



**CENTER FOR DRUG AND HEALTH PLAN CHOICE**

---

**DATE:** March 17, 2009

**TO:** All Current and Prospective Medicare Advantage (MA), Prescription Drug Plan (PDP), PACE, 1876 Cost Plan Sponsors and Demonstration Organizations

**FROM:** Cynthia G. Tudor, Ph.D., Director  
Medicare Drug Benefit and C & D Data Group

**SUBJECT:** ACTION - Updates to HPMS Contract Management Module

**Contract-Level Contact Changes**

The following modifications have been made to the contract-level contacts in HPMS:

- **Agent/Broker Compensation Data Contact** – This contact is now available for 1876 Cost Contracts and is a mandatory contact.
- **Financial Reporting Contact** – This contact has been updated. It was previously called the "*MA Financial Reporting Contact*." This contact is now required for both MA and PDP organizations.
- **Formulary Contact (Secondary)** – This is a new secondary contact for issues and questions specifically related to plan formulary submissions. This secondary contact is optional.

If the above changes affect your organization, please use the following navigation path in HPMS to update the contact data: HPMS Homepage > Contract Management > Basic Contract Management > Select Contract Number > Contact Data. **We strongly recommend that organizations update these fields in HPMS as soon as possible, but no later than COB on Tuesday, March 24, 2009.**

**New Contract Management Data Entry**

Most licensed insurance companies have been issued a National Association of Insurance Commissioners (NAIC) number. CMS is requiring that **ALL** current and pending organizations enter the NAIC number in HPMS for each contract number as well as each parent organization by **March 24, 2009**. For those organizations that do not have a NAIC number for the contract and/or parent organization, you must indicate such in the Contract Management Module.

Organizations that do not complete the NAIC data entry timely will not be able to complete the mandatory financial data submission in the HPMS Fiscal Soundness Module.

Organizations can access the NAIC data entry fields by navigating the following path in HPMS:  
HPMS Homepage > Contract Management > Basic Contract Management > Select Contract  
Number > NAIC Data.

If you require technical assistance, please contact the HPMS Help Desk at either 1-800-220-2028  
or [hpms@cms.hhs.gov](mailto:hpms@cms.hhs.gov).