

# Health Plan Management System

## Part C Improper Payment Measure (IPM)

### Module User Guide

Version: Plan User | Revised: October 2025

*Centers for Medicare & Medicaid Services*

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## 1. Introduction

In order to comply with the Payment Integrity Information Act of 2019 (PIIA), the Centers for Medicare & Medicaid Services (CMS) annually measures and reports a projected payment error rate for the Medicare Part C program. CMS conducts the annual Medicare Part C Improper Payment Measure (IPM) activity to validate the accuracy of risk adjustment data submitted by Medicare Advantage (MA) Organizations for the purpose of estimating the Part C error rate.

The Health Plan Management System (HPMS) *Part C IPM* module described in this document allows MA Organizations to submit Medical Records in support of CMS Hierarchical Condition Categories (CMS-HCCs). MA Organizations can also view CMS-provided documentation and reports through the module.

**Note:**

**Data represented in the various example figures of this user guide is fictitious and displayed for illustration purposes only. No real-world data related to MA Organizations, beneficiary Protected Health Information (PHI), or beneficiary Personally Identifiable Information (PII) is included in this document.**

## 2. Accessing & Navigating Part C IPM

### **Part C IPM User Access**

The HPMS *Part C IPM* module allows MA Organization users to submit Medical Records in support of CMS-HCCs for enrollees selected for an IPM activity. To access the HPMS *Part C IPM* module, you must:

- ✓ Have a CMS EUA User ID with access to either the Part C Submission – Plan or *Part C IPM Reports – Plan* access types in HPMS (see [Figure 1](#)); and
- ✓ Have authorization to access to an MA Contract with enrollees sampled as part of the *Part C IPM* activity.

You can see which access types are assigned to your CMS ID by navigating to **User Resources** on the top right > **My Account** > **User Access Report**.

**Figure 1 – Part C IPM MA Organization User Access**

Access Type	Description	Available Functionalities
<b>Part C IPM Submission – Plan</b>	<ul style="list-style-type: none"> <li>• Able to submit Medical Records for a sample.</li> <li>• Only able to access samples for which the user's contract has been selected.</li> </ul>	<ul style="list-style-type: none"> <li>• Select Sample</li> <li>• Documentation</li> <li>• Submission tab (<i>Upload Medical Records only</i>)</li> <li>• Document Library tab</li> <li>• Concur/Non-Concur tab</li> </ul>
<b>Part C IPM - Document Library - CEO and Compliance Officer Only</b>	<ul style="list-style-type: none"> <li>• Able to view CEO/MCO files from the Document Library for assigned contracts.</li> <li>• CEOs and Medicare Compliance Officers only.</li> <li>• Only able to access samples for which the user's contract has been selected.</li> </ul>	<ul style="list-style-type: none"> <li>• Select Sample</li> <li>• Documentation</li> <li>• Document Library tab</li> </ul>
<b>Part C IPM Reports – Plan</b>	<ul style="list-style-type: none"> <li>• Able to view <i>Part C IPM</i> Reports (available data restricted by user access).</li> <li>• Only able to access samples for which the user's contract has been selected.</li> </ul>	<ul style="list-style-type: none"> <li>• Select Sample</li> <li>• Documentation</li> <li>• Reports tab</li> <li>• Document Library tab</li> <li>• Concur/Non-Concur tab</li> </ul>

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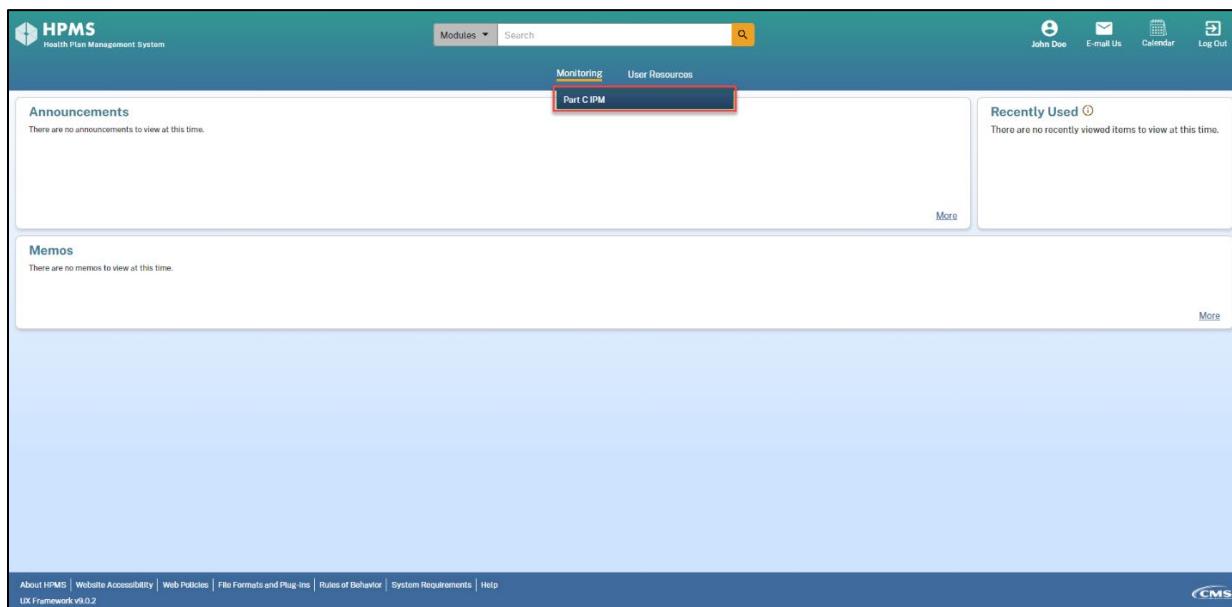
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# How to Access Part C IPM

To access the *Part C IPM* module:

1. From the HPMS home page, click on the **Monitoring** tab in the HPMS top navigation bar.
2. Select the **Part C IPM** menu item ([Figure 2](#)) to be directed to the *Part C IPM Start Page*. (See the [Part C IPM Start Page](#) section below.)

**Figure 2 – Accessing Part C IPM**



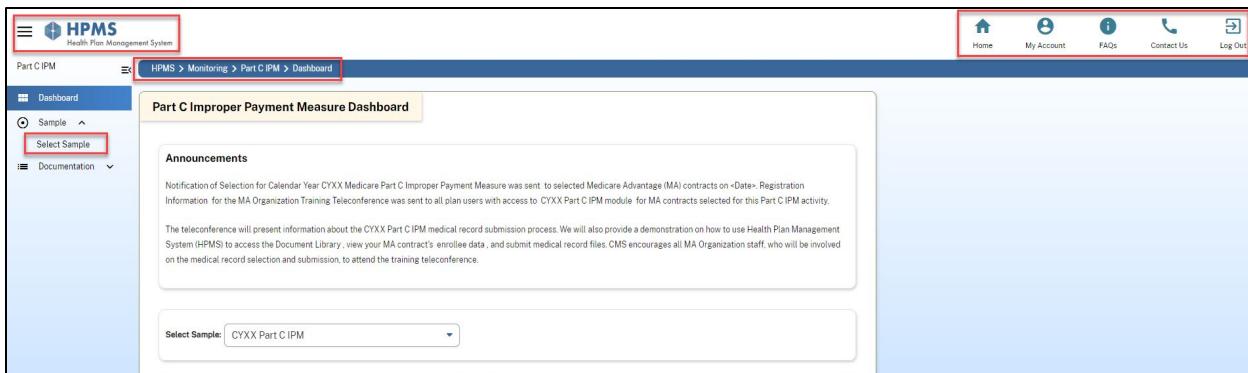
## Navigation

### Navigating HPMS

HPMS has a toolbar with standard links which allow you to navigate within the Health Plan Management System ([Figure 3](#)).

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**Figure 3 – Navigation**

Within each HPMS module (including Part C IPM), the following navigation icons can be found across the top of each page:

- **HPMS Menu** : Access other HPMS modules or resources.
- **HPMS Logo**: Return to the HPMS homepage.
- **Home**: Return to the HPMS homepage.
- **My Account**: View and manage HPMS user account information.
- **FAQs**: View frequently asked questions related to HPMS.
- **Contact Us**: Contact the HPMS Help Desk.
- **Log Out**: Log out of HPMS.

