

DEPARTMENT OF HEALTH & HUMAN SERVICES
Health Care Financing Administration

Center for Medicaid and State Operations
7500 Security Boulevard
Baltimore, MD 21244-1850

Refer to: FASG3

March 16, 2000

Dear State Medicaid Director:

The purpose of this letter is to call your attention to six Defense Enrollment Eligibility Reporting System (DEERS) and TRICARE related items of considerable importance to the Center for Medicaid and State Operations (CMSO) and to your State. They are:

DEERS/Medicaid Data Match Operating Procedures and Other Considerations;

2000 DEERS data match schedule for States;

DEERS On-Line Access;

Electronic Media Claims (EMC) Submissions;

TRICARE Policy on the Internet; and

Where to file TRICARE claims.

DEERS/Medicaid Data Match Operating Procedures and Other Considerations

This document replaces the DEERS/Health Care Financing Administration Database Matches Implementation Plan issued in 1989.

This document must be used for the Medicaid data matches between your State and the Department of Defense. Please provide a copy of the document to any contractor working with your State, that sends your tapes to DEERS. The document contains the new query format that must be used by States and a new response format from DEERS.

DEERS Data Match Schedule

The schedule for data matches between DEERS and the State Medicaid agencies for calendar year 2000 is attached for your information. Please forward a copy of this notice to the appropriate staff or contractor personnel responsible for conducting this data match. If there is a need for any change or modification to the schedule as it now stands, please contact the CMSO staff person identified later in this letter.

The DEERS is to receive a computer tape or cartridge (cartridge is the preferred media) from each State one week before the assigned match date. The cartridge or tape as well as the external package should be labeled indicating the originating source and appropriate contact persons. Be sure to show the name of the State contact even if a contractor is performing the match. A transmittal sheet should be included in the package showing the contact person's name, address and phone number, State contact and phone number, media type, and number of records.

Permanent State code numbers have been assigned for use in positions 1-2 of the DEERS State Query Record. Please ensure use of the numbers indicated on the enclosed match schedule. Also, cartridges received by DEERS should contain, at a minimum, the social security number, name, and date of birth for each Medicaid eligible beneficiary who is suspected to have TRICARE/ CHAMPUS eligibility. Only those beneficiaries who are suspected of having TRICARE/ CHAMPUS eligibility are to be sent to DEERS to be matched. There is no set order in which the records need to be sequenced, but social security number ascending order is preferred. Cartridges should be mailed to:

DMDC/DEERS-HCFA
400 Gigling Road
Seaside, California 93955-6771
(831) 583-2400

DEERS On-Line Access

For the purpose of verifying eligibility and coverage periods for TRICARE/CHAMPUS eligible beneficiaries, States can supplement the DEERS data match by having ongoing on-line access to the DEERS database. On-line access is particularly helpful in situations where claims have been rejected by the TRICARE claims processor and additional information is needed from the DEERS database before resubmitting the claim.

In order to participate, State agency staff need to contact Mr. George Bodie, Chief, Medical Requirements Branch, at the DEERS/RAPIDS Program Office at the Defense Manpower Data Center in Arlington, Virginia, and request to participate in the on-line process. Mr. Bodie can be reached at (703) 696-6771/8328.

User identifications and passwords will be assigned by DEERS. Questions on the use of DEERS should be made directly to the DEERS field service representative in your area. If you do not know the field service representative for your area, call (703) 578-5245/5309 and ask for the name and phone number of the representative who services your area. Questions or problems accessing on-line DEERS should be made directly to the DEERS/RAPIDS Assistance Center at (800) 372-7437, extension 5006/5007 or (800) 538-9522, extension 5006/5007.

A copy of your cover letter and completed application forms should also be mailed, or faxed to Joe Dulany at the following address:

Health Care Financing Administration
Center for Medicaid and State Operations
Attention: Joe Dulany
7500 Security Boulevard, S3-18-13
Baltimore, Maryland 21244-1850
FAX No. (410) 786-3252

If you are not using on-line access, I urge you to make application today to use this enhancement.

