Contract Management Module and Other Related Enhancements
January 24, 2005

Overview

CMS has implemented changes to the collection of general MCO information in HPMS in order to prepare for the Contract Year 2006 season.

As a result of these enhancements, MCO users now have two modules within HPMS to update general MCO information. The majority of these data are now accessible via the new "Contract Management" module. A smaller set of data remain accessible via the existing "General MCO Information" module. Over time, this smaller set of data will either be removed from the system (e.g., exclusive drug card data) or migrated to a new location within the system (e.g., plan information).

This document provides MCO users with detailed guidance concerning where various data elements can now be updated in HPMS as a result of these system enhancements.

Contract Management Module

This new module houses the majority of data entry pages for general MCO information. Where data already existed for a contract number, CMS has pre-populated the corresponding fields in this new module. To access this module, select "Contract Management" on the HPMS homepage.

You will see the following navigation links upon selecting a contract number:

> General Information
> Service Area
> Contact Information
> Initial/SAE Enrollment Data

If you select the General Information link, the navigation will expand to include:

> Basic Contract Data
> Organization Marketing Data

On the start page for the "Contract Management" module, you will see red ✖ marks and green ✔ marks beside each navigation link. A red ✖ mark indicates that required data entry is outstanding, while a green ✔ mark indicates that required data entry has been completed.

Contract Management Module - Data Entry Requirements

In this module, MCO users must enter and update the following data elements:

Basic Contract Data

Trade Name
Legal Entity Address
Tax Status (e.g., for profit)
Location (e.g., urban, rural, both)
Corporate Form (e.g., private)

Organization Marketing Data

Organization Marketing Name
Organization Geographic Name
Organization Website Address
Do you have a website that lists the physicians who are part of your network?
Do you have a website that lists the physicians who are currently accepting new patients?
Please enter the URL for this website (if yes to either of the two prior questions).
Customer Service Hours

Contact Information

Corporate Mailing (new)
CEO
CFO
Medicare Compliance Officer
ACRP Primary Contact
ACR Audit Contact
ACR Audit Site Contact (optional)
Enrollment Contact
Medicare Coordinator
System Contact
Customer Service Operations Contact
General Contact
Appeals/Grievances Contact
Quality Contact
Physician Incentive Contact (optional)
User Access Contact
Backup User Access Contact
Customer Service Contact for Current Members
Customer Service Contact for Prospective Members
ACR Contact
PBP Contact
Marketing Contact
Application Contact (new)
Medical Director (new)
Utilization Review Contact (new)
Utilization Management Contact (new)
Payment Contact (new)
Bid Primary Contact (new – will become available for entry later)
Bid Audit Contact (new – will become available for entry later)
Bid Audit Site Contact (new – optional – will become available for entry later)

Application Enrollment Data

Note: This page is only available if you have a pending 2006 initial or service area expansion application in process. Further instructions are available in the 2006 MA application packages.

Enrollment "As Of" Date
Operations Begin Date

First Enrollment Month
Group Enrollment
Non-Group Enrollment
Medicaid Enrollment
Medicaid Cost Enrollment
Medicaid Other Enrollment

Mark Application (or SAE Application) Complete

Note: This page is only available if you are a 2006 initial applicant or a current organization with a 2006 service area expansion application.

MCO users affiliated with a pending 2006 initial application or 2006 service area expansion will be asked to use this link to indicate when they have completed entry of their proposed application enrollment data. CMS will provide technical instructions concerning this function at a later time.

Mark Transition Application Complete

Note: This page is only available if you are a current organization that is available to transition to the new MA program for 2006.

MCO users should <u>disregard</u> this function for now. CMS will provide technical instructions to all current organizations concerning this transition function at a later time.

Contract Management Module - View Capabilities

In addition to the data entry requirements noted above, MCO users will have several view-only capabilities in the new "Contract Management" module. These views include:

Service Area

This function will allow MCO users to view their contract service area, including any pending service area actions.

Note: All existing service area reports remain accessible via the "MCO Contract Reports" flyout under the "MCO Contracts" homepage category.

Initial/SAE Enrollment Data

This function will allow MCO users to view the application enrollment data entered by their organization in support of an initial or SAE application.

General MCO Information Module

This existing module houses the data entry pages to be used to enter and maintain certain other data concerning general MCO information. To access this module, select "MCO Contracts" on the HPMS homepage, the "General MCO Information" flyout, and then the <u>Contract Year 2005</u> link.

You will see the following navigation links upon selecting a contract number:

Exclusive Drug Card Information

Plan Information
Contact Information (see note below)

Note: This page remains to direct the user to its new location in the Contract Management Module.

General MCO Information Module - Data Entry Requirements

In this module, MCO users must enter and update the following data elements:

Exclusive Drug Card Information

Note: This page applies only to MCOs offering an exclusive drug card.

Exclusive Drug Card Program Website
Do you display drug prices on this website?
If applicable, select the Application Service Provider you have chosen to assist with EEVS transmissions.
Name of Third Party Administrator
Type of Formulary
Mail Order
Reconsideration Contact – Primary
Reconsideration Contact – Secondary
General (Drug Card) Contact
Network Contact
SPAP Contact
SHIP Contact
Complaints Contact
Price File Technical Contact

Plan Information

Plan Geographic Name
Plan Name
Spanish Plan Name
How many physicians are in this plan's network?

Technical Assistance

Technical questions should be directed to the HPMS Help Desk at either 1-800-220-2028 or
hpms@nerdvana.fu.com.