

DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
7500 Security Boulevard
Baltimore, Maryland 21244-1850



**Center for Medicare
Medicare Plan Payment Group**

DATE: July 18, 2011

TO: All Medicare Advantage Organizations (MA, MA-PD, and PACE) and
Cost Plans (including §1876 Cost HMOs/CMPs and §1833 HCPPs)

SUBJECT: Reminder: Policies and Procedures for Submitting Risk Adjustment Data

Medicare Advantage (MA) organizations that are new to submitting risk adjustment data must adhere to the following policies and procedures:

- Complete and submit an electronic data interchange (EDI) agreement to the Customer Service and Support Center (CSSC) within one month of your CMS effective date;
- Submit risk adjustment test data within three months of your CMS effective date; and
- Submit risk adjustment production files within four months of your CMS effective date and continue to submit at least once every calendar quarter thereafter.

Current MA organizations must adhere to the following policies and procedures:

- Ensure current contact information is on file with CSSC
- Submit risk adjustment production files at least once every calendar quarter; and
- Adhere to no more than five percent (5%) duplicate risk adjustment submission per file. A duplicate submission is defined as a diagnosis cluster with the same attributes as those of a cluster already stored in the RAPS database; duplicate submissions result in 502 errors.

CMS will generate and distribute noncompliance letters to MA organizations that fail to fulfill these requirements; the letters will be distributed via HPMS. In addition, copies of the letters will be sent to CMS Account Managers and Compliance division staff. An MA organization's failure to comply with the requirements for risk adjustment data submissions may result in suspension of its data submission privileges and impact risk adjusted payments.

If your MA organization needs assistance or is experiencing data submission issues, please contact the Customer Service and Support Center (CSSC) at (877) 534-2772 or www.csscooperations.com.