



# **MLN Connects<sup>®</sup>**

*National Provider Call*

# **Clinical Lab Fee Schedule Data Reporting**

Sarah Harding, CMS

Ray Lee, Data Computer Corporation of America

November 2, 2016



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# Agenda

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- 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

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- 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 3<sup>rd</sup> 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'

The screenshot displays the CMS Enterprise Portal interface. At the top, there is a navigation bar with 'Portal Help & FAQs', 'Print', 'Log Out', and a 'Welcome' message. Below this is the 'My Portal' section with a breadcrumb trail: 'CMS Enterprise Portal > EIDM > User Menu > My Access'. The main content area is titled 'Access Catalog' and features a search bar with the text 'Start typing to filter apps...' and a 'REQUEST ADMIN ROLE' button. A grid of application cards is shown, with the 'FFSDCS' card highlighted by a red box and a red arrow pointing to it. The 'FFSDCS' card includes the title 'The Fee for Service Data Collection System (FFSDCS) application collect More...', help desk information (844-876-0765, CLFShelpdesk@dcqa.com, ASPhelpdesk@dcqa.com), and a 'Request Access' button. Other visible cards include 'ASETT', 'Bundled Payments EFT', 'CCIIO Enrollment Resolution and Reconciliation System', 'COB', 'Connexion', 'CSR', 'DMEPOS Bidding System (DBidS)', and 'EIDM Weblogic System Access (EWLSA)'. On the right side, there are two panels: 'My Access' with a message stating 'You currently do not have access to any applications. Please use the access catalog to request access to the applications.' and 'My Pending Requests' with a message stating 'You do not have any pending requests at this time.'

# Registration – Choose role

The screenshot shows a web browser window with the URL <https://portal.cms.gov/wps/myportal/cmsporta>. The page title is "CMS Enterprise Portal" and the breadcrumb trail is "CMS Enterprise Portal > EIDM > User Menu > My Access".

The main content area is titled "Request New System Access" and contains the following text: "Select a System and then a role to request access." Below this, there is a form with two fields:

- \* System Description: A dropdown menu with the selected value "FFSDCS-The Fee for Service Data Col".
- \* Role: A dropdown menu with the following options:
  - Select the 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

A "Cancel" button is visible below the role dropdown. A tooltip above the role dropdown says "Please select a role". Red arrows point from the role dropdown to the "Cancel" button and from the "System Description" dropdown to the "Please select a role" tooltip.

