	24-1267	Unused Field – fill with spaces
Error Code 1	4	Alpha	1268-1271	Error code describing reason why file was rejected
Error Code 2	4	Alpha	1272-1275	Error code describing reason why file was rejected
Error Code 3	4	Alpha	1276-1279	Error code describing reason why file was rejected
Error Code 4	4	Alpha	1280-1283	Error code describing reason why file was rejected



### Prescription Drug Assistance Request Response Detail Record

**Table G-10: Prescription Drug Assistance Request Response Detail Record Layout**

Data Field	Length	Type	Displacement	Error Code if Invalid Data
Transaction type	4	Alpha	1-4	PE00
Contractor Number	5	Alpha-Numeric	5-9	PE01
DCN	15	Alpha-Numeric	10-24	PE02
Trans Type Code	1	Alpha	25	PE03
Trans Seq. No	3	Numeric	26-28	PE04
Update Operator ID	8	Alpha-Numeric	29-36	PE06
Contractor Name	25	Alpha-Numeric	37-61	PE07
Contractor Phone	10	Numeric	62-71	PE08
Trans Status Code	2	Alpha	72-73	Status code returned from ECRS
Trans Reason Code	2	Numeric	74-75	Reason code returned from ECRS
Action Code 1	2	Alpha	76-77	PE92
Action Code 2	2	Alpha	78-79	PE93
Action Code 3	2	Alpha	80-81	PE94
Action Code 4	2	Alpha	82-83	PE95
Activity Code	1	Alpha	84	PE61
Trans Source Code	4	Alpha	85-88	PE05
Medicare ID	12	Alpha-Numeric	89-100	PE09
Beneficiary Date of Birth	8	Date	101-108	PE11
Beneficiary Sex CD	1	Alpha	109	None
Beneficiary First Name	15	Text	110-124	PE12
Beneficiary Middle Initial	1	Text	125	PE13
Beneficiary Last Name	24	Text	126-149	PE14
Beneficiary Address Line 1	32	Text	150-181	PE15

Data Field	Length	Type	Displacement	Error Code if Invalid Data
Beneficiary Address Line 2	32	Text	182-213	PE16
Beneficiary City	15	Text	214-228	PE17
Beneficiary State	2	Alpha	229-230	PE18
Beneficiary ZIP code	9	Numeric	231-239	PE19
Beneficiary Phone	10	Numeric	240-249	PE20
Patient Relationship	2	Numeric	250-251	PE0J
New Patient Relationship	2	Numeric	252-253	PE0O
Person Code	3	Numeric	254-256	PE0K
MSP Type	1	Alpha	257	PE39
New MSP Type	1	Alpha	258	PE0N
Record Type	3	Alpha-Numeric	259-261	PE41
COB Effective Date	8	Date	262-269	PE48
New COB Effective Date	8	Date	270-277	PE0L
Term Date	8	Date	278-285	PE0G
Originating Contractor	5	Alpha-Numeric	286-290	NONE
Informant First Name	15	Text	291-305	PE21
Informant Middle Initial	1	Text	306	PE22
Informant Last Name	24	Text	307-330	PE23
Informant Address	32	Text	331-362	PE24
Informant City	15	Text	363-377	PE25
Informant State	2	Text	378-379	PE26
Informant ZIP code	9	Numeric	380-388	PE27
Informant Phone	10	Numeric	389-398	PE28
Informant's Relationship Code	1	Alpha	399	None
Employers Name	32	Text	400-431	PE30

Data Field	Length	Type	Displacement	Error Code if Invalid Data
Employers Address 1	32	Text	432-463	PE31
Employers Address 2	32	Text	464-495	PE32
Employers City	15	Text	496-510	PE33
Employers State	2	Alpha	511-512	PE34
Employers ZIP code	9	Numeric	513-521	PE35
Employers Phone	10	Numeric	522-531	PE36
Employers EIN	18	Text	532-549	PE37
Employee Number	12	Text	550-561	PE38
Supplemental Type	1	Alpha-Numeric	562	None
RX Drug Coverage Type	1	Alpha-Numeric	563	None
Insurance Company Name	32	Text	564-595	PE42
Insurance Company Address 1	32	Text	596-627	PE43
Insurance Company Address 2	32	Text	628-659	PE44
Insurance Company City	15	Text	660-674	PE45
Insurance Company State	2	Alpha	675-676	PE46
Insurance Company ZIP code	9	Numeric	677-685	PE47
Insurer Type	1	Alpha	686	None
New Insurer Type	1	Alpha	687	PE0M
Policy Number	17	Text	688-704	PE49
RX BIN	6	Text	705-710	PE50
RX PCN	10	Text	711-720	PE51
RX Group	15	Text	721-735	PE52
RX ID	20	Text	736-755	PE53
RX Phone	10	Numeric	756-765	PE54
Check Amount	15	Alpha-Numeric	766-780	PE99

<b>Data Field</b>	<b>Length</b>	<b>Type</b>	<b>Displacement</b>	<b>Error Code if Invalid Data</b>
Check Date	8	Date	781-788	PE98
Check Number	15	Alpha-Numeric	789-803	PE0A
Remark Code 1	2	Alpha-Numeric	804-805	PE89
Remark Code 2	2	Alpha-Numeric	806-807	PE90
Remark Code 3	2	Alpha-Numeric	808-809	PE91
Comment ID	8	Alpha-Numeric	810-817	None
Trans Comment	180	Text	818-997	None
COB Comment ID	8	Alpha-Numeric	998-1005	PE57
COB Comment	180	Text	1006-1185	PE56
Effective Date of Other Drug Coverage	8	Date	1186-1193	PE2K
New Effective Date of Other Drug Coverage	8	Date	1194-1201	PE2L, PE2M, or PE2N
Filler	65	Filler	1202-1267	Filler
Error Code 1	4	Alpha	1268-1271	Error code describing reason why file was rejected
Error Code 2	4	Alpha	1272-1275	Error code describing reason why file was rejected
Error Code 3	4	Alpha	1276-1279	Error code describing reason why file was rejected
Error Code 4	4	Alpha	1280-1283	Error code describing reason why file was rejected

### G.3 MSP Inquiry File Layouts

#### MSP Inquiry Header Record

**Table G-11: MSP Inquiry Header Record Layout**

<b>Data Field</b>	<b>Length</b>	<b>Type</b>	<b>Displacement</b>	<b>Edits</b>
Header Indicator	2	Alpha-Numeric	1-2	Header Record Type Indicator (Indicates a Header record) Set to 'H0'. Required
PDP ID	4	Numeric	3-6	ID number assigned by the BCRC. Populate with Spaces
Contractor Number	5	Alpha-Numeric	7-11	Part D Plan contractor number Required
File Type	3	Alpha	12-14	Type of File Set to 'MSP' – MSP Inquiry File Required
File Date	8	Date	15-22	Date File Created in CCYYMMDD format Required
Submitter Type	1	Alpha-Numeric	23	Part C/D contractor indicator Valid values 'C' = Part C contractor 'D' = Part D contractor If not valid value, drop file with error code HE06.
Filler	1244	Filler	24-1267	Unused field – populate with spaces

**MSP Inquiry Trailer Record**

**Table G-12: MSP Inquiry Trailer Record Layout**

<b>Data Field</b>	<b>Length</b>	<b>Type</b>	<b>Displacement</b>	<b>Edits</b>
Trailer Indicator	2	Alpha-Numeric	1-2	Trailer Record Type Indicator Set to 'T0'. Required
PDP ID	4	Numeric	3-6	ID number assigned by the BCRC. Populate with Spaces
Contractor Number	5	Alpha-Numeric	7-11	Part D Plan contractor number Required
File Type	3	Alpha-Numeric	12-14	Type of File Set to 'MSP' – MSP Inquiry File Required
File Date	8	Date	15-22	Date File Created in CCYYMMDD format Required
Record Count	9	Numeric	23-31	Number of Prescription Drug Inquiry Records in file. Must contain 9 digits. Required
Filler	1236	Filler	32-1267	Unused Field – Populate with spaces

### MSP Inquiry Detail Record

This record layout **must be used** for **all** MSP Inquiry file submissions.

**Note:** If the beneficiary is deceased, and there is no representative payee on file, then the inquiry will be closed with Reason Code 65: Deceased, used with CM status.

**Table G-13: MSP Inquiry Detail Record Layout**

Data Field	Length	Type	Displacement	Description
Transaction type	4	Alpha	1 – 4	Type of record Set to 'ECRS' <b>Required</b>
Contractor Number	5	Alpha-Numeric	5-9	Medicare contractor (MACs, MA/PD plans) number. <b>Required</b>
DCN	15	Text	10-24	DCN; assigned by the Medicare contractor. Required. Each record shall have a unique DCN.
Tran Type Code	1	Alpha	25	Transaction type indicator Set to 'I' for MSP Inquiry <b>Required</b>
Trans Seq No	3	Numeric	26-28	Sequence number assigned by the COB. Internal use only. Populate with spaces.
Update Operator ID	8	Alpha-Numeric	29-36	ID of user making update. Not required
Contractor Name	25	Text	37-61	Contractor name Not required
Contractor Phone	10	Numeric	62-71	Contractor phone number Not required
Tran Stat Cd	2	Alpha	72-73	Status code Set to 'NW' for New
Tran Reason Cd	2	Numeric	74-75	Reason Set to '01' for New
Trans Action Code 1	2	Alpha	76-77	Action code 1 Valid values are: CA Class Action Suit (CMS Grouping Code) CL Closed or Settled Case Not required. Populate with spaces if not available.

Data Field	Length	Type	Displacement	Description
Trans Action Code 2	2	Alpha-Numeric	78-79	Action code 2 Valid values same as Trans Action Code 1. Not required. Populate with spaces if not available.
Trans Action Code 3	2	Alpha-Numeric	80-81	Action code 3 Valid values same as Trans Action Code 1. Not required. Populate with spaces if not available.
Trans Action Code 4	2	Alpha-Numeric	82-83	Action code 4 Valid values same as Trans Action Code 1. Not required. Populate with spaces if not available.
Activity Code	1	Alpha	84	Activity of contractor. Valid values are: <b>Required</b>
First Development	1	Alpha	85	Development source code indicating where initial development letter was sent. Valid values are: Not required. Populate with spaces if not available.
Second Development	1	Alpha	86	Development source code indicating where subsequent development letter was sent. Valid values are: A Attorney B Beneficiary E Employer I Insurer P Provider R Beneficiary Representative (other than attorney) Not required. Populate with spaces if not available.
RSP	1	Alpha	87	Development response indicator. Valid values are: A Attorney B Beneficiary E Employer I Insurer P Provider R Beneficiary Representative Not required. Populate with spaces if not available.



Data Field	Length	Type	Displacement	Description
Trans Source Cd	4	Alpha	88-91	Four-character code identifying source of MSP inquiry information. Valid values are: CHEK = Unsolicited check LTTR = Letter PHON = Phone call SCLM = Claim submitted to Medicare contractor for secondary payment SRVY = Survey CLAM = Claim <b>Required</b>
Medicare ID	12	Alpha-Numeric	92-103	Health Insurance Claim Number of beneficiary (HICN) or Medicare Beneficiary Identifier (MBI). Enter without dashes, spaces, or other special characters. <b>Required</b> if SSN is not entered.
Beneficiary's Social Security Number	9	Numeric	104-112	Beneficiary's Social Security Number <b>Required</b> if Medicare ID not entered.
Beneficiary's Date of Birth	8	Date	113-120	Beneficiary's Date of Birth in CCYYMMDD format <b>Required</b>
Beneficiary's Sex Code	1	Alpha	121	Sex of beneficiary Valid values are: U = Unknown M = Male F = Female <b>Required.</b> Default to U if unavailable.
Beneficiary's First Name	15	Text	122-136	Beneficiary's First Name <b>Required</b>
Beneficiary's Initial	1	Alpha	137	Beneficiary's Middle Initial Not required
Beneficiary's Last Name	24	Text	138-161	Beneficiary's Last Name <b>Required</b>

Data Field	Length	Type	Displacement	Description										
Patient Relationship	2	Numeric	162-163	<p>Patient Relationship between policyholder and patient.</p> <p>Required field when:                      ACTION is Blank and MSP TYPE is F                      ACTION is CA and MSP TYPE is L                      ACTION is CL and MSP TYPE is D, E, or L</p> <p>Valid values are:                      01 Self; Patient is policyholder                      02 Spouse                      03 Child                      04 Other                      20 Domestic partner</p> <p>Populate with zeros if not available.</p> <p><b>Note:</b> For the following MSP Types below, the patient relationship codes listed to the right are the only valid values that can be used.</p> <table border="0"> <tr> <td><u>MSP Type</u></td> <td><u>Patient Relationship</u></td> </tr> <tr> <td>A</td> <td>01, 02</td> </tr> <tr> <td>B</td> <td>01, 02, 03, 04, 20</td> </tr> <tr> <td>D, E, L</td> <td>01</td> </tr> <tr> <td>G</td> <td>01, 02, 03, 04, 20</td> </tr> </table>	<u>MSP Type</u>	<u>Patient Relationship</u>	A	01, 02	B	01, 02, 03, 04, 20	D, E, L	01	G	01, 02, 03, 04, 20
<u>MSP Type</u>	<u>Patient Relationship</u>													
A	01, 02													
B	01, 02, 03, 04, 20													
D, E, L	01													
G	01, 02, 03, 04, 20													
MSP Type	1	Alpha	164	<p>One-character code identifying type of MSP coverage.</p> <p>Valid values are:                      A Working Aged                      B ESRD                      C Conditional Payment                      D Automobile Insurance                      E Workers' Compensation                      F Federal (Public)                      G Disabled                      H Black Lung                      L Liability</p> <p><b>Required</b></p>										

