

The following instructions are for manufacturers who do not currently participate in the Coverage Gap Discount Program (Discount Program) and wish to participate beginning with the 2016 calendar year.

2016 Manufacturer Agreement Process

Manufacturers who wish to participate in the Discount Program beginning with the 2016 calendar year must submit a signed Manufacturer Agreement and Third Party Administrator Agreement (Agreements) to CMS by January 30, 2015.

To begin the contracting process, manufacturers must first obtain a pending contract “P” number by completing the following steps:

- Submit the following information via email to CGDPandManufacturers@cms.hhs.gov :
 - Manufacturer Name
 - DUNs Number
 - Primary Contact First and Last Name
 - Primary Contact Email Address
 - Primary Contact Phone Number
- The subject line of the email should read “[manufacturer name] Request for P Number”.

CMS will process the 2016 Agreements, including electronic signature of the Agreements, through CMS’ Health Plan Management System (HPMS) system. Once CMS receives the Request for P Number email, the primary contact will receive an email containing the pending contract “P” number and the instructions to obtain access to HPMS. We recommend that manufacturers submit P number requests by October 17, 2014 to allow sufficient time to obtain P numbers and submit the necessary forms to gain access to the HPMS system. Manufacturers’ Primary Contacts and those persons with authority to enter into contracts with CMS on behalf of the manufacturer must have access to HPMS to complete the contracting process.

The model Discount Program and TPA agreements are available on the CMS website in the Download section. Once your organization has access to HPMS and completes the labeler code information the person identified with authority to enter into the Agreements will be allowed to electronically sign the documents until the January 30, 2015 deadline.

Any questions regarding the Agreements should be sent via email to CGDPandManufacturers@cms.hhs.gov.

Thank you for your interest in the Discount Program.