Each page within HPMS also contains breadcrumb links, which can be found directly below the top navigation icons. Selecting a breadcrumb link returns you directly to the corresponding page.

➤ *Note: To prevent data loss, avoid using the back button on your browser. Instead, use the navigational toolbars/menus or breadcrumb links on each page to navigate within HPMS and the Part C IPM module.*

## Navigating Part C IPM

Within the *Part C IPM* module, a collapsible module navigation menu is available on the left side of each page ([Figure 3](#)).

The *Part C IPM* Module Navigation Menu offers the following options:

- **Dashboard**: Access the *Part C IPM* Dashboard.
- **Sample**: Select and access existing samples. The samples available are based on your assigned access level and associated contract(s).

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- **Documentation:** View or download the System User Guide.

### 3. *Part C IPM Start Page*

From the *Part C IPM* start page, you can access the module navigation menu and the *Part C IPM* Dashboard.

#### Dashboard

The *Part C IPM* Dashboard ([Figure 4](#)) displays key information related to the *Part C IPM* audit such as announcements, timelines, and submission status. Based on your contract access, the dashboard will also display widgets to represent the submission status for your MA Organization.

Dashboard features include:

- **Announcements:** Displays any active announcements pertaining to the *Part C IPM* module.
- **Select Sample:** Choose which sample is displayed on the dashboard.
- **Sample Timeline:** Displays major monthly milestones for a selected sample. (E.g. Submission Start Date, Submission Deadline Date, Final Findings Report, release dates, etc.)
- **Submission Events and Status:** Displays the submission window dates and status.
- **CMS HCC Outcomes Summary:** Displays the outcome of CMS-HCCs submitted for the user's MAOs.
- **Actions:** Provides links to the Submission, Document Library, Reports tabs (if applicable for the current sample) and the *Part C IPM* HPMS access request email address.

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**Figure 4 – Part C IPM Dashboard**

**Announcements**

**CY23 Part C IPM Submission Window Closure and Final Findings Report Availability**

The Calendar Year 20XX (CYXX) Part C Improper Payment Measure (Part C IPM) submission window is closed. The CYXX Part C IPM Final Findings Report (FFR) will be released tentatively in December 20XX. Medicare Advantage Organizations will receive an email notification when the FFR is available for download from the Health Plan Management System Document Library.

If you have any questions, please email PartC\_IPM@cms.hhs.gov.

**Select Sample:** Test Sample

**Sample Timeline**

Sample Timeline for: Test Sample  
Days Remaining for Submission:

<input type="radio"/>	Dec	<input type="radio"/>	Jan	<input type="radio"/>	Feb	<input type="radio"/>	Mar	<input type="radio"/>	Apr	<input type="radio"/>	May	<input type="radio"/>	June	<input checked="" type="radio"/>	July	<input type="radio"/>	Aug
<input type="radio"/>	Sep	<input type="radio"/>	Oct	<input type="radio"/>	Nov												

Selected Month: July

Timeline	Date
Submission Window Start Date	7/30/20XX

**Submission Events and Status**

Event	Status	Deadline Date
Submission	In progress	

**CMS HCC Outcomes Summary**

Last Data Publish Date: July 1, 20XX

Total Confirmed	4,392		90.61%
Total Discrepant (Sum of A, B & C)	455		9.39%
A. Total Discrepant (confirmed lower)	56		
B. Total Discrepant (outstanding)	18		
C. Total Discrepant (invalid, coding Issue, Coding Incomplete)	381		
Total HCCs Sampled	4,847		100.00%

**Actions**

- Submit Medical Records
- View Document Library
- View Reports
- Request Access for Additional Part C IPM Users

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About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules of Behavior | System Requirements | UX Framework v18.0.1 | CV:153.0.0

CM

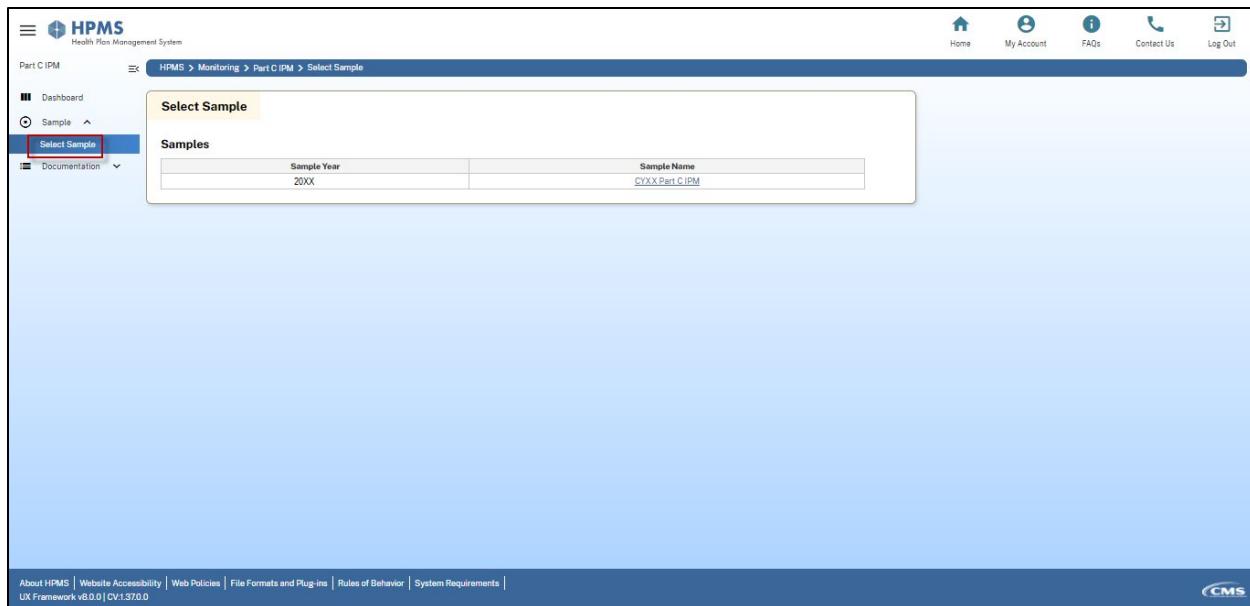
## Select Sample

The Select Sample tool ([Figure 5](#)) provides the ability to select and access available *Part C IPM* samples. Only samples for which your MA Contract(s) is selected will be displayed.

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**Figure 5 – Select Sample**

### To select a sample:

1. In the *Part C IPM* start page, choose **Sample > Select Sample** from the left-side navigation menu. A list of available samples will be displayed.
2. Choose the applicable **Sample Name** link to access and view the selected sample.

➤ *Note: Only one sample can be active at a time. Older samples may be displayed for reference purposes only.*

## 4. Sample Tabs

After selecting a sample, you'll have access to a variety of information related to the audit; this information is organized throughout multiple sample tabs.

To view or update information related to the *Part C IPM* activity for the selected sample, choose one of the tabs outlined below.

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## Overview Tab

The Overview tab ([Figure 6](#)) provides a high-level summary of the selected sample and includes:

- **Sample Details:** Displays the sample year and name.
- **Sample Schedule:** Displays the submission start date and deadline date. Any extensions to the submission deadline will also appear here.
- **Submission Status:** Displays the status of submissions made for the sampled contracts. This includes the total number of enrollee CMS-HCCs (V24 CMS-HCCs plus V28 CMS-HCCs) for the user's assigned contracts, submissions made, and pending submissions.
- **Sample Contracts:** Displays a list of the contracts selected for the sample.

**Figure 6 – Overview Tab**

HPMS  
Health Plan Management System

Part C IPM

HPMS > Monitoring > Part C IPM > Select Sample > Sample Overview

**Sample Overview**

**Overview** **Submission** **Document Library** **Reports**

**Sample Details**

Sample Year: 20XX  
Sample Name: CYXX Part C IPM

**Sample Schedule**

Submission Start Date: 07/21/20XX  
Submission Deadline: 8/21/20XX

**Submission Status**

# of CMS-HCCs Total: 76  
# of CMS-HCCs Submitted: 21  
# of CMS-HCCs Pending: 55

**Sample Contracts**

[View PHI/PII Disclaimer](#)

Contract ID	Contract Name
Z0001	TEST CONTRACT 1
Z0002	TEST CONTRACT 2
Z0003	TEST CONTRACT 3

## Submission Tab & Process

The Submission tab allows users with *Part C IPM Submission – Plan* access to upload Medical Records and substantiate CMS-HCCs during the open submission window. This tab is only accessible once the submission window has opened.