Data Field	Length	Type	Displacement	Description
MSP Effective Date	8	Date	165-172	<p>Effective date of MSP coverage in CCYYMMDD format, cannot equal termination date.</p> <p>Not required. Populate with zeros if not available.</p> <p><b>Notes:</b> This field accepts dates up to three months from the current date, as follows:</p> <p>For GHP records (MSP Types A, B, and G): The MSP Effective Date can be in the future for currently entitled beneficiaries (i.e., enrolled in Medicare), or for beneficiaries who will be entitled starting up to three months in the future.</p> <p>For NGHP records (MSP Types D, E, L, H, and W): The MSP Effective Date can be in the future for beneficiaries as long as their entitlement start date is in the future. The future MSP Effective Date must be equal to the entitlement start date. (NGHP MSP occurrences for beneficiaries who are currently entitled cannot have future MSP Effective Dates.)</p>
MSP Term Date	8	Date	173-180	<p>Termination date of MSP coverage in CCYYMMDD format, cannot equal Effective Date.</p> <p>Not required. Populate with zeros if not available.</p>
Send CWF	1	Alpha	181	<p>Indicates whether to send MSP inquiry to CWF. Valid values are:</p> <p>Y Send to CWF (default unless INFMT REL field = D, in which case default is N and this is a protected field)</p> <p>N Do not send to CWF</p> <p>For EGHP MSP Types:</p> <p>In addition to the minimum HUSP fields, the EMPLR NAME, STREET, CITY, ST, and ZIP fields are required or the system will set this switch to N and develop the record.</p>
CMS Grouping Code	2	Alpha	182-183	<p>CMS Grouping Code</p> <p>Not required. Populate with spaces if not available.</p>
Beneficiary's Address 1	32	Text	184-215	<p>Beneficiary's Address 1</p> <p>Not required. Populate with spaces if not available.</p>
Beneficiary's Address 2	32	Text	216-247	<p>Beneficiary's Address 2</p> <p>Not required. Populate with spaces if not available</p>

Data Field	Length	Type	Displacement	Description
Beneficiary's City	15	Text	248-262	Beneficiary's City Not required. Populate with spaces if not available.
Beneficiary's State	2	Alpha	263-264	Beneficiary's State Not required. Populate with spaces if not available.
Beneficiary's ZIP Code	9	Numeric	265-273	Beneficiary's ZIP code Not required. Populate with spaces if not available
Beneficiary's Phone	10	Numeric	274-283	No edits other than data type edits. If not valid, drop the record with edit code 'PE20'.
Check Date	8	Numeric	284-291	Date of check in CCYYMMDD format. <b>Required</b> if Source is CHEK
Check Amount	15	Alpha	292-306	Amount of check in \$999,999,999.99 format. <b>Required</b> if Source is CHEK
Check Number	15	Alpha	307-321	Check Number <b>Required</b> if Source is CHEK
Informant's First Name	15	Text	322-336	Informant's First Name Required if Source is CHEK, LTTR, or PHON. Not required if SOURCE is SCLM. Populate with spaces if not available. * Refer to Appendix B for complete set of required fields for various source codes.
Informant's Middle Initial	1	Alpha	337	Informant's Middle Initial Not required. Populate with spaces if not available.
Informant's Last Name	24	Text	338-361	Informant's Last Name Required if Source is CHEK, LTTR, or PHON. Not required if SOURCE is SCLM. Populate with spaces if not available. * Refer to Appendix B for complete set of required fields for various source codes.
Informant's Phone	10	Numeric	362-371	Informant's Phone Number Not required. Populate with zeros if not available.

Data Field	Length	Type	Displacement	Description
Informant's Address 1	32	Text	372-403	Informant's Address 1 Required if Source is CHEK, LTTR, or PHON. Not required if SOURCE is SCLM. Populate with spaces if not available. * Refer to Appendix B for complete set of required fields for various source codes.
Informant's Address 2	32	Text	404-435	Informant's Address 2 Not required. Populate with spaces if not available.
Informant's City	15	Text	436-450	Informant's City <b>Required</b> if Source is CHEK, LTTR, or PHON. Not required if SOURCE is SCLM. Populate with spaces if not available. * Refer to Appendix B for complete set of required fields for various source codes.
Informant's State	2	Alpha	451-452	Informant's State <b>Required</b> if Source is CHEK, LTTR, or PHON. Not required if SOURCE is SCLM. Populate with spaces if not available. * Refer to Appendix B for complete set of required fields for various source codes.
Informant's ZIP Code	9	Numeric	453-461	Informant's ZIP <b>Required</b> if Source is CHEK, LTTR, or PHON. Not required if SOURCE is SCLM. Populate with spaces if not available. * Refer to Appendix B for complete set of required fields for various source codes.

Data Field	Length	Type	Displacement	Description
Informant's Relationship Code	1	Alpha	462	Relationship of informant to beneficiary. Valid values are: A Attorney representing beneficiary B Beneficiary C Child D Defendant's attorney E Employer F Father I Insurer M Mother N Non-relative O Other relative P Provider R Beneficiary representative other than attorney S Spouse U Unknown <b>Required</b> if Source is CHEK, LTTR, or PHON. Not required if SOURCE is SCLM. Populate with spaces if not available. * Refer to Appendix B for complete set of required fields for various source codes.
Employer's Name	32	Text	463-494	Name of employer providing group health insurance under which beneficiary is covered. Not required. Populate with spaces if not available.
Employer EIN	18	Text	495-512	Employer's EIN providing group health insurance under which beneficiary is covered. Not required. Populate with spaces if not available.
Employer's Address 1	32	Text	513-544	Employer's Address 1 providing group health insurance under which beneficiary is covered. Not required. Populate with spaces if not available.
Employer's Address 2	32	Text	545-576	Employer's Address 2 providing group health insurance under which beneficiary is covered. Not required. Populate with spaces if not available.

Data Field	Length	Type	Displacement	Description
Employer's Phone	10	Numeric	577-586	Employer's phone number providing group health insurance under which beneficiary is covered. Not required. Populate with spaces if not available.
Employer's City	15	Text	587-601	Employer's city providing group health insurance under which beneficiary is covered. Not required. Populate with spaces if not available.
Employer's State	2	Alpha	602-603	Employer's state providing group health insurance under which beneficiary is covered. Not required. Populate with spaces if not available.
Employer's ZIP Code	9	Numeric	604-612	Employer's ZIP code providing group health insurance under which beneficiary is covered. Not required. Populate with spaces if not available.
Employee No	12	Text	613-624	Policyholder's employee number Not required. Populate with spaces if not available.
Insurer's name	32	Text	625-656	Name of insurance carrier for MSP coverage. Populate with spaces if not available. * Refer to Appendix B for complete set of required fields for various source codes.
Insurer Type	1	Alpha	657	Type of Insurance Valid values are: Populate with spaces if not available. * Refer to Appendix B for complete set of required fields for various source codes.
Insurer's Address 1	32	Text	658-689	Address 1 of insurance carrier for MSP coverage. Populate with spaces if not available. * Refer to Appendix B for complete set of required fields for various source codes.
Insurer's Address 2	32	Text	690-721	Address 2 of insurance carrier for MSP coverage. Not required.

Data Field	Length	Type	Displacement	Description
Insurer's City	15	Text	722-736	City insurance carrier for MSP coverage. Populate with spaces if not available. * Refer to Appendix B for complete set of required fields for various source codes.
Insurer's State	2	Alpha	737-738	State of insurance carrier for MSP coverage. Populate with spaces if not available. * Refer to Appendix B for complete set of required fields for various source codes.
Insurer's ZIP Code	9	Numeric	739-747	ZIP Code of insurance carrier for MSP coverage. Populate with spaces if not available. * Refer to Appendix B for complete set of required fields for various source codes.
Insurer's Phone	10	Numeric	748-757	Insurer's Phone Number Not required. Populate with zeros if not available.
Insurer Group Number	20	Text	758-777	Group number of insurance coverage. Not required. Populate with spaces if not available.
Insurer Policy Number	17	Text	778-794	Policy number of insurance coverage. Not required. Populate with spaces if not available.
Subscriber First Name	15	Text	795-809	First Name of individual covered by this insurance. Not required. Populate with spaces if not available.
Subscriber Initial	1	Alpha	810	Middle initial of individual covered by this insurance. Not required. Populate with spaces if not available.
Subscriber Last Name	24	Text	811-834	Last Name of individual covered by this insurance. Not required. Populate with spaces if not available.
Subscriber Social Security Number	9	Numeric	835-843	Social Security Number of the policyholder/subscriber <b>Required</b>
Filler	25	Filler	844-868	Filler



Data Field	Length	Type	Displacement	Description
Illness/Injury Date	8	Date	869-876	Date illness or injury occurred for workers' compensation, automobile, or liability coverage (in CCYYMMDD format). Not required. Populate with zeros if not available.
Illness/Injury Description	64	Text	877-940	Description of illness or injury for workers' compensation, automobile, or liability coverage. Not required. Populate with zeros if not available.
Representative Name	32	Text	941-972	Name of individual representing a beneficiary's medical affairs or estate. Representation may be applicable in a workers' compensation, automobile, or liability insurance case. Type name in first name/middle initial/last name format. Not required. Populate with spaces when not available.
Representative Address 1	32	Text	973-1004	Representative's Street address 1. Not required. Populate with spaces when not available.
Representative Address 2	32	Text	1005-1036	Representative's Street address 2. Not required. Populate with spaces when not available.
Representative City	15	Text	1037-1051	Representative's City Not required. Populate with spaces when not available.
Representative State	2	Alpha	1052-1053	Representative's Street address 2. Not required. Populate with spaces when not available.
Representative ZIP	9	Numeric	1054-1062	Representative's ZIP code. Not required. Populate with spaces when not available.
Representative Type	1	Alpha	1063	Type of relationship between beneficiary and his or her representative. Valid values are: Not required. Populate with spaces if not available.
Dialysis Train Date	8	Date	1064-1071	Date beneficiary received self-dialysis training (in CCYYMMDD format). Not required. Populate with zeros if not available.

Data Field	Length	Type	Displacement	Description
Black Lung Indicator	1	Alpha	1072	One-character code indicating whether beneficiary receives benefits under the Black Lung Program. Valid values are: Y = Yes N = No Not required. Populate with spaces if not available.
Black Lung Effective Date	8	Date	1073-1080	Date beneficiary began receiving benefits under the Black Lung Program in CCYYMMDD format. Not required. Populate with zeros if not available.
Diagnosis Code 1 ICD Indicator	1	Numeric	1081	One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format. 0 = ICD-10-CM format 9 = ICD-9-CM format NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE1A and the record will be dropped. <b>Required if Diagnosis Code 1 is submitted.</b>
Diagnosis Code 1	7	Text	1082-1088	ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence. Required if action code is CA or CL. <b>Required if Diagnosis Code 1 ICD Indicator is submitted.</b> If Diagnosis Code 1 ICD Indicator = 0, Diagnosis Code 1 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 1 ICD Indicator = 9, Diagnosis Code 1 must contain a valid ICD-9-CM diagnosis code. Populate with spaces if not applicable. * Refer to Appendix B for complete set of required fields for various source codes. NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE69 and the record will be dropped.

Data Field	Length	Type	Displacement	Description
Diagnosis Code 2 ICD Indicator	1	Numeric	1089	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1B and the record will be dropped.</p> <p><b>Required if Diagnosis Code 2 is submitted.</b></p>
Diagnosis Code 2	7	Text	1090-1096	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 2 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 2 ICD Indicator = 0, Diagnosis Code 2 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 2 ICD Indicator = 9, Diagnosis Code 2 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE70 and the record will be dropped.</p>
Diagnosis Code 3 ICD Indicator	1	Numeric	1097	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1C and the record will be dropped.</p> <p><b>Required if Diagnosis Code 3 is submitted.</b></p>

Data Field	Length	Type	Displacement	Description
Diagnosis Code 3	7	Text	1098-1104	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 3 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 3 ICD Indicator = 0, Diagnosis Code 3 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 3 ICD Indicator = 9, Diagnosis Code 3 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE71 and the record will be dropped.</p>
Diagnosis Code 4 ICD Indicator	1	Numeric	1105	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1D and the record will be dropped.</p> <p><b>Required if Diagnosis Code 4 is submitted.</b></p>
Diagnosis Code 4	7	Text	1106-1112	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 4 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 4 ICD Indicator = 0, Diagnosis Code 4 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 4 ICD Indicator = 9, Diagnosis Code 4 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE72 and the record will be dropped.</p>

Data Field	Length	Type	Displacement	Description
Diagnosis Code 5 ICD Indicator	1	Numeric	1113	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1E and the record will be dropped.</p> <p><b>Required if Diagnosis Code 5 is submitted.</b></p>
Diagnosis Code 5	7	Text	1114-1120	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 5 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 5 ICD Indicator = 0, Diagnosis Code 5 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 5 ICD Indicator = 9, Diagnosis Code 5 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE73 and the record will be dropped.</p>
Diagnosis Code 6 ICD Indicator	1	Numeric	1121	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1F and the record will be dropped.</p> <p><b>Required if Diagnosis Code 6 is submitted.</b></p>

