

DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
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CENTER FOR BENEFICIARY CHOICES

To: All Medicare Advantage Organizations, Prescription Drug Plans, Cost Plans and Demonstrations

From: Gary Bailey, Deputy Director
Center for Beneficiary Choices

Subject: Enrollment – Special Procedures - UPDATE

Date: June 1, 2006

CMS has completed processing enrollment requests made into the CMS Online Enrollment Center (OEC) on May 15, 2006. In a memo dated May 16, 2006, we indicated that, until further notice, plans should treat all enrollment requests received via the OEC as if they were received on May 15, 2006. We appreciate your cooperation in this regard.

Beginning today, June 1, 2006, please treat all enrollment requests received through the OEC with a date stamp of June 1, 2006 or later as being received on the stamped date and process them accordingly. This includes determining the appropriate enrollment effective date based on the date of the enrollment request. Plans should continue to retrieve or download OEC requests on an ongoing basis.

Thank you for your continuing cooperation.