

DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
Center for Beneficiary Choices
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Baltimore, Maryland 21244-1850



MEDICARE DRUG BENEFIT GROUP

DATE: August 22, 2007
TO: All Stand-Alone Prescription Drug Plan (PDP) Sponsors
FROM: Cynthia Tudor, Ph.D., Director, Medicare Drug Benefit Group
SUBJECT: New Bid Audit Contacts in HPMS

CMS has added two new contact fields in HPMS for PDP sponsors:

“Bid Audit Contact.” This field should be populated with the contact that will provide support to CMS auditors with issues and questions related to the auditing of the contract’s bid submissions.

“Bid Audit Site Contact.” This field should be populated with the contact that will provide onsite support to CMS auditors with issues and questions related to the auditing of the contract’s bid submissions. This person may or may not be the same as the Bid Audit Contact above.

Please use the following navigation path in HPMS to enter the appropriate information for these new contacts: HPMS Homepage > Contract Management > Basic Contract Management > Select Contract Number > Contact Data.

Sponsors must complete data entry for these new contacts in HPMS by September 7, 2007.

If you require technical assistance, please contact the HPMS Help Desk at either 1-800-220-2028 or hpms@cms.hhs.gov.

Thank you.