Data Field	Length	Type	Displacement	Description
Diagnosis Code 6	7	Text	1122-1128	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 6 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 6 ICD Indicator = 0, Diagnosis Code 6 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 6 ICD Indicator = 9, Diagnosis Code 6 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE1G and the record will be dropped.</p>
Diagnosis Code 7 ICD Indicator	1	Numeric	1129	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1H and the record will be dropped.</p> <p><b>Required if Diagnosis Code 7 is submitted.</b></p>
Diagnosis Code 7	7	Text	1130-1136	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 7 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 7 ICD Indicator = 0, Diagnosis Code 7 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 7 ICD Indicator = 9, Diagnosis Code 7 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE1I and the record will be dropped.</p>

Data Field	Length	Type	Displacement	Description
Diagnosis Code 8 ICD Indicator	1	Numeric	1137	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1J and the record will be dropped.</p> <p><b>Required if Diagnosis Code 8 is submitted.</b></p>
Diagnosis Code 8	7	Text	1138-1144	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 8 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 8 ICD Indicator = 0, Diagnosis Code 8 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 8 ICD Indicator = 9, Diagnosis Code 8 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE1K and the record will be dropped.</p>
Diagnosis Code 9 ICD Indicator	1	Numeric	1145	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1L and the record will be dropped.</p> <p><b>Required if Diagnosis Code 9 is submitted.</b></p>

Data Field	Length	Type	Displacement	Description
Diagnosis Code 9	7	Text	1146-1152	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 9 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 9 ICD Indicator = 0, Diagnosis Code 9 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 9 ICD Indicator = 9, Diagnosis Code 9 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE1M and the record will be dropped.</p>
Diagnosis Code 10 ICD Indicator	1	Numeric	1153	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1N and the record will be dropped.</p> <p><b>Required if Diagnosis Code 10 is submitted.</b></p>
Diagnosis Code 10	7	Text	1154-1160	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 10 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 10 ICD Indicator = 0, Diagnosis Code 10 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 10 ICD Indicator = 9, Diagnosis Code 10 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE1O and the record will be dropped.</p>



Data Field	Length	Type	Displacement	Description
Diagnosis Code 11 ICD Indicator	1	Numeric	1161	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1P and the record will be dropped.</p> <p><b>Required if Diagnosis Code 11 is submitted.</b></p>
Diagnosis Code11	7	Text	1162-1168	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 11 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 11 ICD Indicator = 0, Diagnosis Code 11 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 11 ICD Indicator = 9, Diagnosis Code 11 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE1Q and the record will be dropped.</p>
Diagnosis Code 12 ICD Indicator	1	Numeric	1169	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1R and the record will be dropped.</p> <p><b>Required if Diagnosis Code 12 is submitted.</b></p>

Data Field	Length	Type	Displacement	Description
Diagnosis Code 12	7	Text	1170-1176	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 12 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 12 ICD Indicator = 0, Diagnosis Code 12 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 12 ICD Indicator = 9, Diagnosis Code 12 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE1S and the record will be dropped.</p>
Diagnosis Code 13 ICD Indicator	1	Numeric	1177	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1T and the record will be dropped.</p> <p><b>Required if Diagnosis Code 13 is submitted.</b></p>
Diagnosis Code 13	7	Text	1178-1184	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 13 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 13 ICD Indicator = 0, Diagnosis Code 13 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 13 ICD Indicator = 9, Diagnosis Code 13 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE1U and the record will be dropped.</p>

Data Field	Length	Type	Displacement	Description
Diagnosis Code 14 ICD Indicator	1	Numeric	1185	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1V and the record will be dropped.</p> <p><b>Required if Diagnosis Code 14 is submitted.</b></p>
Diagnosis Code 14	7	Text	1186-1192	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 14 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 14 ICD Indicator = 0, Diagnosis Code 14 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 14 ICD Indicator = 9, Diagnosis Code 14 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE1W and the record will be dropped.</p>
Diagnosis Code 15 ICD Indicator	1	Numeric	1193	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1X and the record will be dropped.</p> <p><b>Required if Diagnosis Code 15 is submitted.</b></p>

Data Field	Length	Type	Displacement	Description
Diagnosis Code 15	7	Text	1194-1200	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 15 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 15 ICD Indicator = 0, Diagnosis Code 15 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 15 ICD Indicator = 9, Diagnosis Code 15 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE1Y and the record will be dropped.</p>
Diagnosis Code 16 ICD Indicator	1	Numeric	1201	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE1Z and the record will be dropped.</p> <p><b>Required if Diagnosis Code 16 is submitted.</b></p>
Diagnosis Code 16	7	Text	1202-1208	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 16 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 16 ICD Indicator = 0, Diagnosis Code 16 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 16 ICD Indicator = 9, Diagnosis Code 16 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE2A and the record will be dropped.</p>

Data Field	Length	Type	Displacement	Description
Diagnosis Code 17 ICD Indicator	1	Numeric	1209	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE2B and the record will be dropped.</p> <p><b>Required if Diagnosis Code 17 is submitted.</b></p>
Diagnosis Code 17	7	Text	1210-1216	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 17 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 17 ICD Indicator = 0, Diagnosis Code 17 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 17 ICD Indicator = 9, Diagnosis Code 17 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE2C and the record will be dropped.</p>
Diagnosis Code 18 ICD Indicator	1	Numeric	1217	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE2D and the record will be dropped.</p> <p><b>Required if Diagnosis Code 18 is submitted.</b></p>

Data Field	Length	Type	Displacement	Description
Diagnosis Code 18	7	Text	1218-1224	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 18 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 18 ICD Indicator = 0, Diagnosis Code 18 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 18 ICD Indicator = 9, Diagnosis Code 18 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE2E and the record will be dropped.</p>
Diagnosis Code 19 ICD Indicator	1	Numeric	1225	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE2F and the record will be dropped.</p> <p><b>Required if Diagnosis Code 19 is submitted.</b></p>
Diagnosis Code 19	7	Text	1226-1232	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 19 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 19 ICD Indicator = 0, Diagnosis Code 19 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 19 ICD Indicator = 9, Diagnosis Code 19 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE2G and the record will be dropped.</p>

Data Field	Length	Type	Displacement	Description
Diagnosis Code 20 ICD Indicator	1	Numeric	1233	<p>One-digit diagnosis code indicator to identify whether the diagnosis code received is in ICD-9-CM or ICD-10-CM format.</p> <p>0 = ICD-10-CM format 9 = ICD-9-CM format</p> <p>If an invalid code is entered, the user will see error code PE2H and the record will be dropped.</p> <p><b>Required if Diagnosis Code 20 is submitted.</b></p>
Diagnosis Code 20	7	Text	1234-1240	<p>ICD-9-CM or ICD-10-CM diagnosis code that applies to this MSP occurrence.</p> <p><b>Required if Diagnosis Code 20 ICD Indicator is submitted.</b></p> <p>If Diagnosis Code 20 ICD Indicator = 0, Diagnosis Code 20 must contain a valid ICD-10-CM diagnosis code. If Diagnosis Code 20 ICD Indicator = 9, Diagnosis Code 20 must contain a valid ICD-9-CM diagnosis code.</p> <p>Populate with spaces if not applicable.</p> <p>NGHP MSP types will require a valid diagnosis code to be entered. If an invalid code is entered, the user will see error code PE2I and the record will be dropped.</p>
Filler	17	Filler	1241-1267	Unused Field – fill with spaces

**Table G-14: MSP Inquiry Response Header Record Layout**

<b>Data Field</b>	<b>Length</b>	<b>Type</b>	<b>Displacement</b>	<b>Edits</b>
Header Indicator	2	Alpha-Numeric	1-2	HE01
PDP ID	4	Numeric	3-6	HE02
Contractor Number	5	Alpha-Numeric	7-11	If not valid contractor number, drop file with error code HE03.
File Type	3	Alpha	12-14	HE04
File Date	8	Date	15-22	HE05
Filler	1245	Filler	23-1267	Unused Field – fill with spaces
Error Code 1	4	Alpha	1268-1271	Error code describing reason why file was rejected
Error Code 2	4	Alpha	1272-1275	Error code describing reason why file was rejected
Error Code 3	4	Alpha	1276-1279	Error code describing reason why file was rejected
Error Code 4	4	Alpha	1280-1283	Error code describing reason why file was rejected



### MSP Inquiry Response Detail Record

This record layout **must be returned** for all MSP Inquiry file submissions.

**Table G-15: MSP Inquiry Response Detail Record Layout**

Data Field	Length	Type	Displacement	Edit
Transaction type	4	Alpha	1-4	PE00
Contractor Number	5	Alpha-Numeric	5-9	PE01
DCN	15	Text	10-24	PE02
Tran Type Code	1	Alpha	25	PE03
Trans Seq No	3	Numeric	26-28	PE04
Update Operator ID	8	Alpha-Numeric	29-36	PE06
Contractor Name	25	Text	37-61	PE07
Contractor Phone	10	Numeric	62-71	PE08
Tran Stat Cd	2	Alpha	72-73	None. Will contain the Status returned from ECRS.
Tran Reason Cd	2	Numeric	74-75	None. Will contain the Reason returned from ECRS.
Trans Action Code 1	2	Alpha	76-77	PE92
Trans Action Code 2	2	Alpha-Numeric	78-79	PE93
Trans Action Code 3	2	Alpha-Numeric	80-81	PE94
Trans Action Code 4	2	Alpha-Numeric	82-83	PE95
Activity Code	1	Alpha	84	PE61
First Development	1	Alpha	85	PE64
Second Development	1	Alpha	86	PE65
RSP	1	Alpha	87	PE66
Trans Source Cd	4	Alpha	88-91	PE05
Medicare ID	12	Alpha-Numeric	92-103	PE09
Beneficiary's Social Security Number	9	Numeric	104-112	PE10
Beneficiary's Date of Birth	8	Date	113-120	PE11
Beneficiary's Sex Code	1	Alpha	121	None

Data Field	Length	Type	Displacement	Edit
Beneficiary's First Name	15	Text	122-136	PE12
Beneficiary's Initial	1	Alpha	137	PE13
Beneficiary's Last Name	24	Text	138-161	PE14
Patient Relationship	2	Numeric	162-163	PE0J
MSP Type	1	Alpha	164	PE39
MSP Effective Date	8	Date	165-172	PE67
MSP Term Date	8	Date	173-180	PE68
Send CWF	1	Alpha	181	None
CMS Grouping Code	2	Alpha	182-183	PE0E
Beneficiary's Address 1	32	Text	184-215	PE15
Beneficiary's Address 2	32	Text	216-247	PE16
Beneficiary's City	15	Text	248-262	PE17
Beneficiary's State	2	Alpha	263-264	PE18
Beneficiary's ZIP Code	9	Numeric	265-273	PE19
Beneficiary's Phone	10	Numeric	274-283	PE20
Check Date	8	Numeric	284-291	PE98
Check Amount	15	Alpha	292-306	PE99
Check Number	15	Alpha	307-321	PE0A
Informant's First Name	15	Text	322-336	PE21
Informant's Middle Initial	1	Alpha	337	PE22
Informant's Last Name	24	Text	338-361	PE23
Informant's Phone	10	Numeric	362-371	PE29
Informant's Address 1	32	Text	372-403	PE24
Informant's Address 2	32	Text	404-435	PE25
Informant's City	15	Text	436-450	PE26
Informant's State	2	Alpha	451-452	PE27
Informant's ZIP Code	9	Numeric	453-461	PE28
Informant's Relationship Code	1	Alpha	462	None
Employer's Name	32	Text	463-494	PE30
Employer EIN	18	Text	495-512	PE37

Data Field	Length	Type	Displacement	Edit
Employer's Address 1	32	Text	513-544	PE31
Employer's Address 2	32	Text	545-576	PE32
Employer's Phone	10	Numeric	577-586	PE36
Employer's City	15	Text	587-601	PE33
Employer's State	2	Alpha	602-603	PE34
Employer's ZIP Code	9	Numeric	604-612	PE35
Employee No	12	Text	613-624	PE38
Insurer's Name	32	Text	625-656	PE42
Insurer Type	1	Alpha	657	PE0Q
Insurer's Address 1	32	Text	658-689	PE43
Insurer's Address 2	32	Text	690-721	PE44
Insurer's City	15	Text	722-736	PE45
Insurer's State	2	Alpha	737-738	PE46
Insurer's ZIP Code	9	Numeric	739-747	PE47
Insurer's Phone	10	Numeric	748-757	None (field not in use)
Insurer Group Number	20	Text	758-777	PE62
Insurer Policy Number	17	Text	778-794	PE63
Subscriber First Name	15	Text	795-809	PE58
Subscriber Initial	1	Alpha	810	PE59
Subscriber Last Name	24	Text	811-834	PE60
Subscriber Social Security Number	9	Numeric	835-843	PE0F
Filler	25	Filler	844-868	None
Illness/Injury Date	8	Date	869-876	PE75
Illness/Injury Description	64	Text	877-940	PE76
Representative Name	32	Text	941-972	PE77
Representative Address 1	32	Text	973-1004	PE78
Representative Address 2	32	Text	1005-1036	PE79
Representative City	15	Text	1037-1051	PE80
Representative State	2	Alpha	1052-1053	PE81
Representative ZIP	9	Numeric	1054-1062	PE82
Representative Type	1	Alpha	1063	PE83
Dialysis Train Date	8	Date	1064-1071	PE84

