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# Program Memorandum Carriers

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Department of Health and  
Human Services (DHHS)  
Centers for Medicare &  
Medicaid Services (CMS)

Transmittal B-01-45

Date: JULY 19, 2001

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## CHANGE REQUEST 1730

**SUBJECT: Tracking and Reporting Requirements for Advance Determinations of Medicare Coverage**

Effective October 1, 2001, the Durable Medical Equipment Regional Carriers (DMERC) and the DMERC Program Safeguard Contractor (PSC) will begin to accept and process Advance Determinations of Medicare Coverage for certain customized power wheelchairs. CMS published instructions for this program in Chapter 5, §7 of the Program Integrity Manual.

In order to assess the program, DMERCs and the DMERC PSC must report to CMS on the number of requests received, accepted and rejected, the level of work pending, and the quantity of aged requests. Contractors should use the following definitions when producing these reports:

Number of requests received:	The number of requests received by the contractor during the reporting period. This number includes new and resubmitted requests.
Number of requests accepted:	The number of requests received by the contractor during the reporting period that meet the guidelines of the program and the contractor will act upon.
Number of accepted requests completed:	The number of accepted requests that the contractor has completed work on during the reporting period.
Number of requests rejected:	The number of new requests received by the contractor which do not meet the guidelines of the program, and that the contractor returned to the requestor during the reporting period.
Number of pending requests:	The number of accepted requests that the contractor has not completed as of the last day of the reporting period.
Number of pending aged requests:	The number of requests that the contractor has not completed, and that are over 30 days old as of the last day of the reporting period.

Contractors may submit reports in an electronic Excel formatted file to their respective regional office Business Function Expert, and to [mroperations@cms.hhs.gov](mailto:mroperations@cms.hhs.gov) with the subject line "ADMC Tracking Report."

Monthly reports must be received by CMS no later than close of business on the fifteenth of the following month. The first report must cover the reporting period October 1, 2001, to October 31, 2001. Subsequent reports cover the reporting period from the first calendar day to the last calendar day of the month. The final report is due to CMS no later than October 15, 2002.

**The *effective date* for this Program Memorandum (PM) is October 1, 2001.**

**The *implementation date* for this PM is October 1, 2001.**

**These instructions should be implemented within your current operating budget.**

**This PM may be discarded after September 30, 2002.**

**If you have any questions, contact John Warren on (410) 786-3633.**