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DATE: September 9, 2011

TO: All Medicare Advantage Organizations, Prescription Drug Plans, and 1876 Cost Plans

FROM: Danielle R. Moon, J.D., M.P.A., Director  
Medicare Drug & Health Plan Contract Administration Group

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SUBJECT: Release of the Plan Correction Module

The purpose of this memorandum is to inform Medicare Advantage Organizations, Medicare Prescription Drug Plans (PDP), 1876 Cost Contractors, and Demonstrations that the Centers for Medicare & Medicaid Services (CMS) has released the Plan Correction Module in HPMS. Only contracts that have been approved by CMS will appear in the Plan Correction Module. You must wait until your contract is approved by CMS before you can submit a plan correction.

The plan correction module will be open from September 9, 2011 until October 1, 2011. Only changes to the Plan Benefit Package (PBP) that are supported by the Bid Pricing Tool (BPT) are allowed during the plan correction period. To access the 2012 plan correction module in HPMS plan users should follow this navigation path: HPMS Homepage > Plan Bids > Plan Correction Requests > Contract Year 2012

As a reminder, CMS expects that requests for plan corrections will be minimal (see our April 4, 2011 Final Call Letter and the April 19, 2011 HPMS memo entitled “Contract Year 2012 Medicare Advantage Bid Review & Operations Guidance”). As required by 42 CFR 422.254, submission of the final actuarial certification and bid attestation serve as the documentation that the final bid submission was verified, complete and accurate at the time of submission. A request for a plan correction indicates the presence of inaccuracies and/or the incompleteness of a bid and thereby calls into question an organization’s ability to submit correct bids and the validity of the final actuarial certification and the bid attestation. Please be advised that an organization requesting a plan correction may be subject to a compliance action.

Please contact the individuals listed below for questions regarding the plan correction process.

Medicare Advantage plans:

Venita Scott at [Venita.Scott@cms.hhs.gov](mailto:Venita.Scott@cms.hhs.gov) or 410-786-3139  
Kateisha Martin at [Kateisha.Martin@cms.hhs.gov](mailto:Kateisha.Martin@cms.hhs.gov) or 410-786-4651

Prescription Drug Plans:

Frank Tetkoski at [Frank.Tetkoski@cms.hhs.gov](mailto:Frank.Tetkoski@cms.hhs.gov) or 410-786-5233  
Rosalind Abankwah at [Rosalind.Abankwah@cms.hhs.gov](mailto:Rosalind.Abankwah@cms.hhs.gov) or 410-786-2012