

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



CENTER FOR BENEFICIARY CHOICES

DATE: December 10, 2007

TO: All Part D Plan Sponsors

FROM: Anthony Culotta, Director
Medicare Enrollment & Appeals Group

SUBJECT: Request for Updated Plan Contact Information for Appeals and Enrollment

CMS is asking that all Part D plan sponsors enter any necessary updates to the appeals and enrollment contact information that is stored in HPMS. We are requesting that plans review and update this information as needed within 30 days of the date of this notice. It is important that the enrollment and appeals contact information in HPMS be populated with current data to ensure that key plan staff in these areas can be contacted, as necessary, by CMS staff, the independent review entity, and others.

From the HPMS Homepage, Part D plans should follow this path to populate the appeals and enrollment contact fields:

Contract Management>Basic Contract Management>Contact Data

If you have any questions regarding this notice, please contact Kathryn Smith at (410) 786-7623. If you encounter any technical problems within HPMS, you may contact the HPMS Help Desk at 1-800-220-2028 or hpms@cms.hhs.gov.