



CENTER FOR MEDICARE

DATE: April 15, 2011

TO: All Current and Prospective Medicare Advantage, Prescription Drug Plan, Cost, PACE, and Demonstration Organizations and Bid Consultants

FROM: Cynthia G. Tudor, Ph.D., Director
Medicare Drug Benefit and C & D Data Group

SUBJECT: Release of the 2012 Plan Benefit Package (PBP) Online Training Module

CMS is pleased to announce the release of the 2012 PBP online training module. This training provides PBP users with information about the relationship between the PBP and the Health Plan Management System (HPMS), key software features in the PBP, demonstrations of each PBP section, and a review of the software changes made for Contract Year 2012. Please note that this online training is comprehensive and includes all of the material that will be covered during the PBP break-out session at the Spring Conference.

To register for the PBP online training module and create your user ID and password, please go to <https://hpmstraining.cms.hhs.gov/pbptraining2012/event/registration.html>. Please note that your password must be between 8 and 32 characters, contain a number, and contain a capital letter.

Once you have successfully registered, you will be presented a page that states “Thank you for your registration request. Your information has been submitted to the event host.” Approximately five minutes following this step, a confirmation e-mail will be sent to the e-mail address used during the registration process. The e-mail will confirm your registration and will provide a link to the training. You may also use the following link to access the training with your user ID and password: <https://hpmstraining.cms.hhs.gov/pbptraining2012/event/login.html>

Following a successful login to the PBP hands-on training, you will be presented the main PBP curriculum page. From this page, you can launch each section of the training in a separate browser window. Once you complete an individual PBP training section, you should exit that window and return to the main PBP curriculum page to proceed to another section. You can take the training at your own pace and start and stop each section at any time.

If you are unable to access the registration page using the URL provided above, please ensure that your web browser security settings are set to enable SSL 2.0, SSL 3.0, TLS 1.0, and PCT 1.0.

For questions on this memo, please contact Sara Silver at either 410-786-3330 or sara.silver@cms.hhs.gov.