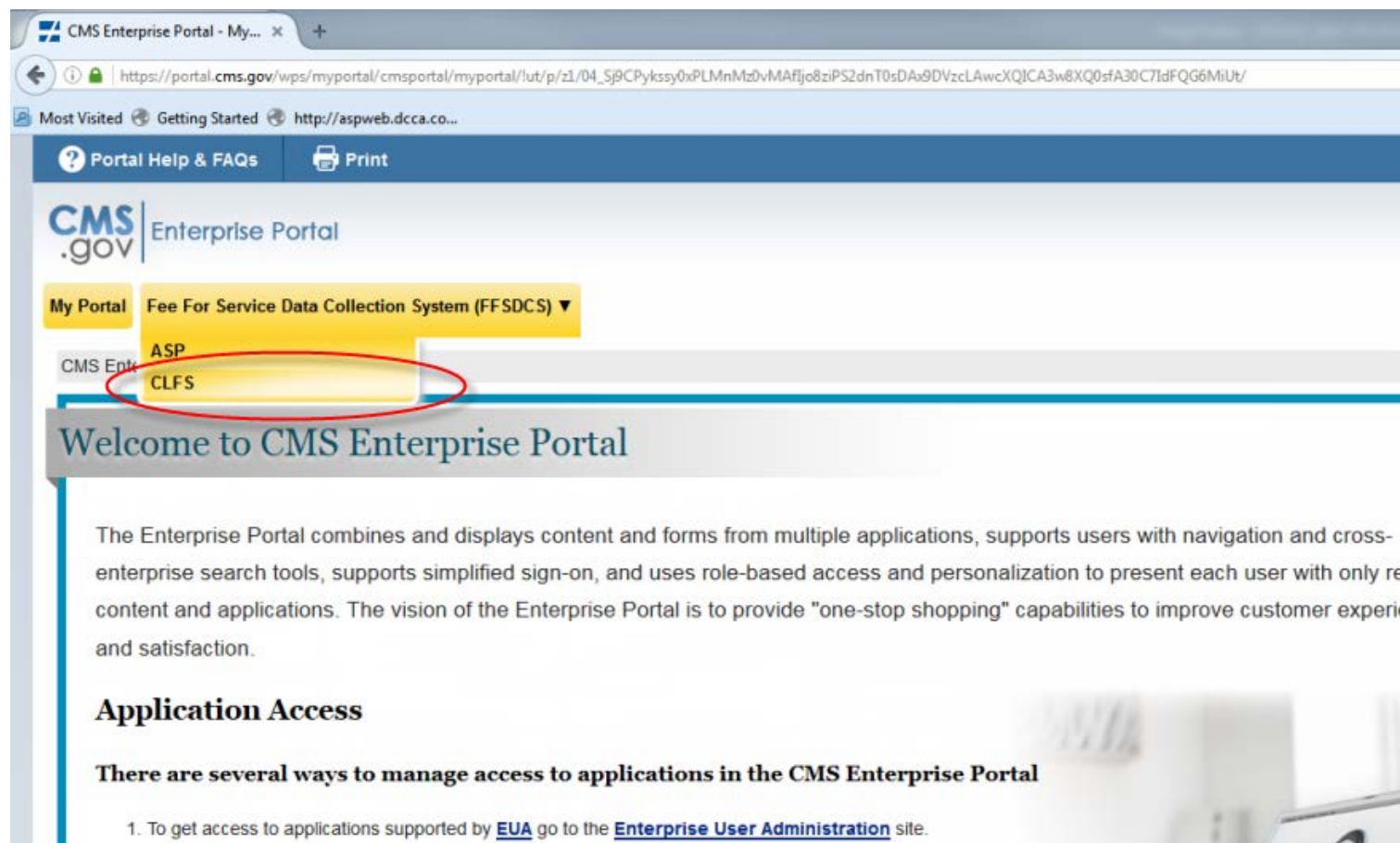


# Registration – Role Approval

- After role submission – Please wait up to 72 hours, you will receive an email notification.
- Points of contact:
  - Application HelpDesk
    - Email: [CLFSHelpDesk@dcca.com](mailto: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



The screenshot shows the CMS Enterprise Portal interface. The browser address bar displays the URL: [https://portal.cms.gov/wps/myportal/cmsportal/myportal/!ut/p/z1/04\\_Sj9CPykssy0xPLMnMz0vMAfj08ziPS2dnT0sDAx9DVzcLAwcXQJCA3w8XQ0sfA30C7IdFQG6MiUt/](https://portal.cms.gov/wps/myportal/cmsportal/myportal/!ut/p/z1/04_Sj9CPykssy0xPLMnMz0vMAfj08ziPS2dnT0sDAx9DVzcLAwcXQJCA3w8XQ0sfA30C7IdFQG6MiUt/). The page features a navigation bar with 'Portal Help & FAQs' and 'Print' links. The main header includes the 'CMS.gov Enterprise Portal' logo. A 'My Portal' dropdown menu is open, showing 'Fee For Service Data Collection System (FFSDCS)' and 'ASP'. The 'CLFS' option is highlighted with a red circle. Below the navigation, a 'Welcome to CMS Enterprise Portal' message is displayed, followed by a paragraph describing the portal's features and an 'Application Access' section with a list of instructions.

