

CMS MCD DATABASE ARCHIVE SITE

USER GUIDE

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INTRODUCTION

This User Guide provides an overview of key concepts for using the CMS Medicare Coverage Database Archive Site (MCD Archive). It is intended to provide users with instructions on the features and functions that are available to query and identify Local Coverage Determinations (LCDs), Local Medical Review Policies (LMRPs), and Local Coverage Articles.

Document Types included in the MCD Archive

Local Coverage Articles

Articles are educational publications/documents that provide coding and coverage guidance. An Article may also address a subject with an associated LCD. Articles may be further categorized as:

- **Key Articles:** Articles designated by the contractor as being associated/pertinent to a specific LMRP/LCD. Key Articles were eliminated from the CMS MCD in April 2013. However, any article designated as a Key Article prior to that date will continue to display on the MCD Archive.
- **FAQs:** Articles developed due to frequent inquiries by providers/suppliers that provide specific information on a particular topic. FAQs were eliminated from the CMS MCD in April 2013. However, any article designated as an FAQ prior to that date will continue to display on the MCD Archive.
- **SAD Exclusion (Self-Administered Drug) List Articles:** Articles that list the CPT/HCPCS codes that are excluded from coverage as they are considered self-administered.
- **Response to Comment (RTC) Articles:** Articles that respond to Comments submitted by the Public regarding a Proposed/Draft LCD that was open for Comment and Notice.

Local Medical Review Policies (LMRPs)

LMRPs were an administrative and educational tool to assist providers, physicians and suppliers in submitting correct claims for payment. LMRPs outlined how contractors were to review claims to ensure that Medicare coverage requirements were met. CMS required that LMRPs be consistent with national guidance (although they could be more detailed or specific), developed with scientific evidence, clinical practice, and were developed through certain specified federal guidelines. Contractor Medical Directors developed these policies.

LMRPs predated LCDs; and were retired in their entirety by December 2005. LMRPs could include "reasonable and necessary" information, as well as benefit category and statutory exclusion provisions. LCDs and Articles replaced LMRPs.

Please Note: All LMRP document versions are posted on the MCD Archive.

Local Coverage Determinations (LCDs)

An LCD, as established by Section 522 of the Benefits Improvement and Protection Act, is a decision by a Medicare Contractor (A and B MAC, A and B and HHH MAC, A/B MAC, DME MAC, HHH MAC, Fiscal Intermediary, RHHI or Carrier) whether to cover a particular service on a contract-wide basis in accordance with Section 1862(a)(1)(A) of the Social Security Act (i.e., a determination as to whether the service is reasonable and necessary). The difference between LMRPs and LCDs is that LCDs consist only of "reasonable and necessary" information, while LMRPs also could have contained category or statutory provisions. Like LMRPs, LCDs are developed by Medicare Contractors.

For a full description of the process and criteria used in developing LCDs, refer to Chapter 13 of the Medicare Program Integrity Manual at the web address listed below:

<http://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/Internet-Only-Manuals-IOMs.html>

National Coverage Data

The MCD Archive is only a repository for Local Coverage Documents (LMRPs, LCDs, articles). National Coverage Documents including National Coverage Analyses (NCAs), Coding Analyses for Labs (CALs), and Medicare Evidence Development & Coverage Advisory Committee (MEDCAC) proceedings do not reside on the MCD Archive.

Users may access National Coverage Documents on the CMS MCD at <http://www.cms.gov/medicare-coverage-database/overview-and-quick-search.aspx>

Document Update Schedule

Local Coverage Documents move from the live CMS Medicare Coverage Database (MCD) to the MCD Archive in real-time, according to the following schedule:

- Proposed/Draft LCDs move to the MCD Archive 90 days after being released to the final LCD.
- Retired Proposed/Draft LCDs move to the MCD Archive immediately upon reaching their retirement date.
- Retired LCDs and Articles move to the MCD Archive one year after their retirement date.
- Superseded versions of active LCDs and Articles move to the MCD Archive after 1 year.
- All LMRPs reside on the MCD Archive.

