Clinical Lab Fee Schedule
Data Reporting

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Agenda

• Brief Overview
• Clinical Laboratory Fee Schedule (CLFS) Data Reporting Schedule
• Enterprise Identity Management (EIDM) Registration
• CLFS System Roles
• Data Reporting Methods
• HelpDesk Support
Brief Overview

• On June 17, 2016, CMS announced its final rule implementing section 216 of the Protecting Access to Medicare Act of 2014 (PAMA; enacted April 1, 2014).

• Requires private payor rates paid to applicable laboratories for clinical diagnostic laboratory tests (CDLTs) to be reported to CMS and used to calculate Medicare payment rates.

• Medicare payment amounts for clinical diagnostic laboratory tests will be based on this data beginning January 1, 2018.
CLFS Data Reporting Schedule

Data Reporting Submission Windows

• Clinical Diagnostic Laboratory Tests (CDLTs)
  – January 1, 2017 – March 31, 2017
  – Every 3 years thereafter

• New Advanced Diagnostic Laboratory Tests (ADLTs)
  – End of 3rd quarter of initial period
  – Every year thereafter
Registration

• CMS Enterprise Portal (https://portal.cms.gov)

• Verify your enrollment information in PECOS

• All users must register to obtain a valid CMS EIDM User name and password.
  – Different from CMS Enterprise User Administration (EUA)
  – EIDM usernames are 6 character or more
  – Remote Identity Proofing

• CLFS Roles
  – System Description: Fee-for-Service Data Collection System (FFSDCS)
    ◦ Role: CLFS Submitter
    ◦ Role: CLFS Certifier
Registration – Choose system

- Select ‘FFSDCS’ from catalog > ‘Request Access’
Registration – Choose role

The image displays a screenshot of the CMS Enterprise Portal's My Access section, specifically showing how to request new system access. The page contains a form titled "Request New System Access" with options to select a system and role. The system description provided is "FSDCS-The Fee for Service Data Col." The possible roles listed include ASP Business Owner Representative, ASP Certifier, ASP End User, ASP Helpdesk User, ASP Staff, CLFS Helpdesk, CLFS Admin, CLFS Staff, CLFS Certifier, and CLFS Submitter. The user needs to select one of these roles to proceed with the access request.
Registration – Role Approval

• After role submission – Please wait up to 72 hours, you will receive an email notification.

• Points of contact:
  – Application HelpDesk
    ◦ Email: CLFSHelpDesk@dcca.com
    ◦ Phone: 844-876-0765
      - 9AM-6PM Eastern, Non-Peak
      - 9AM-9PM Eastern, Peak (i.e., January-March 2017)

  – Issue examples:
    ◦ Account Unlock
    ◦ Password Reset
    ◦ Registration process questions
    ◦ Policy Question escalations
    ◦ System Availability escalations
    ◦ Other
Registration – Role Approval Success

Choose CLFS system
CLFS Lab Registration

CLFS Submitter Role
- Applicable Laboratory Registration
  - Laboratory Name
  - Tax Identification Number (TIN) and type
  - All associated National Provider Identifiers (NPI)
  - All associated CMS Certification Numbers (CCN)
CLFS Lab Registration

CLFS Submitter Verification

- Name of Submitter will be verified against the CMS Provider Enrollment Chain and Ownership System (PECOS) by the reporting TIN
- Your registration may require manual validation if the name verification fails.
  - Make sure PECOS is updated prior to EIDM registration
- Generate and share the one time password (OTP) with your certifier
Applicable Information Submission

### Clinical Lab Fee Schedule

#### Laboratory Information

<table>
<thead>
<tr>
<th>Username</th>
<th>Laboratory Name</th>
<th>Tax ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>My Lab Name</td>
<td>12-1212121</td>
</tr>
</tbody>
</table>

#### Generate One Time Password

All applicable information submitted by an applicable laboratory to CMS must be certified by either the President or CFO of the laboratory. Please click Generate One Time Password. Upon accessing the system to certify your laboratory’s data, they will be asked for this password to verify their identity.
Applicable Information Submission Methods

• Option 1: Data upload
  – CLFS Data Reporting Template: https://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/ClinicalLabFeeSched/PAMA-Regulations.html
  – .csv file (i.e. upload via excel or text file)
  – Best option for laboratories submitting a large amount of data

• Option 2 Manual Entry
  – Best option for laboratories with only a few HCPCS codes to submit
Data Submission Option 1a:– Data Upload via MS Excel

All cells must be “text format”
Data Submission Option 1b: Data Upload via Text Editor

The image shows a text editor with a file containing data entries. Each entry is formatted as follows:

- HCPSC CODE (5-alpha numeric characters)
- PAYMENT RATE (1-5 numeric characters and two decimal places)
- VOLUME (1-5 numeric characters)
- NATIONAL PROVIDER IDENTIFIER (10 numeric characters)

The entries include various codes and rates, such as:

- 80402,100.00,10/7,1245319599
- 80406,222.00,10000,1245319599
- 80408,333.03,100088,1245319599
- 80410,769.12,44100,1245319599
- 80412,100000,100.100,1245319599
- 80414,100.11,2100,1245319599
- 80415,10.00,3100,1245319599
- 80416,987.44,8100,1245319599
- 80417,81.00,9999100,1245319599
- 80418,0.11,1100,1245319599
System validates data post-upload

- System checks data for formatting errors
  - HCPCS codes (5 alphanumeric)
  - Payment Rate (2 decimal places)
  - Volume (no decimal places)
  - NPI (10 digits)
- Fix errors on screen and re-validate
- All lines should read “Validation check passed"
- Data is automatically saved when data passed validation
• Key in data for each entry
• Save when complete
CLFS Data Corrections (Manual)

CLFS Submitter Role
Status
Validation
Corrections
CLFS Data Certification - Registration

CLFS Certifier Role
- Registration
  - Use One Time Password (OTP) from submitter
- Certification
CLFS Data Certification

- CLFS Certifier Role
  - Registration
  - Certification
CLFS Data Certifier

• Cannot make edits to data
• If changes are necessary, certifier must inform Data Submitter
• Data Submitter to make any edits
• Once data are certified, they cannot be accessed by the laboratory
On the PAMA webpage:
• CLFS Quick User Guide
• CLFS User Guide
• EIDM User Guide
• Data Template (Excel)
• Contextual Help

CLFS helpdesk: clfshelpdesk@dcca.com
844-876-0765
Question & Answer Session
Acronyms in this Presentation

• ASP – Average Sales Price
• ADLT – Advanced Diagnostic Laboratory Test
• CCN – CMS Certification Number
• CDLT- Clinical Diagnostic Laboratory Test
• CLFS – Clinical Lab Fee Schedule
• CSV – Comma Separated Value
• EIDM – Enterprise Identity Management
• EUA – Enterprise User Administration
• FFSDCS – Fee for Service Data Collection System
• MS – Microsoft
• NPI – National Provider Identifier
• TIN – Tax Identification Number
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