**HPMS Mass Email Form**

Please complete the following form and send with each request for cleared emails to be sent out via HPMS.

The default responses are already listed in bold below, but please modify as needed.

|  |  |  |
| --- | --- | --- |
|  |  | **Please Complete This Column** |
| Plan Recipients  *(check which one applies)* | All organization types |  |
|  | All organization types (exclude PACE) |  |
|  | All organization types (payment/system notices) |  |
|  | All MA organizations (include PACE) | **X** |
|  | All MA organizations (exclude PACE) |  |
|  | All organizations offering Part D (include PACE) | **X** |
|  | All organizations offering Part D (exclude PACE) |  |
|  | Special needs plans only |  |
|  | Employer plans only |  |
|  | Pharmaceutical manufacturers |  |
|  | Pharmaceutical manufacturers and  all organizations offering Part D |  |
|  | Other (please specify): |  |
| Audience – CMS HPMS Users  *(check all that apply)* | CO Users | **X** |
|  | RO Users | **X** |
| Audience – Supplemental List *(check all that apply)* | CMS | **X** |
|  | Plan | **X** |
|  | Plan Industry | **X** |
|  | PACE | **X** |
|  | Beneficiary Advocates |  |
|  | Pharmaceutical Manufacturers |  |
|  | Pharmaceutical Manufacturer Trade Groups |  |
| Specific Plan Contacts: | Medicare Compliance Officers, Medicare Coordinators, General Contacts | **X** |
|  | Other - |  |
|  | Other - |  |
|  | Other - |  |
|  | Other - |  |
| Attachments? |  | **1 PDF** |
| Post to HPMS Home Page? |  | **Yes** |
| Specific Time Required? |  | **No** |
| Specific Contract Numbers Only? |  | **No** |
| Other Specific Instructions? |  |  |
| Keywords for searches?  *(list with commas in between each word or phrase)* | Encounter data, data exchange report, performance report | |

**Subject:** CLARIFICATION: MA Encounter Data Exchange Reports

**Message:** Please see the attached updated memo, “Medicare Advantage Encounter Data – Announcement of Data Exchange Reports – Clarification.” We are resending this memo to clarify that these reports will be available in the future, and that we will send a separate HPMS memo when the data is available. Only the first paragraph has been revised.