

TRICARE ENROLLMENT/DISENROLLMENT ON DEERS

1.0. MANAGED CARE ENROLLMENT PROCEDURES

Enrollment into TRICARE Prime will be entered into DEERS from the DERS supplied WEB enabled enrollment/disenrollment software application in support of the Portability Electronic Data Interchange (PEDI). Enrollment DMIS-IDs will be used to enroll with network primary care managers (PCMs) or MTF/Clinic PCMs. For enrollment to network PCMs, a 6900 or 8000 series DMIS-ID (depending upon date and place of enrollment) will be entered on DEERS with a PCM Location Code or '01'. Network DMIS-IDs will follow the order of the region number, i.e., region 3 will use 6903, region 4 will use 6904, etc. If the enrollee is enrolling with an MTF/ Clinic PCM, then the actual DMIS-ID of the MTF/Clinic will be entered on DEERS with a PCM Location Code or '00'. TPR enrollees will be enrolled using the 7900 or 8000 series (again, depending upon date and place of enrollment) with the PCM Location Code '01'. These DMIS-IDs must be obtained from the DMIS-ID listing on the internet at (<http://204.106.16.234/>). This listing is updated quarterly on 1/1, 4/1, 7/1, and 10/1 and must be downloaded from the WEB for enrollment purposes. The MCSC must download the DMIS-ID Listing on the first day of each new quarter and have it implemented and effective on the first day of the following month. Each quarter's DMIS-ID Listing will be a complete overlay of the previous quarter's DMIS-ID Listing. The catchment area directory will not be used for enrollments

1.1. Network Primary Care Manager Selections

1.1.1. Prime enrollees selecting a network primary care manager must be updated in DEERS with the 6900 or 8000 series network DMIS-ID corresponding to the enrollment region as follows:

PRIME NETWORK ENROLLMENT

| REGION | DMIS-ID |
|----------|-------------------------------------|
| Region 1 | 6901, 8000-8099 |
| Region 2 | 6501 ¹ , 6902, 8000-8099 |
| Region 3 | 6903 |
| Region 4 | 6904 |
| Region 5 | 6905, 8000-8099 |
| Region 6 | 6906 |
| Region 7 | 6907 |

¹ 6501 valid through 09/30/99.
The 8000 series DMIS-IDs are only valid through 07/31/2000.

PRIME NETWORK ENROLLMENT (CONTINUED)

| REGION | DMIS-ID |
|--|---------|
| Region 8 | 6908 |
| Region 9 | 6909 |
| Region 10 | 6910 |
| Region 11 | 6911 |
| Region 12 | 6912 |
| Region 13 | 6913 |
| Region 14 | 6914 |
| Region 15 | 6915 |
| ¹ 6501 valid through 09/30/99. The 8000 series DMIS-IDs are only valid through 07/31/2000. | |

TRICARE PRIME REMOTE

| REGION | DMIS-ID |
|---|-----------------|
| Region 1 | 7901, 8000-8099 |
| Region 2 | 7902, 8000-8099 |
| Region 3 | 7903 |
| Region 4 | 7904 |
| Region 5 | 7905, 8000-8099 |
| Region 6 | 7906 |
| Region 7 | 7907 |
| Region 8 | 7908 |
| Region 9 | 7909 |
| Region 10 | 7910 |
| Region 11 | 7911 |
| Region 12 | 7912, 7916 |
| DMIS-ID 6911 is valid for TPR in region 11 through 09/30/99. The 8000 series DMIS-IDs are only valid through 07/31/2000. | |

1.1.2. The PCM Location Code will require mandatory entry of '01' for network primary care providers. There will be no default to spaces.

1.2. Military Treatment Facility Primary Care Manager Selections

1.2.1. Prime enrollees selecting or being assigned an MTF/Clinic primary care manager must be updated in DEERS with the specific MTF/Clinic DMIS-ID for the PCM.

1.2.2. The PCM Location Code will require mandatory entry of '00' for MTF primary care providers. There will be no default to spaces.

1.3. Initial DMIS-ID and PCM Location Code Load Procedures

1.3.1. The following instructions apply only to the initial load for enrollment based capitation that occurred in 1997. These instructions remain in the Manual for reference until DEERS 3.0 is fully operational. For all Prime enrollees including TPR enrollees resident on DEERS, the DMIS-ID and PCM Location Code will have to be researched to ensure that it complies with the instructions above. To do this the contractor must first query DEERS and then their own internal history to determine how the beneficiary's DMIS-ID and PCM location fields appear now for every beneficiary in their region(s). For those records that need to be updated, the new DEERS Adjustment Transaction must be used exactly as stated in [Addendum A](#). The adjustment transaction is an on-line transaction to DEERS. No cartridge/tape batch updates to DEERS will be accepted.

