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MEMORANDUM

Date: March 6, 2008

To: All Part D Plan Sponsors

From: Cynthia Tudor, Ph.D., Director, Medicare Drug Benefit Group

Subject: Timely Submission of 4Rx Related Change Transactions

This memorandum is a follow-up to the November 20, 2007 memo entitled “Timing of 2008 Enrollment Transactions Requiring 4Rx Submission...” which specified that Part D Sponsors are required to submit 4Rx data within 72 hours of receipt of the weekly Transaction Reply Report (TRR) containing CMS-generated enrollments. Beginning in March 2008, CMS will be posting a report in HPMS that measures sponsor timeliness 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 payment month of February 2008 (note, at this time, rollovers and reassignments are typically only applicable in December). Part D Sponsors should review this report to see the performance of their contract(s). The goal of the 4Rx timeliness report is for Part D Sponsors to have at least 99% of 4Rx-related change transactions successfully accepted within 72 hours by CMS. Contracts not meeting this goal will be identified as outliers. 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

Since the report for February 2008 (transactions submitted after the December monthly cut-off up to the January payment cut-off) may contain a high proportion of rollovers, the percent of 4Rx-related change transactions received on time may be highly influenced by this group. Please note that this yearly event should have a minimal impact on future reports. Moving forward, this report will be updated on a monthly basis. Plans should ensure that all of 4Rx transactions on these reports were submitted and accepted by CMS, or resubmit them immediately.

Thank you for your continued work to provide accurate and timely eligibility information for Medicare beneficiaries. Please direct any inquires related to this memo via e-mail to PartDMetrics@cms.hhs.gov and include ‘4Rx’ in the subject line.