

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



CENTER FOR MEDICARE

DATE: October 17, 2019

TO: All Medicare Advantage, Cost, PACE, and Demonstration Organizations Systems Staff

FROM: Jennifer R. Shapiro, Acting Director, Medicare Plan Payment Group

SUBJECT: Request for Plan Contact Information for Risk Adjustment Data Submissions

Each year, Medicare Advantage, Cost Plan, Program of All-Inclusive Care for the Elderly (PACE), and Demonstration organizations identify various contact persons in the Health Plan Management System (HPMS) in order to enable CMS to direct communications to the appropriate individuals within organizations.

This memo is to announce that CMS has created an Encounter Data & Risk Adjustment Operations Contact field within HPMS in order to enable CMS to target communications related to risk adjustment data to the appropriate technical experts. The Encounter Data & Risk Adjustment Operations Contact should be knowledgeable about CMS guidance governing risk adjustment data submission and be an organization's subject matter expert on risk adjustment data submission. This contact would be responsible for responding to correspondence from CMS about risk adjustment data submissions and operations. Please note that there is currently a limit of one Encounter Data & Risk Adjustment Operations Contact per contract.

We are requesting that each contract designate an Encounter Data & Risk Adjustment Operations Contact within HPMS by **December 31, 2019** through the following path:

HPMS Home Page>Contract Management>Basic Contract Management>Select Contract Number>Contact Data.

Medicare Advantage, Cost Plan, Program of All-Inclusive Care for the Elderly (PACE), and Demonstration organizations are reminded to keep contact information updated throughout the year. For technical assistance in entering or updating contact information in HPMS, please contact the HPMS Help Desk at either 1-800-220-2028 or hpms@cms.hhs.gov. For questions about this new contact type, please email encounterdata@cms.hhs.gov and "Request for Plan Contact Information for Risk Adjustment Data Submissions" in the subject line.

Thank you for your cooperation.