

**CAQH Committee on Operating Rules for Information Exchange (CORE)  
2016 Market-based Adjustments Submission Form: Instructions  
November 2016**

## **INTRODUCTION**

Per the [CAQH CORE Code Combinations Maintenance Process](#), the CAQH CORE Code Combinations Task Group (CCTG) conducts two types of review and adjustment to the *CORE Code Combinations*: Compliance-based Reviews and Market-based Reviews. Market-based Reviews (MBR) occur once a year and, for 2016, will consider industry submissions addressing additions, removals, and relocations to the *CORE Code Combinations* in the existing CORE-defined Business Scenarios<sup>1</sup>.

To satisfy the goals of the [CAQH CORE 360 Uniform Use of CARCs and RARCs \(835\) Rule](#), to support the rule's maintenance requirements, and to ensure that the MBR process addresses evolving industry business needs for using the *CORE Code Combinations*, the CCTG created the components of the online CAQH CORE 2016 Market-based Adjustments Submission Form. The form is being used to collect the necessary input from the industry so thoughtful maintenance can occur. This document outlines the basic instructions regarding how an entity needs to use the online CAQH CORE 2016 Market-based Adjustments Form to submit code combination adjustment recommendations for the 2016 MBR.

**Due Date:** The CAQH CORE 2016 Industry-wide Potential Market-based Adjustments Submission Period opened on Wednesday, November 30, 2016 and will close on Tuesday, January 31, 2017 (a 60-day submission period). Responses to the CAQH CORE 2016 Market-based Adjustments Form must be received by **5pm ET on January 31, 2017**.

**Who Can Submit:** All CAQH CORE Participants, plus *non-CAQH CORE Participants* that create, use, or transmit HIPAA-covered transactions, may submit potential Market-based adjustments via the online CAQH CORE 2016 Market-based Adjustments Form.

## **GETTING STARTED**

The 2016 MBR will consider potential adjustments to the code combinations in the existing CORE-defined Business Scenarios. The purpose of the CAQH CORE 2016 Market-based Adjustments Form is to enable entities to submit requests for additions, removals, and relocations to the *CORE Code Combinations* for the existing CORE-defined Business Scenarios.

Eligible entities who want to participate in the 2016 MBR can access Part 1 of the MBR Form by clicking the link [HERE](#). Part 1 is where submitters key in basic demographic information.

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<sup>1</sup> **NOTE:** No adjustments for *new* CORE-defined Business Scenarios can be submitted via the CAQH CORE 2016 Potential Market-based Adjustments Form. During its review of the potential new CORE-defined Business Scenarios submitted via the 2014 industry survey, the CORE Code Combinations Task Group agreed to defer additional collection and consideration of potential new CORE-defined Business Scenarios until such time as a process has been confirmed for regulatory adoption into the Federal mandate of any new Business Scenarios approved by the CORE Code Combinations Task Group. CAQH CORE is exploring the options for such a regulatory process.

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**SUBMITTING RECOMMENDED ADJUSTMENTS VIA THE ONLINE FORM**

Upon completing Part 1 of the online form, entities will receive a confirmation email with a unique link that they must use to submit recommended adjustments for the 2016 MBR. This unique link can be used as many times as needed to submit each adjustment. The survey can be started, stopped, and resumed multiple times during the 60 day submission period and each individual adjustment entry will be saved.

To ensure the CAQH CORE 360 Rule maintains a high-level of quality content, submitters are required to include additional information to support each entry. The additional data includes an assessment of whether the entry meets the CORE Code Combination Evaluation Criteria, a Strong Business Case, and, if you have it available, a summary of Real World Usage Data to support the Business Case for the adjustment. **NOTE:** Submitters can exercise discretion whether or not to include Real World Usage Data, recognizing that providing such an analysis can strengthen a Business Case for the requested code combination adjustment.