My Portal Fee For Service Data Collection System (FFSDCS) ▼

ASP

CLFS

## 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
  - o Laboratory Name
  - o Tax Identification Number (TIN) and type
  - o All associated National Provider Identifiers (NPI)
  - o All associated CMS Certification Numbers (CCN)

The screenshot shows a web application interface for 'Clinical Lab Fee Schedule' with a 'Laboratory Information' section. A left-hand navigation menu includes links for Home, Laboratory Information, Data Reporting, Edit/View Data, Help, and Exit. The main content area is titled 'Laboratory Information' and contains a 'CLFS Registration Input' form. The form has four rows: 'Username' (pre-filled with 'John aong'), 'Laboratory Name\*' (empty text box), 'Tax Identification Number (TIN)\*' (empty text box), and 'TIN Type\*' (dropdown menu with 'EIN' selected). Below this is a section for 'Please enter all associated NPI's and CCN's that this laboratory will be reporting for.' It features two columns: 'National Provider Identifier (NPI)\*' with an 'Add Additional NPI' link and an empty text box; and 'CMS Certification Number (CCN)' with an 'Add Additional CCN' link and an empty text box. A 'Save' button is positioned below these fields. At the bottom, there is a 'Generate One Time Password' section with explanatory text and a 'Generate One Time Password (OTP)' button.

# 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.
  - o Make sure PECOS is updated prior to EIDM registration
- Generate and share the one time password (OTP) with your certifier

Clinical Lab Fee Schedule **Laboratory Information** [Help](#)

[Home](#)  
[Laboratory Information](#)  
[Data Reporting](#)  
[Edit/View Data](#)  
[Help](#)  
[Exit](#)

[Laboratory Information](#)

Generated OTP successfully. Expires 10/19/2016.

CLFS Registration Input

Username	Laboratory Name*	Tax Identification Number (TIN)*	TIN type*	National Provider Identifier (NPI)* <a href="#">Add Additional NPI</a>	CMS Certification Number (CCN) <a href="#">Add Additional CCN</a>
r e	My Lab Name	12-1212121	EIN	1811990831	

[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 below to generate a one time password (OTP) and share this with the data certifier. Upon accessing the system to certify your laboratory's data, they will be asked for this password to verify their identity.

**NnpgnlqwRxi6AOujFlgbWA**

One Time Password expires on 10/19/2016

# Applicable Information Submission

*Clinical Lab Fee Schedule* **Laboratory Information**

Home  
Laboratory Information  
Data Reporting  
**Upload Applicable Information**  
Manual Entry Applicable Information  
Edit/View Data  
Help  
Exit

