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DATE: April 19, 2006
To: All Part D Sponsors
Subject: Part D Plan Reporting Requirements
From: Cynthia Tudor, Acting Director, Medicare Drug Benefit Group

Monitoring and oversight of all Part D Plans is vital to the success of the Medicare Prescription Drug Benefit. In an effort to ensure compliance with Part D regulations, Plan reporting of data is required. Specific data elements to be reported were outlined in the final Part D Reporting Requirements document posted on April 18, 2005 and updated January 26, 2006. Most data are to be reported quarterly with the first set of data due in May 2006. Data on Licensure and Solvency are due May 15, 2006. Data on other areas are due on May 31, 2006 and include: Enrollment/Disenrollment; Reversals; Generic Dispensing Rate; Grievances; Prior Authorizations, Step Edits, Non-formulary Exceptions, and Tier Exceptions; Appeals; and Call Center.

The Part D reporting module is now available in the Health Plan Management System (HPMS) for Plans to begin data submission. The following instructions describe the process for accessing these modules.

- Select **Quality and Performance, Part D Plan Reporting** from the left-hand menu on the HPMS Home page.
- Select CY 2006.
- At the **Part D Plan Reporting CY 2006 – Start Page**, choose the **Quarterly** option on the left of the screen.
- Select your contract and click **Next**.
- Review the individuals listed in the Email notification list. If you need to update an e-mail address, please go to the User Account Maintenance Module to update the Data Entry Contact or go to the Contract Management Module to update the other roles.
- Each reporting requirement section is listed alphabetically. Under each section, the relevant collection periods, due dates and current status are displayed
- Select the reporting requirement section and the collection period for which you wish to submit data.
- Submit data according to the section's pre-formatted fields.

A HPMS Part D Reporting Users' guide will be released via HPMS the week of April 24, 2006 and will provide additional information about these modules. For questions about HPMS, please contact Greg Buglio at Gregory.buglio@cms.hhs.gov. For questions about the Part D Plan reporting requirements, please contact Alice Lee-Martin at Alice.leemartin@cms.hhs.gov.

Thank you for your continued support and dedication to offering Part D benefits.