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**DATE:** July 2, 2007

**TO:** All Medicare Advantage Private Fee-for-Service Organizations

**FROM:** David A. Lewis /s/  
Director, Medicare Advantage Group

**SUBJECT:** New PFFS Organization Terms and Conditions of Payment Contact and Website Fields in HPMS

On May 10, 2007, CMS released the HPMS memo titled “Provider Access to Private Fee-for-Service Plan Terms and Conditions of Payment”. CMS indicated in this memo that new fields would be added in HPMS to allow private fee-for-service (PFFS) organizations to directly provide CMS with their plan terms and conditions of payment provider contact information.

CMS has added the following contact field in HPMS for PFFS organizations: “**PFFS Terms and Conditions of Payment Contact for Public Web Site**”. Please note that this field should be populated with the contact that will facilitate provider access to your organization’s terms and conditions of payment. Please use the following navigation path in HPMS to enter the appropriate information for this new contact: HPMS Homepage > Contract Management > Contract Management > Select a Contract Number > Contact Data.

CMS has also added the following website field in HPMS for PFFS organizations: “**PFFS Terms and Conditions of Payment Website**”. Please note that this field should be populated with the web address for where your organization maintains your terms and conditions of payment. Please use the following navigation path in HPMS to enter the appropriate information for this new contact: HPMS Homepage > Contract Management > Basic Contract Management > Select a Contract Number > Org. Marketing Data.

**PFFS organizations must complete data entry for these new fields in HPMS by July 13, 2007 and update the information in the future if there are any changes.**

The terms and conditions of payment contact and website information for all PFFS organizations will be available on <http://www.cms.hhs.gov/PrivateFeeforServicePlans/> . CMS will be posting updates to this information on a monthly basis.

If you require technical assistance, please contact the HPMS Help Desk at either 1-800-220-2028 or [hpms@cms.hhs.gov](mailto:hpms@cms.hhs.gov). Thank you for your cooperation in this matter.