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## Submission Tab - Contract and Enrollee Selection

After selecting the Submission tab, you will be navigated to the Contract and Enrollee Selection page ([Figure 7](#)), where you can view the enrollees for each applicable contract and select an enrollee to submit Medical Records for.

Additionally, you can also view an Excel report of all contracts, enrollees, and CMS-HCCs selected for this *Part C IPM* activity by clicking the **Complete Enrollee – HCC Report [XLSX]** link. To view the status of completed submissions, click the **Submission Status Report [XLSX]** link. The Submission Status Report also indicates whether the submission includes a Medical Record (*MR*) and attestation (*MR+ATT*).

**Figure 7 – Submission Tab – Contract and Enrollee Selection**

HPMS > Monitoring > Part C IPM > Select Sample > Submission

**Submission – Contract and Enrollee Selection**

Overview **Submission** Document Library Reports

A field with an asterisk (\*) before it is a required field.

**Sample Details**

Sample Year: 20XX  
Sample Name: CYXX Part C IPM

[Complete Enrollee-HCC Report \[XLSX\]](#)  
[Submission Status Report \[XLSX\]](#)

\*Contract:

**View Enrollees**

**Note:** \* During the sample submission window, please refer to the Interim Findings Report (IFR) or the MAO CMS-HCC Outcomes report for definitive information on validated HCC(s). After the submission window closes, the Final Findings Report (FFR) reflects final outcomes for the Part C IPM.

### To view a contract and select an enrollee:

1. Select a Contract ID from the ‘Contract’ dropdown ([Figure 8](#)).

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**Figure 8 – Submission Tab – Contract and Enrollee Selection: Select Contract**

2. Click the **View Enrollees** button to view the enrollee listing table ([Figure 9](#)). This table includes the following columns:

- **Action:** Displays a **Select** link to view the Enrollee Dashboard for the selected enrollee.
- **Enrollee ID:** Displays the enrollee's *Part C IPM* Enrollee ID.
- **Enrollee Name:** Displays the enrollee's last name and first name.
- **Total Number of CMS-HCC(s):** Displays the total number of V24 CMS-HCCs plus V28 CMS-HCCs for the enrollee in the sample.
- **Total Number of CMS-HCC(s) Pending:** Displays the number of V24 CMS-HCCs plus V28 CMS-HCCs for which no submissions have been made.
- **Validity Issues with Any Submission (Yes / No):** Displays 'Yes' if any of the submissions have been determined to be invalid; displays 'No' if no submissions have been determined to be invalid.

➤ *Note: If any submission has been deleted due to a PHI/PII policy violation (e.g., the submission included information for another individual not in the sample), the 'Validity Issues with Any Submission' column will display a '1' as a superscript. This indicates that the submission was flagged as a PHI/PII breach and was deleted. In this case, only the coversheet data will be available to view. The Plan will be notified if this occurs.*

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**Figure 9 – Submission Tab – Contract and Enrollee Selection: Enrollee Listing**

HPMS > Monitoring > Part C IPM > Select Sample > Submission

## Submission – Contract and Enrollee Selection

Overview **Submission** Document Library Reports

[View PHI/PII Disclaimer](#)

A field with an asterisk (\*) before it is a required field.

### Sample Details

Sample Year: 20XX  
Sample Name: CYXX Part C IPM

[Complete Enrollee-HCC Report \[XLSX\]](#)  
[Submission Status Report \[XLSX\]](#)

\*Contract:

[View Enrollees](#)

Action	Enrollee ID	Enrollee Name	Total Number of CMS-HCC(s)	* Total Number of CMS-HCC(s) Pending	Validity Issue with Any Submission (Yes/No)
Select	111111_1	Doe, John	3	3	No
Select	111111_2	Doe, John	4	4	No
Select	111111_3	Doe, John	3	2	No
Select	111111_4	Doe, John	5	5	No

**Note:** \* During the sample submission window, please refer to the Interim Findings Report (IFR) or the MAO CMS-HCC Outcomes report for definitive information on validated HCC(s). After the submission window closes, the Final Findings Report (FFR) reflects final outcomes for the Part C IPM.

<sup>1</sup> Medical Record deleted due to PHI/PII. Only the Coversheet is available to view.

3. Under the 'Action' column of the enrollee listing table, click the **Select** link for the enrollee to select the enrollee, view the Enrollee Dashboard, and submit Medical Records.

## Submission Tab - Enrollee Dashboard

Once an enrollee is selected, the Enrollee Dashboard page will appear. The Enrollee Dashboard ([Figure 10](#)) provides details on the sampled enrollee as well as the ability to view any completed submissions and submit new Medical Records.

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## Figure 10 – Submission Enrollee Dashboard

HPMS > Monitoring > Part C IPM > Select Sample > Submission

**Submission – Enrollee Dashboard**

Overview **Submission** Document Library Reports

View PHI/PII Disclaimer

A field with an asterisk (\*) before it is a required field.

**Sample Details**

Sample Year: 20XX  
Sample Name: CY20XX Part C IPM

**Enrollee Dashboard**

**Contract Information** **Enrollee Information**

Contract Name: Test Contractor  
Current Contract ID: Z0001  
Sample Year Contract ID: Z0001

Enrollee ID: 111111\_11  
MBI: 1X37H57DQ34  
DOB: 12/15/1945  
Last Name: Doe  
First Name: John  
ESRD Bene: Yes

**Select Different Enrollee**

Please select at least 1 checkbox from the table below

V24 CMS-HCC	V28 CMS-HCC	Submitted (Yes/No)	Submission Count
HCC136	N/A	Yes	1
HCC27	N/A	Yes	1
HCC80	N/A	Yes	1

Total Number of CMS-HCC(s)   
Total Number of CMS-HCC(s) Pending

**New Submission for Enrollee**

**Completed Submissions**

V24 CMS-HCCs	Submission Date	Coversheet ID	Documents Submitted	Submitted File	Submitted By	Submission Valid (Yes/No)
HCC80	7/18/20XX 10:56:38 AM	<sup>2</sup> Z0001_111111_11_52961	MR + ATT	<a href="#">Test Medical Record.pdf [View PDF]</a>	Tester, Test	
HCC136, HCC27	7/18/20XX 10:55:26 AM	Z0001_111111_11_52960	MR + ATT	<a href="#">Test Medical Record.pdf [View PDF]</a>	Tester, Test	Yes

<sup>1</sup> Medical Record deleted due to PHI/PII. Only the Coversheet is available to view.  
<sup>2</sup> Indicates the submission flagged as a duplicate.

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The Enrollee Dashboard contains the following sections:

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- **Sample Details:** Displays the sample year and name.
- **Contract Information:** Displays the Contract Name, Current Contract ID, and Sample Year Contract ID.
- **Enrollee Information:** Displays the Enrollee ID, MBI, DOB, last name, first name, and ESRD Bene (Yes or No) for the selected enrollee.
- **CMS-HCC list:** Displays a table listing of all sampled V24 CMS-HCCs plus V28 CMS-HCCs for the enrollee. Includes a ‘Submitted (Yes/No)’ column to indicate whether the CMS-HCC has a submission made, and a ‘Submission Count’ column indicating the count of submissions for each HCC.
- **Total Number of CMS-HCC(s):** Displays the total number of V24 CMS-HCCs plus V28 CMS-HCCs for the enrollee.
- **Total Number of CMS-HCC(s) Pending:** Displays the total number of V24 CMS-HCCs plus V28 CMS-HCCs pending submission for the enrollee.
- **Completed Submissions:** Displays a table listing of any submissions made for the enrollee. Includes the following columns:
  - **V24 CMS-HCCs/V28 CMS-HCC(s):** Displays the total V24 CMS-HCCs/V28 CMS-HCCs for the submission.
  - **Submission Date:** Displays the date the submission was made.
  - **Coversheet ID:** Displays the Coversheet ID generated for the submission.
  - **Documents Submitted:** Indicates whether any documents were included with the submission:
    - *MR* indicates a submission with Medical Record attached.
    - *MR+ATT* indicates a submission with Medical Record and Attestation attached.
    - *No MR* indicates a submission with no Medical Record or Attestation attached.
  - **Submitted File:** Displays a link to view the submitted file along with the prepended Coversheet. For *No MR* submissions, no link will be displayed. If a file has been deleted due to a PHI/PII breach, a link to view only the Coversheet data will be displayed.
  - **Submitted By:** Displays the name of the user who created the submission.
  - **Submission Valid (Yes/No):** Indicates whether a submission has been determined to be Valid or Invalid.
    - If the submission is valid, the column will display ‘Yes’.
    - If the submission is invalid, the column will display ‘No’ as a hyperlink. (See below.)
    - If the submission is under review, the column will be blank.