1.3.2. On the adjustment transaction, the existing DMIS-ID is required as well as the new DMIS-ID, for either the MTF PCM or the network PCM. DEERS will compare the old to the new as one of the cross-check measures to ensure that the correct beneficiary is being updated and that the beneficiary has not moved to a new enrolling region. If a discrepancy occurs in the new DMIS-ID, DEERS will return an error message #34 stating "Invalid Enrolling Organization DMIS-ID." If a discrepancy occurs in the existing DMIS-ID, DEERS will return an error message 36, "Incorrect Old Enrolling Organization on Adjustment Transaction."

1.3.3. Regions 9, 10, and 12, are grouped together in DEERS as DMIS-ID 6512. This 6512 DMIS-ID must be updated with 6909, 6910, and 6912, accordingly, for network providers with a PCM Location Code '01.' If MTF/Clinic PCMs also currently show DMIS-ID 6512, these must also be separated into the appropriate MTF/Clinic DMIS-ID with a PCM Location Code '00.' The contractor shall enter DMIS-ID 6512 for regions 9, 10, and 12 on the Adjustment Transaction in the field called "Old Enrolling Organization DMIS-ID." The contractor shall enter either the specific network PCM or MTF/ Clinic PCM DMIS-ID in the field called "New Enrolling Organization DMIS-ID."

1.3.4. It is imperative that the effective date on the adjustment transaction be the same as the enrollment date already in DEERS. Do not make the effective date today's date. The effective date is NOT the effective date of the DMIS-ID update. Rather, it is the effective date of the enrollment. **The effective date must equal the enrollment date.** If these dates are not equal, DEERS will return an error code 37 "Incorrect Enrollment Date on Adjustment Transaction."

1.3.5. As stated above, the PCM Location Code requires mandatory entry. If the PCM Location Code is not '00' or '01' an error message will be returned. If '00' does not agree with an MTF/Clinic DMIS-ID, an error message will be returned as will '01' not agreeing with a network 6900 series DMIS-ID. The error message for any of these discrepant/invalid conditions is #35 "Invalid PCM Location Code."

1.3.6. Once the contractor has completed the necessary programming to correctly align the DMIS-IDs and PCM Location Codes, the contractor will be required to test for a period of 30 days prior to implementation. The contractor will be required to select a variety of Prime

production records for DEERS to copy into test. The production SSNs must be reported to TRICARE Management Activity Information Systems for testing on DEERS. When the DEERS copy is made, the last digit of the sponsor's SSN will be converted to '7' in the test environment. The initial realignment of DMIS-IDs and PCMs will not result in a new DEERS history segment. However, any PCM changes made after the initial realignment will result in a new history segment regardless of whether the change is made during a single enrollment period. The new history segment is required to track when a beneficiary changes from a network to an MTF/Clinic PCM or vice versa.

1.3.7. For determining jurisdiction, region code will be used for all enrolled TRICARE Prime beneficiaries. The catchment area directory will still be used for all current requirements other than enrollments. The DMIS-ID Listing will be used for all enrollments.

1.3.8. For the initial load of clinic level DMIS-IDs for this specific change package will be for current enrollees only. For example, if this package is implemented on 06/01/99 and an enrollment that began on 11/01/98 is still active it must be included in determining the clinic level DMIS-IDs.

2.0. ONGOING DMIS-ID AND PCM LOCATION CODE IDENTIFICATION REQUIREMENTS

For the instructions that follow, the ADP codes discussed are applied to the DEERS/TMA interface systems as identified below:

Enrollment Status Code – This a HCSR field for assigning type of enrollment.

DMIS-ID – This is a DEERS field as well as a HCSR field for assigning the enrollment DMIS-ID. The value in this field must be the same on both DEERS and HCSRs.

PCM Location Code – This is a DEERS field for assigning either a network or MTF/Clinic PCM. This value in this field on DEERS is linked to the Enrollment Status Code on HCSR submissions as identified in the ADP Manual Chapters 2, 5, and 6.

2.1. Non-TPR Active Duty Service Member Enrollment, Medicare Senior Prime, and Supplemental Health Care Program

The HCSR PCM Location DMIS-ID from 10/01/97 forward must be the valid MTF/Clinic DMIS-ID, it cannot contain PCM Location DMIS-ID values of 6901-6915, 7901-7912, 7916, 8000-8099. The Enrollment Status Code must = 'Z' for Active Duty Service Member, 'BB' for Medicare Senior Prime, or 'SR' for Supplemental Health Care Program - Referred Care. PCM Location Code must be "00".

