



**CENTER FOR DRUG AND HEALTH PLAN CHOICE**

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**DATE:** August 19, 2011

**TO:** CY2012 Medicare Advantage Organizations, Prescription Drug Plan Sponsors, Employer/Union Direct Medicare Advantage Organizations and Cost Based Plans

**FROM:** Cynthia Tudor, Ph.D., Director, Medicare Drug Benefit and C & D Data Group  
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**SUBJECT:** 2012 Contracting Documents

Contracts and addenda for Contract Year (CY) 2012 have been posted in the Health Plan Management System (HPMS). Medicare Advantage Organizations, Prescription Drug Plan Sponsors, Employer/Union Direct Medicare Advantage Organizations and Prescription Drug Plan Sponsors, and Cost Based Plans must execute contracts via the electronic signature process in HPMS. Signed contracts are due back to the Centers for Medicare and Medicaid Services (CMS) no later than **5:00 P.M. ET, Friday, September 2, 2011**. Organizations that do not submit signatures by the deadline may not be included in the *2012 Medicare and You Handbook*.

**Additional Requirement for Special Needs Plans**

Organizations offering Special Needs Plans that are required to have State Medicaid Agency Contracts were required to submit their contracts to CMS by July 1, 2011, as described in our June 16, 2011 HPMS memorandum, "Guidance for Submitting State Medicaid Agency Contracts." These organizations must also sign contracts via the electronic signature process in HPMS by September 2, 2011. However, CMS will not countersign these contracts unless we have completed our review and approval of organizations' State Medicaid Agency Contracts. Therefore, information about these plans may not be included in the *2012 Medicare and You Handbook*.

**Instructions for Signing Contracts in HPMS**

- **Authorized Signing Officials:** Only User IDs associated with the following HPMS Contacts for an organization have access to the contracting module in HPMS: Chief Executive Officer (CEO) – Sr. Official for Contracting, Chief Financial Officer (CFO), and Chief Operating Officer (COO). These are the only officials within an organization who can sign electronically. **The HPMS Rules of Behavior strictly prohibit sharing User IDs.**

- **Accessing Contracting Documents:** When CMS approves your organization's bids, your CEO, CFO, or COO can access your contract documents in HPMS Contract Management > Electronic Contracting > Contract Year 2012 > Review and Sign Contract Materials. For most organizations, bid approval will occur at the end of August.
- **Reviewing and Signing Documents in HPMS:** On the Review and Sign Contract Materials page, your signing official should select the documents that he or she will sign. Organizations must review all documents before clicking the Final Sign-off button. Once your signing official signs the documents, he or she will receive an email indicating the contract materials are complete and have been sent to CMS for countersignature. Your signing official will also receive an email once CMS has countersigned the contracting documents.
- **Checking Contract Status:** Organizations may check the status of contract documents, including when documents have been countersigned, by using HPMS Contract Management > Electronic Contracting > Electronic Contracting Disposition Report. Sponsors may view and print contract documents by using HPMS Contract Management > Electronic Contracting > View Contracting Materials.

If you have any questions, please contact Arianne Spaccarelli at 410-786-5715 or [arianne.spaccarelli@cms.hhs.gov](mailto:arianne.spaccarelli@cms.hhs.gov).