

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:** Verification of Parent Organization and Legal Entity Name for 2013

**DATE:** March 2, 2012

All current and prospective Medicare Advantage, Prescription Drug Plan, Cost and PACE organizations (“contracting organizations”) are requested to review the company’s parent organization and legal entity name as listed in HPMS, and to report any necessary corrections by March 15, 2012.

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 and legal entity name to CMS. Organizations must also 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. A legal entity may be its own parent organization if it is not a subsidiary of any other organization.

CMS considers a legal entity name to be the name as it appears on the contracting organization’s articles of incorporation, articles of organization, or state license. The legal entity name may be different from the marketing or “doing business as” name.

Organizations can view their parent organization assignments and legal entity names within the Basic Contract Management Module in HPMS. Use the following navigation path to access this information: Contract Management > Basic Contract Management > Select Contract Number > Plan Management Data. Parent organization and legal entity name 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 or legal entity name, but rather must report changes to CMS.

In those instances where the parent organization or legal entity field is blank or incorrect, please notify CMS of the correct information by sending an email to [drugbenefitimpl@cms.hhs.gov](mailto:drugbenefitimpl@cms.hhs.gov) by March 15, 2012. If any changes in parent organization identity or legal entity name occur after this date, you must report the change by sending an email to [drugbenefitimpl@cms.hhs.gov](mailto: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 or legal entity name change or correction, you should include your contract number and the phrase “parent organization update” or “legal entity 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.