<b>Data Field</b>	<b>Length</b>	<b>Type</b>	<b>Displacement</b>	<b>Edit</b>
Black Lung Indicator	1	Alpha	1072	PE85
Black Lung Effective Date	8	Date	1073-1080	PE86
Submitter Type	1	Alpha-Numeric	1081	If not valid value, drop file with error code HE06.
Diagnosis Code 1 Indicator	1	Text	1082	PE1A
Diagnosis Code 1	7	Text	1083-1089	PE69
Diagnosis Code 2 Indicator	1	Text	1090	PE1B
Diagnosis Code 2	7	Text	1091-1097	PE70
Diagnosis Code 3 Indicator	1	Text	1098	PE1C
Diagnosis Code 3	7	Text	1099-1105	PE71
Diagnosis Code 4 Indicator	1	Text	1106	PE1D
Diagnosis Code 4	7	Text	1107 - 1113	PE72
Diagnosis Code 5 Indicator	1	Text	1114	PE1E
Diagnosis Code 5	7	Text	1115 - 1121	PE73
Diagnosis Code 6 Indicator	1	Text	1122	PE1F
Diagnosis Code 6	7	Text	1123 – 1129	PE1G
Diagnosis Code 7 Indicator	1	Text	1130	PE1H
Diagnosis Code 7	7	Text	1131 – 1137	PE1I
Diagnosis Code 8 Indicator	1	Text	1138	PE1J
Diagnosis Code 8	7	Text	1139 – 1145	PE1K
Diagnosis Code 9 Indicator	1	Text	1146	PE1L
Diagnosis Code 9	7	Text	1147 – 1153	PE1M
Diagnosis Code 10 Indicator	1	Text	1154	PE1N
Diagnosis Code 10	7	Text	1155-1161	PE1O
Diagnosis Code 11 Indicator	1	Text	1162	PE1P
Diagnosis Code 11	7	Text	1163-1169	PE1Q
Diagnosis Code 12 Indicator	1	Text	1170	PE1R

<b>Data Field</b>	<b>Length</b>	<b>Type</b>	<b>Displacement</b>	<b>Edit</b>
Diagnosis Code 12	7	Text	1171-1177	PE1S
Diagnosis Code 13 Indicator	1	Text	1178	PE1T
Diagnosis Code 13	7	Text	1179-1185	PE1U
Diagnosis Code 14 Indicator	1	Text	1186	PE1V
Diagnosis Code 14	7	Text	1187-1193	PE1W
Diagnosis Code 15 Indicator	1	Text	1194	PE1X
Diagnosis Code 15	7	Text	1195-1201	PE1Y
Diagnosis Code 16 Indicator	1	Text	1202	PE1Z
Diagnosis Code 16	7	Text	1203-1209	PE2A
Diagnosis Code 17 Indicator	1	Text	1210	PE2B
Diagnosis Code 17	7	Text	1211-1217	PE2C
Diagnosis Code 18 Indicator	1	Text	1218	PE2D
Diagnosis Code 18	7	Text	1219-1225	PE2E
Diagnosis Code 19 Indicator	1	Text	1226	PE2F
Diagnosis Code 19	7	Text	1227-1233	PE2G
Diagnosis Code 20 Indicator	1	Text	1234	PE2H
Diagnosis Code 20	7	Text	1235-1241	PE2I
Filler	17	Filler	1242-1267	None
Error Code 1	4	Alpha-Numeric	1268-1271	Error code describing reason why file was rejected
Error Code 2	4	Alpha-Numeric	1272-1275	Error code describing reason why file was rejected
Error Code 3	4	Alpha-Numeric	1276-1279	Error code describing reason why file was rejected
Error Code 4	4	Alpha-Numeric	1280-1283	Error code describing reason why file was rejected

## G.4 Prescription Drug Inquiry File Layouts

### Prescription Drug Inquiry Header Record

**Table G-16: Prescription Drug Inquiry Header Record Layout**

Data Field	Length	Type	Displacement	Description
Header Indicator	2	Alpha-Numeric	1-2	Header Record Type Indicator (Indicates a Header record) Set to 'H0'. <b>Required</b>
PDP ID	4	Numeric	3-6	ID number assigned by the BCRC. Populate with Spaces
Contractor Number	5	Alpha-Numeric	7-11	Part D Plan contractor number <b>Required</b>
File Type	3	Alpha	12-14	Type of File Set to 'PDI' – Prescription Drug Inquiry File <b>Required</b>
File Date	8	Date	15-22	Date File Created in CCYYMMDD format <b>Required</b>
Filler	1245	Filler	23-1267	Unused Field – Populate with spaces

### Prescription Drug Inquiry Trailer Record

**Table G-17: Prescription Drug Inquiry Trailer Record Layout**

<b>Data Field</b>	<b>Length</b>	<b>Type</b>	<b>Displacement</b>	<b>Description</b>
Trailer Indicator	2	Alpha-Numeric	1-2	Trailer Record Type Indicator Set to 'T0'. <b>Required</b>
PDP ID	4	Numeric	3-6	ID number assigned by the BCRC. Populate with Spaces
Contractor Number	5	Alpha-Numeric	7-11	Part D Plan contractor number <b>Required</b>
File Type	3	Alpha-Numeric	12-14	Type of File Set to 'PDI' – Prescription Drug Inquiry File <b>Required</b>
File Date	8	Date	15-22	Date File Created in CCYYMMDD format <b>Required</b>
Record Count	9	Numeric	23-31	Number of Prescription Drug Inquiry Records in file. Must contain 9 digits. <b>Required</b>
Filler	1236	Filler	32-1267	Unused Field – Populate with spaces

**Prescription Drug Inquiry Detail Record**

**Table G-18: Prescription Drug Inquiry Detail Record Layout**

<b>Data Field</b>	<b>Length</b>	<b>Type</b>	<b>Displacement</b>	<b>Description</b>
Transaction Type	4	Alpha	1-4	Type of Record Set to 'ECRS' <b>Required</b>
Contractor Number	5	Alpha-Numeric	5-9	Part D Plan contractor number <b>Required</b>
DCN	15	Text	10-24	DCN; assigned by the Part D Plan. <b>Required.</b> Each record shall have a unique DCN.
Tran Type Code	1	Alpha	25	Transaction Type Indicator Set to 'P' for Prescription Drug Inquiry <b>Required</b>
Trans Seq No	3	Numeric	26-28	Sequence Number assigned by the COB. Internal use only. Populate with spaces.
Tran Stat Cd	2	Alpha	29-30	Status Code Set to 'NW' for New
Tran Reason Cd	2	Numeric	31-32	Reason Set to '01' for New
Trans Source Cd	4	Alpha	33-36	Source of Record Valid Values are: CHEK – Check LTTR – Letter PHON – Phone SCLM – Secondary Claim CLAM – Claim SRVY – Survey <b>Required</b>
Update Operator ID	8	Alpha-Numeric	37-44	ID of user making update. Not required
Contractor Name	25	Text	45-69	Contractor name Not required
Contractor Phone	10	Numeric	70-79	Contractor phone number Not required
Medicare ID	12	Alpha-Numeric	80-91	Beneficiary Health Insurance Claim Number (HICN) or Medicare Beneficiary Identifier (MBI) <b>Required</b> if SSN is not entered.
Beneficiary's Social Security Number	9	Numeric	92-100	Beneficiary's Social Security Number <b>Required</b> if Medicare ID not entered.



Data Field	Length	Type	Displacement	Description
Beneficiary's Date of Birth	8	Date	101-108	Beneficiary's Date of Birth in CCYYMMDD format <b>Required</b>
Beneficiary's Sex Code	1	Alpha	109	Sex of beneficiary Valid values are: U – Unknown M – Male F – Female Default to 'U' if not available <b>Required</b>
Beneficiary's First Name	15	Text	110-124	Beneficiary's First Name <b>Required</b>
Beneficiary's Initial	1	Alpha	125	Beneficiary's Middle Initial Not required
Beneficiary's Last Name	24	Text	126-149	Beneficiary's Last Name <b>Required</b>
Patient Relationship	2	Character	150-151	Patient Relationship between policyholder and patient. Valid values are: 1 Self; Patient is policyholder 2 Spouse 3 Child 4 Other 20 Domestic partner <b>Required</b> Notes: All patient relationship values accepted for MSP Types A, B, and G. MSP Types D, E, & L = 01
Check Date	8	Numeric	152-159	Date of check in CCYYMMDD format. <b>Required</b> if Source is CHEK
Check Amount	15	Alpha	160-174	Amount of check in \$999,999,999.99 format. <b>Required</b> if Source is CHEK
Check Number	15	Alpha	175-189	Check Number <b>Required</b> if Source is CHEK
Beneficiary's Address 1	32	Text	190-221	Beneficiary's Address 1 Not required. Populate with spaces if not available.
Beneficiary's Address 2	32	Text	222-253	Beneficiary's Address 2 Not required. Populate with spaces if not available

Data Field	Length	Type	Displacement	Description
Beneficiary's City	15	Text	254-268	Beneficiary's City Not required. Populate with spaces if not available.
Beneficiary's State	2	Alpha	269-270	Beneficiary's State Not required. Populate with spaces if not available.
Beneficiary's ZIP Code	9	Numeric	271-279	Beneficiary's ZIP code Not required. Populate with spaces if not available
Beneficiary's Phone	10	Numeric	280-289	Beneficiary's Phone Not required. Populate with zeros if not available
Informant's First Name	15	Text	290-304	Informant's First Name <b>Required</b>
Informant's Middle Initial	1	Alpha	305	Informant's Middle Initial Not required. Populate with spaces if not available.
Informant's Last Name	24	Text	306-329	Informant's Last Name <b>Required</b>
Informant's Relationship Code	1	Alpha	330	Relationship of informant to beneficiary. Valid values are: A = Attorney representing beneficiary B = Beneficiary C = Child D = Defendant's attorney E = Employer F = Father I = Insurer M = Mother N = Non-relative O = Other relative P = Provider R = Beneficiary representative other than attorney S = Spouse U = Unknown <b>Required</b>
Informant's Address 1	32	Text	331-362	Informant's Address 1 <b>Required</b>
Informant's Address 2	32	Text	363-394	Informant's Address 2 Not required. Populate with spaces if not available.

<b>Data Field</b>	<b>Length</b>	<b>Type</b>	<b>Displacement</b>	<b>Description</b>
Informant's City	15	Text	395-409	Informant's City <b>Required</b>
Informant's State	2	Alpha	410-411	Informant's State <b>Required</b>
Informant's ZIP Code	9	Numeric	412-420	Informant's ZIP <b>Required</b>
Informant's Phone	10	Numeric	421-430	Informant's Phone Number Not required. Populate with zeros if not available.
Employer's Name	32	Text	431-462	Name of employer providing group health insurance under which beneficiary is covered. Not required. Populate with spaces if not available.
Employer's Address 1	32	Text	463-494	Employer's Address 1 providing group health insurance under which beneficiary is covered. Not required. Populate with spaces if not available.
Employer's Address 2	32	Text	495-526	Employer's Address 2 providing group health insurance under which beneficiary is covered. Not required. Populate with spaces if not available.
Employer's City	15	Text	527-541	Employer's City providing group health insurance under which beneficiary is covered. Not required. Populate with spaces if not available.
Employer's State	2	Alpha	542-543	Employer's State providing group health insurance under which beneficiary is covered. Not required. Populate with spaces if not available.
Employer's ZIP Code	9	Numeric	544-552	Employer's ZIP code providing group health insurance under which beneficiary is covered. Not required. Populate with spaces if not available.
Employer's Phone	10	Numeric	553-562	Employer's Phone Number providing group health insurance under which beneficiary is covered. Not required. Populate with spaces if not available.

Data Field	Length	Type	Displacement	Description
Employer EIN	18	Text	563-580	Employer's Identification Number (EIN) providing group health insurance under which the beneficiary is covered. Not required. Populate with spaces if not available.
Employee No	12	Text	581-592	Policyholder's Employee Number Not required. Populate with spaces if not available.
Person Code	3	Numeric	593-595	Person Code. Plan specific (Relationship assigned plan administrator at the plan level) Valid values are: 001 = Self 002 = Spouse 003 = Other <b>Required</b> only for Supplemental Drug Coverage records. If not Supplemental Drug Coverage record, populate with spaces.
Sup Type	1	Alpha-Numeric	596	Supplemental Drug Coverage Type Valid values are: L = Supplemental M = Medigap N = Non-qualified SPAP O = Other R = Charity T = Federal Government Programs 3 = Major Medical <b>Required</b> if Record Type = 'SUP'. Otherwise not required, populate with spaces.

Data Field	Length	Type	Displacement	Description
MSP Type	1	Alpha-Numeric	597	Medicare Secondary Payer Type Valid values are: A Working Aged B ESRD C Conditional payment D Automobile Insurance - No-fault E Workers' Compensation F Federal (public) G Disabled H Black Lung W Workers' Compensation Set-Aside <b>Required</b> if Record Type of Primary 'PRI' is selected. Populate with spaces if not available.
Type	1	Alpha-Numeric	598	Prescription Drug Coverage Type Valid values are: U = Drug network V = Drug non-network Z = Health account (such as a flexible spending account provided by other party to pay prescription drug costs or premiums) Not required. Populate with spaces if not available.
Rec Type	3	Alpha-Numeric	599-601	Prescription Drug Coverage Type of Insurance Valid values are: PRI = Primary SUP = Supplemental Not required. If Sup Type is populated and this field is blank, SUP will be assumed. Populate with spaces if not available.