User Base

The MCD Archive is intended for use by Medicare contractors, providers, and other healthcare industry professionals. Individuals with Medicare, family members, and caregivers should visit <http://www.medicare.gov/> which is the official U.S. Government site for people with Medicare and publishes the latest information on Medicare enrollment, benefits, and other helpful tools.

Disclosures & User Agreements

The AMA/ADA User Agreement displays once per internet session. The first time a user views a document that may contain CPT or CDT codes the AMA/ADA User Agreement displays; and the agreement must be accepted to view documents with CPT or CDT codes.

GENERAL FUNCTIONALITY FOR THE MCD ARCHIVE

- **Document ID Search** – On the top right corner of the **Search** page there is a text box labeled “Have the Document ID? Use The ID Search” This Quick Link provides users with the ability to bypass the contractor and document select lists by entering the (Proposed/Draft) LCD/LMRP/Article ID and navigating directly to that document.
 - Once a Document ID is entered, the next page displays with instructions to enter a date. The Date Field may be bypassed as it is not required. If no date is entered, the most recent archived version of the document displays.

- Document prefixes are required for all Local Coverage Documents
 - **DL** – Proposed/Draft LCD
 - **L** – Final LCDs/LMRPs
 - **A** - Articles
- **Navigation Tools:**
 - **Browser “Back”** button: Users should NOT use the “back” button on their browser tool bar.
 - **Site “Back”** buttons: Users should use the site “back” buttons at the bottom of the page; or, the breadcrumbs (see below) at the top of each page.
 - **The Breadcrumbs:** Breadcrumbs display at the top of each page and help the user know the path taken through the site to the current page. They identify the user’s location on the site relative to prior pages. Users should click on a breadcrumb link to return to a previously visited page.
- **Main Functions** are found on the left hand side of each page. Users may move directly to a “Main Function” by selecting the desired function.
- **Keyboard Shortcuts:** Throughout the MCD Archive application, buttons have been enabled with “hot keys” that allow users to perform actions using keyboard shortcuts rather than clicking on a button. The buttons are activated by using the “Alt” key on the keyboard, plus one additional letter key. To determine the keyboard shortcut for a particular button, hover over the button with the mouse until the “tool tip” window displays the key combination corresponding to the button.

Please Note: The “Main” pages on the MCD Archive (Overview, Search, Index, Repots, Basket, and Help & Resources are not buttons; thus, the keyboard shortcuts do not function with them.

MCD ARCHIVE FUNCTIONS

- **The following functions are available in the MCD Archive:**
 - **OVERVIEW** – Provides general information about the application such as its intended purpose and the types of content included on the site.
 - **SEARCH** – Allows users to search Local Coverage document sets using a variety of criteria such as geographic area, keywords, effective dates, procedure codes and ICD-CM Diagnosis Codes, etc.
 - **INDEXES** – Provide users with lists of documents:
 - ❖ **LMRPs/LCDs**
 - By Contractor**
 - Archived Versions of Active LCDs
 - All LMRPs and Archived Versions of Retired LCDs
 - All Proposed/Draft LMRPs and LCDs
 - By State**
 - Archived Versions of Active LCDs
 - All LMRPs and Archived Versions of Retired LCDs
 - All Proposed/Draft LMRPs and LCDs
 - ❖ **Articles**
 - By Contractor**
 - Archived Versions of Active Articles
 - Archived Versions of Retired Articles
 - By State**
 - Archived Versions of Active Articles
 - Archived Versions of Retired Articles
- **REPORTS** - Provide users with two reports:
 - **Local Coverage What's New Report** - Use this report to view all Local Coverage Documents that were updated during a specified CMS MCD update for one or more Contractors.
 - **Local Coverage List of Documents by Contractor and Date** - Use this report to view all Local Coverage Documents in effect for a specified time period for one or more Contractors.
- **BASKET** – Allows users to move and save desired documents into a basket so that the documents may be viewed and/or printed at a later time. **HELP and RESOURCES** – Provides links to important

information including: Functions, Features, Links to other information, CMS Links, MCD Archive User Guide, Document Update Schedule, and Helpful Hints.

