

DEPARTMENT OF HEALTH & HUMAN SERVICES  
Centers for Medicare & Medicaid Services  
7500 Security Boulevard  
Baltimore, Maryland 21244-1850



TO: Medicare Advantage & Prescription Drug Contract Year (CY) 2010 Plan Sponsors

FROM: Cynthia Tudor, Ph.D., Director, Medicare Drug Benefit and C & D Data Group and Teresa DeCaro, Director, Medicare Drug and Health Plan Contract Administration Group

RE: 2010 Contracting Documents

DATE: August 31, 2009

Contracts and addenda for contract year (CY) 2010 have been posted on HPMS. Complete contract packages are due back to CMS no later than **5:00 P.M. ET, Wednesday, September 9, 2009**. Please follow the instructions found on HPMS for your specific contract type. Instructions are found in HPMS Plan Bids > Benefit Attestation > Contract Year 2010 > Download Contracts.

New for CY 2010 is the Required Document Report. This report will allow you to view the required/optional documents for all contracts to which your user ID is attached. Please note that you may run one report for all your contracts, or you may run individual reports for each contract. There is also a link allowing you to download the report to Excel so you may save it to your own computer. The Required Documents Report is found in HPMS Plan Bids > Benefit Attestation > Contract Year 2010 > Required Documents Report.

All approved entities must download and submit two originally signed copies of the Benefit Attestation. The Benefit Attestation is found on HPMS Plan Bids > Benefit Attestation > Contract Year 2010 > Benefit Attestation.

All new applicants must download and submit two originally signed copies of the appropriate contracts and addenda. The contracts and addenda are found in HPMS Plan Bids > Benefit Attestation > Contract Year 2010 > Download Contracts.

Please note there will be maintenance that could impact HPMS access beginning Friday, September 4, 2009, at 9:00 PM and concluding Monday, September 7, 2009, at 9:00 PM. We strongly recommend organizations download contracting documents prior to Friday, September 4, 2009.

If you have questions regarding Part D or Employer Group, please contact Julie Gover at 410-786-0525 or [Julie.Gover2@cms.hhs.gov](mailto:Julie.Gover2@cms.hhs.gov). If you have questions regarding Medicare Advantage Organizations, please contact Marilyn Hunter at 410-786-9029 or [Marilyn.Hunter@cms.hhs.gov](mailto:Marilyn.Hunter@cms.hhs.gov).