

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



## **CENTER FOR BENEFICIARY CHOICES**

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### **MEMORANDUM**

**TO:** All Medicare Advantage Organizations, Prescription Drug Plans, 1876 Cost Plans,

**FROM:** Cynthia Tudor, Ph.D., Acting Director, Medicare Drug Benefit Group

**DATE:** June 2, 2006

**RE:** Informational Package on Premium Withholding Process—**REVISED**  
**ATTACHMENTS**

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On May 10, 2006, CMS distributed an Informational Package on the premium withholding process. Included within that package were two “model” letters that plans could utilize when communicating with their membership regarding their premium status along with a script which could be used by plan call centers to explain the process of withholding premiums from Social Security payments to plan enrollees. The script and two model letters are considered marketing material and will need to be uploaded through HPMS.

CMS has made minor adjustments to the two “model” letters to be consistent with our marketing guidelines. Additionally, operational instructions have been added to direct Medicare Advantage, Medicare Advantage-Prescription Drug and Prescription Drug Plans on how the pieces should be uploaded through the appropriate HPMS marketing module.