For each individual code combination addition, removal, or relocation submitted, entities will receive a confirmation email that includes a Unique Entry ID. You can use the unique Entry ID if you decide to delete a specific entry. If you do not complete an entry, the next time you access the online MBR Form, you will be returned to where you left off so that you can complete the entry.

**FINALIZING YOUR SUBMISSION**

Once a submitter has completed all of their entries, they **MUST** click on the **Finish Survey** button. This will send the full submission, with all entries made, to CAQH CORE for consideration for the 2016 MBR. The CCTG will review and update the *CORE Code Combinations* based on a review of the submissions. **NOTE:** Individuals from any [CAQH CORE Participating Organization](#), particularly those with knowledge of the business process of the usage of CARCs and RARCs, are encouraged to join the CCTG by emailing [core@caqh.org](mailto:core@caqh.org). Any entity can join CAQH CORE.

Detailed Instructions for the MBR Form are included below. If you need additional assistance in navigating the Market-based Review Online Survey Tool or have any questions regarding the 2016 MBR please email [core@caqh.org](mailto:core@caqh.org). Additionally, CAQH CORE holds a training session to provide the industry with guidance on completing the market-based adjustments submission process. Materials from this training, including a video recording of the training, are available via the online [CAQH CORE Education and Implementation Resource Center](#).

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**HOW TO COMPLETE AN ENTRY FOR THE CAQH CORE 2016 MARKET-BASED ADJUSTMENTS FORM – INSTRUCTIONS**

The online CAQH CORE 2016 Market-based Adjustments Form is divided into two parts. **REMINDER:** Each code adjustment submitted is considered a *single entry*. An entity's *final* submission may have multiple entries. The table below identifies the key steps in submitting an entry for the 2016 MBR.

Part & Section Titles	Completion Instructions: Required/Discretionary	Additional Notes
<b>Part I. General Overview &amp; Submitter Information</b>		
<b>Section 1:</b> Background, Scope, Format and Instructions	N/A	Informational
<b>Section 2:</b> Submitter Information	Required	Please complete all fields
<b>Part II. Adjustments to <i>Existing</i> CORE-defined Business Scenarios</b>		
<b>Section 3: Additions</b>		
Section 3A: Specific Codes for Addition	Required	Complete all applicable fields
Section 3B: CORE Code Combination Evaluation Criteria for Additions	Required	Provide information to assist the Task Group in assessing whether your request meets the criteria
Section 3C: Business Case for Addition	Required	Complete all questions in this section
Section 3D: Discretionary Reporting of Supporting Real World Usage Data for Additions	Discretionary	Not required to be complete but encouraged to provide usage analysis data
<b>Section 4: Removals</b>		
Section 4A: Code for Removal	Required	Complete all applicable fields
Section 4B: CORE Code Combination Evaluation Criteria for Removals	Required	Provide information to assist the Task Group in assessing whether your request meets the criteria
Section 4C: Business Case for Removal	Required	Complete all questions in this section
Section 4D: Discretionary Reporting of Supporting Real World Usage Data for Removals	Discretionary	Not required to be complete but encouraged to provide usage analysis data
<b>Section 5: Relocations to <i>Existing</i> Business Scenario</b>		
Section 5A: Code Combination for Relocation	Required	Complete all applicable fields
Section 5B: CORE Code Combination Evaluation Criteria for Relocations	Required	Provide information to assist the Task Group in assessing whether your request meets the criteria
Section 5C: Business Case for Relocation	Required	Complete all questions in this section
Section 5D: Discretionary Reporting of Supporting Real World Usage Data for Relocations	Discretionary	Not required to be complete but encouraged to provide usage analysis data

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**CAQH CORE FAQs SPECIFIC TO THE 2016 MBR & CAQH CORE 2016 MARKET-BASED ADJUSTMENTS SUBMISSION FORM**

**1. What is an Entry Confirmation Email?**

An Entry Confirmation Email is sent to the submitter after each new entry (e.g., a specific code combination addition, removal, or relocation) is received by CAQH CORE. The Entry Confirmation Email is useful to submitters as it includes a copy of that entry for their records (including evaluation criteria selected, business case, usage data, etc.).

