

QMS Work Instruction: 1-7.8.xx MAC Website Fee Lookup (Web application)

Activity or Decision:

1-7.8.xx Maintain Fee Lookup (Web application)

Purpose:

This work instruction outlines the process for annual and quarterly updates to the *Fee Schedule Lookup (Web application)* accessible through the English and Spanish provider websites.

Background:

Updates to the *Medicare Fees Database* are generated by the Centers for Medicare & Medicaid Services (CMS). The *Fee Schedule Lookup* is a Web application that allows Medicare providers to estimate fees based on data entered into the application.

The source of fee data provided through the *Fee Schedule Lookup (Web application)* is *CMS' Medicare Part A and B Processing Systems*. Although most updates to the application are automated, some specialty fees must be extracted from CMS' processing systems manually.

Note: Updated fee data may not be available in the Web application until the day following the load into the production system.

Responsible Position:

Website Content Editor or Designee

Policies:

The *Website Content Editor or Designee* is required to perform data verification testing of the *Fee Schedule Lookup (Web application)* the day after all quarterly and annual *Multi-carrier System Desktop (MCS DT) file* updates from the *CMS' Medicare Part A and B Processing Systems*.

Although fee updates to the *Fee Schedule Lookup (Web application)* are automated, random testing ensures that the updates to the Web application were completed successfully. Any discrepancies must be resolved within one business day.

Note: Periodic content review (see *1-7.8.14 Review Website Content*) is not required as changes to these files only occur as the result of official Medicare change requests, technical direction letters, or other documented sources.

Tasks:

Verification of Automated Updates to Fee Schedule Lookup (Web Application)

1. The *Website Content Editor or Designee* performs a random quality review of data files in the *Fee Schedule Lookup (Web application)* the day after the quarterly or annual release has been loaded into MCS production.
2. If the *Fee Schedule Lookup (Web application)* has **not** been updated, the *Website Content Editor or Designee* contacts IT to determine when automated data load will occur.
3. Once the data has been loaded, the *Website Content Editor or Designee* performs a random review of lookup results.

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Manual Fee Load Work Requests

1. The *Website Content Editor or Designee* submits an IT work request for the manual load of updated fee data into the *Fee Schedule Lookup* (Web application).
2. The *Website Content Editor or Designee* performs a random quality review of data files in the *Fee Schedule Lookup* (Web application) in the *test environment* after the manual update.
3. Once the accuracy of the updated fee data has been verified in the *test environment*, the *Website Content Editor or Designee* submits a request to publish the updates to both production websites.
4. Following publication, the *Website Content Editor or Designee* performs a random quality review of data files in the *Fee Schedule Lookup* (Web application) to verify publication of the new data.

Revisions to Web Application

1. If CMS makes changes to the file format or fee publication requirements, the *Website Content Editor or Designee* determines if any changes to the Web application are necessary.
2. If structural or formatting changes to the *Fee Schedule Lookup* (Web application) are necessary, the *Website Content Editor or Designee* submits a request to the development team to implement required changes.
3. The *Website Content Editor or Designee* will conduct usability and data verification tests within the *test environment*.
4. Once the functionality of the application and the accuracy data have been verified in the *test environment*, the *Website Content Editor or Designee* submits a request to publish the revised Web application to both production websites.

Output/Outcome:

Providers can use the *Fee Schedule Lookup* (Web application) to access accurate fee schedule information.