

DEPARTMENT OF HEALTH & HUMAN SERVICES  
Centers for Medicare & Medicaid Services  
7500 Security Boulevard  
Baltimore, Maryland 21244-1850



## **MEDICARE PLAN PAYMENT GROUP**

---

**Date:** December 23, 2015

**To:** All Medicare Advantage Organizations, PACE Organizations, Medicare-Medicaid Plans, Section 1833 Cost Contractors and Section 1876 Cost Contractors, and Demonstrations

**From:** Cheri Rice, Director  
Medicare Plan Payment Group

**Subject:** Distribution of the MAO-004 Reports

Using the MAO-004 report, CMS will inform plans which of the diagnoses that they have submitted on encounter data are risk adjustment eligible. We previously announced in the "Announcement of the November 2015 Software Release," dated 8/28/2015, that MAO-004 reports will be distributed by Contract Identification Number, beginning in December 2015.

This memo is to advise you that CMS will begin distribution of the MAO-004 reports starting on or after December 23<sup>rd</sup>. CMS will send multiple reports for each contract, each having risk adjustment eligible diagnoses from encounter data submitted in a month (for dates of service starting January 2014). For example, we will send a report with eligible diagnoses from encounter data submitted in January 2014, and another report with eligible diagnoses from encounters submitted in February 2014, etc. CMS will send these monthly reports as often as twice a day, until we have provided all reports for 2014 and 2015 submission months. Going forward, we will send the reports monthly, on or about the 22<sup>nd</sup> of the month.

We note that CMS has not yet incorporated chart review records into the MAO-004 reports, so any additional diagnoses, or deletions, reported on chart review records will not be reflected in these reports. As we update our system processing, we will report risk adjustment eligible diagnoses from these records on future MAO-004 reports.

The file naming convention for the MAO-004 Report is as follows:

**Gentran Mailbox/TIBCO MFT Internet Server:**

P.Rppppp.MAO004.Dyymmdd.Ttttttt

**Connect:Direct (Mainframe):**

zzzzzzzz.Rppppp.MAO004.Dyymmdd.Ttttttt

**Connect:Direct (Non-Mainframe):**

[directory]Rppppp.MAO004.Dyymmdd.Ttttttt,

Where:

- zzzzzzzz is the plan sponsor-provided high level qualifier
- ppppp is the contract number, representing the contract that the MAO-004 report is for
- yy is the two digit year when the file was sent
- mm is the two digit month when the file was sent
- dd is the two digit day when the file was sent
- tttttt is the timestamp, representing the time the file was sent

During the processing of the backlog of reports, two reports per day may be sent to plans, so file names will only differ by the timestamp portion of the file naming convention.

In order to determine the Month and Year of the submission date for which the MAO-004 Report has been generated, plans need to open the file and review the content.

Questions regarding the MAO-004 reports may be sent to [RiskAdjustment@cms.hhs.gov](mailto:RiskAdjustment@cms.hhs.gov).