Data Field	Length	Type	Displacement	Description
Insurer's name	32	Text	602-633	<p>Name of insurer providing Supplemental Prescription Drug Insurance under which beneficiary is covered.</p> <p>If Insurer's Name contains any of the following values it is an error:                      ADAP, ATTORNEY, BC, BCBX, BCBS, BLUE CROSS, BLUE SHIELD, BS, BX, CMS, COB, HCFA, INSURER, MEDICARE, MISC, MISCELLANEOUS, N/A, NA, NO, NONE, PAP, SPAP, SUPPLEMENT, SUPPLEMENTAL, UNK, XX, UNKNOWN</p> <p><b>Required</b></p>
Insurer's Address 1	32	Text	634-665	<p>Address 1 of insurer providing Supplemental Prescription Drug Insurance under which beneficiary is covered.</p> <p>Not required. Populate with spaces if not available.</p>
Insurer's Address 2	32	Text	666-697	<p>Address 2 of insurer providing Supplemental Prescription Drug Insurance under which beneficiary is covered.</p> <p>Not required. Populate with spaces if not available.</p>
Insurer's City	15	Text	698-712	<p>City of insurer providing Supplemental Prescription Drug Insurance under which beneficiary is covered.</p> <p>Not required. Populate with spaces if not available.</p>
Insurer's State	2	Alpha	713-714	<p>State of insurer providing Supplemental Prescription Drug Insurance under which beneficiary is covered.</p> <p>Not required. Populate with spaces if not available.</p>
Insurer's ZIP Code	9	Numeric	715-723	<p>ZIP code of insurer providing Supplemental Prescription Drug Insurance under which beneficiary is covered.</p> <p>Not required. Populate with spaces if not available.</p>

Data Field	Length	Type	Displacement	Description
Drug Coverage Effective Date	8	Date	724-731	<p>Effective Date of Supplemental Prescription Drug Coverage.</p> <p><b>Required</b></p> <p><b>Notes:</b> This field accepts dates up to three months from the current date for primary coverage, as follows:</p> <p>For GHP records (MSP Types A, B, and G): The Drug Coverage Effective Date can be in the future for beneficiaries who are currently enrolled in Part D, or for beneficiaries who will be enrolled starting up to three months in the future.</p> <p>For NGHP records (MSP Types D, E, L, H, and W): The Drug Coverage Effective Date can be in the future for beneficiaries as long as their Part D enrollment start date is in the future. The future Drug Coverage Effective Date must be equal to the Part D start date. (NGHP drug coverage occurrences for beneficiaries who are currently enrolled in Part D cannot have future Effective Dates.)</p>
Term Date	8	Date	732-739	<p>Termination Date of Supplemental Prescription Drug Coverage.</p> <p>Not Required. Populate with zeros if not available.</p>
Policy Number	17	Text	740-756	<p>Prescription Drug Policy Number</p> <p>Not required. Populate with spaces if not available.</p>
RX BIN	6	Text	757-762	<p>Prescription Drug BIN Number</p> <p><b>Required</b> if TYPE = U. Must be six numeric digits and cannot be all the same number if COVERAGE TYPE is U.</p> <p>BIN will not be edited for formats when the ACTION CODE is BN.</p>
RX PCN	10	Text	763-772	<p>Prescription Drug PCN Number</p> <p>Populate with spaces if not available.</p> <p>Cannot have special characters, except for a non-leading dash, and no leading space.</p>
RX Group	15	Text	773-787	<p>Prescription Drug Group Number</p> <p>Populate with spaces if not available.</p>
RX ID	20	Text	788-807	<p>Prescription Drug ID Number</p> <p><b>Required</b> if TYPE = U.</p> <p>Cannot be blank or all zeros if COVERAGE TYPE is U.</p>

Data Field	Length	Type	Displacement	Description
RX Phone	18	Text plus '(' and ')'	808-825	Prescription Drug Phone Number Not required. Populate with spaces if not available.
Filler	442	Filler	826-1267	Unused Field – fill with spaces



**Prescription Drug Inquiry Response Header Record**

**Table G-19: Prescription Drug Inquiry Response Header Record Layout**

<b>Data Field</b>	<b>Length</b>	<b>Type</b>	<b>Displacement</b>	<b>Error Code if Invalid Data</b>
Header Indicator	2	Alpha-Numeric	1-2	HE01
PDP ID	4	Numeric	3-6	HE02
Contractor Number	5	Alpha-Numeric	7-11	HE03
File Type	3	Alpha	12-14	HE04
File Date	8	Date	15-22	HE05
Submitter Type	1	Alpha-Numeric	23	HE06
Filler	1244	Filler	24-1267	Unused field – fill with spaces
Error Code 1	4	Alpha	1268-1271	Error code describing reason why file was rejected
Error Code 2	4	Alpha	1272-1275	Error code describing reason why file was rejected
Error Code 3	4	Alpha	1276-1279	Error code describing reason why file was rejected
Error Code 4	4	Alpha	1280-1283	Error code describing reason why file was rejected

**Prescription Drug Inquiry Response Detail Record**

**Table G-20: Prescription Drug Inquiry Response Detail Record Layout**

<b>Data Field</b>	<b>Length</b>	<b>Type</b>	<b>Displacement</b>	<b>Error Code if Invalid Data</b>
Transaction type	4	Alpha	1-4	PE00
Contractor Number	5	Alpha-Numeric	5-9	PE01
DCN	15	Text	10-24	PE02
Tran Type Code	1	Alpha	25	PE03
Trans Seq No	3	Numeric	26-28	PE04
Tran Stat Cd	2	Alpha	29-30	None. Will contain status code returned from ECRS.
Tran Reason Cd	2	Numeric	31-32	None. Will contain reason code returned from ECRS.
Trans Source Cd	4	Alpha	33-36	PE05
Update Operator ID	8	Alpha-Numeric	37-44	PE06
Contractor Name	25	Text	45-69	PE07
Contractor Phone	10	Numeric	70-79	PE08
Medicare ID	12	Alpha-Numeric	80-91	PE09
Beneficiary's Social Security Number	9	Numeric	92-100	PE10
Beneficiary's Date of Birth	8	Date	101-108	PE11
Beneficiary's Sex Code	1	Alpha	109	None
Beneficiary's First Name	15	Text	110-124	PE12
Beneficiary's Initial	1	Alpha	125	PE13
Beneficiary's Last Name	24	Text	126-149	PE14
Patient Relationship	2	Character	150-151	PE0J
Check Date	8	Numeric	152-159	PE98
Check Amount	15	Alpha	160-174	PE99
Check Number	15	Alpha	175-189	PE0A
Beneficiary's Address 1	32	Text	190-221	PE15
Beneficiary's Address 2	32	Text	222-253	PE16
Beneficiary's City	15	Text	254-268	PE17

<b>Data Field</b>	<b>Length</b>	<b>Type</b>	<b>Displacement</b>	<b>Error Code if Invalid Data</b>
Beneficiary's State	2	Alpha	269-270	PE18
Beneficiary's ZIP Code	9	Numeric	271-279	PE19
Beneficiary's Phone	10	Numeric	280-289	PE20
Informant's First Name	15	Text	290-304	PE21
Informant's Middle Initial	1	Alpha	305	PE22
Informant's Last Name	24	Text	306-329	PE23
Informant's Relationship Code	1	Alpha	330	None
Informant's Address 1	32	Text	331-362	PE24
Informant's Address 2	32	Text	363-394	PE25
Informant's City	15	Text	395-409	PE26
Informant's State	2	Alpha	410-411	PE27
Informant's ZIP Code	9	Numeric	412-420	PE28
Informant's Phone	10	Numeric	421-430	PE29
Employer's Name	32	Text	431-462	PE30
Employer's Address 1	32	Text	463-494	PE31
Employer's Address 2	32	Text	495-526	PE32
Employer's City	15	Text	527-541	PE33
Employer's State	2	Alpha	542-543	PE34
Employer's ZIP Code	9	Numeric	544-552	PE35
Employer's Phone	10	Numeric	553-562	PE36
Employer EIN	18	Text	563-580	PE37
Employee No	12	Text	581-592	PE38
Person Code	3	Numeric	593-595	PE0K
Sup Type	1	Alpha-Numeric	596	PE0P
MSP Type	1	Alpha-Numeric	597	PE39
Type	1	Alpha-Numeric	598	PE40
Rec Type	3	Alpha-Numeric	599-601	PE41
Insurer's name	32	Text	602-633	PE42
Insurer's Address 1	32	Text	634-665	PE43
Insurer's Address 2	32	Text	666-697	PE44
Insurer's City	15	Text	698-712	PE45

<b>Data Field</b>	<b>Length</b>	<b>Type</b>	<b>Displacement</b>	<b>Error Code if Invalid Data</b>
Insurer's State	2	Alpha	713-714	PE46
Insurer's ZIP Code	9	Numeric	715-723	PE47
COB Effective Date	8	Date	724-731	PE48
Term Date	8	Date	732-739	PE0G
Policy Number	17	Text	740-756	PE49
RX BIN	6	Text	757-762	PE50
RX PCN	10	Text	763-772	PE51
RX Group	15	Text	773-787	PE52
RX ID	20	Text	788-807	PE53
RX Phone	18	Text plus '(' and ')'	808-825	PE54
Filler	442	Filler	826-1267	Unused Field – fill with spaces
Error Code 1	4	Alpha-Numeric	1268-1271	Error code describing reason why file was rejected.
Error Code 2	4	Alpha-Numeric	1272-1275	Error code describing reason why file was rejected.
Error Code 3	4	Alpha-Numeric	1276-1279	Error code describing reason why file was rejected.
Error Code 4	4	Alpha-Numeric	1280-1283	Error code describing reason why file was rejected.

## Appendix H: Error Codes

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**Table H-1: Header Record Errors**

Error Code	Description
HE01	Invalid Header Indicator (Not = 'H0')
HE02	Invalid Plan ID
HE03	Invalid Contractor Number
HE04	Invalid File Type
HE05	Invalid File Date
HE06	Invalid Submitter Type

**Table H-2: Trailer Record Errors**

Error Code	Description
TE01	Invalid Trailer Indicator (Not = 'T0')
TE02	Invalid Plan ID
TE03	Contractor Number
TE04	Invalid File Type
TE05	Invalid File Date
TE06	Invalid Record Count

**Table H-3: Detail Record and File Structure Errors**

Error Code	Description
DE01	Invalid Character
FS01	Invalid File Structure
FS02	Invalid Record Length

**Table H-4: Response Record Errors**

Error Code	Description
PE00	Invalid Transaction Type entered (Not = 'ECRS')
PE01	Invalid Contractor Number entered
PE02	Invalid DCN Number
PE03	Invalid Transaction Type Code
PE04	Invalid Transaction Sequence Number
PE05	Invalid Trans Source Code
PE06	Invalid Update Operator Id

Error Code	Description
PE07	Invalid Contractor Name
PE08	Invalid Contractor Phone Number
PE09	Invalid Medicare ID
PE10	Invalid Beneficiary's Social Security Number
PE11	Invalid Beneficiary's Date of Birth
PE12	Invalid Beneficiary's First Name
PE13	Invalid Beneficiary's Middle Initial
PE14	Invalid Beneficiary's Last Name
PE15	Invalid Beneficiary's Address 1
PE16	Invalid Beneficiary's Address 2
PE17	Invalid Beneficiary's City
PE18	Invalid Beneficiary's State
PE19	Invalid Beneficiary's ZIP Code
PE20	Invalid Beneficiary's Phone Number
PE21	Invalid Informant's First Name
PE22	Invalid Informant's Middle Initial
PE23	Invalid Informant's Last Name
PE24	Invalid Informant's Address 1
PE25	Invalid Informant's Address 2
PE26	Invalid Informant's City
PE27	Invalid Informant's State
PE28	Invalid Informant's ZIP Code
PE29	Invalid Informant's Phone Number
PE30	Invalid Employer's Name
PE31	Invalid Employer's Address 1
PE32	Invalid Employer's Address 2
PE33	Invalid Employer's City
PE34	Invalid Employer's State
PE35	Invalid Employer's ZIP
PE36	Invalid Employer's Phone Number
PE37	Invalid Employer's EIN
PE38	Invalid Employee Number
PE39	Invalid MSP Type
PE40	Invalid Type
PE41	Invalid Record Type
PE42	Invalid Insurer's Name

Error Code	Description
PE43	Invalid Insurer's Address 1
PE44	Invalid Insurer's Address 2
PE45	Invalid Insurer's City
PE46	Invalid Insurer's State
PE47	Invalid Insurer's ZIP
PE48	Invalid Effective Date or COB Effective Date <b>Note:</b> For descriptions of the acceptance criteria for the <i>COB Effective Date</i> (PDAR) or <i>Effective Date</i> (PDI) fields for GHP and NGHP records, see Appendix G.
PE49	Invalid Policy Number
PE50	Invalid Rx BIN
PE51	Invalid Rx PCN
PE52	Invalid Rx Group
PE53	Invalid Rx ID
PE54	Invalid Rx Phone
PE56	Invalid COB Comment
PE57	Invalid COB Comment ID
PE58	Invalid Subscriber's First Name
PE59	Invalid Subscriber's Middle Initial
PE60	Invalid Subscriber's Last Name
PE61	Invalid Activity Code
PE62	Invalid Insurer Group Number
PE63	Invalid Insurer Policy Number
PE64	Invalid First Development
PE65	Invalid Second Development
PE66	Invalid Response
PE67	Invalid Effective Date or MSP Effective Date <b>Note:</b> For descriptions of the acceptance criteria for the <i>Effective Date</i> (MSP Inquiry) or <i>MSP Effective Date</i> (CWF AR) fields for GHP and NGHP records, see Appendix G.
PE68	Invalid MSP Term Date Term Date was not provided for action TD or CT Term Date is less than Effective Date Matching record is already termed Matching record has the same Term Date as the one provided
PE69	Invalid Diagnosis Code 1
PE70	Invalid Diagnosis Code 2
PE71	Invalid Diagnosis Code 3

Error Code	Description
PE72	Invalid Diagnosis Code 4
PE73	Invalid Diagnosis Code 5
PE75	Invalid Illness/Injury Date
PE76	Invalid Illness/Injury Description
PE77	Invalid Representative Name
PE78	Invalid Representative Address 1
PE79	Invalid Representative Address 2
PE80	Invalid Representative City
PE81	Invalid Representative State
PE82	Invalid Representative ZIP
PE83	Invalid Representative Type
PE84	Invalid Dialysis Train Date
PE85	Invalid Black Lung Indicator
PE86	Invalid Black Lung Effective Date
PE87	Invalid MSP AUX Number
PE88	Invalid MSP Accretion Date
PE89	Invalid Remarks Code 1
PE90	Invalid Remarks Code 2
PE91	Invalid Remarks Code 3
PE92	Invalid Trans Action Code 1
PE93	Invalid Trans Action Code 2
PE94	Invalid Trans Action Code 3
PE95	Invalid Trans Action Code 4
PE96	Invalid Originating Contractor
PE97	Invalid PHP Date
PE98	Invalid Check Date
PE99	Invalid Check Amount
PE0A	Invalid Check Number
PE0C	Invalid Develop To
PE0D	Invalid Change Lead To
PE0E	Invalid CMS Grouping Code
PE0F	RX BIN when PDI Coverage Type is "U." Cannot be blank or if values are: 000000, 111111, 222222 through 999999 (see PE50).