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- If the submission is a *No MR* submission, column will display ‘N/A’.
- If the submission was deleted due to PHI/PII policy violation, the column will display a superscript ‘1’. This indicates the submission has been flagged as a PHI/PII breach and was deleted. In this scenario, only the Coversheet data will be available to view.
- If the submission was confirmed duplicate by CMS, the ‘Coversheet ID’ will display a superscript ‘2’. This indicates that the medical record has been confirmed as duplicate and will not be reviewed by CMS.

## Reviewing Invalid Submissions

If a completed submission has been determined to be invalid, the ‘Submission Valid (Yes/No)’ column in the ‘Completed Submissions’ table will display ‘No’ as a hyperlink. Selecting the hyperlink opens the Submission INV Failure & Attestation Invalid Reasons window ([Figure 11](#)) which displays the reasons for the invalid determination.

**Figure 11 – Submission INV Failure & Attestation Reasons Window**

Coversheet ID	V24 CMS-HCCs	V28 CMS-HCCs	INV Failure Reason(s)	INV Subcategories	Attestation Invalid Reason(s)
Z0001_11111_11_12345	HCC134	N/A	INV1-Wrong Record / No Name/Name Variance	INV1 - Patient name is the same but birthday is completely different	

The Submission INV Failure & Attestation Invalid Reasons window includes the following details:

- **Coversheet ID:** Displays the Coversheet ID for the Invalid submission.
- **V24/V28 CMS-HCC(s):** Displays the CMS-HCC(s) selected for the Invalid submission.
- **INV Failure Reason(s):** Displays the failure reason(s) identified.

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- **INV Subcategories:** Displays the Subcategory reason for each INV Failure Reason.
- **Attestation Invalid Reason(s):** Displays the Attestation Invalid Reasons if the MR includes an attestation identified as Invalid. If no attestation is attached, the ‘Attestation Invalid Reason(s)’ column will be blank and only the associated ‘INV Failure Reason(s)’ column will be populated.

➤ *Note: You may also view a consolidated list of submission invalid reasons for all invalid submissions for the enrollee by clicking the **All Submission Failure Reasons** hyperlink. Found directly above the ‘Completed Submissions’ table, this link only appears if at least one of the completed submissions for the selected enrollee has been determined to be invalid.*

## Using the Enrollee Dashboard

Several options are available from the Enrollee Dashboard:

- To select a different enrollee, click the **Select Different Enrollee** button to return to the Contract and Enrollee Selection page.
- To open a PDF file of the Coversheet and Medical Record of an enrollee, click the link in the ‘Submitted File’ column of the ‘Completed Submissions’ table.
  - For submissions where no Medical Record file is attached, *N/A* will display in this column.
  - If a Medical Record has been deleted due to a PHI/PII breach, click **View Coversheet (MR Deleted)** to view the Coversheet details in a new window.
- To continue with the submission process, click the **New Submission for Enrollee** button to open the Submission – Submit Coversheet page for the enrollee.

## Submission Tab – Submit Coversheet

The Submission – Submit Coversheet page ([Figure 12](#)) allows you to submit a coversheet with a Medical Record (*MR*), a Medical Record with Attestation (*MR+ATT*), or no Medical Record documents (*No MR*) for the designated enrollee CMS-HCC(s). The system will only allow PDF files to be uploaded.

Upon completing a submission, the system-generated coversheet is prepended to the submitted Medical Record file.

The Submission – Submit Coversheet page includes the following sections:

- **Sample Details:** Displays the sample year and name.

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- **Contract Information:** Displays the Contract Name, Current Contract ID, and Sample Year Contract ID for the selected enrollee.
- **Enrollee Information:** Displays the Enrollee ID, MBI, DOB, last name, first name, and ESRD Bene (Yes or No) for the selected enrollee.
- **Designated CMS-HCCs:** Displays a table with one row for each V24 CMS-HCC and V28 CMS-HCC samples for the enrollee. If ESRD is yes, V28 CMS-HCC and V28 ICD Codes are displayed as N/A. If ESRD is no, No HCC will be displayed when V24 or V28 doesn't have the value. Columns include:
  - **V24 CMS-HCC:** Lists the V24 CMS-HCCs designated for the enrollee.
  - **V28 CMS-HCC:** Lists the V28 CMS-HCCs designated for the enrollee. Displays N/A if ESRD is yes.
  - **Hierarchy:** Indicates the hierarchy of the CMS-HCC.
  - **V24 ICD codes:** Lists the V24 ICD codes designated for the enrollee.
  - **V28 ICD codes:** Lists the V28 ICD codes designated for the enrollee. Displays N/A if ESRD bene is yes.
  - **Submission Count:** Displays current submission count.

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**Figure 12 – Submission Tab – Submit Coversheet**

**Submission – Submit Coversheet**

Overview    Submission    Document Library    Reports    Concur/Non-Concur    [View PHI/PII Disclaimer](#)

A field with an asterisk (\*) before it is a required field.

**Sample Details**

Sample Year: 20XX  
Sample Name: Sample File

**Coversheet**

<b>Contract Information</b>	<b>Enrollee Information</b>
Contract Name: Contract Org Current Contract ID: Z0001 Sample Year Contract ID: Z0001	Enrollee ID: 11111_18 MBI: 403BH18VN91 DOB: 06/03/19XX Last Name: Joe First Name: Dane ESRD Bene: No

**Designated CMS-HCC(s)**

*Select	V24 CMS-HCC	V28 CMS-HCC	Hierarchy	V24 ICD Codes	V28 ICD Codes	Submission Count
<input type="checkbox"/>	NO HCC	HCC213	Yes		P220, P260, P261, P268, P269	0

**\*Document to be Attached**

No document will be attached for selected CMS-HCC(s)

Available Medical records are invalid (e.g., Missing provider signature or credentials, Invalid provider source, Poor record quality, Record does not support a valid HCC)

Provider unresponsive

Medical record unavailable for other reason

\* Provide a brief explanation detailing why medical record documentation will not be submitted for the selected CMS-HCCs. Select all applicable CMS-HCCs with missing documentation. If documentation is found during the submission window, you may generate a separate coversheet with documentation attached. Please note that CMS-HCCs without a valid MR submitted will be marked as discrepant: (Max 2000 characters)

Submit document for selected CMS-HCC(s)

**Cancel**    **Submit**    [Back to T](#)

**When no Medical Record is available for an HCC submission, submit a Coversheet with no Medical Record attached (No MR):**

1. In the ‘Designated CMS-HCC’ table, check the box(s) for V24 CMS-HCC and V28 CMS-HCC applicable to this submission. You may designate multiple V24 CMS-HCCs and V28 CMS-HCCs for a single Coversheet.

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- Under ‘Document to be Attached’, select **No document will be attached for selected CMS-HCC(s)**. Upon selecting this option, the following three additional options will be displayed ([Figure 13](#)):
  - Available Medical records are invalid (e.g., Missing provider signature or credentials, Invalid provider source, Poor record quality, Record does not support a valid HCC)
  - Provider unresponsive
  - Medical record unavailable for other reason
- Select the option that applies to the submission. If the option ‘Medical record unavailable for other reason’ is selected, you are required to provide additional information in the comments box.

