Clinical Lab Fee Schedule
Data Reporting

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Agenda

• Brief Overview
• Clinical Laboratory Fee Schedule (CLFS) Data Reporting Schedule
• Enterprise Identity Management (EIDM) Registration
• CLFS System Roles
• Data Reporting Methods
• HelpDesk Support
Brief Overview

• On June 17, 2016, CMS announced its final rule implementing section 216 of the Protecting Access to Medicare Act of 2014 (PAMA; enacted April 1, 2014).

• Requires private payor rates paid to applicable laboratories for clinical diagnostic laboratory tests (CDLTs) to be reported to CMS and used to calculate Medicare payment rates.

• Medicare payment amounts for clinical diagnostic laboratory tests will be based on this data beginning January 1, 2018.
CLFS Data Reporting Schedule

Data Reporting Submission Windows

• Clinical Diagnostic Laboratory Tests (CDLTs)
  – January 1, 2017 – March 31, 2017
  – Every 3 years thereafter

• New Advanced Diagnostic Laboratory Tests (ADLTs)
  – End of 3rd quarter of initial period
  – Every year thereafter
Registration

• CMS Enterprise Portal (https://portal.cms.gov)

• Verify your enrollment information in PECOS

• All users must register to obtain a valid CMS EIDM User name and password.
  – Different from CMS Enterprise User Administration (EUA)
  – EIDM usernames are 6 character or more
  – Remote Identity Proofing

• CLFS Roles
  – System Description: Fee-for-Service Data Collection System (FFSDCS)
    ◦ Role: CLFS Submitter
    ◦ Role: CLFS Certifier
Registration – Choose system

– Select ‘FFSDCS’ from catalog > ‘Request Access’
Registration – Choose role

Request New System Access

Select a System and then a role to request access.

- System Description: FFSDCS-The Fee for Service Data Col

- Role:
  - ASP Business Owner Representative
  - ASP Certifier
  - ASP End User
  - ASP Helpdesk User
  - ASP Staff
  - CLFS Helpdesk
  - CLFS Admin
  - CLFS Staff
  - CLFS Certifier
  - CLFS Submitter

Cancel
Registration – Role Approval

• After role submission – Please wait up to 72 hours, you will receive an email notification.

• Points of contact:
  – Application HelpDesk
    ◦ Email: CLFSHelpDesk@dcca.com
    ◦ Phone: 844-876-0765
      - 9AM-6PM Eastern, Non-Peak
      - 9AM-9PM Eastern, Peak (i.e., January-March 2017)
  – Issue examples:
    ◦ Account Unlock
    ◦ Password Reset
    ◦ Registration process questions
    ◦ Policy Question escalations
    ◦ System Availability escalations
    ◦ Other
Registration – Role Approval Success

Choose CLFS system

Welcome to CMS Enterprise Portal

The Enterprise Portal combines and displays content and forms from multiple applications, supports users with navigation and cross-enterprise search tools, supports simplified sign-on, and uses role-based access and personalization to present each user with only relevant content and applications. The vision of the Enterprise Portal is to provide "one-stop shopping" capabilities to improve customer experience and satisfaction.

Application Access

There are several ways to manage access to applications in the CMS Enterprise Portal:

1. To get access to applications supported by EUA, go to the Enterprise User Administration site.
CLFS Lab Registration

CLFS Submitter Role

- Applicable Laboratory Registration
  - Laboratory Name
  - Tax Identification Number (TIN) and type
  - All associated National Provider Identifiers (NPI)
  - All associated CMS Certification Numbers (CCN)
CLFS Lab Registration

CLFS Submitter Verification

- Name of Submitter will be verified against the CMS Provider Enrollment Chain and Ownership System (PECOS) by the reporting TIN
- Your registration may require manual validation if the name verification fails.
  - Make sure PECOS is updated prior to EIDM registration
- Generate and share the one time password (OTP) with your certifier
### Applicable Information Submission

#### Clinical Lab Fee Schedule

<table>
<thead>
<tr>
<th>Username</th>
<th>Laboratory Name</th>
<th>Tax ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>My Lab Name</td>
<td>12-1212121</td>
</tr>
</tbody>
</table>

#### Generate One Time Password

All applicable information submitted by an applicable laboratory to CMS must be certified by either the President or CFO of the laboratory. Please click to generate a one-time password. Upon accessing the system to certify your laboratory's data, they will be asked for this password to verify their identity.
Applicable Information Submission Methods

• Option 1: Data upload
  – CLFS Data Reporting Template:
    https://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/ClinicalLabFeeSched/PAMA-Regulations.html
  – .csv file (i.e. upload via excel or text file)
  – Best option for laboratories submitting a large amount of data

• Option 2 Manual Entry
  – Best option for laboratories with only a few HCPCS codes to submit
Data Submission Option 1a:– Data Upload via MS Excel

All cells must be “text format”
Data Submission Option 1b: Data Upload via Text Editor
System validates data post-upload

- System checks data for formatting errors
  - HCPCS codes (5 alphanumeric)
  - Payment Rate (2 decimal places)
  - Volume (no decimal places)
  - NPI (10 digits)
- Fix errors on screen and re-validate
- All lines should read “Validation check passed”
- Data is automatically saved when data passed validation
**CLFS Data Submission Option 2 (Manual Entry)**

- Key in data for each entry
- Save when complete

### Clinical Lab Fee Schedule

<table>
<thead>
<tr>
<th>ID</th>
<th>HCPCS Code</th>
<th>Payment Rate</th>
<th>Volume</th>
<th>NPI</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td></td>
</tr>
</tbody>
</table>

**Manual Entry Applicable Information**

- Current Reporting Period: 2016
- Please use this data submission option if you are submitting information on only a few tests or have minor additions to your uploaded data. If you have a large amount of information to submit, the File Upload data submission method may be a better option.

- **Lab Name:** My Lab Name
- **Lab TIN:** 12:1212121
- **NPI:** 1811990481:1246319599
- **CCN:**

**Save**  **Add More**
CLFS Data Corrections (Manual)

CLFS Submitter Role

Status

Validation

Corrections
CLFS Data Certification - Registration

CLFS Certifier Role
– Registration
  ◦ Use One Time Password (OTP) from submitter
– Certification
CLFS Data Certification

• CLFS Certifier Role
  – Registration
  – Certification
CLFS Data Certifier

- Cannot make edits to data
- If changes are necessary, certifier must inform Data Submitter
- Data Submitter to make any edits
- Once data are certified, they cannot be accessed by the laboratory
On the PAMA webpage:
• CLFS Quick User Guide
• CLFS User Guide
• EIDM User Guide
• Data Template (Excel)
• Contextual Help

CLFS helpdesk: clfshelpdesk@dcca.com
844-876-0765
Question & Answer Session
Acronyms in this Presentation

• ASP – Average Sales Price
• ADLT – Advanced Diagnostic Laboratory Test
• CCN – CMS Certification Number
• CDLT – Clinical Diagnostic Laboratory Test
• CLFS – Clinical Lab Fee Schedule
• CSV – Comma Separated Value
• EIDM – Enterprise Identity Management
• EUA – Enterprise User Administration
• FFSDCS – Fee for Service Data Collection System
• MS – Microsoft
• NPI – National Provider Identifier
• TIN – Tax Identification Number
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