

MEMORANDUM

Department of Aging and Disability Services

TO: Regulatory Services Division
Regional Directors and State Office Managers

FROM: Michelle Dionne-Vahalik, Manager
Policy Development and Support Unit
State Office MC E-370

SUBJECT: Regional Survey and Certification (RS&C) Letter No. 06-03

DATE: February 21, 2006

The attached Centers for Medicare and Medicaid Services (CMS), Regional Survey and Certification (RS&C) Letter was issued on February 7, 2006. This letter, which was distributed by e-mail on February 16th, is being provided to you for information purposes and should be shared with all professional staff.

- RS&C Letter No. 06-03 – **Documentation of the legal name in the ASPEN system**

If you have any questions, please contact Bevo Morris, Program Specialist, Policy Development and Support, at (512) 438-2363.

[signature on file]

Michelle Dionne-Vahalik

MDV:bbm

Attachment



Division of Survey and Certification, Region VI

February 7, 2006

REGIONAL SURVEY AND CERTIFICATION LETTER NO. 06-03

TO: All State Survey Agencies (Action/Information)
All Title XIX Single State Agencies (Action/Information)

SUBJECT: Documentation of the legal name in the ASPEN system

The purpose of this letter is to provide you with instructions on how to appropriately document provider names in the ASPEN Central Office (ACO) system. The field in which this information is contained is located within each provider's facility properties screen (Facility Definition Tab). Effective immediately, State Survey Agencies are to enter the entity's doing business name in the "**name**" field and then if applicable record separately the legal name of the entity under the "**legal name**" field.

We appreciate your cooperation and support in implementing a consistent certification process for Medicare providers throughout our Region. If you have any questions regarding these instructions please contact Sergio Mora at (214) 767-5499 or by email at sergio.mora@cms.hhs.gov.

Sincerely,
/s/

Diane Murphy
Acting Associate Regional Administrator
Division of Survey and Certification

Cc: Central Office