

HPMS E-Mail

Date: January 20, 2006

Subject: Formulary Website Address

To: All PDPs and MA-PDs

On December 21, 2005, all plans were notified that if their organization was offering a formulary, then they were required to enter into HPMS the appropriate formulary website address (URL). Plans were given until January 8, 2006, to complete this task.

Unfortunately, this task was not completed by some plans. As a result, incorrect information for a Plan's formulary URL is listed on the Formulary Finder website. **THIS MUST BE CORRECTED IMMEDIATELY.**

Plans are hereby required to **VERIFY, CORRECT and/or ENTER THE MOST DIRECT URL** into the HPMS formulary URL field by **4:00 PM EST on February 6, 2006.**

The most direct URL will take a user directly to your plan's formulary listing. If this can not be achieved due to the design of your plan's website, then enter a URL for a page that prominently identifies how a user can access your formulary. Placeholder URLs and www.tbd.com are NOT ACCEPTABLE.

To enter the Formulary URL, follow this path from the HPMS Homepage:

Contract Management > Select Contract Number > Part D Information > Part D Other Data > Formulary Website URL

Any questions regarding this task can be directed to Thomas Dudley at thomas.dudley@cms.hhs.gov or 410-786-1442.

I appreciate your immediate attention to this matter.

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