



**OFFICE OF INFORMATION SERVICES**

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**DATE:** November 15, 2006

**TO:** All Medicare Advantage, Prescription Drug Plan, Cost, PACE, and Demonstration Organizations

**FROM:** Henry Chao, /s/  
Deputy Director, Information Services Design and Development Group

**SUBJECT: 4Rx Submission Guidance for Remaining 2006 Enrollments and 2007 Enrollments During End of Year - ACTION REQUIRED**

The 4Rx Notification process is a data exchange between the Plan and CMS which provides CMS with information on Plan enrollments in order to support point of sale (POS) and other pharmacy-related information needs. The objective of this exchange is to make the 4Rx data available to the TrOOP Facilitator (and therefore the pharmacies) so that pharmacies can assist beneficiaries that have issues/questions about Plan enrollment at POS.

During the transition from 2006 to 2007 Plan benefit year, the exchange of the 4Rx data continues to be a critical operating requirement with various conditions requiring closer scrutiny, and perhaps action, by the Plan. Please carefully review the information contained within this memo to understand under what conditions you are required to send in 4Rx data and the associated timeframes for those submissions.

**Special note** – Due to the volume of 4Rx data anticipated, CMS has requested that Plans send in files with no more than 500,000 records each. If necessary, Plans may send in multiple files per day with 500,000 or less records.

**Priority - 4Rx Data for Remaining 2006 Effective Dates**

As of Saturday, November 11, 2006, Plans should have received the Weekly TRR confirming acceptance of enrollments for November and December effective dates. Plans should immediately send 4Rx data for these beneficiaries. 4Rx data for all Nov/Dec effective enrollments should be at CMS by November 29, 2006.

**Submitting 4Rx Data for November and December**

Plans may or may not be required to send 4Rx data for 2007 effective enrollments. Please carefully review the following conditions and associated direction.

Plans should **not** send in 4Rx data for beneficiaries where none of the 4RX components have changed. In other words, there has been no change in contract, PBP and Plan-PBM affiliation.

Plans are to send in 4Rx data for beneficiaries that meet one or all of the following conditions:

- change in contract and/or PBP
- change in any element of the 4Rx
- changing PBM affiliation between 2006 and 2007
- new enrollments – including reassigns and auto and facilitated enrollments
- retroactive enrollments

On or about December 2, 2006, Plans will receive their first Weekly TRR reflecting the processing of your January enrollments. As always, all 4Rx data should be submitted by the latter of 3 business days or 72 hours after confirmation of enrollment on the TRR. Other weekly TRRs currently scheduled for December are the 9th, 16th, 23rd, and the 30th. In striving to have the 4Rx for the 2007 effective new enrollments available at POS via the E1, all 4Rx must be submitted on a flow basis and special attention must be given to the confirmed enrollments on the December 30th TRR to turnaround the 4Rx for January 1st effectives.

CMS will generate a NoRx file to send to Plans around December 20, 2006 to identify any gaps in 4Rx data. Plans will continue to be responsible for addressing these gaps as quickly as possible.

Again, Plans are reminded that they may send as many files of 4Rx data as required but each individual file should contain no more than 500,000 records.

Please direct any questions or concerns to the MMAHelp Desk at 1-800-927-8069 or via email to [mmahelp@cms.hhs.gov](mailto:mmahelp@cms.hhs.gov).