



**Office of Beneficiary Information Services**

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**Date:** August 30, 2010

**To:** All Medicare Advantage, Prescription Drug Plan, 1876 Cost, and Demonstration Organizations

**From:** Jon Booth, Director  
Website Project Management Group

**Subject:** Plan Preview Dates for 2011 Medicare Plan Finder - CORRECTED

This memorandum gives a timeline and instructions for previewing plan benefit, cost sharing data and out-of-pocket estimates for display in the 2011 Medicare Plan Finder (MPF) on Medicare.gov. All MA Organizations and any Medicare Cost Plans that filed a 2011 Plan Benefit Package should preview their plan data for the MPF to ensure that the plan's 2011 data will display accurately on Medicare.gov. The 2011 MPF is scheduled to go live on Medicare.gov on October 7, 2010.

**Plan Preview Schedule**

The schedule for plan previews is as follows. These dates will also be posted on the HPMS Home page.

<b>MPF Release Date</b>	<b>Plan Preview Date(s)</b>
October 7, 2010	September 9-13 September 20-23 October 22-25

**It is important to note that the MPF preview console will be closing at 6pm ET on the last day of each MPF preview.** You should make arrangements to access and review your plan data in advance of that time.

**How to Preview Benefit/Cost Sharing Data**

To preview plan benefit/cost sharing data, follow this path:

Plan Bids > Bene Education Data Previews > MOC Benefits Preview > CY 2011

- Review the plan data. If it is accurate, concur during the preview. If data is inaccurate, non-concur during the preview.

- When you concur:
  - Your plan will be displayed on Medicare.gov after the next data refresh. You do not need to take any additional action for the rest of the benefit year in order to have your plan continue to be displayed on Medicare.gov.
- When you non-concur:
  - State the reason for non-concurrence. This will significantly increase the likelihood that we will be able to work with you to make corrections in time to display your plan on MPF in October.
  - Your plan will remain suppressed until/unless you concur in a future plan preview. You must concur in a future preview period when you are ready to have the plan displayed on Medicare.gov.
  - Non-concurrence means that all benefit and cost sharing data (but not plan contact information) will be suppressed.

### **Benefit/Cost Sharing Preview Tips**

- **It is to your benefit to preview your data during the first preview period (September 9-13). Do not wait until the second preview!**

If you need to non-concur and do so during the first preview, you may still have time to get any PBP-related problems resolved in time to concur during the second preview and to have your 2011 data displayed on Medicare.gov in October. If you wait until the second preview and find any problems in your PBP, you will not have time to make corrections and will have to have your plan suppressed in October.

- The MPF pulls all plan benefit and cost sharing data from the PBP. If your PBP is incorrect, then the data in the MPF will be inaccurate. If you determine that your PBP is incorrect, you need to non-concur during the preview and work with CMS' Medicare Drug and Health Plan Contract Administration Group (or the Medicare Drug Benefit and C & D Data Group for prescription drug benefits) to get the PBP fixed and re-uploaded as quickly as possible. After the PBP is fixed, re-uploaded, and approved by CMS, you should concur during the next available plan preview period so that the plan data will show up on the web after the next data refresh.
- If your plan name or contact information is not displaying correctly in the MPF, do not non-concur for that reason. You can easily correct this information and are responsible for changing this information in HPMS so that the MPF will display the correct information.
  - To change your Customer Service Contact for Prospective Members phone number (which is what is used on the web site), follow this path:

Plan Bids>Bid Submission>Contract Year 2011>Manage Plans>Edit Contact Data

- To change your Plan Name or Plan Geographic Name, follow this path:

Plan Bids>Bid Submission>Contract Year 2011>Manage Plans>Edit Marketing Data

### **How to Review Estimated Out-of-Pocket Cost Data**

To preview estimated out-of-pocket cost (OOPC) data, follow this path:

Plan Bids > Bene Education Data Previews > MOC OOPC Preview > Contract Year 2011

If you have any comments or questions about how your 2011 plan data appears during your preview, please send them to [compchart@cms.hhs.gov](mailto:compchart@cms.hhs.gov). Thank you.