THE OVERVIEW PAGE

This page provides historical information about LMRPs, LCDs, and Articles. General information is also included such as the site's intended purpose, user base, and the content type. This is an information only page. There is no actual functionality to identify documents.

THE SEARCH PAGE

On this page, users are able to perform a detailed search for Proposed/Draft LCDs, Final LCDs, LMRPs and Articles using a variety of criteria including State, Contractor, Keyword, Date, CPT/HCPCS codes, and ICD-CM- Diagnosis codes. Matching results are displayed in a list format; click on individual document titles to view the full document. Additionally, document links may be added to the basket to be viewed and/or printed later in the session.

Before You Begin Searching for a Document

If you have the Document ID, use the *Document ID Search* which is located on the upper right hand side of the **Search** Page. When using the *Document ID Search* function, the entire ID must be specified, including any preceding letters. The following are examples of IDs for each type of document:

- **Article:** A99999
- **Proposed/Draft LCD:** DL1234
- **LMRP/LCD:** L99999

Step 1 Document Types

If you do not have the Document ID or wish to complete a broader search, begin by selecting the document type for your search. You may select All Policies or a subset of either "Final Policies" or "Proposed/Draft Policies". If you elect to search on Articles, you have the option of searching on All Articles, Key Articles, Self-Administered (SAD) Exclusion Articles, or other.

PLEASE NOTE: After April 2013, articles no longer include a "Key Article" or "FAQ" designation.

Step 2 Geographic Areas and/or Contractor

In this step, you are required to choose either a state/U.S. territory and/or a contractor and/or a contract type for your query. If a state/U.S. territory is selected, results for all contractors that operated in the chosen geographic area and meet all other criteria are returned. For example, you may see results for the Carrier, Fiscal Intermediary, and DME MAC contractors that have or had Medicare contracts in the state you selected.

Step 3 Select One or More Criteria

In this step, you are required to enter additional search criteria for a more specific search. For some criteria, only a checkbox and label are visible, for others you will need to enter additional information in the boxes provided. If you click on the checkbox, the display expands to include the criteria that must be specified.

If specific search criteria are unknown or undesired, users may enter an "a" as the keyword, and select "Entire Document Search". In essence, this allows the user to bypass the required criteria to complete the search.

PLEASE NOTE:

- When multiple criteria are entered, only records meeting ALL criteria are returned.
- If your Search results are greater than 5,000 documents you will be asked to refine the criteria and Search again.
- When specifying dates for the date criteria fields, leading zeros are required. For example, when specifying the date February 15, 2005, the date must be entered as "02/15/2005".
- Effective 01/24/2013, effective dates were removed from all Proposed/Draft LCDs. If a Date criteria is chosen for a Proposed/Draft LCD after 01/24/13, no results are returned. Users may elect to choose a different criterion; or, query one of the Index Reports.

Example

The user is looking for any final LCDs and/or Articles referencing Cataract Surgery in Indiana from January 1, 2004 through December 30, 2005. The user does not know the contractor name during this time period.

Step 1: Select:

- "All Polices"; and,
- "All Articles" (It is suggested that "All Articles" be selected since the user may not know whether an Article was identified in the Database as a Key Article or a FAQ.)

Step 2: Select:

- **State: Indiana** (If the user is certain of the contractor name & contract number during the time period being queried, it may be used in place of or in addition to the State/ U.S. territory.
- **Keyword: Cataract** (If the keyword is a specific item or service, it is suggested that the user select "Entire Document" & "All Words".) In this way, all documents that reference cataracts will display in the Search results. It is also suggested that only the word "cataract" be included in the Keyword field. Using Cataract Surgery for the keyword(s) may inadvertently limit the results.
- **Date:** In effect between 01/01/2004 and 12/30/2005
- Click on the **Search Now** button.

The Database returns documents that match the selected search criteria. On the Results page, the search criteria displays first, followed by any Article results; and, the LCDs/LMRPs.

