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**DATE:** May 20, 2010

**TO:** Current and Future Medicare Advantage Organizations, Prescription Drug Plan sponsors, Employer/Union Direct Medicare Advantage Organizations and Prescription Drug Plan Sponsors, and Cost Based Plans

**FROM:** Cynthia G. Tudor, Ph.D.  
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Director, Medicare Drug & Health Plan Contract Administration Group

**RE:** 2011 Contracting and Attestation Process – HPMS Access for Officials for Contracting

Beginning with the 2011 contract year, the Centers for Medicare & Medicaid Services (CMS) will be using an electronic signature process for all contract related documents – contracts, addenda, and benefit attestations, including the Agent Broker Compensation (ABC) module attestation. Contracting officials for CMS and organizations contracting with CMS for contract year 2011 will be signing documents and completing attestations via an electronic signature process in the Health Plan Management System (HPMS).

CMS has put security procedures in place to ensure that only certain user IDs will have access to the module. Specifically, only user IDs associated with the following HPMS Contacts for an organization will be given access to the module for electronic signature and attestation access for the ABC module: CEO – Sr. Official for Contracting, Chief Financial Officer (CFO), and Chief Operating Officer (COO). These will be the only officials within an organization who can sign electronically.

As a result of this new process, the CEO, CFO, and COO **must** have user IDs assigned in HPMS in order to sign contracting documents. In accordance with the HPMS Rule of Behavior, sharing user IDs is strictly prohibited.

The HPMS Contact for the COO is new and organizations should complete this field by **June 11, 2010**. Organizations can access the HPMS Contacts by the following path: Contract Management>Basic Contract Management>Contact Information.

These individuals should obtain HPMS access for every contract ID with which they are associated. Instructions on obtaining HPMS user IDs are found in Attachment 1 of this memo.

Please submit the application for Access to CMS by **June 11, 2010**.

Once the CEO, CFO, and COO have obtained HPMS User IDs, your organization must submit an email to [drugbenefitimpl@cms.hhs.gov](mailto:drugbenefitimpl@cms.hhs.gov) identifying each person's name, associated title and user ID and applicable contract number(s) no later than **July 16, 2010**.

Specific instructions for obtaining, reviewing, and electronically signing Contract Year 2011 contracting documents will be released in August 2010. As in previous years, all contract-related documents must be returned to CMS by early September. However, instead of returning hard copies, for 2011 these documents will be signed and submitted electronically. Further guidance on the ABC module will be released in June 2010.

Any general questions related to the contracting process should be sent via email to Julie Gover at [Julie.Gover2@cms.hhs.gov](mailto:Julie.Gover2@cms.hhs.gov). Any general questions related to the agent broker compensation process should be sent via email to Chevell Thomas at [Chevell.Thomas@cms.hhs.gov](mailto:Chevell.Thomas@cms.hhs.gov). For technical questions related to HPMS access, please contact to [hpms\\_access@cms.hhs.gov](mailto:hpms_access@cms.hhs.gov).

## Attachment 1

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### Requesting HPMS Access for New Users

- If the CEO, CFO, and COO within your organization do not have HPMS access, please download a copy of the Application for Access to CMS Computer Systems form at: <http://www.cms.hhs.gov/InformationSecurity/Downloads/EUAaccessform.pdf>
- Complete the form as follows:
  - o Section 1 – Check “New” as the type of request.
  - o Section 2 – Check “Medicare Advantage / Medicare Advantage with Prescription Drug / Prescription Drug Plan / Cost Contracts – Using HPMS Only”. Complete the other data entry fields, as appropriate.
  - o Section 3 – Enter the active and pending **contract number(s)** for which you need access.
  - o Section 4 – Check the first row beneath the "Default Non-CMS Employee" row (i.e., place a check in the Connect box of the third row). On the blank line beside your check mark, write "HPMS\_P\_CommUser".
  - o Section 5 – State briefly that you require HPMS.
  - o Section 6 – Leave blank.
  - o Sign and date the Privacy Act Statement on page 3 of the form. Also enter your name and Social Security Number at the top of page 3. This step is critical to ensuring the successful processing of your request.
- Send the completed form to the attention of Gregory Buglio via an expedited mail service by June 11, 2010:

ATTENTION: Gregory Buglio  
Centers for Medicare & Medicaid Services  
Re: HPMS Access for Contracting Officials  
7500 Security Boulevard  
Mail Stop: C4-18-13  
Baltimore, MD 21244

- On each individual’s form, please ensure that it includes an original signature/date, social security number, and the contract number(s) for which the user needs HPMS access.

Your request will **not** be processed without completing these steps.

Please send any questions regarding this memo to [gregory.buglio@cms.hhs.gov](mailto:gregory.buglio@cms.hhs.gov). Thank you for your prompt attention.