

DEPARTMENT OF HEALTH & HUMAN SERVICES  
Centers for Medicare & Medicaid Services  
7500 Security Boulevard  
Baltimore, Maryland 21244-1850



**CENTER FOR MEDICARE  
MEDICARE PLAN PAYMENT GROUP**

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**DATE:** March 21, 2014

**TO:** All Part D Plan Sponsors

**FROM:** Cheri Rice, Director  
Medicare Plan Payment Group

**SUBJECT:** Annual Request for Part D Payment Reconciliation Contact Information

Each year, Part D sponsors identify contact persons for the Part D payment reconciliation as well as contract persons for their Direct and Indirect Remuneration (DIR) reports. Part D sponsors will enter this contact information into the Contract Management module of the Health Plan Management System (HPMS) for active Part D contracts.

Acumen, LLC (Acumen) assists CMS with the Part D payment reconciliation process. As such, Acumen uses contact information from sponsors in order to communicate with the appropriate staff on certain issues. Acumen sends and receives correspondence relating to Part D payment reconciliation to the contact persons.

Acumen also works with CMS to review the Summary and Detailed DIR reports. Upon review of the 2013 DIR reports, CMS may distribute correspondence to sponsors with questions specific to the DIR amounts submitted. Acumen will send and receive correspondence related to the 2013 DIR reports.

**It is now necessary for Acumen to obtain contact information from all sponsors who had an active contract in 2013. Please note this includes sponsors who had contracts active for just a portion of 2013.** The contract person(s) for the 2013 Part D payment reconciliation should be able to represent the Chief Executive Officer or Chief Financial Officer and be able to respond promptly to correspondence related to the Part D payment reconciliation process. The contract person(s) for the DIR reports should be able to answer technical questions related to the 2013 DIR reports.

The contract information for individuals(s) authorized to discuss reconciliation issues as well as issues related to DIR will be collected via HPMS. Please submit this contract information into the HPMS Contract Management module using the following navigation path: HPMS Homepage > Contract Management > Basic Contract Management > Select Contract Number > Contact Data. This contract information must be submitted for each Part D contract number **by Monday April 14, 2014.**

The Contract Management Contract Data module is not available for terminated contracts. Therefore, if your contract number was active in 2013 but is no longer active in 2014, you will need to submit this information to Acumen using the attached form. In addition, please provide contact information for the Medicare Compliance Officer and the Chief Financial Officer. The completed form must be sent to Acumen via e-mail at [PartDPaymentSupport@acumenllc.com](mailto:PartDPaymentSupport@acumenllc.com) by **Monday April 14, 2014**. Please note in the subject line, "Payment Reconciliation Contact Information for Terminated Contracts."

Please limit the number of Part D payment reconciliation contacts and DIR report contacts to no more than two persons per parent organization (i.e., two contacts for Part D payment reconciliation and two contacts for DIR reports). For each contact, please indicate the first name, last name, mailing address (including city, state, and zip code), phone number, fax number, and e-mail address. **We note that, with the exception of terminated contracts, sponsors will not be required to submit this contact information directly to Acumen via e-mail.**

For technical assistance in updating contact information in HPMS, please contact the HPMS Help Desk at either 1-800-220-2028 or [hpms@cms.hhs.gov](mailto:hpms@cms.hhs.gov). For other questions regarding this memorandum, please contact Acumen at [PartDPaymentSupport@acumenllc.com](mailto:PartDPaymentSupport@acumenllc.com).

Attachment