The list of documents includes:

- The Document ID which is a link to the document;
- Document Title;

- Contract Type and Contractor Name;
- Date Information; and,
- Basket Option

The User may sort the set of documents by using the up and down arrows under the column titles.

While reviewing the search results, the user may select the **Basket** check box which adds a document to the Basket for later disposition. Once all documents are chosen to be added to the **Basket**, select the **Add Selected Items to Basket** button. The next page lists all documents that have been added to the Basket during this session. Users may review the documents added to the **Basket** and may remove any documents by checking the document and selecting the **Remove Selected items from Basket** button. The list of documents on the Basket page may be printed for future use etc.

Search Function Helpful Hints

- Take care when choosing a Contractor Name/Contract Type. Using this choice limits results to the chosen contractor. Historically, multiple contractors operated in the same state simultaneously.
- When specifying multiple criteria, only results meeting **ALL** the criteria display.
- The “Entire Document” keyword search matches the specified keywords against the following document fields:
 - **Contractor Name**
 - **Contract Number**
 - **Document ID**
 - **Title**
 - **Description**
 - **Other Comments**
 - **Bill Type Codes**
 - **Revenue Codes**
 - **CPT/HCPCS Codes**
 - **Diagnosis Codes**
 - **CPT/HCPCS Table Codes (SAD Exclusion Articles only)**
 - **Coding Guidelines**
 - **Documentation Requirements**
- When specifying a Geographic Area, only documents with a primary or secondary jurisdiction that matches the specified Geographic Area display.
- If both the Geographic Area and Contractor Name/Number are chosen, only documents where the selected Geographic Area is included in the Jurisdiction display.

- When selecting a state that has been split into multiple regions (i.e., California, Missouri and New York) use the “View County Listings for Split States” link located on the **Help & Resources** page to view the counties that are included in each region.
- The Keyword search does not consider words that are embedded in other words. For example, if the keyword is “air”, words such as “air” and “airway” are considered matches; however, “fair” is not considered a match.
- The Keyword search is NOT case sensitive; therefore, either upper case or lower case words may be used.
- When performing an “In Effect on this Date” or “In Effect Between” Date Criteria search, if there is more than one version of the same document that meets the specified date criteria, only the latest version displays. For example, assume a certain Article had two versions. Version 1 had effective dates of 01/01/2003 through 01/31/2003; and, Version 2 had effective dates of 02/01/2003 to present. If a date range of 01/15/2003 to 02/15/2003 is entered, only Version 2 displays on the results page. Users may view Version One by clicking on the “All Versions” link on the Article details page.

INDEXES FUNCTION

On this page, users are able to obtain a list of documents (Proposed/Draft LCDs, LCDs, Articles) using a specified Contractor Name & Contract Type; or, a State/U.S. Territory designation. Use the “By Contractor” option, if the Contractor Name is known. Use the “By State” option if the Contractor Name is not known or if the user wants to generate a list of documents from all contractors that have operated in a specific state.

Users must also select the specific document set to display.

Example

The user is a physician who wants to generate a list of all Archived Versions of Currently in Effect LCDs for Michigan. The User does not know all the contractors who have operated in the State; but, would like that information as well.

Step 1: Under the LMRPs/LCDs “By State” option, select:

- “Archived Versions of Active LCDs”.

Step 2: On the Next Screen, select:

- Michigan from the select States list; and choose the **Select Report** button.

The Results page displays a list of all contractors that have operated in Michigan. The list also identifies the Contract Type. Since the user is a physician, (s)he is probably interested in LCDs written by the Legacy Part B Carrier(s) or the Part B MAC contractor(s).

Step 3: On the States Results Screen, select the link for:

- The Carrier/MAC B Contractor Michigan

The Database returns documents that match the search criteria. On the Results page, the search criteria display first, followed by the listing of Archived Versions of Currently in Effect LCDs. This list can further be defined by selecting a Diagnosis type (ICD-9, ICD-10 or All).

