

DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
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MEDICARE-MEDICAID COORDINATION OFFICE

DATE: October 16, 2014

TO: Medicare-Medicaid Plans

FROM: Tim Engelhardt
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Medicare-Medicaid Coordination Office

SUBJECT: New Contact Fields in HPMS

CMS has added the following contact field in HPMS for Medicare-Medicaid Plans:

- **MMP Reporting Requirements Contact:** Please note that this field should be populated with the contact that will be responsible for the MMP's reporting of the core MMP reporting requirements and the state reporting appendix.
- **MMP Point of Contact:** Please note this field should be populated with the contact that will be responsible for the day-to-day coordination of the MMP activities with CMS and the state.

MMP sponsors must update these new contact fields in HPMS no later than 5PM Eastern time on Thursday, October 30, 2014.

Instructions for Updating Contract-Level Contact Information in HPMS:

Please use the following navigation path in HPMS to enter your contacts: HPMS Homepage>Contract Management>Contract Management>Select a Contract Number>Contact Information. If you require technical assistance, please contact the HPMS Help Desk at hpms@cms.hhs.gov.

Thank you.