

## **MEDICARE DRUG & HEALTH PLAN CONTRACT ADMINISTRATION GROUP**

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DATE: September 2, 2014

TO: All Medicare Advantage Organizations, including Special Needs and Medicare-Medicaid Plans, Prescription Drug Plan Sponsors, and Section 1876 Cost Contractors

FROM: Kathryn A. Coleman  
Acting Director

SUBJECT: Annual Notice of Change/Evidence of Coverage Errata Sheet Reminder and Additional Guidance

The purpose of this memo is to remind Medicare Advantage plans and Part D sponsors that the Annual Notice of Change/Evidence of Coverage (ANOC/EOC) Errata Sheets identifying and notifying beneficiaries of inaccuracies should be entered into HPMS. Plans/Part D sponsors that are required to send the ANOC/EOCs for receipt by September 30 must enter this information by **October 31, 2014**. Plans/Part D sponsors required to send the documents for receipt by December 1 or December 31 must enter this information by **January 15, 2015**.

In developing Errata Sheets, plans and Part D sponsors should:

1. Exclude corrections that address punctuation and minor grammatical errors, unless they affect the meaning of the sentence or paragraph.
2. Bold the revised words or additions in the text in the Corrected Information column. This will help illustrate the actual changes.
3. Enter all errors (additions/revisions) on the Errata Sheet in the following order:
  - Premiums
  - Maximum Out-of-Pocket (MOOP)
  - Deductibles
  - General Costs/Benefits not listed above
  - In/Out-of-Network Services and/or Providers
  - Contact information (Phone & Fax numbers, URLs, email addresses)
  - All other errors

If you have any questions, please email Marie Gutierrez at [marie.gutierrez1@cms.hhs.gov](mailto:marie.gutierrez1@cms.hhs.gov), and copy your Account Manager.