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**Figure 13 – Submission Tab – Coversheet (without Documents to Attach)**

HPMS > Monitoring > Part C IPM > Select Sample > Submission

**Submission – Submit Coversheet**

Overview **Submission** Document Library Reports

A field with an asterisk (\*) before it is a required field.

**Sample Details**

Sample Year: 20XX  
Sample Name: CYXX Part C IPM

**Coversheet**

**Contract Information** **Enrollee Information**

Contract Name: Test Contractor  
Current Contract ID: Z0001  
Sample Year Contract ID: Z0001

Enrollee ID: 11111\_12  
MBI: 3PV6JP4PMN3  
DOB: 08/19/1943  
Last Name: Doe  
First Name: John  
ESRD Bene: No

**Designated CMS-HCC(s)**

Please select at least 1 checkbox from the table below

*Select	V24 CMS-HCC	V28 CMS-HCC	Hierarchy	V24 ICD Codes	V28 ICD Codes	Submission Count
<input type="checkbox"/>	HCC1	HCC1	No	B20, B9735, Z21	B20, B9735, Z21	1
<input type="checkbox"/>	HCC47	HCC115	Yes	D700	D700	1
<input type="checkbox"/>	HCC6	HCC6	No	A072, A310	A072, A310	0
<input type="checkbox"/>	NO HCC	HCC68	Yes		Q442, Q443	0

**\*Document to be Attached**

No document will be attached for selected CMS-HCC(s)

Available Medical records are invalid (e.g., Missing provider signature or credentials, Invalid provider source, Poor record quality, Record does not support a valid HCC)

Provider unresponsive

Medical record unavailable for other reason

\* Provide a brief explanation detailing why medical record documentation will not be submitted for the selected CMS-HCCs. Select all applicable CMS-HCCs with missing documentation. If documentation is found during the submission window, you may generate a separate coversheet with documentation attached. Please note that CMS-HCCs without a valid MR submitted will be marked as discrepant: (Max 2000 characters)

Submit document for selected CMS-HCC(s)

**Cancel** **Submit** **Back to Top**

- Click **Submit**, then click **OK** to send the Coversheet and return to the Enrollee Dashboard.
- You can view the Submitted Coversheet in the ‘Completed Submissions’ table on the Enrollee Dashboard. The Documents Submitted column will display ‘No MR’ and the Submitted File column will display ‘N/A’ since no document was attached.

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**To submit a Coversheet with a Medical Record (MR) or a Medical Record with Attestation (MR + ATT) attached:**

1. In the ‘Designated CMS-HCC’ table, check the box(s) for each V24 CMS HCCs and V28 CMS-HCC(s) applicable to this submission.

➤ *Note: For enrollees with multiple V24 CMS HCCs and/or V28 CMS-HCCs, you may have a Medical Record that validates more than one CMS-HCC. In this instance, one Coversheet can and should be used to validate multiple CMS-HCCs. When completing the Coversheet, please select all applicable CMS-HCCs and submit the Medical Record once. Please do not submit the Medical Record separately for each CMS-HCC.*
2. Under ‘Document to be Attached’, select **Submit document for selected CMS-HCC(s)**. Additional fields to complete the submission of a Medical Record will appear ([Figure 14](#)).
3. Review the data in the ‘Pre-populated’ column of the ‘Enrollee Information’ table and correct if needed.

➤ *Note: This table contains pre-populated data from Enrollment Data Base (EDB) / Medicare Beneficiary Database (MBD). If any of the enrollee demographic information on the Medical Record documentation differs from that supplied in the pre-populated column, please enter corrections in the ‘Corrected’ column.*
4. Under ‘Document Type’, select either **One Physician Specialist / Hospital Outpatient Record, One Observation Record, or One Hospital Inpatient Record**.
  - For **One Physician Specialist / Hospital Outpatient Record**:
    - a. Enter the ‘Date of Service’ in MM/DD/YYYY format or use the calendar widget to select the date. The Date of Service year must fall within the data collection year.
    - b. Select **Yes** or **No** as applicable for the question ‘Document includes attestation?’
  - For **One Observation Record**:
    - a. Enter the ‘Admission Date’ in MM/DD/YYYY format or use the calendar widget to select the date.
    - b. Enter the ‘Discharge Date’ in MM/DD/YYYY format or use the calendar widget to select the date. The Discharge Date year must fall within the data collection year.

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- For **One Hospital Inpatient Record**:
  - a. Enter the ‘Admission Date’ in MM/DD/YYYY format or use the calendar widget to select the date.
  - b. Enter the ‘Discharge Date’ in MM/DD/YYYY format or use the calendar widget to select the date. The Discharge Date year must fall within the data collection year.

5. Under ‘Attach Document’, click **Choose File** to select a file to upload. The file must meet the following criteria:
  - ✓ Must be a PDF File
  - ✓ File name must be less than 100 characters
  - ✓ File name must not contain any invalid characters
  - ✓ File size must be less than 50 MB
  - ✓ File must not be password protected
  - ✓ File must not have bookmarks or binders
  - ✓ File must not be locked for editing
  - ✓ File must not be encrypted
6. Click **Submit**, then click **OK** to complete the submission and return to the Enrollee Dashboard.
7. Submitted documents can be viewed from the ‘Completed Submissions’ table in the Enrollee Dashboard. The system-generated Coversheet ([Figure 15](#)) is prepended to the submitted Medical Record.

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**Figure 14 – Submission Tab – Coversheet (with Documents to Attach)**

HPMS > Monitoring > Part C IPM > Select Sample > Submission

**Submission – Submit Coversheet**

Overview **Submission** Document Library Reports

A field with an asterisk (\*) before it is a required field.

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**Sample Details**

Sample Year: 20XX  
Sample Name: CYXX PART C IPM

**Coversheet**

**Contract Information**

Contract Name: TEST CONTRACT  
Current Contract ID: Z0001  
Sample Year Contract ID: Z0001

**Enrollee Information**

Enrollee ID: 12345\_01  
MBI: 1AB2CD3EF45  
DOB: 08/19/1943  
Last Name: Doe  
First Name: John  
ESRD Bene: No

**Designated CMS-HCC(s)**

*Select	V24 CMS-HCC	V28 CMS-HCC	Hierarchy	V24 ICD Codes	V28 ICD Codes	Submission Count
<input type="checkbox"/>	HCC1	HCC1	No	B20, B9735, Z21	B20, B9735, Z21	3
<input type="checkbox"/>	HCC47	HCC115	Yes	D700	D700	3
<input type="checkbox"/>	HCC6	HCC6	No	A072, A310	A072, A310	2
<input type="checkbox"/>	NO HCC	HCC68	Yes	NO HCC	Q442, Q443	3

**\*Document to be Attached**

No document will be attached for selected CMS-HCC(s)  
 Submit document for selected CMS-HCC(s)

**Enrollee Information**

**Correct Enrollee Information if applicable**

Field Name	Pre-populated	Corrected
DOB(MM/DD/YYYY):	08/19/1943	<input type="button" value=""/>
Last Name	Doe	<input type="button" value=""/>
First Name	John	<input type="button" value=""/>

**\*Document Type**

One Physician Specialist / Hospital Outpatient Record

- Only Outpatient guidelines will apply.
- If CMS-Generated Attestation is included, it must correspond to the Date of Service entered here.
- If file contains an Observation record, enter observation start date.

Date of Service

(MM/DD/YYYY):

Document includes attestation?  Yes  No

One Observation Record

Admission Date

(MM/DD/YYYY):

Discharge Date

(MM/DD/YYYY):

One Hospital Inpatient Record

- Only Inpatient guidelines will apply.
- Attestations are not accepted for Inpatient records.
- Medical record in file must contain an Admission and a Discharge Date.

