



## CENTER FOR BENEFICIARY CHOICES

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### MEMORANDUM

**Date:** January 7, 2008  
**To:** All Part D Plan Sponsors  
**From:** Cynthia Tudor, Ph.D., Director, Medicare Drug Benefit Group  
**Subject:** Submission of Required Pricing Files

This memo serves as a reminder that Part D Sponsors are required to submit Medicare Prescription Drug Plan Finder pricing and pharmacy data files on a bi-weekly basis, following the submission calendar contained in the 2008 Plan Year Pricing Data Requirements document ([http://www.cms.hhs.gov/PrescriptionDrugCovContra/Downloads/MPDPFDataRequirementsSubmissionGuidelines\\_NextYear.pdf](http://www.cms.hhs.gov/PrescriptionDrugCovContra/Downloads/MPDPFDataRequirementsSubmissionGuidelines_NextYear.pdf)). If the Medicare Prescription Drug Plan Finder pricing and pharmacy data files have not changed from the previous submission, Part D Sponsors may auto-certify these files in the Administrative Console. Auto-certification indicates that data files remain unchanged from the previous submission. **If Part D Sponsors can not auto-certify or do not submit required pricing files during the regular submission window, the contract's pricing data will be suppressed during the next scheduled Medicare Prescription Drug Plan Finder posting.** Additionally, Part D Sponsors should note that repeated auto-certification of Plan finder data files will be identified and Sponsors will be contacted to ensure data displayed are accurate representations of their pricing and pharmacy networks.

- Sponsors are required to follow the timelines posted in the 2008 Plan Year Pricing Data Requirements for the bi-weekly data submissions.
- Updates or auto-certifications can be made only during the scheduled submission window (per the submission calendar contained in the 2008 Plan Year Pricing Data Requirements) beginning Monday at 12:01 AM PST and ending Tuesday at 11:59 PM PST.
- If multiple files are submitted, the LAST file received will be considered the final submission. If the first file contained accurate data, and the last file contained an error, the submission will be considered in error.
- Each time a file is submitted, Sponsors are strongly encouraged to review its submission status at <https://enrollmentcenter.medicare.gov/AdministrativeConsole>. ***If data files are not received and not viewable at that URL within 30 minutes of the initial submission, the files were not received successfully, and Sponsors should contact the Plan Compare Help Desk for support.*** Upon each submission, the Part D Price File contacts listed for the Sponsor will also receive several email confirmations.
- Each file submitted to the FTP server will be verified against the file format as listed in the 2008 Plan Year Pricing Data Requirements.
- All required files must either be validated or come from a previous submission (this is done via auto-certification in the Administrative Console). If a plan does not auto-certify that the pricing data are accurate or fails to submit formatted and validated files during the initial submission window, the plan will not have the opportunity to submit during the special submission window and will thus be suppressed.

- Once all required files are accounted for, several data content checks will be performed on these files. The results will be available at <https://enrollmentcenter.medicare.gov/AdministrativeConsole>. If the file validation and data contents checks result in errors, you may resubmit your files within the same submission window.
- Any difficulties encountered during submission should be addressed to [plancompare@destinationrx.com](mailto:plancompare@destinationrx.com) or by calling 1-888-203-8497 within the submission window so that any necessary assistance can be provided in a timely manner. The Plan Compare Help Desk is available between the hours of 8:30 AM ET to 6:30 PM ET. Emails or phone messages received after 6:30 pm EST will not be addressed until the next business day. Part D Sponsors should begin submitting their pricing files as early in the submission window as possible, to avoid the risk of not having their issues addressed before the close of the submission window.

We appreciate your cooperation in making sure Medicare beneficiaries have the most accurate data available from which to make an informed decision on plan selection. Questions regarding this information should be directed via email to Stacy Matheny: [stacy.matheny@cms.hhs.gov](mailto:stacy.matheny@cms.hhs.gov), and Alice Lee-Martin: [alice.leemartin@cms.hhs.gov](mailto:alice.leemartin@cms.hhs.gov).