

DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
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CENTER FOR DRUG AND HEALTH PLAN CHOICE

TO: All Part D Plan Sponsors
FROM: Cynthia G. Tudor, Ph.D., Director, Medicare Drug Benefit and C & D Data Group
SUBJECT: CY 2011 Formulary Submission Information
DATE: March 24, 2010

The following information is provided to assist you with the submission of your CY 2011 formulary.

Formulary Submission Training

The CY 2011 formulary training includes a field by field review of the CY 2011 formulary file record layout, the Health Plan Management System (or HPMS) formulary submission module, and key points relating to the CMS formulary review process. It also includes file formats and detailed instructions for submitting supplemental formulary files.

CY 2011 Formulary Training is available online at the following link:
<https://webinar.cms.hhs.gov/cy11intro/>

CMS made a number of changes to the online format of the CY 2011 formulary training in an effort to make it a more effective and convenient tool for learning. You will need Adobe Flash Player ® on your computer. The program is best viewed with the 'Display Properties' on your computer set to a 'Screen Resolution of 1280 by 1024 pixels'. The above link redirects you to a site that will load the presentation on your screen; the audio and video will begin automatically. The program requires that the content be fully loaded before the lesson will start to play.

The following link contains a handbook which includes a copy of the entire online training presentation <https://webinar.cms.hhs.gov/cy11formulary/>.

April 7, 2010 Part C and D User Call

Questions pertaining to the CY 2011 formulary training webinar should be emailed to PartDformularies@cms.hhs.gov by March 31, 2010. Include in the subject line "CY 2011 Formulary and Supplemental File Training." The April 7, 2010 Part C & D user call will be dedicated to answering submitted questions, as well as a live question and answer session, if time permits. Dial-in information and materials will be distributed by CMS' Part C & D User Call

contractor, Management Solutions Consulting Group (MSCG), prior to the call. If you are not already registered with MSCG, register at <http://mscginc.com/registration>. A valid CMS contract number is required.

Formulary Reference File

The CY 2011 formulary reference file was posted in the CY 2010 HPMS formulary submission module on March 17, 2010 and will be posted in the CY 2011 formulary submission module upon its release.

HPMS Formulary Submission Module and Reports Technical User Manual

The HPMS Formulary Submission Module & Reports Technical User Manual will be posted on the HPMS Homepage on or about March 25, 2010.

Compliance Officer Training

The May 5, 2010 Part C & D user call will be dedicated to reviewing the compliance officer's role in ensuring compliance with CMS Part D formulary and benefit requirements. CMS will highlight specific areas that compliance officers' should focus on, as well as the available HPMS formulary and benefit reporting tools. Following the presentation there will be a brief question and answer period.