Laboratory Information

CLFS Registration Input

Username	Laboratory Name*	Tax I
re	My Lab Name	12-1212121

Save

Generate One Time Password

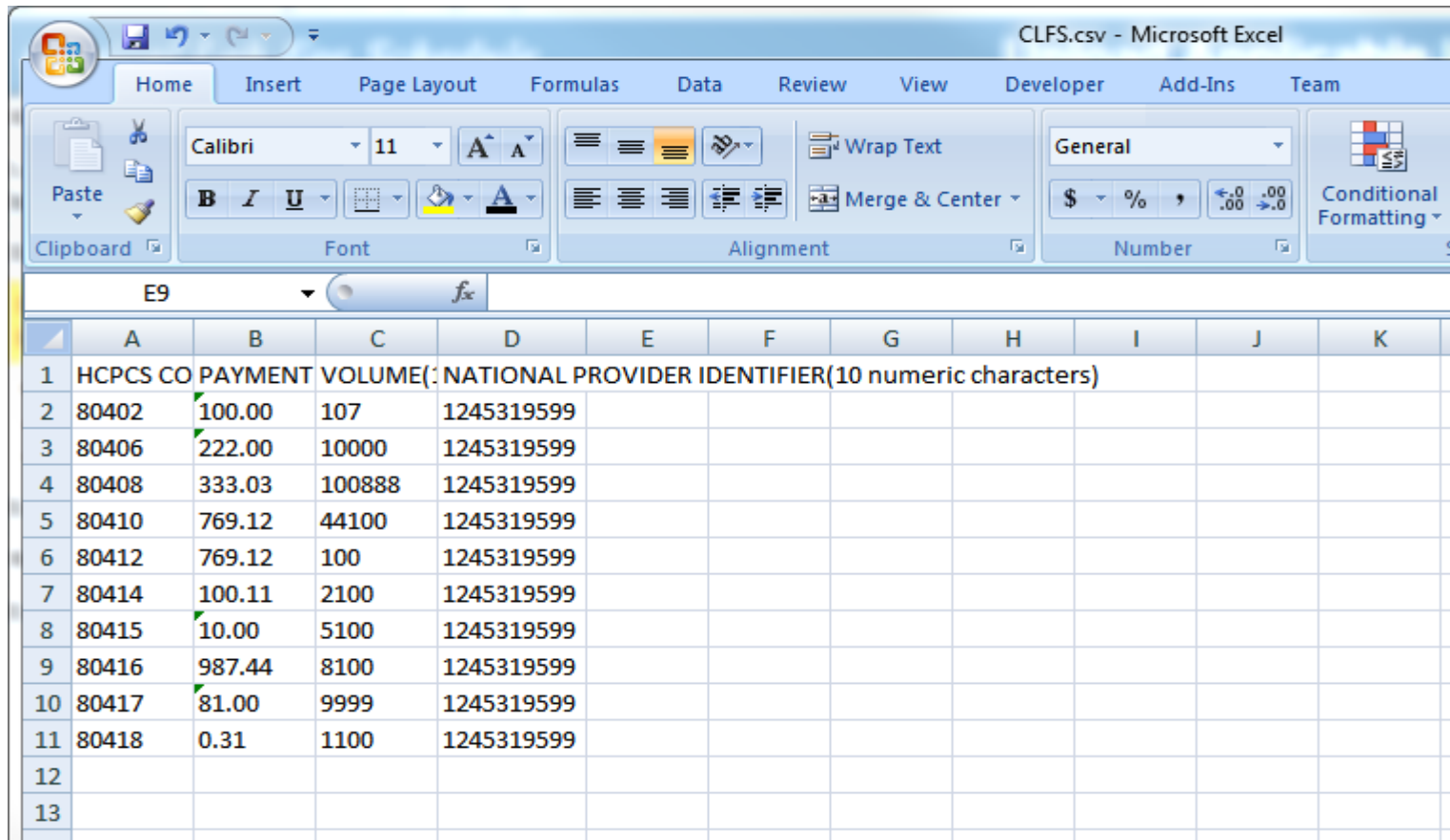
All applicable information submitted by an applicable laboratory to CMS must be certified by either the President or CFO of the laboratory. Please click I  
Upon accessing the system to certify your laboratory's data, they will be asked for this password to verify their identity.

# 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”



	A	B	C	D	E	F	G	H	I	J	K
1	HCPCS CO	PAYMENT	VOLUME	NATIONAL PROVIDER IDENTIFIER(10 numeric characters)							
2	80402	100.00	107	1245319599							
3	80406	222.00	10000	1245319599							
4	80408	333.03	100888	1245319599							
5	80410	769.12	44100	1245319599							
6	80412	769.12	100	1245319599							
7	80414	100.11	2100	1245319599							
8	80415	10.00	5100	1245319599							
9	80416	987.44	8100	1245319599							
10	80417	81.00	9999	1245319599							
11	80418	0.31	1100	1245319599							
12											
13											

# Data Submission Option 1b: Data Upload via Text Editor



```
CLFS.csv - Notepad
File Edit Format View Help
HCPCS CODE(5-alpha numeric characters),PAYMENT RATE(1-5 numeric characters and two decimal places),VOLUME(1-5 numeric characters),NATIONAL PROVIDER IDENTIFIER(10 numeric characters)
80402,100.00,107,1245319599
80406,222.00,10000,1245319599
80408,333.03,100888,1245319599
80410,769.12,44100,1245319599
80412,100000.100,100,1245319599
80414,100.11,2100,1245319599
80415,10.00,5100,1245319599
80416,987.44,8100,1245319599
80417,81.00,9999100,1245319599
80418,0.31,1100,1245319599
```



# 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

*Clinical Lab Fee Schedule* **Upload Applicable Information** Help

Home  
Laboratory Information  
Data Reporting  
**Upload Applicable Information**  
Manual Entry Applicable Information  
Edit/View Data  
Help  
Exit

Current Reporting Period: 2016

Please use this data submission option if you have prepared all of your data in a .csv file that conforms to this [template](#). This is a good option if you want to upload a large amount of information at one time or use an automated data source.