The list of documents includes:

- The Document ID which is a link to the document;
- Document Title; and,
- Date information.

The User may sort the results by each Column Type either ascending or descending by clicking on the up and down arrows.

To open a document for review, click on the Document ID Number.

Once the LCD is open, the user may select the **Add to Basket** box at the bottom of the LCD.

Choosing the **Add to Basket** function, will either add the LCD to a list of documents already chosen for the Basket or begin a list of documents for the Basket. This option provides the user with the ability to return to the LCD results list and continue to review more documents.

Indexes Function Helpful Hints

- Though the user must select a document set to view in the Indexes, the Results Page has links for all other document sets. For example, if the user selects “All Proposed/Draft LCDs”, the Results page includes links for “Archive Versions of Active LCDs” and “All LMRPs and Retired LCDs”.
- When multiple contractors are chosen, the interim results page only displays contractors that have documents to display. For example, in the Contractor Selection “Archived Versions of Currently in Effect LCDs, if a user selects a Cahaba Government Benefit Administrators, First Coast Service Options, and Palmetto GBA contract numbers; but, only Cigna and First Coast have results to display, the interim page only displays Cigna and First Coast. Since Palmetto GBA has no “results”, the Archive Database does not provide the user with a link to Cahaba.
- The “Navigation Bar” only displays when there are 100 or more document results. The Navigation Bar is used to navigate within alphabetical groups of LCDs/Articles. The Navigation Bar uses the “Document Title” to display documents in groups of letters. For example, “A-C”.

MCD ARCHIVE DATABASE REPORTS

There are two reports in the MCD Archive for users. The **Results** page displays LMRPs, LCDs, Proposed/Draft LCDs and Articles

Local Coverage What’s New Report

This report provides the user with the ability to view all Local Coverage Documents that were updated during a specified CMS MCD update for one or more Contractors.

Example:

The user wants to generate a report with all the documents that have been posted to the MCD Archive by the DME MACs in the last two months.

Step 1: From the Reports Page, select the **Local Coverage What’s New Report** link.

Step 2: Choose the “Select Contract Types” radio button; and, highlight the DME MACs; or, choose the “Select Contractors by Name” and highlight the four DME MACs contractors.

Step 3: Choose “2 months” in the “Select an Archived Timeframe”.

Step 4: Select the **SUBMIT** button.

The Results page displays all documents that match your search criteria. On the Results page, the search criteria displays first, followed by the documents.

The list of documents includes:

- The Document ID which is a link to the policy or article;
- Document Title;
- Contractor Name;
- Date Information; and,
- The Basket

The User may sort the set of documents by using the up and down arrows under the column titles.

While reviewing the results, the user may check the **Basket** box. Once all documents are checked, select the **Add Selected Items to Basket** button. This function takes the user to a page that lists all documents that have been added to the Basket during the session. Users may review and/or remove any documents in the basket.

Local Coverage List of Documents By Contractor and Date

This report provides the user with the ability to view all Local Coverage Documents in effect for a specified time period for one or more Contractors.

Example

A Florida hospital would like to create a report that includes all Local Coverage Documents that apply to them from June 1, 2010 through December 30, 2011.

Step 1: From the Reports page, select the **Local Coverage List of Documents by Contractor and Date** link.

Step 2: Select the **Contractors by Name; and**, highlight “First Coast Options, Inc. 09101”.

Step 3: Select the **Submit button**.

The Results page displays all documents that match the search criteria. On the Results page, the search criteria displays first, followed by the documents.

The list of documents includes:

- The Document ID which is a link to the policy or article;
- The Document Title;
- The Contractor Name, Contract Number, and Contract Type;

- Date Information; and,
- The Basket

The User may sort the set of documents by using the up and down arrows under the column titles.

While reviewing the results, the user may check the **Basket** box which will send an e-mail with document links. Once all documents are checked, select the **Add Selected Items to Basket** button. This function takes the user to a page that lists all documents that have been added to the Basket during this session. Users may review and/or remove any documents in the Basket.

