

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-440-04-3</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4-28-04</i>	
1. FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Centers for Medicare & Medicaid Services			
3. MINOR SUBDIVISION Center for Beneficiary Services (Lou Polise, 410-786-5752) Office of Information Services (Gary Kavanagh, 410-786-8050)			
4. NAME OF PERSON WITH WHOM TO CONFER Vickie Robey	5. TELEPHONE NUMBER 410-786-7883	DATE <i>3/8/04</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>1</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> X is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE APR 23 2004	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> APrentice Barnes, Sr.		TITLE DHHS Records Management Officer
7. ITEM NO. 1	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION Medicare Claims Processing Systems A media-neutral collection of information (paper, electronic and other formats) that supports the processing of bills and reimbursement claims for medical goods and services under the Medicare Program. OGC Concurrence: <i>[Signature]</i> Date: <u><i>4/19/04</i></u>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<i>cc Agency DR NARA NARA</i>			

Medicare Claims Processing Systems (MCPS)

Information and records that support the processing of bills and reimbursement claims for medical goods and services under the Medicare program and includes data and records collected and maintained by Medicare contractors and sub-contractors.

- 1. MCPS Records. CMS forms and data created and maintained in the processing of claims for Medicare Part A, B and C. Forms may be requests for payments, insurance claim forms, provider billing for patient services and other documentation to support payments to providers of services or to support payment to beneficiaries' physicians and other suppliers of services. Electronic data may reside in databases referred to as Common Working Files.
(Item does not include the data that resides in the National Claims History File, see item 2)

Superseded by:

DAA-0440-2015-0004-0001

DATE (MM/DD/YYYY):

7/13/2017

- a. ~~Official Recordkeeping Copy and Related Data as determined by Medicare contractors and CMS. Original format (paper or electronic), may be converted to another recordkeeping medium such as scanned images, microfilm, or electronic data).~~

DISPOSITION: **Temporary**. Records and associated data should be cutoff at the close of CY in which paid. Destroy/delete 6 years and 3 months after cutoff. When the recordkeeping copy is paper, transfer to a Federally-approved records storage facility at cutoff. Destroy 6 years and 3 months after cutoff.

When fraud or overutilization of services is involved, the recordkeeping copy shall be retained until the resolution of the investigation plus 3 months or revert to normal disposition, whichever is longer. (e.g., Dept. of Justice Freeze, Tobacco Litigation, etc.)

Superseded by:

DAA-GRS-2017-0003-0002

DATE (MM/DD/YYYY):

5/31/2017

- b. ~~Source Documents. Original paper claim and supporting documentation that are used to create imaged record copy on microfilm or electronic media.~~

DISPOSITION: **Temporary**. Destroy/delete after: (1) verification of microfilm or electronic record copy and (2) if record copy is electronic, verification that plans and procedures are in place to migrate records to accessible hardware and software as necessary throughout their retention period.

- 2. National Claims History File. Reports generated from the MCPS, Common Working File.

DISPOSITION: Disposition not authorized. SF 115 is pending.

- 3. ~~Electronic Mail and Word Processing System Copies~~

(a) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DISPOSITION: **Temporary**. Delete within 180 days after the recordkeeping copy has been produced.

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

~~DISPOSITION: Temporary. Delete when dissemination, revision, or updating is completed.~~

Superseded by job / item number:

DAA-GRS-2017-0003-0001

Date (MM/DD/YYYY):

5/31/2017

OR NON-RECORD