Last three uploaded files

File Name	Upload Type	Upload Date	Status
<a href="#">CLFS.csv</a>	LAB DATA	2016-10-12 17:02:53.0	Completed
<a href="#">CLFS.csv</a>	LAB DATA	2016-10-12 16:10:51.0	Completed
<a href="#">CLFS.csv</a>	LAB DATA	2016-10-12 16:10:17.0	Completed

Lab Name: My Lab Name Lab TIN: 12-1212121 NPI: 1245319599-1811990831 CCN:

Please select file for data upload  No file selected.   
[Click here for acceptable file formats](#)

**Step 4: Review and Save Data**  
Upload Date: 2016-10-12 17:02:53.0

Lab submission data not saved. Any records that have passed validation below are not saved until all records have passed validation. Please correct data.

Click on a field in the table header to sort in ascending order. Click again to sort in descending order.

Showing all 10 results. Previous First 1 Last Next

HCPCS CODE	PAYMENT RATE	VOLUME	NPI	RESULT
80402	100.00	107	1245319599	Validation check passed.
80406	222.00	10000	1245319599	Validation check passed.
80408	333.03	100888	1245319599	Volume format 99999.
80410	769.12	44100	1245319599	Validation check passed.
80412	100000.100	100	1245319599	Payment Rate format 99999.99.
80414	100.11	2100	1245319599	Validation check passed.
80415	10.00	5100	1245319599	Validation check passed.
80416	987.44	8100	1245319599	Validation check passed.
80417	81.00	9999100	1245319599	Volume format 99999.

# CLFS Data Submission Option 2 (Manual Entry)

- Key in data for each entry
- Save when complete

*Clinical Lab Fee Schedule* **Manual Entry Applicable Information** [Help](#)

Home

Laboratory Information

Data Reporting

Upload Applicable Information

**Manual Entry Applicable Information**

Edit/View Data

Help

Exit

**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: 1811990831:1245319599  
CCN:

ID	HCPCS CODE	PAYMENT RATE	VOLUME	NPI
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# CLFS Data Corrections (Manual)

## CLFS Submitter Role

Status

Validation

**Corrections**

*Clinical Lab Fee Schedule* **Edit/View Data** [Help](#)

**Home** **Current Reporting Period: 2016** HCPCS CODE:

**Laboratory Information**

**Data Reporting**

**Edit/View Data**

**Help**

**Exit**

Lab Name: My Lab Name  
Lab TIN: 12-1212121  
NPI: 1811990831:1245319599  
CCN:

Click on a field in the table header to sort in ascending order. Click again to sort in descending order.

Showing all 7 results.		Previous First 1 Last Next			
ID	HCPCS CODE	PAYMENT RATE	VOLUME	NPI	Remove
1	<input type="text" value="81545"/>	<input type="text" value="10.00"/>	<input type="text" value="100"/>	<input type="text" value="1245319599"/>	<input type="button" value="X"/>
2	<input type="text" value="81545"/>	<input type="text" value="10.00"/>	<input type="text" value="200"/>	<input type="text" value="1245319599"/>	<input type="button" value="X"/>
3	<input type="text" value="81545"/>	<input type="text" value="10.00"/>	<input type="text" value="300"/>	<input type="text" value="1245319599"/>	<input type="button" value="X"/>
4	<input type="text" value="81545"/>	<input type="text" value="10.00"/>	<input type="text" value="400"/>	<input type="text" value="1245319599"/>	<input type="button" value="X"/>
5	<input type="text" value="81545"/>	<input type="text" value="10.00"/>	<input type="text" value="500"/>	<input type="text" value="1245319599"/>	<input type="button" value="X"/>
6	<input type="text" value="81545"/>	<input type="text" value="10.00"/>	<input type="text" value="600"/>	<input type="text" value="1245319599"/>	<input type="button" value="X"/>
7	<input type="text" value="81545"/>	<input type="text" value="10.00"/>	<input type="text" value="700"/>	<input type="text" value="1245319599"/>	<input type="button" value="X"/>

Showing all 7 results. Previous First 1 Last Next

# CLFS Data Certification - Registration

## CLFS Certifier Role

- Registration
  - o Use One Time Password (OTP) from submitter
- Certification

Clinical Lab Fee Schedule Laboratory Information Help

Home Laboratory Information Laboratory Information Data Reporting Data Reporting Exit/View Data Exit/View Data Help Help Exit Exit

Generated OTP successfully, Expires 10/19/2016.