Electronic Media Claims (EMC)

In order for you to process claims via EMC you must first have on-line access to the DEERS database to verify eligibility. On-line accessibility facilitates prior verification of eligibility and coverage from the DEERS database and can reduce the likelihood of denials when claims are submitted to the TRICARE claims processor.

Since TRICARE claims processors are using proprietary formats for EMC processing, we urge you to make contact with the claims processor handling claims from your State now to begin the process of conversion to EMC processing. Currently there are two claims processing contractors handling claims for all TRICARE Regions worldwide. Points of contact for EMC at the two claims processing contractors are as follows:

Palmetto Government Benefits Administrators
Mr. Rob Root
(800) 288-2227 extension 66087

Wisconsin Physician Services
Ms. Marcia Green
(608) 221-5056

TRICARE Policy on the Internet

TRICARE policy can be accessed at
http://www.tricare.osd.mil/polnplan_ovrvw.html.

Where to File TRICARE/CHAMPUS Claims

The TRICARE Management Activity - Aurora, formerly the Office of Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS) maintains a home page at <http://www.tricare.osd.mil/ClaimForms/Wheretofile.htm> to identify the claims processor that handles claims for your State..Page 4 - State Medicaid Director

If your staff needs assistance with any TRICARE/CHAMPUS/Medicaid system matter they should contact Joe Dulany at (410) 786-0665 or e-mail jdulany@hcfa.gov.

Sincerely,

Mary Hogan
Director
Data and Systems Group

Enclosures

cc:
HCFA Regional Administrators

All HCFA Associate Regional Administrators for Medicaid and State Operations

All TPL Coordinators

Lee Partridge
Director, Health Policy Unit
American Public Human Services Association

Joy Wilson
Director, Health Committee
National Conference of State Legislatures

Matt Salo

Director of Health Legislation
National Governors' Association

DEERS DATA MATCH SCHEDULE FOR 2000

01/19/00

State Code	State	Match Date
17	Illinois	03/06/00
48	Texas	03/13/00
20	Kansas	03/20/00
32	Nevada	03/20/00
13	Georgia	03/20/00
19	Iowa	03/27/00
09	Connecticut	03/27/00
12	Florida	04/10/00
42	Pennsylvania	04/17/00
51	Virginia	04/24/00
04	Arizona	04/24/00
39	Ohio	05/01/00
24	Maryland	05/15/00
22	Louisiana	05/15/00
23	Maine	05/22/00
45	South Carolina	05/22/00
29	Missouri	05/29/00
01	Alabama	05/29/00
47	Tennessee	06/05/00
06	California	06/12/00
56	Wyoming	06/19/00
40	Oklahoma	06/26/00
05	Arkansas	06/26/00
54	West Virginia	07/10/00
46	South Dakota	07/10/00
34	New Jersey	07/17/00
11	Dist. of Columbia	07/17/00
25	Massachusetts	07/24/00
37	North Carolina	07/31/00
31	Nebraska	07/31/00
33	New Hampshire	08/07/00
27	Minnesota	08/14/00
28	Mississippi	08/28/00
18	Indiana	09/04/00
10	Delaware	09/04/00
55	Wisconsin	09/11/00
50	Vermont	09/18/00
16	Idaho	09/18/00
44	Rhode Island	09/25/00
26	Michigan	10/02/00
36	New York	10/09/00
53	Washington	10/16/00
35	New Mexico	10/16/00
15	Hawaii	10/23/00
02	Alaska	10/30/00
21	Kentucky	11/06/00
*		11/13/00
*		11/20/00
*		11/27/00

(*)=denotes open dates

Any State that cannot meet the established schedule should notify the HCFADERS point of contact, Joe Dulany at (410) 786-0665, or e-mail atjdulany@hcfa.gov, as soon as possible.