Admission Date

(MM/DD/YYYY):

Discharge Date

(MM/DD/YYYY):

**Attach Document**

**Notes:**

- Filename cannot contain any of the following characters: \ / : \* ? | .. ` < > ; or &#
- Accepted File Type: .pdf

\*File:  No file chosen

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**Figure 15 – Coversheet PDF**

<b>CY 20XX - PART C IPM</b>				
<b>Coversheet ID:</b> H0105_111111_10_53028				
<b>Section I   Contract Information</b>				
<b>Enrollee ID:</b> 123456_01				
<b>Sample Year:</b> 20XX				
<b>Contract Name:</b> Test Contract 1				
<b>Current Contract ID:</b> Z0001				
<b>Sample Year Contract ID :</b> Z0001				
<b>Section II   Enrollee Information</b>				
<b>MBI:</b> 1AB2CDEF45				
<b>DOB:</b> 10/10/1947				
<b>Corrected DOB:</b>				
<b>First Name:</b>				
<b>Corrected First Name:</b> John				
<b>Last Name:</b> Doe				
<b>Corrected Last Name:</b>				
<b>Section III   Document to be Attached</b>				
<b>Document is attached for selected CMS-HCC(s):</b> Yes				
<b>Attestation Attached:</b> No				
<b>Section IV   Designated CMS-HCC(s)</b>				
<b>V24-CMS-HCC</b>	<b>V28-CMS-HCC</b>	<b>Hierarchy</b>	<b>V24-ICD Codes</b>	<b>V28-ICD Codes</b>
HCC176	N/A	No	T82858A	N/A
<b>Section V   File Content / Coding Guidelines</b>				
<b>One Physician Specialist / Hospital Outpatient Record</b>				
<b>Date of Service:</b> 12/31/2023				
<b>Section VI   Medical Record Submission Information</b>				
<b>File Name:</b> tester.pdf				
<b>Submitted By:</b> Tester, Test				
<b>Submission Date:</b> 07/19/20XX 08:37:57 AM				
<b>Submitted Medical Record is in the following pages.</b>				

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Unauthorized disclosure may result in prosecution to the full extent of the law.

## Document Library Tab

The Document Library tab ([Figure 16](#)) allows you to view documents related to the *Part C IPM* process, such as:

- **General Sample Documentation – Reference and Training Documentation:** *Documents like Submission Instructions, MAO Training Slides, MR Guidance, CMS Generated Attestation Instructions, CMS Generated Attestations, Reference Materials CMS-HCCs Hospital Letters, Physician Letters, Physician Specialties, Enrollee List Data Dictionary, IFR and FFR MAO Training Slides are available under this category. These documents are made available in the Document Library prior to opening of the Submission Window.*
- **Contract-Specific and Enrollee-Specific Data and Documentation:** *Documents like Enrollee List are available under this category. These documents are made available in the Document Library on dates specified by CMS, no later than the date the Submission Window opens.*
- **Interim Findings Report:** *Interim Findings Reports are available under this category as the sample progresses once they are published to the Document Library.*
- **Final Findings Report:** *Final Findings Reports are available under this category towards the end of the sample once they are published to the Document Library.*
- **CEO/MCO File:** *Documents specific to CEO/MCOs are available under this category. These documents are made available in the Document Library once the Submission Window opens.*

Documents appear in the Document Library as they become available; note that some of the aforementioned documents will not be available until after the submission window opens, or after all review/CMS analysis is complete.

Available documents will be displayed in the ‘Filter Results’ table at the bottom of the Document Library tab. By default, documents are sorted by date uploaded, beginning with the most recent. Documents can also be filtered by document type and contract ID(s).

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**Figure 16 – Document Library Tab**

HPMS > Monitoring > Part C IPM > Select Sample > Document Library

**Document Library**

Overview Submission **Document Library** Reports

View PHI/PII Disclaimer

**Sample Details**

Sample Year: 20XX  
Sample Name: CYXX Part C IPM

**Filter Criteria**

Document Type:

- Select All
- General Sample Documentation-Reference and Training Document
- Contract and Enrollee-Specific Data and Documentation
- Interim Findings Report
- Final Findings Report
- CEO/MCO File

Contract ID(s):

- Select All
- Z0001-TEST CONTRACT 1
- Z0002-TEST CONTRACT 2
- Z0003-TEST CONTRACT 3

**Filter Results**

Document Type	File Name	Uploaded Date	Comments
Interim Findings Report	<a href="#">Z0001 Interim Findings Example [PDF 194KB]</a>	04/13/20XX 12:06:28 PM	
Contract and Enrollee-Specific Data and Documentation	<a href="#">Z0001 Enrollee Specific Data Test.pdf [PDF 176.8KB]</a>	04/13/20XX 12:06:28 PM	
Final Findings Report	<a href="#">Z0001 Final Findings Test.pdf [PDF 176.8KB]</a>	04/13/20XX 12:06:28 PM	
General Sample Documentation-Reference and Training Documentation	<a href="#">Part C IPM CYXX MAO Teleconference Slides.pdf [PDF 194KB]</a>	04/13/20XX 12:06:28 PM	

**To filter available documents:**

1. Choose the desired filter parameters in the 'Filter Criteria' section.
  - To search by document type, select the applicable option from the 'Document Type' selection box. To select multiple document types, hold the **Ctrl** key and select the desired document types. To view all documents for the sample, choose **Select All**.

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- To search by Contract ID(s), select the applicable option from the ‘Contract ID(s)’ selection box. To select multiple contracts, hold the **Ctrl** key and select the desired contracts. To view all contracts for the sample, choose **Select All**.

2. Click the **Filter** button to apply the selected parameters. The ‘Filter Results’ table will be updated based on the parameters submitted.

## Reports Tab

The Reports tab ([Figure 17](#)) allows users with *Part C IPM Reports – Plan* access to view various reports related to *Part C IPM* activity, such as (but not limited to):

- Complete Enrollee-HCC Report
- Contract Submitter Summary Report
- Email History Report
- Part C CMS-HCC Outcomes Detail Report

**Figure 17 – Reports Tab**

## Complete Enrollee-HCC Report

The *Complete Enrollee-HCC Report* ([Figure 18](#)) is an auto-generated Excel report which displays all sampled enrollees and V24 CMS-HCCs/V28 CMS-HCCs selected for the *Part C IPM* audit. This report will only display information about contracts to which the requesting user has access.

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**Figure 18 – Complete Enrollee-HCC Report**

A	B	C	D	E	F	G	H	I	J	K	L	M			
1	2	3	4	5	6	7	8	9	10	11	12	13			
<b>Complete Enrollee-HCC Report</b>															
1 Sample Year: 20XX															
2 Sample Name: Test Sample															
3 Last Generated: 8/12/20XX 12:11:56 PM															
4	5	6	MBI	Enrollee ID	First Name	Last Name	Middle Name	Sex	DOB	V24 CMS-HCCs	V28 CMS-HCCs	Hierarchy	V24_DX1	V24_DX2	V24_DX3
7 8EC5HD1XTM5	111111_01	FirstName_01	LastName_01	T	M	10/15/1952	HCC136	N/A	Yes	I120	I132	N186			
8 8EC5HD1XTM5	111111_01	FirstName_01	LastName_01	T	M	10/15/1952	HCC170	N/A	No	M80051A	M80052A	M80059A			
9 8EC5HD1XTM5	111111_01	FirstName_01	LastName_01	T	M	10/15/1952	HCC22	N/A	No	E6601	E662				
10 8EC5HD1XTM5	111111_01	FirstName_01	LastName_01	T	M	10/15/1952	HCC34	N/A	No	K861					
11 8EC5HD1XTM5	111111_01	FirstName_01	LastName_01	T	M	10/15/1952	HCC58	N/A	Yes	F531					
12 7DU4KJ2YFE5	111111_02	FirstName_02	LastName_02	O	M	11/15/1983	HCC114	N/A	Yes	A0103	A0222				
13 7DU4KJ2YFE5	111111_02	FirstName_02	LastName_02	O	M	11/15/1983	HCC135	N/A	Yes	N179					
14 7DU4KJ2YFE5	111111_02	FirstName_02	LastName_02	O	M	11/15/1983	HCC162	N/A	No	L1230					
15 7DU4KJ2YFE5	111111_02	FirstName_02	LastName_02	O	M	11/15/1983	HCC170	N/A	No	M80051A	M80052A				
16 7DU4KJ2YFE5	111111_02	FirstName_02	LastName_02	O	M	11/15/1983	HCC77	N/A	No	G35					
17 7DU4KJ2YFE5	111111_02	FirstName_02	LastName_02	O	M	11/15/1983	HCC84	N/A	Yes	I462	I469	I4901			
18 7YD6AF3RER8	111111_03	FirstName_03	LastName_03	I	M	10/15/1952	HCC161	HCC380	Yes	L97103	L97104	L97105			
19 7YD6AF3RER8	111111_03	FirstName_03	LastName_03	I	M	10/15/1952	HCC2	HCC2	No	A021	A207	A227			
20 7YD6AF3RER8	111111_03	FirstName_03	LastName_03	I	M	10/15/1952	HCC23	HCC51	No	E220					
21 7YD6AF3RER8	111111_03	FirstName_03	LastName_03	I	M	10/15/1952	HCC55	HCC139	Yes	F10130	F10139				
22 7YD6AF3RER8	111111_03	FirstName_03	LastName_03	I	M	10/15/1952	HCC8	HCC6	No	B250	B251	B252			
23 7YD6AF3RER8	111111_03	FirstName_03	LastName_03	I	M	10/15/1952	HCC8	HCC18	Yes	C770	C772	C774			
24 7YD6AF3RER8	111111_03	FirstName_03	LastName_03	I	M	10/15/1952	NO HCC	HCC409	Yes						
25 9442X88DC13	111111_35	FirstName_35	LastName_35	F	F	12/29/1952	NO HCC	HCC279	Yes						
26															
27															
28															
29															
30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
30 INFORMATION NOT RELEASABLE TO THE PUBLIC UNLESS AUTHORIZED BY LAW: This information has not been	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
31 publicly disclosed and may be privileged and confidential. It is for internal government use only and must not be	32 disseminated, distributed, or copied to persons not authorized to receive the information. Unauthorized disclosure	33 may result in prosecution to the full extent of the law.													

