

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Health, Education, and Welfare

2. MAJOR SUBDIVISION
Social Security Administration

3. MINOR SUBDIVISION
Office of Research and Statistics

4. NAME OF PERSON WITH WHOM TO CONFER
Arthur J. Benner, SSA Records Officer

5. TEL. EXT.
130-45772

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

☐ A The records have
ceased to have suffi-
cient value to warrant
further retention.

☒ B The records will cease to have sufficient value
to warrant further retention on the expiration
of the period of time indicated or on the occur-
rence of the event specified.

APR 24 1973

(Date)

(Signature of Agency Representative)

Department Records Management Officer

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>Current Medicare Survey (CMS) Statistics - Supplementary Medical Insurance Sample (Part B)</u></p> <p>These files are accumulated by the Office of Research and Statistics and converted to microfilm for continuous use. The files provide current data on the utilization of medical care services by beneficiaries of the medical insurance program (Part B of Medicare).</p> <p>Included are the Current Medicare Survey questionnaires, which record such information as: name and address of respondent, date and place of doctor visits, type of physician, condition treated, medical services received (x-rays, medical tests, ambulance services, etc.), and total charges incurred. Also included is the Demographic Record, SSA-1758B, which records supplemental information on the characteristics of beneficiaries and their families.</p> <p>a. Destroy after microfilm has been verified as being accurate.</p> <p>b. Destroy microfilm after 20 years, or when no longer required in current operations, whichever is later.</p>		

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DATE RECEIVED APR 26 1973	JOB NO.
DATE APPROVED	ON- 173-234
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
6-1-13 DATE	<i>James B. Rhoads</i> ARCHIVIST OF THE UNITED STATES

THE SSA ADMINISTRATIVE DIRECTIVES SYSTEM
SURVEYS AND STUDIES

6-7-68

BD00 f:15-3
Guide Circular
DO:PDH

CURRENT MEDICARE SURVEY--PART B

PURPOSE AND OBJECTIVES

As you know, the Current Medicare Survey (CMS) was initiated in 1966 at the beginning of the Medicare program. Regular statistics for the Medicare program depend on receipt by the Social Security Administration of copies of bills after payment by carriers and intermediaries throughout the country. Considerable delays in the availability of current information are inherent in the regular billing and statistical reporting systems. CMS was designed to overcome this delay by providing current data on the utilization of and the charges for medical care use by persons covered under the program.

(1)
The Current Medicare Survey is composed of two parts: The hospital insurance sample (Part A), with which the district offices are directly involved; and the supplementary medical insurance sample (Part B). See Guide Circular BD00 f:15-1 dated April 10, 1968, for the latest description of the hospital insurance sample. While district offices are not directly involved in the SMI sample, this circular is intended to provide background information on the current operation and status of the Part B sample.

Information about the services used under the medical insurance program is obtained by monthly field interviews with a sample of the enrolled population. The interviews are conducted for SSA by the Bureau of the Census. Census interviewers use a questionnaire (Form SSA-1758 or SSA-1758A) to obtain and record the following items of information from each beneficiary in the sample: name and address of respondent, date and place of doctor visits, type of physician, condition treated, other medical services received, including covered medical services received in the hospital and nursing home, as well as X-rays, medical tests, ambulance services, and the like. Also included are questions relating to the total amount of the bill, the portion not covered by the program, and the source of payment of this portion.

Filing Instructions: File this circular in the binder labeled SSA Administrative Directives System in Part 15, "Surveys and Studies," and post receipt on the checklist of BD00 Transmittal Notices.

Distribution: To all BD00 headquarters, regional, district and branch offices on BD00 Guide and Circular mailing list.

The same questionnaire is used each month to collect the desired information from the approximately 4,000 persons in the sample. The same beneficiaries remain in the sample throughout the course of a 15-month "survey year," corresponding to the period affected by the \$50 deductible under the SMI program. Because of the relationship to the deductible, the "survey year" generally begins in October and ends in December of the following year. A diary (Form SSA-1611) is also left each month with persons in the sample to enable them to record the medical services used during that month and to aid them in recalling the services used at the time of the interview early the following month.

In addition to the "basic" information collected each month, CMS is used at times to collect supplemental information that is particularly useful and may be needed quickly for administrative or program planning purposes. During the current "survey year" Census Bureau interviewers will also be obtaining information for the SSA on the characteristics of the sample persons and their families. To accomplish this they are using: (1) the Demographic Supplement (Form SSA-1758B), which shows how the aged live and the extent of their dependency on others, and (2) the Economic Supplement (Form SSA-1758C), which was designed to provide answers to questions of employment, assets, and income of the aged. These two supplements will be used at least once during the time that a person is in the sample. Additional supplements requesting other types of information from these persons may be used from time to time.

Census interviewers are specially trained for the conduct of the CMS. They are instructed to inform the persons interviewed that the survey is being undertaken for the Social Security Administration, that the survey has nothing to do with their Medicare benefits, and that all answers provided are completely confidential, will be used only by persons engaged in this study, and will not be disclosed or released for any other purposes or to any other persons.

Census interviewers have been instructed to refer beneficiaries' questions to SSA district offices. Questions that you are not able to answer regarding the survey should be referred to:

Social Security Administration
Office of Research and Statistics
P.O. Box 1433
Baltimore, Maryland 21203
Attention: Current Medicare Survey.

The interviewers will also refer any questions raised by beneficiaries regarding their identity or authority to the local district office. Therefore, all district office employees in a position to answer inquiries from the public should be familiar with the CMS-Part B contacts.

Due to the large number of Census Bureau interviewers and frequent personnel changes, it is not feasible to provide district offices with

advance notice of CMS--Part B surveyors in a given locality. However, should beneficiaries question the identity of an interviewer, they should be informed that each of the surveyors carries official U.S. Government identification cards bearing the individual's photograph. In addition, they carry forms and equipment furnished by, and bearing the seal of, the Bureau of the Census. Also, each interviewer operates under the general supervision of a Bureau of the Census regional office and frequently visits that office for meetings and instructions. If normal means of identification are not accepted by the beneficiary, a call should be placed to the interviewer's regional office to verify the individual's identity.

Beneficiaries who contact the district office regarding the Part B survey should be given an explanation of the survey and its purpose as described above. Even though it is completely voluntary they should be informed that the survey is under the auspices of SSA and that their cooperation would be appreciated. However, should they object to participation in the program, inform them of their rights to refuse to furnish the requested information. If a beneficiary chooses not to cooperate he should be instructed to so inform the surveyor when he is contacted.