



CENTER FOR DRUG AND HEALTH PLAN CHOICE

Date: April 9, 2009

To: All Part D Plan Sponsors Except PACE Plans

From: Cynthia G. Tudor, Ph.D.
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Subject: Report on Timely Submission of 4Rx Related Change Transactions

This memorandum is a follow-up to the June 11, 2008 memo entitled “Temporary Suspension of Timely Submission of 4Rx Related Change Transactions Report” which specified that CMS would temporarily remove this report from HPMS while some changes were implemented. As you know, Part D sponsors are responsible for submitting a valid plan change transaction type 72 for updating 4Rx data within 72 hours after receiving the transaction reply report (TRR) for CMS-generated enrollments (Medicare Advantage and Prescription Drug Plan Communication User Guide, Version 4, 12/23/2008). We expect Part D sponsors to implement internal controls to ensure that 4Rx data for all enrollees is submitted and accepted by CMS within the required timeframes.

Beginning in April 2009, CMS will resume the monthly posting of a report in HPMS that indicates the timeliness of Part D sponsors in submitting 4Rx-related change transactions for CMS-generated enrollments. In this report, CMS-generated enrollments include auto enrollments, facilitated enrollments, user interface (UI) transactions, plan rollovers, and reassignments, all for the previous payment month. We note that rollovers and reassignments are typically only applicable in December. While most of the CMS-generated enrollments are for Medicare Prescription Drug Plans (PDPs), Medicare Advantage Prescription Drug Plans (MA-PDs) may also receive some of these transactions, such as UI, throughout the year.

The goal of the 4Rx timeliness report is for CMS and sponsors to track the extent to which Part D sponsors have at least 99% of 4Rx-related change transactions successfully accepted within 72 hours by CMS. Part D sponsors should review this report each month. Due to the possibility of a delay of up to 48 hours between the timestamp and the distribution of the TRR, the CMS-generated transaction is considered to have met the requirement if the 4Rx data is successfully received by CMS within 120 hours. Part D sponsors are expected to review the monthly report and take remedial action if it indicates that they are not meeting the requirement. In the next few months, CMS will begin

issuing compliance actions to Part D sponsors who are not meeting this standard. This report can be found in HPMS at:

HPMS Homepage > Quality and Performance > Part D Performance Metrics and Reports
> 4Rx 72 Hour Timestamp for Current Enrollments

Thank you for your continued work to provide accurate and timely information to CMS. Please direct any inquiries related to this memo via e-mail to Nancy Zhang at nancy.zhang@cms.hhs.gov and include '4Rx' in the subject line.