

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



CENTER FOR MEDICARE

TO: All Current and Prospective Medicare Advantage, Prescription Drug Plan, Cost and PACE Organizations

FROM: Cynthia G. Tudor, PH.D., Director, Medicare Drug Benefit and C & D Data Group

SUBJECT: Annual Request for Verification of Parent Organization

DATE: March 17, 2011

All current and prospective Medicare Advantage, Prescription Drug Plan, Cost and PACE organizations (“contracting organizations”) are requested to review the company’s parent organization as listed in HPMS, and to report any necessary corrections by April 1, 2011.

The relationship between contracting organizations and their parent organizations has developed increased significance for CMS. It is crucial that all contracting organizations accurately report their parent organization status to CMS and keep that information up-to-date by reporting changes as soon as they occur.

CMS considers a parent organization to be the legal entity that owns a controlling interest in a contracting organization. More specifically, for Part C and D reporting purposes, the parent organization is the “ultimate” parent, or the top entity in a hierarchy (which may include other parent organizations) of subsidiary organizations which is not itself a subsidiary of any corporation.

Organizations can view their parent organization assignments within the Basic Contract Management Module in HPMS. The parent organization assignment can be accessed using the following navigation path: Contract Management > Basic Contract Management > Select Contract Number > Plan Management Data. Parent organization data is also available in the General Information Report under Contract Reports and in the Plan Version of the Contract Information Data Extract. Organizations do not have access rights to change the parent organization designation, but rather must report changes to CMS.

In those instances where the parent organization field is blank or incorrect, please notify CMS of the correct information by sending an email to drugbenefitimpl@cms.hhs.gov by April 1, 2011. If any changes in parent organization identity occur after this date, you must report the change by sending an email to drugbenefitimpl@cms.hhs.gov as soon as the change occurs, but no later than 30 days from the effective date of such a change.

When reporting a parent organization change or correction, you should include your contract number and the phrase “parent organization update” in the subject line of the email. Please indicate what prompted the change (e.g., merger, sale, or corporate name change) and also include contact information for someone at your organization whom we could call to discuss any discrepancies you identify. You should be prepared to provide documentation to support the change or correction, such as financial statements, articles of incorporation, contracts, or filings with regulatory authorities. Of note, due to character limitations, CMS will not necessarily agree to all minor changes, such as requests to expand abbreviations.

Thank you.