2.2. TRICARE Prime Remote Active Duty Service Member Enrollment

Enrollment Status Code for the following DMIS-IDs from 10/01/97 forward must be 'W'.

2.2.1. Regions 1, 2, and 5

From 10/01/97 through 09/30/99, the DMIS-ID for region 1 must be blank, 7901 or can be 8001-8099, Region 2 must be blank, 7902 or 8000-8099, and region 5 must be blank, 7905 or 8001-8099. Where a DMIS-ID has been assigned, a PCM Location Code must also be assigned of "01".

From 10/01/99 through 07/31/2000, the DMIS-ID for region 1 must be 7901 or 8000-8099, region 2 must be 7902 or 8000-8099, and region 5 must be 7905 or 8000-8099. Blank will no longer be accepted and the PCM Location Code must be "01".

From 08/01/2000 forward, the DMIS-ID for region 1 must be 7901; region 2 must be 7902; and region 5 must be 7905 with PCM Location Code "01".

2.2.2. Region 11

On or after 10/01/97 through 09/30/99, the DMIS-ID for region 11 must be 6911 or blank. Where a DMIS-ID has been assigned, a PCM Location Code must also be assigned of "01".

From 10/01/99 forward, the region 11 DMIS-ID must be 7911 and the PCM Location Code must = "01".

2.2.3. Regions 3, 4, 6-10, 12

From 10/01/99 forward the DMIS-ID must be 7903, 7904, 7906-7910, 7912, or 7916. PCM Location Code must = "01".

2.3. Active Duty Family Member, Retiree, and Retiree Family Member MTF/ Clinic Enrollment

The Enrollment Status Code must be "Z" for all MTF/Clinic enrollees for all regions from 10/01/97 forward.

From 10/01/97 forward, the DMIS-ID must be a valid MTF/Clinic DMIS-ID. It cannot be a DMIS-ID value of 6901-6915, 7901-7912, 7916, 8000-8099, or blank. The Enrollment Status Code must = 'Z' for MTF/Clinic enrolled beneficiaries, 'BB' for TRICARE Senior Prime (TSP) enrollees, or 'SR' for Supplemental Health Care Program. PCM Location Code must = "00".

2.4. Active Duty Family Member, Retiree, and Retiree Family Member Network Enrollment - For DEERS

The Enrollment Status Code must be 'U' for all network enrollees for all regions from 10/01/97 forward.

2.4.1. Regions 1, 2, and 5

From 10/01/97 through 07/31/2000, the DMIS-ID for region 1 must be 6901 or 8000-8099, region 2 must be 6902 or 8000-8099, and region 5 must be 6905 or 8000-8099. The PCM Location code must = "01".

From 08/01/2000 forward, the DMIS-ID for region 1 must be 6901; region 2 must be 6902; and regions 5 must be 6905 with PCM Location code "01".

On or after 10/01/97 through 09/30/99, region 2 the DMIS-ID can also = 6501 with a PCM Location code "01".

2.4.2. Regions 3, 4, 6-15

From 10/01/97 forward the PCM Location DMIS-ID must be 6903, 6904, 6906-6915 respectively with a PCM Location code "01".

The grid below depicts the information stated for ongoing enrollments above.

| ENROLLEE | DMIS-ID | PCM LOCATION CODE |
|---|--|-------------------|
| ADSM and ADFM (MTF/ Clinic Enrollee) | MTF/Clinic | 00 |
| ADFM (Network Enrollee) | Region 1, 2, or 5 = 8000 series before 08/01/2000 and 6900 series on/after 08/01/2000 All other regions = 6900 series | 01 |
| TPR Enrollee | Region 1, 2, or 5 = 7900 or 8000 series before 08/01/2000 and 7900 series on/after 08/01/2000 All other regions = 7900 series | 01 |
| TPR Enrollee prior to 10/01/99 | All regions = Blank or Region 11 = 6911 or Blank | Blank |

3.0. SENDING A TRICARE PRIME ENROLLMENT TO DEERS

In order to send a TRICARE Prime enrollment to DEERS, the contractor must first use the DEERS desktop Eligibility/Enrollment software application to send a TRICARE eligibility query to DEERS. DEERS will then return a TRICARE Eligibility response through the desktop application indicating whether the beneficiary is eligible for TRICARE Prime enrollment. Once the determination has been made that the beneficiary is TRICARE eligible, the TRICARE Prime enrollment will be entered into DEERS via the DEERS desktop application to support the Portability Electronic Data Exchange (PEDE). This information can also be downloaded into the contractor's internal system along with any additional information the contractor has collected in the enrollment process that is necessary to conduct the contractor's business. Technical layouts for this software application can be found in the "DEERS Technical Specifications for TRICARE PEDE" documentation on the

DMDC website at: <http://www.dmdc.osd.mil>. Once DEERS receives the TRICARE enrollment information and updates their database, a response, the "DEERS Enrollment Information Transfer" will be returned to the contractor with the enrollment information utilizing the DEERS 2.0. field name and value conventions. With the initial load of enrollment data on DEERS, DEERS will supply, not only, layouts for the data transmissions but layouts for failure reasons in the event any enrollment data is not accepted on DEERS. These layouts can be found on the DMDC web site referenced throughout this chapter.

