

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

*Rec'd N C O 28 Nov 80
Ltr M O 8 Dec 80*

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Health and Human Services

2. MAJOR SUBDIVISION
Health Care Financing Administration

3. MINOR SUBDIVISION
Bureau of Support Services

4. NAME OF PERSON WITH WHOM TO CONFER
Frederick W. Brickenkamp

5. TEL EXT
FTS
934-8710

LEAVE BLANK	
JOB NO NC1-440-81-1	
DATE RECEIVED December 10, 1980	
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
8-16-82 Date	<i>[Signature]</i> Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <i>11/25/80</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William J. [Signature]</i>	E. TITLE HCFA Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u> <u>Machine-Readable Systems of Records</u> <u>Bureau of Support Services</u>		
1.	<u>Health Insurance Master Beneficiary Record</u> A master record of all health insurance beneficiaries, maintained on magnetic tape at HCFA headquarters, used to carry out tasks of enrollment, query and reply, and health insurance bill and payment record processing. It is updated daily and indexed by health insurance claim number. The master record contains information on enrollment, entitlement, Part A (hospital insurance), and Part B (supplementary medical insurance) utilization query and reply activity, health insurance bill, and payment record processing. Records date from 1966 to present. Erase and return to blank stock 20 days after update.	NC1-47-79-12 Item 3	
2.	<u>Health Insurance Provider Master Record</u> A master record, on magnetic tape, listing each hospital, skilled nursing facility, home health agency, outpatient physical therapist, and renal provider of service,	NC1-47-79-12 Item 4	<i>5 items</i>

*Closed out. 8-19-82; on
Copies to HMF, NNS; Agency*

MDCA Not Necessary.

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

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	<p>participating in the Medicare program. Records are in sequence by intermediary number and provider number. Records are updated monthly and date from July 1966 to present.</p> <p>Erase and return to blank stock 998 days after update.</p>		
3.	<p><u>Group Health Plan System - Master File</u></p> <p>A master enrollment file, in machine-readable form, of all enrollees in prepayment health insurance plans, such as group prepayment plans and health maintenance organizations. Records are indexed by health insurance claim number and date from July 1966 to present. The system is updated monthly and contains membership information and information on health insurance entitlement and supplementary medical insurance entitlement.</p> <p>Erase and return to blank stock 60 days after update.</p>	NC1-47-79-12 Item 5	
4.	<p><u>Third-Party Master File</u></p> <p>A master file, on magnetic tape, of health insurance and supplementary medical insurance beneficiaries whose premiums are paid by third parties (States, agencies, private organizations, Civil Service Commission, etc.). The records are in health insurance claim number sequence and are updated monthly. They date from July 1966 to present and include such information as claim number, beneficiary identification code, name, sex, date of birth, third-party identification, and billing and payment history.</p> <p>Erase and return to blank stock 90 days after updated.</p>	NC1-47-79-12 Item 6	
5.	<p><u>Health Insurance General Enrollment Period File</u></p> <p>A record, on magnetic tape, for each individual who is eligible to enroll in supplementary medical insurance during the general enrollment period. The file is in sequence by health insurance claim number and is updated annually. Records date from January of the current year. Information in each record consists of claim number, date of birth, name, address, hospital insurance enrollment and termination information, and any previous supplementary medical insurance enrollment and termination information.</p> <p>Erase and return to blank stock ^{2 years}190 days after update.</p>	NC1-47-79-12 Item 7	per GAO request of 11/6/79