Error Code	Description
PE0G	Invalid Term Date Term Date was not provided for action TD or CT Term Date is less than Effective Date Matching record is already termed Matching record has the same Term Date as the one provided
PE0H	Patient relationship required for coverage type of U
PE0I	Insurance type required for coverage type of U
PE0J	Invalid Patient relationship for the associated MSP Type Type A Valid Relationship Codes 01, 02 Type B Valid Relationship Codes 01, 02, 03, 04, 20 Type G Valid Relationship Codes 01, 02, 03, 04, 20
PE0K	Invalid or Missing Person Code
PE0L	Invalid New Effective Date or New COB Effective Date <b>Note:</b> For descriptions of the acceptance criteria for the <i>New Effective Date</i> or <i>New COB Effective Date</i> fields for GHP and NGHP records, see Appendix G.
PE0M	Invalid New Insurer Type
PE0N	Invalid New MSP Type
PE0O	Invalid New Patient Relationship A matching record already exists with the new patient relationship
PE0P	Add/Update of Supplemental Type Q and S is not allowed
PE0Q	Invalid Insurance Type. MSP Inquiry submitted with an Insurance Type other than "A," "J," "K," "R," "S," or blank.
PE1A	Invalid Diagnosis Code 1 ICD Indicator
PE69	Invalid Diagnosis Code 1
PE1B	Invalid Diagnosis Code 2 ICD Indicator
PE70	Invalid Diagnosis Code 2
PE1C	Invalid Diagnosis Code 3 ICD Indicator
PE71	Invalid Diagnosis Code 3
PE1D	Invalid Diagnosis Code 4 ICD Indicator
PE72	Invalid Diagnosis Code 4
PE1E	Invalid Diagnosis Code 5 ICD Indicator
PE73	Invalid Diagnosis Code 5
PE1F	Invalid Diagnosis Code 6 ICD Indicator
PE1G	Invalid Diagnosis Code 6
PE1H	Invalid Diagnosis Code 7 ICD Indicator
PE1I	Invalid Diagnosis Code 7
PE1J	Invalid Diagnosis Code 8 ICD Indicator
PE1K	Invalid Diagnosis Code 8
PE1L	Invalid Diagnosis Code 9 ICD Indicator

Error Code	Description
PE1M	Invalid Diagnosis Code 9
PE1N	Invalid Diagnosis Code 10 ICD Indicator
PE1O	Invalid Diagnosis Code 10
PE1P	Invalid Diagnosis Code 11 ICD Indicator
PE1Q	Invalid Diagnosis Code 11
PE1R	Invalid Diagnosis Code 12 ICD Indicator
PE1S	Invalid Diagnosis Code 12
PE1T	Invalid Diagnosis Code 13 ICD Indicator
PE1U	Invalid Diagnosis Code 13
PE1V	Invalid Diagnosis Code 14 ICD Indicator
PE1W	Invalid Diagnosis Code 14
PE1X	Invalid Diagnosis Code 15 ICD Indicator
PE1Y	Invalid Diagnosis Code 15
PE1Z	Invalid Diagnosis Code 16 ICD Indicator
PE2A	Invalid Diagnosis Code 16
PE2B	Invalid Diagnosis Code 17 ICD Indicator
PE2C	Invalid Diagnosis Code 17
PE2D	Invalid Diagnosis Code 18 ICD Indicator
PE2E	Invalid Diagnosis Code 18
PE2F	Invalid Diagnosis Code 19 ICD Indicator
PE2G	Invalid Diagnosis Code 19
PE2H	Invalid Diagnosis Code 20 ICD Indicator
PE2I	Invalid Diagnosis Code 20
PE2J	Matching record not found for update
PE2K	Effective Date of Other Drug Coverage is not in MMDDCCYY format
PE2L	New Effective Date of Other Drug Coverage is not in MMDDCCYY format
PE2M	New Effective Date of Other Drug Coverage submitted is equal to the Effective Date submitted
PE2N	New Effective Date of Other Drug Coverage submitted is equal to the current Effective Date of Other Drug Coverage for the matching record
PE2O	Updates To Matching Record Are In Process, Resubmit Request

## Appendix I: Frequently Asked Questions (FAQs)

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**Table I-1: Am I Using the Correct Option?**

Main Menu	Request/Inquiry Type	Use this Request/Inquiry to:
Create Requests or Inquiries	CWF Assistance Request	Add a new Assistance Request for <b>changes to existing CWF MSP auxiliary occurrences.</b>
Create Requests or Inquiries	MSP Inquiry	Add a new Inquiry about a new or <b>possible MSP situation not yet documented at CWF.</b>
Create Requests or Inquiries	Prescription Drug Assistance Request	Add a new Assistance Request for <b>Part D information.</b>
Create Requests or Inquiries	Prescription Drug Inquiry	Add a new Inquiry about a possible <b>Prescription Drug situation not yet documented at MBD.</b>
Search for Requests or Inquiries	CWF Assistance Request	<ul style="list-style-type: none"> <li>• View a list of all CWF Assistance Requests submitted by the contractor</li> <li>• Check the progress of a CWF Assistance Request transaction</li> <li>• Delete CWF Assistance Requests that have not been processed by the COB.</li> <li>• View summary detail for a selected CWF Assistance Request transaction.</li> </ul>
Search for Requests or Inquiries	MSP Inquiries	<ul style="list-style-type: none"> <li>• View a list of all MSP Inquiries submitted by the contractor</li> <li>• Check the progress of an MSP Inquiry transaction.</li> <li>• Delete MSP Inquiry requests that have not been processed by the COB.</li> <li>• View summary detail for a selected MSP Inquiry transaction.</li> </ul>
Search for Requests or Inquiries	Prescription Drug Assistance Requests	<ul style="list-style-type: none"> <li>• View a list of all Prescription Drug Assistance Requests submitted by the contractor</li> <li>• Check the progress of a Prescription Drug Assistance Request transaction</li> <li>• Delete Prescription Drug Assistance Requests that have not been processed by the COB.</li> <li>• View summary detail for a selected Prescription Drug Assistance Request transaction.</li> </ul>

Main Menu	Request/Inquiry Type	Use this Request/Inquiry to:
Search for Requests or Inquiries	Prescription Drug Inquiries	<ul style="list-style-type: none"> <li>View a list of all Prescription Drug Inquiries submitted by the contractor.</li> <li>Check the progress of a Prescription Drug Inquiry transaction.</li> <li>Delete Prescription Drug Inquiry requests that have not been processed by the COB.</li> <li>View summary detail for a selected Prescription Drug Inquiry transaction.</li> </ul>
Reports	Contractor Workload Tracking	Review your contractor site’s workload (for Medicare contractors)
Reports	Consolidated ECRS Workload Search	Verify the receipt and status of all submitted requests (for Medicare contractors, not including ROs and COs)
Reports	CMS Workload Tracking	Review contractor workloads (for CMS users).
Reports	Quality Assurance Surveillance Plan (QASP) Report	Review Inquiry, and Assistance request statistics (for CMS users)
Files	Upload File	Upload batch files for processing assistance requests and inquiries. <i>(Requires special user authority.)</i>
Files	Download Response File	Download responses to previously uploaded batch files, after transactions have been processed by COB. <i>(Requires special user authority.)</i>

## I.1 General Issues

### What are the operating hours for the ECRS Web application?

Attempts are made to have ECRS Web available at all times. However, certain portions of the application, such as HIMR, may only be available from 8 a.m. until 5 p.m. EST. In addition, system maintenance is performed on Sundays, which also may affect availability.

### Do all contractors see the same exact information on ECRS Web, or does it vary from state to state?

ECRS Web information is restricted by contractor number and access code. Contractors can view information associated with other contractors if they the necessary contractor number and access code, in addition to a valid Medicare ID.

### Can users print ECRS Web pages?

Yes, some pages can be printed by clicking the Print icon on that page.

## I.2 Inquiry and Assistance Request Issues

### **Are completed MSP Inquiries, CWF Assistance Requests, Prescription Drug Assistance Requests, and Prescription Drug inquiries purged?**

No, but there are origin date parameters on the search pages that allow you to specify date ranges. The default, unless changed by the user, only shows transactions for the most recent 31 calendar days. You can search requests based on the following criteria:

- Contractor Number
- Medicare ID
- SSN
- DCN
- Status
- Reason
- User ID
- Origin Date range

When searching by Medicare ID, DCN, or SSN, Origin Date range is not required, and results include all contractors, not just your own.

### **Why can I only update or delete an Inquiry or Assistance Request while it is in NW (new) status?**

When an inquiry or assistance request is initially submitted, it has to wait until the batch application processes in the evening before changes or inquiries are actually processed.

During the time that the transaction sits in wait, it is considered to be in NW status. It is only during this time that you can delete or update a transaction, because it has not yet been processed.

### **Does a contractor need to send three separate Assistance Requests to delete three auxiliary records for the same beneficiary?**

Yes. When an assistance request is submitted with the action code of DO, the delete is automated within the system, so three separate requests must be submitted to assure all occurrences are deleted.

### **In the event a transaction is sent via ECRS Web through both an Assistance Request and an Inquiry option, does ECRS have an edit in place that will find these duplicate records?**

ECRS Web does not have an edit in place to detect this potential duplicate situation. However, an MSP Inquiry will reject with a reason code 87 when a duplicate record is present on the Case Coverage Database.

### **If a contractor has multiple contractor numbers, can they choose one to use consistently for Inquiries and Assistance Request transactions?**

Yes. You can use whatever contractor number is best for your work process.

**Can contractors delete an Inquiry once it has been entered and is later found to contain an error?**

Medicare contractors can delete an inquiry if they discover the error on the same day and the inquiry is in NW status. If the error is discovered after the inquiry has been processed, the contractor can submit a CWF Assistance Request (for MSP Inquiries), or a Prescription Drug Assistance Request (for Prescription drug Inquiries), or notify the BCRC.

**What action code should contractors use when they receive information regarding a termination date for a 77777 or 11102 record that is more than six months from the date of accretion?**

Select **CWF Assistance Request** under the heading Create Requests and Inquiries, from the *Main Menu*. On the *Action Requested* page, use ACTION TD, and enter the Termination Date on the *CWF Auxiliary Record Data* page.

**Does the BCRC view the Comments fields on the Assistance Request Detail pages and the MSP Inquiry Detail page?**

On the *Assistance Request Detail* pages, the BCRC views the comments as necessary for each ECRS type. On the *MSP Inquiry Detail* page, the Comments field has been removed and replaced with additional Action and reason codes.

## Appendix J: Acronyms

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**Table J-1: Acronyms**

Term/Acronym	Definition
ADAP	AIDS Drug Assistance Program
BCRC	Benefits Coordination & Recovery Center
CMS	Centers for Medicare & Medicaid Services
COB	Coordination of Benefits
CWF	Common Working File
DOS	Date of Service
DCN	Document Control Number
ECRS	Electronic Correspondence Referral System
EFT	Electronic File Transfer
EIDM	CMS Enterprise Identity Management
EIN	Employer Identification Number
GHI	Group Health Incorporated
HICN	Health Insurance Claim Number
HIMR	Health Insurance Master Record
HUSP	Health Utilization Secondary Payer
IVR	Interactive Voice Response
LOA	Level of Assurance
MBD	Medicare Beneficiary Database
MBI	Medicare Beneficiary Identifier
MFA	Multi-Factor Authentication
MSP	Medicare Secondary Payer
PAP	Patient Assistance Program
PDAR	Prescription Drug Assistance Request
RIDP	Remote Identity Proofing
RO	Regional Office
SPAP	State Pharmaceutical Assistance Program
SSN	Social Security Number

## Appendix K: Previous Version Updates

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### **Version 7.0**

- *The Check Amount field on several ECRS screens has been updated to consistently show the amount with two decimal places for cents, even if not entered. Additionally, to make ECRS consistent with fields in the Common Working File/Medicare Beneficiary Database (CWF/MBD), several screens have been updated to remove the insurer phone number since it does not exist in the CWF (changes throughout).*
- *As part of an ongoing effort to ensure that batch and online edits match, the batch process error codes for each transaction type (CWF AR, PD AR, MSPI, and PDI) have been updated (Appendix H).*
- *The excluded ICD-10 diagnosis codes for No-Fault Plan Insurance Type D have been removed from this guide (previously Appendix J). Excel spreadsheets of the ICD-9/ICD-10 excluded codes for FY 2023 are now available for download on CMS.gov at:  
<https://www.cms.gov/medicare/coordination-benefits-recovery-overview/icd-code-lists>.*
- *Action code “II” (Change insurer information) has been clarified (Sections 3.3.1, 5.2.2, and Appendix E).*

### **Version 6.9**

Patient Relationship Code 18 (Parent) has been restored to the following web and batch lists for records with accretion dates prior to 4/4/2011: Sections 3.3, 5.2, CWF Assistance Request Detail Record, and Prescription Drug Assistance Request Detail Record.

