

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)
HHS, Health Care Financing Administration

2 MAJOR SUBDIVISION
Office of Management and Budget

3 MINOR SUBDIVISION
Division of Communications Services

4 NAME OF PERSON WITH WHOM TO CONFER
E. J. Frack

5 TEL EXT
934-0040

LEAVE BLANK

JOB NO
NC1-440-83-1

DATE RECEIVED
10-19-82

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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

10-26-82 *Dulon K. Nae*
Date 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 3 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
10/12/82

D SIGNATURE OF AGENCY REPRESENTATIVE
George E. Deal
Dr. George E. DEAL

E TITLE
Department Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p>BHI.g: 40-2</p> <p>II. <u>PROGRAM FILES</u></p> <p>A. <u>Part A Medicare Claims Records</u></p> <p>Forms HCFA-1453, Inpatient Hospital and Skilled Nursing Facility Admission and Billing; HCFA-1486, Inpatient Admission and Billing - Christian Science Sanatorium; HCFA-1487, Home Health Agency Report and Billing; and other documents used to support payments to providers of service, e.g., medical records or supporting documents.</p> <p>When fraud or overutilization of services is involved, the hardcopy claim shall be retained until the resolution of the investigation plus 3 months or revert to normal disposition, whichever is longer.</p>		

115-107

MASS DATA CHANGE SHEET ATTACHED
Closed out: 11-3-82: cm
Copies to Agency & All FRC's

*only if there is a corresponding master microform record that can be retained for the period indicated in b. below; otherwise, the hard copy shall be retained until the 6 years and 3 months period is reached.

1. For Intermediaries Who Microfilm Claims Records

a. Hardcopy Records

The hardcopy claim must be retained onsite until microform has been verified. Cut off at the close of the calendar year in which paid; then transfer to the FRC. Hardcopy may be destroyed 3 years after the cutoff*. Earlier cutoff and transfer is authorized. However, the hardcopy must be retained 3 years after the close of the calendar year in which paid.

b. Microform Records

The master microform record must be retained 6 years and 3 months following the close of the calendar year in which paid.

2. For Intermediaries Who Do Not Microfilm Claims Records

Cut off at the close of the calendar year in which paid; then transfer to FRC. Destroy 6 years and 3 months thereafter. Earlier cutoff and transfer is authorized. However, the records must be retained for 6 years and 3 months following the close of the calendar year in which payment is made.

2.

B. Part B Medicare Claims Records

All types of forms HCFA-1490, Request for Medicare Payments; HCFA-1500, Health Insurance Claims Forms; HCFA-1554, Provider Billing for Patient Services by Physicians; HCFA-1556, Prepayment Plan for Group Medical Practices Dealing Through a Carrier; HCFA-1600, Request for Claim Number Verification; HCFA, 1606, Payments Record Transmittal; HCFA-1660, Request for Information, Medicare Payment for Services to a Patient Now Deceased; and similar forms. Also included are itemized bills, correspondence, and comparable documents used to support payments to beneficiaries, physicians, and other suppliers of service under the Supplementary Medical Insurance Program.

When fraud or overutilization of services is involved the hardcopy claims records shall be retained until the resolution of the investigation plus 3 months or revert to normal disposition, whichever is longer.

1. For Carriers Who Microfilm Claims Records

a. Hardcopy Records

The hardcopy must be retained onsite until the microform has been verified. Cut off at the close of the calendar year in which paid; transfer hardcopy to the FRC. Destroy 3 years thereafter** Earlier cutoff and transfer is authorized. However, the hardcopy must be retained 3 years after the close of the calendar year in which paid.

**only if there is a corresponding master microform record that can be retained for the period indicated in b. below; otherwise, the hard copy shall be retained until the 4 years and 3 months period is reached.

b. Microform Records

The master microform records must be retained for 4^{***} years following the close of the calendar year in which payment is made.

2. For Carriers Who Do Not Microfilm Claims Records

Cut off at the close of the calendar year in which paid; transfer to the FRC. Destroy 4 years thereafter. Earlier cutoff and transfer is authorized; however, the records must be retained for 4 years following the close of the calendar year in which payment is made.

*** All references to "4 years" should read " 4 years and 3 months".