

DEPARTMENT OF HEALTH & HUMAN SERVICES  
Centers for Medicare & Medicaid Services  
Center for Beneficiary Choices  
7500 Security Boulevard, Mail Stop C4-23-07  
Baltimore, Maryland 21244-1850



## **Health Plan Benefits Group**

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**DATE:** February 13, 2003  
**TO:** All Medicare Managed Care Contractors  
**FROM:** Cynthia Moreno, Acting Deputy Director  
**SUBJECT:** **New Registration Process for all Open Door Forums**

On November 18, 2002, the Centers for Medicare & Medicaid Services (CMS) implemented a new registration process for all Open Door Forums. Individuals and organizations interested in participating in any open door forum will now be required to register via the Internet on the Open Door Forum ListServ.

Notifications of the forums will be distributed via the new Open Door Forum ListServ in the form of e-mail messages at least 1 week prior to the scheduled forum. As a registrant, you will receive relevant information pertaining to the Forum(s) you have selected.

The menu on the website displays 12 forums. Each title is a link to the specified registration page. Everyone is required to subscribe to each forum(s) of his or her interest. For those participants who would like to receive information on all forums, an "All Forums" link has been provided

To register, go to [www.cms.hhs.gov/opendoor/listservs.asp](http://www.cms.hhs.gov/opendoor/listservs.asp) and:

1. Select the forum(s) list you would like to join
2. Enter your correct e-mail Address
3. Enter your First and Last Name
4. Click "Join the List"

If you need assistance with the registration process please contact Alicia Brown or Teresa Mundell at 410-7856-0232. We welcome your participation and thank you for your cooperation.