Users can no longer add MSP Inquiry transactions for deceased beneficiaries, unless that beneficiary has a representative payee on file. Otherwise, the inquiry will be closed with Reason Code 65: Deceased, used with CMS Status (Section 4.2.1 and Table G-13).

The following information has been provided at the request of the Medicare Administrative Contractors (MACs):

Additional information has been provided about adding comments to Common Working File (CWF) and Prescription Drug Assistance requests, particularly for approved requests and when using automated action codes (Sections 3.8 and 5.7).

The CMS hierarchy requirements have been provided around transaction updates or deletions (Section 3.1.3).

To clarify and provide additional information around Reason and Action codes, definitions have been clarified, all action codes have been moved to an appendix, and a new table has been created for automated action codes (Sections 3.3 and 5.2, and Appendix E).

Clarification around the use of action codes DT (Develop for termination) TD (Add termination date) has been provided (Appendix E, Table E-2).

CWF and Prescription Drug Patient Relationship codes for MSP Type G (Disabled) and MSP Type B (ESRD) have been verified and updated where needed (Sections 3.3, 5.2, and 6.2; Table G-8, G-13, and G-18).



Clarification has been provided around matching criteria for inquiries and transactions and why some requests are rejected or closed as duplicates (Section 3.1.4).

**Version 6.8**

The process for generating Medicare Secondary Payer (MSP) development letters has been streamlined so that only beneficiaries, or designated representative payees, will receive them. To support this, the DE (Develop to Employer) and DI (Develop to Insurer) action codes will no longer be available on the MSP Inquiry Action Requested page. For transactions, if any of the Trans Action Code fields (1-4) in an MSP Inquiry Detail file include these codes, a PE error code will be returned on the MSP Inquiry Response file (changes throughout guide).

ICD-10 code G71.20, added in October, has been removed from the list for excluded ICD-10 diagnosis codes for No-Fault Plan Insurance Type D (Appendix J).

## Electronic Correspondence Referral System for the Web (ECRS Web) Quick Reference Card

Rev. 2023/9 January

### CWF Assistance Request Codes

Enter CWF assistance requests for existing MSP records

**Table 1: Required Fields on CWF Assistance Request Detail Pages**

Field	Description
DCN	Document Control Number
MEDICARE ID	Beneficiary's Health Insurance Claim Number (HICN) or Medicare Beneficiary Identifier (MBI)
ACTIVITY CODE	Activity code
ACTION(S)	Action codes
SOURCE	Source of request information
IMPORT HIMR MSP DATA	Select to import HIMR data for the existing MSP record
MSP TYPE	Type of MSP coverage
PATIENT RELATIONSHIP	Patient relationship

Field	Description
AUXILIARY RECORD #	Record number of MSP auxiliary occurrence at CWF Note: Part D contractors must enter "001" when the Auxiliary record number is unknown.
ORIGINATING CONTRACTOR	Contract number of contractors that created original MSP occurrence at CWF
EFFECTIVE DATE	Effective date of MSP coverage
TERMINATION DATE	Date MSP coverage ended
FIRST NAME	Informant's first name
LAST NAME	Informant's last name
ADDRESS	Informant's address
CITY	Informant's city
STATE	Informant's state
ZIP	Informant's zip code
RELATIONSHIP	Informant's relationship to the beneficiary
INSURANCE COMPANY NAME	Insurance company name
INSURANCE TYPE	Type of insurance coverage
POLICY NUMBER	Insurance policy number (not required if group number is entered)
GROUP NUMBER	Insurance policy group number (not required if policy number is entered)

Field	Description
EMPLOYER NAME	Name of the beneficiary's employer
ADDRESS	Employer's address
CITY	Employer's city
STATE	Employer's state
ZIP	Employer's zip code
CHECK NUMBER	Check number
CHECK DATE	Date on the check
CHECK AMOUNT	Amount of the check
PRE-PAID HEALTH PLAN DATE	Pre-paid Health Plan date
SOCIAL SECURITY NUMBER	Beneficiary's social security number
DIAGNOSIS CODES	Diagnosis codes Required when ACTION is DX.
ICD Indicator	Type of diagnosis code. Select "ICD-9" or "ICD-10". Required if corresponding Diagnosis Code is submitted.
REMARKS	Remarks

**Table 2: Required Fields for Source Codes on CWF Assistance Requests**

Value	Required Fields
CHEK	FIRST NAME LAST NAME ADDRESS CITY STATE ZIP RELATIONSHIP CHECK NUMBER CHECK DATE CHECK AMOUNT
LTTR	FIRST NAME LAST NAME ADDRESS CITY STATE ZIP RELATIONSHIP
PHON	FIRST NAME LAST NAME ADDRESS CITY STATE ZIP RELATIONSHIP

**Table 3: Related Action Codes on CWF Assistance Requests**

Value	Description
AI	Change attorney information
AP	Add policy and/or group number
AR	Add CWF remark codes
CD	Change date of injury/date of loss
CP	Incorrect ESRD Coordination Period
CT	Change termination date
CX	Change Prescription Values (BIN, Group, PCN)
DA	Develop for attorney information
DD	Develop for the diagnosis code
DE	Develop for employer information
DI	Develop for insurer information
DO	Mark occurrence for deletion
DR	Investigate closed or deleted record
DT	Develop for termination date
DX	Change diagnosis codes
EA	Change employer address
ED	Change effective date
EF	Develop for the effective date
EI	Change employer information
ES	Employer size below minimum (20 for working aged; 100 for disability)
ID	Investigate possible duplicate for deletion
II	Change insurer information
IT	Change insurer type

Value	Description
LR	Create duplicate liability record
MT	Change MSP type
MX	SSN/Medicare ID mismatch
NR	Create duplicate no-fault record
OH	Change effective date of other drug coverage
PC	Update prescription person code
PH	Add PHP date
PN	Develop for/add PCN
PR	Change patient relationship
TD	Add termination date
VP	Update a record for a vow of poverty
WN	Notify BCRC of updates to WCMSA cases

**Table 4: Required Fields for Action Codes on CWF Assistance Requests**

Value	Required Fields	Description
AI	INFORMANT FIRST NAME, INFORMANT LAST NAME, INFORMANT CITY, INFORMANT STATE, INFORMANT ZIP, INFORMANT RELATIONSHIP (must be 'A'), INSURANCE TYPE	Attorney information

Value	Required Fields	Description
AP	POLICY NUMBER and/or GROUP NUMBER INSURANCE TYPE Note: available for EGHP MSP types only	Insurer information for drug records Insurance Type
AR	REMARK Code (at least one)	Remarks
CD	GROUP NUMBER Note: ** available for contractor 79001, NON EGHP MSP types D, E, L, and W only ***	DOI/DOL changes
CP	Note: ** available for ESRD MSP type B only ***	Verification of coordination period
CT	TERMINATION DATE INSURANCE TYPE	Termination Date Insurance Type
DX	DIAGNOSIS CODES (at least one)	Diagnosis codes
EA	EMPLOYER NAME	Employer information
ED	EFF DATE NEW EFF DATE	Effective Date New Effective Date
EI	EMPLOYER NAME, EMPLOYER ADDRESS, EMPLOYER CITY, EMPLOYER STATE, EMPLOYER ZIP Type data in all fields to update employer info at CWF.	Employer information

Value	Required Fields	Description
II	INSURANCE COMPANY NAME If you leave the following fields blank, the system overwrites the previous value on the MSP auxiliary record at CWF: STREET, CITY, ST, ZIP, GROUP NO, POLICY NO, SUBSCRIBER NAME Type data in all fields to update insurer info at CWF. Leave all fields blank to delete insurer info at CWF.	Insurance Company Name
IT	INSURANCE TYPE NEW INSURANCE TYPE	Insurance type New Insurance Type
MT	MSP TYPE NEW MSP TYPE	MSP Type New MSP Type
MX	SOCIAL SECURITY NUMBER	SSN/Medicare ID mismatch
PH	PRE-PAID HEALTH PLAN DATE	Pre-paid Health Plan date
PR	PAT REL NEW PAT REL INSURANCE TYPE	Patient Relationship New Patient Relationship Insurance Type
TD	TERMINATION DATE INSURANCE TYPE	Termination date Insurance Type
WN	Note: ** available for Contractor 79001 only ***	WCMSA Notification

**Prescription Drug Assistance Request Codes**

**Table 5: Required Fields for Source Codes on Prescription Drug Assistance Requests**

Value	Required Fields
CHEK	INFORMANT FIRST NAME, INFORMANT LAST NAME, INFORMANT ADDRESS, INFORMANT CITY, INFORMANT STATE, INFORMANT ZIP, INFORMANT RELATIONSHIP, CHECK NUMBER, CHECK DATE, CHECK AMT
LTTR	INFORMANT FIRST NAME, INFORMANT LAST NAME, INFORMANT ADDRESS, INFORMANT CITY, INFORMANT STATE, INFORMANT ZIP, INFORMANT RELATIONSHIP
PHON	INFORMANT FIRST NAME, INFORMANT LAST NAME, INFORMANT ADDRESS, INFORMANT CITY, INFORMANT STATE, INFORMANT ZIP, INFORMANT RELATIONSHIP

**Table 6: Action Codes on Prescription Drug Assistance Requests**

Value	Description
AP	Add policy and/or group number

Value	Description
BN	Develop for prescription BIN
CT	Change termination date
CX	Change prescription values (BIN, Group, PCN)
DO	Mark occurrence for deletion
EA	Change employer address
ED	Change effective date
EI	Change employer information
GR	Develop for group number
II	Change insurer information
IT	Change insurer type
MT	Change MSP type
OH	Change effective date of other drug coverage
PC	Update prescription person code
PN	Develop for/add PCN
PR	Change patient relationship
TD	Add termination date

**Table 7: Required Fields for Action Codes on Prescription Drug Assistance Requests**

Value	Required Fields	Description
AP	PERSON CODE	Person Code (when Record Type is SUP)
-	INFMT NAME, ADDRESS, CITY, ST, ZIP	Informant information (when Source Type is Letter, Check, or Phone)

Value	Required Fields	Description
-	COVERAGE TYPE	Coverage Type (when Policy Number, BIN, PCN, ID, Supplemental Type, or Person Code are entered)
-	POLICY NUMBER	Policy Number OR Group Number required when Source Code is NOT D, E, L, or W
-	GROUP NUMBER	Group Number required when Coverage Type=U
BN	PERSON CODE	Person Code (when Record Type is SUP)
CT	TERM DATE PERSON CODE	Termination Date Person Code (when Record Type is SUP)
CX	PERSON CODE BIN, PCN, GROUP	Person Code (when Record Type is SUP) BIN, PCN, OR Group Number is required
DO	PERSON CODE	Person Code (when Record Type is SUP)
EA	PERSON CODE EMPLOYER NAME	Person Code (when Record Type is SUP) Employer Name

Value	Required Fields	Description
ED	NEW EFF DATE PERSON CODE	New Effective Date Person Code (when Record Type is SUP)
EI	PERSON CODE EMPLR NAME, ADDRESS, CITY, ST, ZIP	Person Code (when Record Type is SUP) Employer information
GR	PERSON CODE	Person Code (when Record Type is SUP)
IT	PERSON CODE, INS TYPE NEW INS TYPE	Person Code (when Record Type is SUP) Insurance type New Insurance Type
MT	MSP TYPE, NEW MSP TYPE, RECORD TYPE	MSP Type New MSP Type Record Type (must be PRI)
PC	PERSON CODE	Person Code
PN	PERSON CODE	Person Code (when Record Type is SUP)
PR	PERSON CODE, NEW PAT REL	Person Code (when Record Type is SUP) New Patient Relationship

Value	Required Fields	Description
TD	PERSON CODE, TERM DT	Person Code (when Record Type is SUP) Termination Date

### MSP Inquiry Codes

Note: Action codes are not required for MSP inquiries.

