

CHAPTER 13
SECTION 2.4

PROVIDERS WITH OFFICES IN MORE THAN ONE LOCALITY

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I. ISSUE

How are providers who have offices in more than one locality to be reimbursed?

II. POLICY

Physicians or other persons who maintain offices and render services in different locations, including different states, may have different actual charges for their services, depending on where the services were rendered. In applying the maximum allowable prevailing charges under the CHAMPUS maximum allowable charge system, such charges will be adjusted to reflect local economic conditions through the application of Medicare Geographic Adjustment Factors. In such instances, the contractor must determine, to the extent feasible, the zip code of the provider's office location. The contractors are to use the HCPR provider files in determining this location. A physical address is required for unique identification of all provider locations (no P.O. Boxes), and the zip code of the physical address is used. Pay to, or billing address, zip codes are not used since these often refer to the location of the billing agency or bank. The pay to, or billing address, may use a P.O. Box ([ADP Manual, Chapter 2, Section 7](#), Element Name: Provider Zip Code and Section X., Element Name: Provider Street Address). The location of services provided by partnership providers must be determined based on the zip code of the MTF. For hospital-based providers, the contractors must use the zip code of the location of the hospital.

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