The Entry Confirmation Email also includes a Unique Entry ID. The Unique Entry ID allows the submitter to track the progress of their submissions and avoid duplicate entries given you can delete entries. Submitters will receive an Entry Confirmation Email for each entry made in Part II of the online CAQH CORE 2016 Market-based Adjustments Form. As an example, if a submitter includes **5** code additions, **2** code deletions, and **2** code relocations in their organization's total submission, they will receive **9** confirmation emails. You **MUST** complete all required fields in order to finalize an entry and receive your Entry Confirmation Email.

**2. What is the purpose of the Unique Entry ID?**

The Unique Entry ID allows the submitter to track the progress of their submissions and avoid duplicate entries. For submitters that start and stop their submission over multiple days, these emails will help them track where they are in the submission process. Additionally, submitters can use the Unique Entry ID to identify an entry if they decide to delete it.

**3. How can an entry be deleted?**

To delete an entry, submitters will need either the Unique Entry ID associated with the entry to be deleted or the specific codes submitted in the entry. From the *Navigation Page for 2016 Market-based Adjustments Submissions* webpage, select "Delete a Previous Entry". A drop down list will be provided from which submitters can select a previously entered submission. The submissions will be identified by the Unique Entry ID and the CARC/RARC/CAGC combination submitted.

**4. What type of adjustments to the *CORE-required Code Combinations for CORE-defined Business Scenarios* will be considered during the 2016 Market-based Review?**

The 2016 Market-based Review (MBR) will consider adjustments to the code combinations in the existing four CORE-defined Business Scenarios. As shown in the table below, the online CAQH CORE 2016 Potential Market-based Adjustments Form enables entities to submit requests for additions, removals, and relocations to the code combinations in the *existing* four CORE-defined Business Scenarios.

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Additions	Removals	Relocations
1. Add CARC and RARC	1. Remove CARC and all associated RARCs	1. Remove CARC and all associated RARCs from an <i>existing</i> CORE-defined Business Scenario and add to another <i>existing</i> CORE-defined Business Scenario with associated CAGC(s)
2. Add CARC without an associated RARC	2. Remove RARC from existing CARC	2. Remove CARC and all associated RARCs from an <i>existing</i> CORE-defined Business Scenario and add CARC and some or no associated RARCs to another <i>existing</i> CORE-defined Business Scenario with associated CAGC(s)
3. Add RARC to an existing CARC	3. Remove CAGC(s) from existing CARC	
4. Add CAGC(s) to an existing CARC	4. Remove CAGC(s) from existing CARC and associated RARC	
5. Add CAGC(s) to an existing CARC and its associated RARC		

**5. Does the Market-based Review (MBR) Form validate the CARCs and RARCs to ensure that they are valid codes?**

Yes, the online CAQH CORE 2016 Potential Market-based Adjustments Form validates CARC and RARC entries against the 11/01/16 code lists published by the Washington Publishing Company (WPC), the authorized publisher of the CARC and RARC lists. CAQH CORE is validating the codes against these lists given all entities must use the codes that the independent CARC and RARC Committees publish three times a year; the 11/01/16 lists are the current list of codes.

**NOTE:** CAQH CORE is not the entity that develops and maintains the CARC and RARC lists:

- The CARC list is maintained by ASC X12. The [published CARC list](#) is updated in March, July, and November and published online by WPC.
- The RARC list is maintained by the CMS Remittance Advice Remark Code Committee. The [published RARC list](#) is updated tri-annually at the end of March, July, and November and published online by WPC.

For additional FAQs regarding the CAQH CORE 2016 Market-based Review, see [Section IV, CAQH CORE 360: Uniform Use of CARCs and RARCs \(835\) Rule, of the CAQH CORE FAQs Part D.](#)