

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



**Center for Medicare  
Medicare Plan Payment Group**

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**Date:** March 23, 2011

**To:** All Part D Plan Sponsors

**From:** Cheri Rice, Acting Director  
Medicare Plan Payment Group

**Subject:** Annual Request for Part D Payment Reconciliation Contact Information

Each year, Part D sponsors identify contact persons for the Part D payment reconciliation as well as contact persons for their Direct and Indirect Remuneration (DIR) reports. Part D sponsors will enter this contact information into the Contract Management module of the Health Plan Management System (HPMS) for active Part D contracts.

StrategicHealthSolutions, LLC (Strategic) assists CMS with the Part D payment reconciliation process. As such, Strategic uses contact information from Part D sponsors in order to communicate with the appropriate staff on certain issues. Strategic sends and receives correspondence relating to Part D payment reconciliation to the contact persons. This process was implemented to ensure that all correspondence related to Part D payment reconciliation received by Strategic from Part D sponsors was sent to the appropriate CMS personnel.

Strategic also works with CMS to review the DIR reports used in Part D payment reconciliation. Upon review of the 2010 DIR reports, CMS may distribute correspondence to sponsors with questions specific to the DIR amounts submitted. Strategic will send and receive correspondence related to the 2010 DIR reports.

**It is now necessary for Strategic to obtain contact information from all sponsors who had a contract in 2010. Please note this includes sponsors who had contracts active for just a portion of 2010.** The contact person(s) for the 2010 Part D payment reconciliation and the 2010 DIR reports should be able to represent the Chief Executive Officer or Chief Financial Officer, and be able to respond promptly to correspondence related to the Part D payment reconciliation process. The contact person(s) for the DIR reports should be able to answer technical questions related to the 2010 DIR reports.

The contact information for individual(s) authorized to discuss reconciliation issues as well as issues related to DIR will be collected via HPMS. Please submit this contact information into the HPMS Contract Management module using the following

navigation path: HPMS Homepage > Contract Management > Basic Contract Management > Select Contract Number > Contact Data. This contact information must be submitted for each Part D contract number by **Friday, April 15, 2011**.

The Contract Management Contact Data module is not available for terminated contracts. Therefore, if your contract number was active in 2010 but is no longer active in 2011, you will need to submit this information to Strategic using the attached form. In addition, please provide contact information for the Medicare Compliance Officer and the Chief Financial Officer. The completed form must be sent to Strategic via e-mail at [PartDPaymentReview@strategichs.com](mailto:PartDPaymentReview@strategichs.com) by **Friday, April 15, 2011**. Please note in the subject line, "Payment Reconciliation Contact Information for Terminated Contracts."

Please limit the number of Part D payment reconciliation contacts and DIR report contacts to no more than two persons per parent organization (i.e. two contacts for Part D payment reconciliation and two contacts for DIR report). For each contact, please indicate the first and last name, mailing address (including city, state, and zip code), phone number, fax number, and e-mail address. **We note that, with the exception of terminated contracts, Part D sponsors will not be required to submit this contact information directly to Strategic by e-mail.** If there are any changes to the Part D payment reconciliation and DIR report contact information submitted to CMS, Part D sponsors are expected to update this information in HPMS accordingly.

For technical assistance, please contact the HPMS Help Desk at either 1-800-220-2028 or [hpms@cms.hhs.gov](mailto:hpms@cms.hhs.gov). For other questions regarding this contact information, contact Strategic at [PartDPaymentReview@strategichs.com](mailto:PartDPaymentReview@strategichs.com).

Attachment