To view the *Complete Enrollee-HCC Report*, go to the Reports tab and click the **Complete Enrollee-HCC Report** link. The report will download as an Excel file.

## Contract Submitter Summary Report

The *Contract Submitter Summary Report* ([Figure 19](#)) is a downloadable Excel report which displays a listing of all users associated with the sample who are able to make a submission. This report will display information only about contracts to which the user has access.

**Figure 19 - Contract Submitter Summary Report**

A	B	C	D	E	F	G						
1	2	3	4	5	6	7						
<b>Contract Submitter Summary Report</b>												
1 Sample Year: 20XX												
2 Sample Name: Test Contract 1												
3 Last Generated: 8/7/20XX 2:11:03 PM												
4	5	6	Contract ID	Name	Role	Phone Number	Email Address	Organization	Patent Organization			
7 20001	JOHN DOE	MCO User, PDP User, Superuser, PACE MCO User	123-456-7890	johndoe@test.com	Softrams LLC	TEST CONTRACT 1						
8 20002	DOE JOHN	MCO User, PDP User, Superuser, PACE MCO User	123-456-7890	doejohn@test.com	Softrams	TEST CONTRACT 2						
9 20003	JANE DOE	MCO User, PDP User, Superuser, PACE MCO User	123-456-7890	janedoe@test.com	Softrams LLC	TEST CONTRACT 3						
10 20004	DOE JANE	MCO User, PDP User, Superuser, PACE MCO User	123-456-7890	doejane@test.com	Softrams	TEST CONTRACT 4						
11 20005	JOHN DOE	MCO User, PDP User, Superuser, PACE MCO User	123-456-7890	johndoe@test.com	Softrams	TEST CONTRACT 5						

To view the *Contract Submitter Summary Report*, go to the Reports tab and click the **Contract Submitter Summary Report** link. The report will download as an Excel file and includes contact information for all submitter users associated with the sample.

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Unauthorized disclosure may result in prosecution to the full extent of the law.

## Email History Report

The *Email History Report* is an auto-generated summary of any emails sent by CMS (or designated CMS Contractor) to your MA Organization. This report will only display information about contracts to which the requesting user has access.

### To generate and view an Email History Report:

1. From the ‘Reports’ tab, click the **Email History Report** link. The Email History Report parameters section will appear ([Figure 20](#)).

**Figure 20 – Set Email History Report Parameters**

2. In the ‘Email Type’ selection box, select the appropriate email type(s) to include in the auto-generated report. To select multiple email types, hold the **Ctrl** key and select the applicable types.

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3. In the ‘Contract ID’ selection box, select the appropriate contract to include in the generated report. To select multiple contracts, hold the **Ctrl** key and select the appropriate contracts. To include all contracts for the sample, choose the **Select All** option.
4. Click the **Search** button to view the auto-generated report ([Figure 21](#)).

**Figure 21 – Email History Report**

Contract ID	Date Sent	Email Type	Subject	Email Details
Z0001	07/21/20XX 01:22:46 PM	Notification of Selection	Z0001: Notification of Calendar Year (CY) 20XX Medicare Part C Improper Payment Measure (Part C IPM) Contract Selection and Point of Contact Request	<a href="#">View Email</a>

## Navigating the Email History Report

- To make any changes to the report parameters, click the **Modify** button.
- To export all results as an Excel file, click the **Export All to Excel** link found above the ‘Search Results’ table.
- To view details of an individual email, click the **View Email** link in the ‘Email Details’ column of the ‘Search Results’ table. Details for the selected email will open in a separate ([Figure 22](#)) window and include links to email attachments (if any).

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**Figure 22 – Email Detail Window**

 **HPMS**  
Health Plan Management System

Print | Close  
 Print Date: 7/26/20XX

**Email Detail**

[View PHI/PII Disclaimer](#)

Sample Name (Year)	CYXX Part C IPM (20XX)
Email Type	Notification of Selection
Contract Id	Z0001
Sent To	jane.doe@test.com, john.doe@test.com
CC	sue.doe@test.com
Date Sent	7/21/20XX 1:22:46 PM
Subject	Z0001: Notification of Calendar Year (CY) 20XX Medicare Part C Improper Payment Measure (Part C IPM) Contract Selection and Point of Contact Request
Attachments	None

**Message**

The Centers for Medicare & Medicaid Services (CMS) has selected one or more enrollees in one or more of your Medicare Advantage (MA) organization's MA contracts for the CY 20XX Medicare Part C Improper Payment Measure (CYXX Part C IPM) activity. Please see the attached notification letter for more information.

HPMS, a secure web-based system, will be CMS' only acceptable method for participation in CYXX Part C IPM. For access to HPMS for CYXX Part C IPM, it is important that you take immediate steps to credential users for Part C IPM Submission access. Please read the attached "Request Part C IPM Submission" letter for additional information.

CMS plans to host a training teleconference for CYXX Part C IPM, for which invitations will be distributed by e-mail. During the teleconference, you will receive information about accessing enrollee data and submitting medical record files using HPMS.

Any questions related to the CYXX Part C IPM process should be directed to CMS at PartC\_IPM@cms.hhs.gov with subject line specified as "CYXX Part C IPM". For technical inquiries related to HPMS, please send an email to hpms@cms.hhs.gov. For inquiries regarding your HPMS access, please send an email to hpms\_access@cms.hhs.gov. Do not send any beneficiary Protected Health Information (PHI) or Personally Identifiable Information (PII) to any CMS mailbox.

Confidentiality Notice: This email message, including any attachments, is for the sole use of the intended recipient(s), and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

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## Part C CMS-HCC Outcomes Detail Report

The *Part C IPM HCC Outcomes Detail Report* (Figure 23) is a downloadable Excel report that displays a list of all HCCs reviewed within the sample, CMS-HCC outcomes, and the MA Contract Suggested Action to the plan user.

