

DATE: June 6, 2012

TO: Medicare Shared Savings Program Applicants

FROM: Medicare Shared Savings Program

RE: Posting of the 2013 Notice of Intent to Apply to the Medicare Shared Savings Program: January 1, 2013 Program Start Date

To apply for participation in the Medicare Shared Savings Program in 2013, follow the instructions and timeline below. Dates are subject to change, so check this [Web site](#) frequently for updates.

Step 1: How to Submit a Notice of Intent to Apply

Submit a short Notice of Intent to Apply (NOI) through our [Web form](#). We must get your completed NOI no later than 5 p.m. EST on June 29, 2012.

You will get an e-mail with an acknowledgement letter, your ACO identification number (ACO ID) and detailed instructions on how to get a CMS User ID. You must have an ACO ID to apply to participate in the Shared Savings Program. You must have a CMS User ID to submit your application using the online Health Plan Management System (HPMS.)

We will only accept NOIs submitted electronically. Processing time may vary, so please plan to submit your NOI as early as possible.

Step 2: How to Get a CMS User ID

To submit your application online, you need a CMS User ID to access HPMS. To get a CMS User ID, follow these steps:

1. Get an ACO ID through the [NOI](#) process explained above.
2. Complete Form CMS-20037 Application for Access to CMS Computer Systems using the instructions provided in your NOI acknowledgement letter.
3. Submit your completed Form CMS-20037 to us via tracked mail (e.g. FedEx, UPS, etc.) no later than July 9, 2012.

Since processing times may vary, we strongly encourage you to **submit your NOI and Form CMS-20037 as early as possible. Do not wait until the deadline.**

Step 3: Where do I find the application?

Complete Steps 1. 2. Above. In July 2012, we will post applications for the 2013 program start date. Go [here](#) to find a copy of the application.

We will accept applications from August 1 through September 6, 2012.

Step 5: Who to Contact for Assistance

Application Mailbox: For any questions related to your NOI submission or application process SSPACO_Applications@cms.hhs.gov or (410) 786-8084.

HPMS Access: For any questions related to your Form CMS-20037, CMS User ID and/or access to HPMS. (e.g., trouble logging into HPMS, trouble finding the HPMS Web link) HPMS_Access@cms.hhs.gov or (800) 220-2028.

HPMS Helpdesk: For any questions related to technical assistance in HPMS. (e.g., trouble seeing the HPMS ACO Module screen, trouble with uploading documents) HPMS@cms.hhs.gov or (800) 220-2028.