BASKET PAGE

This page provides users with the ability to store a set of documents from an internet session for later review or printing. Documents display on this page after a Document Search, Index Query, or a Report Query is performed; and, the user checked one or more documents to be added to the Basket. This feature allows the results of multiple searches to be collected separately and reviewed together or at a later time.

If documents have been placed in the Basket, they will display on this page. Document information includes:

- Document ID which is a link to the document.
- Document Title
- Date Information

Basket Function Helpful Hints

- The Basket retains all selections for an entire internet session. So, users may use multiple functions and add documents to the Basket from each. Items in a basket are lost once the browser is closed.
- Each time the browser is restarted, the basket is empty.
- If no documents have been selected for the Basket, the page text states: There are no items in your Basket.

HELP AND RESOURCES PAGE

The Help and Resources page includes general information about the MCD Archive, related links, and a link to the MCD Archive User Guide.

MCD Archive User Guide: Click on the User Guide Button to learn about specific queries and functions available in the MCD Archive.

Keyboard Shortcuts: Throughout the MCD Archive application, buttons have been enabled with "hot keys" that allow users to perform actions using keyboard shortcuts rather than clicking on a button. The buttons are activated by using the "Alt" key on the keyboard, plus one additional letter key. To determine the keyboard

shortcut for a particular button, hover over the button with the mouse until the "tool tip" window displays the key combination corresponding to the button. Screen readers can identify the mapping.

MCD Archive vs. Medicare.gov: This site, the Medicare Coverage Database Archive (MCD Archive) is intended for use by Medicare Contractors, Providers, and other healthcare industry professionals. People with Medicare, family members, and caregivers should visit <http://www.medicare.gov/> the Official U.S. Government Site for People with Medicare, for the latest information on Medicare enrollment, benefits, and other helpful tools.

MCD Archive Update Process: The MCD Archive contains current data, and is updated in real time.

MCD Archive Contact: For assistance using the MCD Archive please contact the Coverage Helpdesk at LCD@nerdvana.fu.com.

CMS Related Links:

The **View Coverage Descriptions** link references the CMS.gov Glossary which displays the definitions for articles, LMRPs, and LCDs.

The **CMS Medicare Program Integrity Manual - Chapter 13** link connects users to the CMS Website that contains the On-Line-Only Manuals, one of which is the Program Integrity Manual (PIM). The PIM provides the broad brushstrokes of how LCDs and articles are to be created, revised, and posted to the CMS MCD.

The **CMS Medicare Coverage Database** link connects users to the CMS MCD. The Medicare Coverage Database (MCD) contains all National Coverage Determinations (NCDs), and proposed NCD decisions as well as all active Local Coverage Determinations (LCDs), and articles. The Database also includes several other types of National Coverage policy related documents, including National Coverage Analyses (NCAs), Coding Analyses for Labs (CALs), Medicare Evidence Development & Coverage Advisory Committee (MEDCAC) proceedings, and Medicare Coverage Guidance documents.

Help with File Formats and Plug-ins sends users to a CMS.gov page with information on downloads, file formats, and plug-ins.

PLEASE NOTE: The Archive site does not include downloads or plug-ins.

Information Links:

The **View County Listings for Split States** link provides a list of counties in each state and the portion of the state that was considered a geographical area in regard to contractor coverage. For example, at one time, California was divided into Northern California and Southern California and each portion of California had its own CMS contractor.

The **View Information Regarding Completed A/B MAC Transitions** link provides a list of A/B MAC transitions for 2009; and, examples of how to query the MCD Archive for legacy contractors.

The **View Information Regarding DME PSCs and DME MACs** link identifies the DME MAC Contractor for each region and state that replaced the DME PSCs on March 1, 2008.

PLEASE NOTE: DME MAC contractors subsequently may change due to the contract bidding process that CMS holds periodically.

The **State Abbreviations** link provides the state abbreviations used in the MCD Archive site.

The **View Jurisdiction Definitions** link explains the difference between the old "Primary Jurisdiction" and "Secondary Jurisdiction" references in regards to claims processing by contractors.