**Table 8: Required Fields on MSP Inquiry Detail Pages**

Field	Description
DCN	Document Control Number
MEDICARE ID	Beneficiary's Health Insurance Claim Number (HICN) or Medicare Beneficiary Identifier (MBI)
ACTIVITY CODE	Activity code
SOURCE	Source of request information
PATIENT RELATIONSHIP	Patient's relationship Note: required when action code is blank and MSP type is F.
EFFECTIVE DATE	Effective date of MSP coverage
TERMINATION DATE	Date MSP coverage ended
CMS GROUPING CODE	CMS grouping code
FIRST NAME	Informant's first name

Field	Description
LAST NAME	Informant's last name
ADDRESS	Informant's address
CITY	Informant's city
STATE	Informant's state
ZIP	Informant's zip code
RELATIONSHIP	Informant's relationship to the beneficiary
INSURANCE COMPANY NAME	Name of beneficiary's insurer
ADDRESS LINE 1	First line of insurer's address Note: required when Insurance Company Name is entered.
CITY	Insurer's city Note: required when Insurance Company Name is entered.
STATE	Insurer's state Note: required when Insurance Company Name is entered.
ZIP	Insurer's zip code Note: required when Insurance Company Name is entered.
INSURANCE TYPE	Type of insurance
EMPLOYER NAME	Name of beneficiary's employer Note: required when MSP Type is F and Send to CWF is Yes.

Field	Description
ADDRESS	Employer's address Note: required when MSP Type is F and Send to CWF is Yes.
CITY	Employer's city Note: required when MSP Type is F and Send to CWF is Yes.
STATE	Employer's state Note: required when MSP Type is F and Send to CWF is Yes.
ZIP	Employer's zip code Note: required when MSP Type is F and Send to CWF is Yes.
CHECK NUMBER	Check number
CHECK AMOUNT	Amount on the check
CHECK DATE	Date on the check
DIAGNOSIS CODES	Diagnosis codes Note: If the MSP Type is A, B, or G, the system will prevent the entry of diagnosis codes.
ICD Indicator	Type of diagnosis code. Select "ICD-9" or "ICD-10". Required if corresponding Diagnosis Code is submitted
BIN	BIN Note: required when Coverage Type is U.
PCN	PCN Note: required when Coverage Type is U.

Field	Description
GROUP	Group number Note: required when Coverage Type is U.
ID	ID number Note: required when Coverage Type is U.
SUPPLEMENTAL TYPE	Type of supplemental insurance Note: must be L when Record Type is Supplemental.
PERSON CODE	Person code Note: required when Record Type is Supplemental and Supplemental type is L.

**Table 9: Related Action Codes on MSP Inquiries**

Value	Description
CA	Class action suit
CL	Closed or settled case

**Table 10: Required Fields for Action Codes on MSP Inquiries**

Value	Required Fields
CA	MSP TYPE PATIENT RELATIONSHIP (when MSP Type is L) EFFECTIVE DATE (when MSP Type is L) CMS GROUPING CODE (when MSP Type is L) INSURANCE COMPANY NAME, INSURANCE TYPE DIAGNOSIS CODES Informant Name, Address, City, State and Zip are required unless Insurance Company Address, City, State and Zip have been entered. Note: Must enter "A" as relationship if Informant information is entered.

Value	Required Fields
CL	MSP TYPE (must be D, E, or L) PATIENT RELATIONSHIP (must be D, E, or L) EFFECTIVE DATE (must be D, E, or L) TERMINATION DATE (must be D, E, or L) DIAGNOSIS CODES Informant Name, Address, City, State and Zip are required unless Insurance Company Address, City, State and Zip have been entered. Note: Must enter "A" as relationship if Informant information is entered.

**Table 11: Required Fields for Source Codes on MSP Inquiries**

Value	Required Fields
CHEK	FIRST NAME LAST NAME ADDRESS CITY STATE ZIP RELATIONSHIP CHECK NUMBER CHECK AMOUNT CHECK DATE
LTTR	FIRST NAME LAST NAME ADDRESS CITY STATE ZIP RELATIONSHIP

Value	Required Fields
PHON	MSP TYPE FIRST NAME LAST NAME ADDRESS CITY STATE ZIP RELATIONSHIP

**Prescription Drug Inquiry Codes**

**Table 12: Required Fields on Prescription Drug Inquiry Detail Pages**

Field	Description
DCN	Document Control Number
MEDICARE ID	Beneficiary's Health Insurance Claim Number (HICN) or Medicare Beneficiary Identifier (MBI)
ACTIVITY CODE	Activity code
SOURCE	Source of request information
MSP TYPE	MSP type Note: Leave MSP Type blank when Record Type is Supplemental
PATIENT RELATIONSHIP	Patient's relationship Note: required when action code is blank and MSP type is F.

Field	Description
SEND TO MBD	Select Yes to send inquiry to MBD
SUBMTTER TYPE	Submitter type
CHECK NUMBER	Check number
CHECK DATE	Date on the check
CHECK AMOUNT	Amount on the check
INFORMANT FIRST NAME	Informant's first name
INFORMANT LAST NAME	Informant's last name
INFORMANT ADDRESS	Informant's address
INFORMANT CITY	Informant's city
INFORMANT STATE	Informant's state
INFORMANT ZIP	Informant's zip code
INFORMANT RELATIONSHIP	Informant's relationship to the beneficiary
INSURANCE COMPANY NAME	Name of the insurance carrier for drug coverage.
EFFECTIVE DATE	Effective date of prescription coverage
TERMINATION DATE	Date prescription coverage ends Note: automatically populated when Coverage Type is U.
BIN	BIN Note: required when Coverage Type is U.



Field	Description
PCN	PCN Note: required when Coverage Type is U.
GROUP	Group number Note: required when Coverage Type is U.
ID	ID number Note: required when Coverage Type is U.
PERSON CODE	Person code Note: required when Record Type is Supplemental, or when Record Type is blank and Supplemental type is L.

**Table 13: Required Fields for Source Codes on Prescription Drug Inquiries**

Value	Required Fields
CHEK	CHECK NUMBER CHECK DATE CHECK AMOUNT INFORMANT FIRST NAME INFORMANT ADDRESS INFORMANT CITY INFORMANT STATE INFORMANT ZIP INFORMANT RELATIONSHIP

Value	Required Fields
LTTR	INFORMANT FIRST NAME INFORMANT ADDRESS INFORMANT CITY INFORMANT STATE INFORMANT ZIP INFORMANT RELATIONSHIP
PHON	INFORMANT FIRST NAME INFORMANT ADDRESS INFORMANT CITY INFORMANT STATE INFORMANT ZIP INFORMANT RELATIONSHIP

**Table 14: Prescription Drug Supplemental Type Codes on Prescription Drug Inquiries**

Value	Description
L	Supplemental
M	Medigap
N	Non-qualified SPAP
O	Other
P	PAP
Q	Qualified SPAP
R	Charity
S	ADAP
T	Federal Government Programs
1	Medicaid
2	Tricare
3	Major Medical

**Table 15: Coverage Type Codes on Prescription Drug Inquiries**

Value	Description
U	Drug Network
V	Drug Non-network
Z	Health Reimbursement account

**General Codes**

The following codes apply to CWF assistance requests, MSP inquiries, and workers' compensation set-aside trust cases.

**Table 16: General - Activity Codes**

Value	Description
C	Claims (Pre-Payment) (22001)
D	Debt Collection (42021)
G	Group Health Plan (42003)
I	General Inquiry (42004)
N	Liability, No-Fault, Workers' Compensation, and Federal Tort Claim Act (FTCA) (42002)

**Table 17: General - MSP Type Codes (Non-EGHP)**

Value	Description
D	Automobile Insurance, No Fault
E	Workers' Compensation
L	Liability
W	Workers' Compensation Set-Aside

**Table 18: General - MSP Type Codes (EGHP)**

Value	Description
A	Working Aged
B	End-Stage Renal Disease (ESRD)
C	Conditional Payment
F	Federal (Public)
G	Disabled
H	Black Lung
I	Veterans

**Table 19: General - Source Codes**

Value	Description
CHEK	Unsolicited check
LTTR	Letter
PHON	Phone call
SCLM	Medicare Secondary Claim payment
SRVY	Survey (Part D only)

**Table 20: General - Status Codes**

Value	Description
CM	Completed
DE	Delete (do not process) ECRS request
HD	Hold, individual not yet a Medicare beneficiary (WC) (RAC)
IP	In process, being edited by COB
NW	New, not yet read by COB

**Table 21: General - Reason Codes**

Value	Description
01	Not yet read by BCRC, used with NW status
02	Being processed by BCRC, used with IP status
03	Under development by BCRC, used with IP status
04	Update sent to CWF, used with IP status
05	Error received from CWF, being resolved by COB contractor, used with IP status
06	Sent to EDB for beneficiary info, used with IP status
07	Auditor follow-up development in progress, used with IP status
10	Not processing
11	Not yet eligible for Medicare, used with HD status
12	Needs diagnosis, used with HD status (for WC set-aside trust cases only)
13	Future-dated workers' compensation case, used with HD status (for WC set-aside trust cases only)
14	Duplicate request, development already in process, used with HD status
15	Requested Prescription Drug action(s) accepted - Posted to MBD
30	No action taken per SEE approval - Medicare primary
31	Action code and comments conflict
32	Record terminated/deleted due to OBRA 93

Value	Description
33	WCSA record – can only be updated by RO, record closed by CWF Analyst
34	Record is “N” validity – we do not develop for “N” records
36	Policy Holder Retired (G record)
37	Beneficiary verified existing record, no update needed
38	Outreach development already in process
45	Insufficient information to process, used with HD status (RAC only)
46	RAC did not update hold records, used with DE status (RAC only)
50	Requested action(s) accepted - Posted to CWF
51	No changes (additions, modifications, or deletions) made to CWF, used with CM status
52	Returned–rejected by CWF; conflicting information, used with CM status
53	Returned–duplicate ECRS request, used with CM status
54	100 or more thresholds met, Disability
55	20 or more thresholds met, Working Aged
56	OBRA does not apply, no update
57	Record already updated
58	Non-compliant GHP
59	Employer verified existing record, no update
60	Invalid Medicare ID
61	No Part A entitlement

Value	Description
62	Development letter sent, closed, no response to development
63	Development complete, no MSP
64	Development letter sent
65	Deceased, used with CM status
66	ESRD/DIB conflict
67	No response from CWF
68	Closed for Self-Report
69	Developed to GHP, no response
70	Developed to non-EGHP, no response
71	Developed to beneficiary; closed, no response received
72	Developed to informant, no response
73	Medicare beneficiary retired
74	Spouse retired
75	GHP lifetime of yearly benefits past maximum amount
76	No coverage with insurance company
77	Medicare Supplemental Plan
78	Employer has less than 20 employees (No MSP)
79	Per employer, Medicare beneficiary is not covered under spouse’s GHP
80	Employer has less than 100 employees (No MSP)
81	Medicare is primary due to ESRD coordination period being met
82	Per insurance, seasonal employee and not eligible for the month
83	Incoming request conflicts with information on file

Value	Description
84	Missing information, unable to update CWF
85	Venue changed
86	Unable to verify address, used with CM status (for CWF assistant requests only)
87	MSP record exists, used with CM status (for MSP inquiries only)
88	No update, not lead contractor
91	Duplicate in process
92	Change of Venue not allowed after 90 days
93	No Part D Enrollment found
94	Closed, no response/no update
96	Per hierarchy guidelines, request cannot be honored.
97	Existing record is invalid and has been deleted. New record created to include changes requested.

**Table 22: General - Patient Relationship Codes**

Value	Description
01	Patient is policy holder
02	Spouse
03	Natural child, insured has financial responsibility
04	Natural child, insured has no financial responsibility
05	Stepchild
06	Foster child
07	Ward of the Court



Value	Description
08	Employee
09	Unknown
10	Handicapped dependent
11	Organ donor
12	Cadaver donor
13	Grandchild
14	Niece/nephew
15	Injured plaintiff
16	Sponsored dependent
17	Minor dependent of a minor dependent
18	Parent
19	Grandparent dependent
20	Domestic partner

**Table 23: General - Informant Relationship Codes**

Value	Description
A	Attorney representing beneficiary
B	Beneficiary
C	Child
D	Defendant's attorney
E	Employer
F	Father
I	Insurer
M	Mother
N	Non-relative
O	Other relative
P	Provider

Value	Description
R	Beneficiary representative (other than attorney)
S	Spouse
U	Unknown
W	Pharmacy

**Table 24: General - Relationship to Insured Codes**

Value	Description
B	Beneficiary
C	Child
E	Employer
F	Father
M	Mother
N	Non-relative
O	Other relative
S	Spouse
U	Unknown

**Table 25: General - Insurance Type Codes**

Value	Description
A	Insurance or Indemnity (OTHER TYPES)
B	Group Health Organization (GHO)
C	Preferred Provider Organization (PPO)
D	Third Party Administrator arrangement under an Administrative Service Only (ASO) contract without stop loss from any entity (TPA/ASO)

Value	Description
E	Third Party Administrator arrangement with stop loss insurance issued from any entity (STOP LOSS TPA)
F	Self-Insured/Self-Administered (SELF-INSURED)
G	Collectively-Bargained Health and Welfare Fund (HEALTH/WELFARE)
H	Multiple Employer Health Plan with at least one employer who has more than 100 full- and/or part-time employees (EMPLOYER+100)
I	Multiple Employer Health Plan with at least one employer who has more than 20 full- and/or part-time employees (EMPLOYER+20)
J	Hospitalization Only Plan covering inpatient hospital services (HOSPITAL ONLY)
K	Medical Services Only Plan covering only non-inpatient medical services (MEDICAL ONLY)
M	Medicare Supplemental Plan, Medigap, Medicare Wraparound Plan, or Medicare Carve Out Plan (SUPPLEMENTAL)
R	GHP Health Reimbursement Arrangement
S	GHP Health Savings Account
Blank	Unknown (UNKNOWN)