

DEPARTMENT OF HEALTH & HUMAN SERVICES  
Centers for Medicare & Medicaid Services  
7500 Security Boulevard  
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## **CENTER FOR BENEFICIARY CHOICES**

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**DATE:** November 19, 2007

**TO:** All Part D Plans

**FROM:** Anthony Culotta, Director  
Medicare Enrollment and Appeals Group

**SUBJECT:** PDP Sponsor Responsibility in Establishing Retroactive Enrollment Dates

The purpose of this memorandum is to reiterate CMS' policy requiring PDP sponsors to correct the effective date of enrollment in the Part D plan to cover uncovered months upon the request of a full-benefit dual eligible enrollee.

As noted in CMS Enrollment Guidance (section 30.1.4, item C.1), sponsors are required to offer retroactive enrollment to full-benefit dual eligibles upon request to close a coverage gap. Such a gap may occur when the individual voluntarily enrolls in a Part D plan before CMS' auto-enrollment takes place, or when CMS auto enrolls or facilitates enrollment for an individual, but data later becomes available that shows that the effective date should have been earlier. To remedy this situation, sponsors set the individual's enrollment effective date retroactive to the first day of the previous uncovered month(s). To receive reimbursement, the beneficiary must have been a full-benefit dual eligible during the uncovered month(s), and received Part D-covered prescription drugs during this time.

Where cases originate with CMS, caseworkers in CMS' Regional Offices will take the appropriate action and notify the PDP. However, if a full-benefit dual eligible member requests this retroactive coverage directly from the PDP, the PDP must effectuate the request in one of two ways:

1. Submit a request to IntegriGuard, or
2. Submit a batch request to the Division of Payment Operations.

Information pertaining to submission of these transactions can be found in the August 30, 2006 HPMS memorandum entitled, "Retroactive Adjustment Process in MARX after August 10, 2006", and the May 12, 2006 HPMS memo entitled, "Procedures to Request Retroactive Adjustments Processing in MARX."

CMS would also like to reiterate guidance concerning associated special transition periods for retroactive enrollment. Part D plan sponsors are required by Section 50.10 of

Chapter 14 of the Medicare Prescription Drug Benefit Manual to establish a special transition period covering claims incurred by, or on behalf of, a beneficiary who has subsequently been retroactively enrolled in a Part D plan. Beneficiaries and other parties who made payment eligible for reimbursement during such a period are entitled to reimbursement by the plan under Part D coordination of benefit requirements, regardless of CMS payment reconciliation time frames.

If you have any questions regarding these policy matters, please contact Courtney Turner at 410-786-4593 or [Courtney.Turner@cms.hhs.gov](mailto:Courtney.Turner@cms.hhs.gov).