

**TO:** All Providers  
**FROM:** CareFirst of Maryland, Inc.  
**DATE:** December 17, 2003  
**SUBJECT:** Additional Guidance Relating to Health Insurance Portability and Accountability Act (HIPAA) Contingency Plan Implementation

This bulletin provides further guidance for operating under Medicare's contingency plan for HIPAA. You may not add new users of legacy inbound formats. The contingency plan for the claim applies to submitters sending claims to Medicare prior to October 16, 2003, and it applies to receivers who were receiving electronic remittance advice prior to October 16, 2003.

Effective immediately:

- New electronic submitters may only test on the HIPAA format for inbound claims;
- New electronic submitters may only go into production on the HIPAA format for inbound claims;
- New electronic remittance receivers may only test and go into production on the HIPAA format; and
- Any entity (e.g., clearinghouse) currently receiving electronic remittance advice may not add a new provider receiving electronic remittance advice in a pre-HIPAA format.

Submitters must move their entire workload into production within 30 days after they have successfully completed testing of the HIPAA claim format.

If you have any questions on HIPAA claims submission or HIPAA remittance advice, please contact:

Kenya McEachern-Todd 410-561-4299

Debbie Leary 410-561-4122

Wayne Piotrowski 410-561-4145

Joe Yurfest 410-561-4003

(Source: Joint Signature Memorandum- November 25, 2003)

**THIS BULLETIN SHOULD BE SHARED WITH ALL HEALTH CARE PRACTITIONERS AND MANAGERIAL MEMBERS OF THE PROVIDER/SUPPLIER STAFF. BULLETINS ISSUED AFTER OCTOBER 1, 1999 ARE AVAILABLE FROM OUR WEBSITE AT [www.marylandmedicare.com](http://www.marylandmedicare.com)**