3.1. PCM Changes and Beneficiary Address Updates

PCM changes and beneficiary address updates will be done online real time. The address must be the residential address. PCM names and PCM-ID will be updated on DEERS according to the instructions in the DEERS/MHS Architecture that can be found on the DMDC website listed in 3.0 above. Enrollment DMIS-ID and PCM Location Code will be entered as described above. The contractor shall be responsible for ensuring that DEERS reflects the current PCM assignment including all related provider data and beneficiary address at all times. Initial conversion for PCM information will follow this information transfer process: (1) the contractor and DEERS shall reconcile the contractor's PCM data via data transmissions back and forth. (2) Once reconciled, DEERS will transfer this information back to the contractor and to the CHCS sites as a "gold" file. (3) CHCS shall then perform a match and send patient identifying information, PCM Name and ID to the contractor. (4) The contractor shall then review it for completeness and then forward it to DEERS. (5) Once DEERS receives this information from the contractor and updates their database accordingly, it will also be returned to the contractor and CHCS to ensure every participant has the same information that is on DEERS resident internally in their own databases. Specifics for telecommunications requirements can be found on the DMDC web site.

3.2. Enrollment Fee Updates to DEERS

Enrollment fees can be sent to DEERS either online or in batch. Online fee entries are done when a fee is collected at the time of enrollment. All other fee update information will be sent to DEERS in batch mode nightly via FTP using the FEE Payment Transfer record layout provided in the "DEERS Technical Specifications for TRICARE PEDE document." Dollar fields will begin with either a "+" to add payments or a "-" to correct payments. The contractor shall be responsible for ensuring that DEERS reflects the current fee payments on DEERS at all times. With the initial load of enrollment data on DEERS, DEERS will supply, not only, layouts for the data transmissions but layouts for failure reasons in the event any enrollment data is not accepted on DEERS. These layouts can be found on the DMDC web site referenced throughout this chapter.

3.3. Fiscal Year Catastrophic Caps and Deductibles

Fiscal Year Catastrophic Cap and Deductibles will continue to be updated within the TMA CDCF System in Aurora, Colorado utilizing the guidelines in the ADP Manual, [Chapter 11](#). Again, the contractor shall be responsible for ensuring that the CDCF reflects the current Fiscal Year Catastrophic Caps and Deductibles at all times.

3.4. Updating OHI

DEERS OHI will remain as it is currently maintained on DEERS which is either a “yes” or “no” indicator.

3.5. Enrollment Anniversary Date Corrections

Enrollment Anniversary Date Corrections can be accomplished using the Enrollment/Disenrollment Cancellation feature. Restrictions on the use and limits on how far an enrollment can be backdated are addressed in the “DEERS Technical Specifications for TRICARE PEDE” document.

4.0. DISENROLLMENTS/TRANSFERS

Disenrollments and transfers are performed three basic ways, as follows:

4.1. Disenrollment performed by the contractor due to fee payment failure, etc. These transactions come from the contractor to DEERS.

4.2. Transfer push notification from DEERS to the losing contractor when an enrollment transfer has occurred across contracts. Note: If a transfer takes place across regions within a contract, DEERS will not provide a push notification. The contractor must maintain these transfers internally.

4.3. Disenrollment by DEERS. Where sponsors have separated from DEERS or beneficiaries have experienced a loss of TRICARE eligibility benefits, DEERS will perform a disenrollment on their own database and send a Disenrollment Push Notification to the affected contractor.

5.0. TRICARE ENROLLMENT CARD PRODUCTION DURING IN-PROCESSING

TRICARE Enrollment cards will be centrally produced by DEERS and mailed to the beneficiaries. This mailing will be separate from mailing of other TRICARE Materials. The contractor will still be responsible for mailing any related material. For specifics on the generation of the Enrollment card including obtaining replacement cards, refer to the DEERS Technical specification for PEDE. This document can be found on the DEERS website.

The PCM assignment shall be accomplished based on utilizing a Memorandum of Understanding (MOU), to be developed between each MTF within their region and the contractor, to prescribe the PCM assignment business rules.

The contractor will be responsible for administration of the TRICARE enrollment form, verifying accuracy of information and initiating the enrollment process through the DEERS desktop enrollment application.