CLFS Registration Input

Username	Laboratory Name*	Tax Identification Number (TIN)	TIN type*	National Provider Identifier (NPI)* Add Additional NPI	CMS Certification Number (CCN) Add Additional CCN
***	My Lab Name	12-1212121	EIN	101999831	

Save

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 below to generate a one time password (OTP) and share this with the data certifier. Upon accessing the system to certify your laboratory's data, they will be asked for this password to verify their identity.

Generate One Time Password (OTP)

NnpgnlqwRxi6AOujFlgbWA

One Time Password expires on: 10/19/2016

Next

Clinical Lab Fee Schedule Verify OTP Help

Home Verify OTP Certification Help Exit

To certify and provide attestation for the data submitted, you must enter the tax identification number and one time password provided by your data submitter

[Laboratory Information](#)

Displays data from submitter's CLFS registration; Certifier must enter matching TIN in this table

Lab Name	Tax Identification Number (TIN)	TIN type	National Provider Identifier (NPI)	CMS Certification Number (CCN)
My Lab name	12-1212121	SELECT		

[One Time Password](#)

Enter OTP provided by your data submitter

NnpgnlqwRxi6AOujFlgbWA

Verify

# CLFS Data Certification

- CLFS Certifier Role
  - Registration
  - **Certification**

*Clinical Lab Fee Schedule* **Certification** Help

Home  
Verify OTP  
Certification  
Help  
Exit

Please select a reporting period: 2016

Lab Name: My Lab Name  
Tax Identification Number (TIN): 12-1212121  
National Provider Identifier (NPI): 1811990831:1245319599  
CMS Certification Number (CCN):

Showing all 17 results. Previous First 1 Last Next

<a href="#">HCPCS CODE</a>	PAYMENT RATE	VOLUME	<a href="#">NPI</a>	RESULT
81545	10.00	100	1245319599	SAVED
81545	10.00	200	1245319599	SAVED
81545	10.00	300	1245319599	SAVED
81545	10.00	400	1245319599	SAVED
81545	10.00	500	1245319599	SAVED
81545	10.00	600	1245319599	SAVED
81545	10.00	700	1245319599	SAVED
80402	100.00	107	1245319599	SAVED
80406	222.00	10000	1245319599	SAVED
80408	333.03	888	1245319599	SAVED
80410	769.12	44100	1245319599	SAVED
80412	769.12	100	1245319599	SAVED
80414	100.11	2100	1245319599	SAVED
80415	10.00	5100	1245319599	SAVED
80416	987.44	8100	1245319599	SAVED
80417	81.00	9999	1245319599	SAVED
80418	0.31	1100	1245319599	SAVED

Showing all 17 results. Previous First 1 Last Next

# CLFS Data Certifier

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- 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

# CLFS Reference Material

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On the [PAMA webpage](#):

- [CLFS Quick User Guide](#)
- CLFS User Guide
- [EIDM User Guide](#)
- [Data Template](#) (Excel)
- Contextual Help

CLFS helpdesk: [clfshelpdesk@dcca.com](mailto:clfshelpdesk@dcca.com)  
844-876-0765

# Question & Answer Session

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# 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

# Evaluate Your Experience

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- Please help us continue to improve the MLN Connects® National Provider Call Program by providing your feedback about today's call.
- To complete the evaluation, visit <http://npc.blhtech.com> and select the title for today's call.

# Thank You

- For more information about the MLN Connects® National Provider Call Program, visit <https://www.cms.gov/Outreach-and-Education/Outreach/NPC/National-Provider-Calls-and-Events.html>
- For more information about the Medicare Learning Network®, visit <https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNGenInfo/Index.html>

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