**Figure 23 – Part C CMS-HCC Outcomes Detail Report**

A	B	C	D	E	F
1	2	3	4	5	6
1 HCC Outcomes Detail Report					
2 Sample Year: 20XX					
3 Sample Name: CY PART C IPM					
4 Date Updated: 05/09/20XX					
5 Sample Completion Date: 05/09/20XX					
6 Last Generated: 8/7/20XX 2:28:22 PM					
7					
8 Parent Organization	9 Contract Name	10 Contract ID	11 Enrollee ID	12 ESRD Enrollee (Yes/No)	13 ESRD V24 Sampled CMS-HCC
ACME, INC	TEST CONTRACT 1	Z0001	123456_01	No	N/A
10 ACME, INC	TEST CONTRACT 2	Z0002	123456_02	No	N/A
11 ACME, INC	TEST CONTRACT 3	Z0003	123456_03	No	N/A
12 ACME, INC	TEST CONTRACT 4	Z0004	123456_04	No	N/A
13 ACME, INC	TEST CONTRACT 5	Z0005	123456_05	No	N/A
14 ACME, INC	TEST CONTRACT 6	Z0006	123456_06	No	N/A
15 ACME, INC	TEST CONTRACT 7	Z0007	123456_07	No	N/A

To view the *Part C CMS-HCC Outcomes Detail Report*, go to the Reports tab and click the **Part C CMS-HCC Outcomes Detail Report** link. The report will download as an Excel file.

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## Concur/Non-Concur Tab

The Concur/Non-Concur tab (Figure 24) allows users with *Part C IPM Submission - Plan* and *Part C IPM Reports - Plan* access to submit concurrence or non-concurrence for the final sampled HCC outcomes. This tab is accessible after the Final Findings Report is published.

### Submitting Concurrence/Non-Concurrence

The Concur/Non-Concur tab displays the following information:

- **Sample Details:** Displays the sample year and name.
- **Concur/Non-Concur Submission Deadline Date:** Displays the deadline date to submit Concur/Non-Concur response.
- **Contract:** Displays all sample contracts that the user has access to.
- **HCCs with Discrepancy:** Displays a table of HCCs with discrepancy for the selected contract. Includes the following columns for CY2023:
  - **Enrollee ID:** Displays the enrollee ID associated with the HCC.
  - **ESRD V24 CMS-HCC:** Displays ESRD V24 CMS-HCC.
  - **V24 CMS-HCC:** Displays V24 CMS-HCC.
  - **Outcome:** Displays the final outcome from the the Final Findings Report.
  - **Reason:** Displays the reason for discrepancy.
  - **MAO Disposition:** Displays a dropdown with values: Concur; Non-Concur, and Partially Concur.
  - **Comments:** Provides textbox to enter comments.
- **HCCs without Discrepancy:** Displays a table of HCCs without discrepancy for the selected contract. Includes the following columns for CY2023:
  - **Enrollee ID:** Displays the enrollee ID associated with the HCC.
  - **ESRD V24 CMS-HCC:** Displays ESRD V24 CMS-HCC.
  - **V24 CMS-HCC:** Displays V24 CMS-HCC.
- Users can submit concurrence/non-concurrence multiple times. However, once the Concur/Non-Concur submission deadline displayed on the page has passed, the Submit button will be disabled.

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**Figure 24 - Concur /Non-Concur Tab - Part1**

The screenshot shows the HPMS interface with the following details:

- Header:** HPMS Health Plan Management System, Home, My Account, FAQs, Contact Us, Log Out.
- Breadcrumbs:** HPMS > Monitoring > Part C IPM > Select Sample > Concur/Non-Concur.
- Left Sidebar:** Part C IPM, Dashboard, Sample, Select Sample (highlighted), Documentation.
- Top Navigation:** Overview, Submission, Document Library, Reports, Concur/Non-Concur (highlighted with a red box).
- Content Area:**
  - Sample Details:** Sample Year: 20XX, Sample Name: CYXX Part C IPM.
  - Concurrence Submission:** Concur/Non-Concur Submission Deadline Date: 09/14/20XX.
  - Contract Selection:** \*Contract: Select a Contract.
  - Success Message:** <sup>1</sup>Contract successfully submitted concurrence.
- Footer:** About HPMS, Website Accessibility, Web Policies, File Formats and Plug-ins, Rules of Behavior, System Requirements, UX Framework v18.0.1 | CV:153.0.0, CMS logo.

### To submit concurrence/non concurrence for HCCs with Discrepancy:

1. Select a contract from the Contract dropdown (Figure 24). The page displays the final HCC outcomes for the selected contract (Figure 25).
2. On the HCCs with Discrepancy table, select Concur, Non-Concur, or Partially Concur as applicable from the dropdown list in the MAO Disposition column.
3. Enter comments in the comment text box if applicable. A comment is mandatory if you select the Non-Concur or Partially Concur disposition.
4. Repeat steps 2 and 3 for all the HCCs listed in the HCCs with Discrepancy table.
5. Select the 'Save' button to save your changes. This allows you to save and edit your changes before submitting.
6. When you are ready to submit, click the 'Submit' button to submit concurrence status.

#### Notes:

*You may change your submitted decisions until the submission deadline.*

*The 'Save' and 'Submit' button will be disabled if there are no HCCs with discrepancy and the text 'You have no discrepant HCC(s)' will be displayed.*

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**Figure 25 - Concur /Non-Concur Tab - Part 2**

HPMS > Monitoring > Part C IPM > Select Sample > Concur/Non-Concur

**Concur/Non-Concur**

Overview Submission Document Library Reports Concur/Non-Concur [View PHI/PII Disclaimer](#)

**Sample Details**

Sample Year: 20XX  
Sample Name: CYXX Part C IPM

Concur/Non-Concur Submission Deadline Date: 09/14/20XX  
\*Contract: 20001- ABC INC

<sup>1</sup>Contract successfully submitted concurrence.

Final sampled HCC Outcomes from the Part C IPM medical review are listed below. The outcomes displayed align to the Final Finding Report (FFR) for your organization. For discrepant HCCs, please indicate your concurrence status for each discrepant HCC decision detailed in the FFR using the drop-down menu under "MAO Disposition". For each discrepancy HCC, you should enter a brief explanation in the "Comments" section. Comment is required if you select Partially Concur or Non-Concur. Please utilize this section to provide any additional information to detail your disposition.

**Definitions**  
**Concur:** Your organization agrees with the HCC discrepant finding detailed in the Final Findings Report. No Comment Required.  
**Non-Concur:** Your organization does not agree with the HCC discrepant finding detailed in the Final Findings Report. Comment Required.  
**Partially Concur:** Your organization partially agrees with the HCC discrepant finding detailed in the Final Findings Report. Comment Required.

**HCCs with Discrepancy** [Export to Excel](#)

Enrollee ID	ESRD V24 CMS-HCC	V24 CMS-HCC	Outcome	Reason	MAO Disposition	Comments
723208_28	HCC40	N/A	Discrepant		Concur	Test
723208_28	HCC82	N/A	Discrepant, Confirmed Lower		Non-Concur	Test
723208_28	HCC40	N/A	Discrepant		Partially Concur	Test
723208_28	HCC82	N/A	Discrepant, Confirmed Lower		Concur	Test

**– HCCs without Discrepancy**

Enrollee ID	ESRD V24 CMS-HCC	V24 CMS-HCC
723208_28	HCC100	N/A
723208_28	HCC103	N/A
723208_28	HCC114	N/A
723208_28	HCC138	N/A
723208_28	HCC18	N/A
723208_28	HCC22	N/A
723208_28	HCC85	N/A
723208_28	HCC96	N/A
723208_28	HCC100	N/A
723208_28	HCC103	N/A
723208_28	HCC114	N/A
723208_28	HCC138	N/A
723208_28	HCC18	N/A
723208_28	HCC22	N/A
723208_28	HCC85	N/A
723208_28	HCC96	N/A

[Save](#) [Submit](#) [Cancel](#)

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## 5. HPMS Contact Information

**Important:** Do not send any beneficiary Protected Health Information (PHI) or Personally Identifiable Information (PII) to any CMS mailbox.

Contact	Phone Number / Email	Notes
<b>HPMS User Access</b>	<a href="mailto:hpms_access@cms.hhs.gov">hpms_access@cms.hhs.gov</a>	Assistance with HPMS user access needs such as access troubleshooting, password resets, or new account status.
<b>HPMS Help Desk</b>	1-800-220-2028 <a href="mailto:hpms@cms.hhs.gov">hpms@cms.hhs.gov</a>	Assistance with all other HPMS needs not related to user access.
<b>Part C IPM (CMS)</b>	<a href="mailto:PartC_IPM@cms.hhs.gov">PartC_IPM@cms.hhs.gov</a>	Assistance with needs specific to the <i>Part C IPM</i> module.

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