

DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
Center for Beneficiary Choices
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MEDICARE ADVANTAGE GROUP

DATE: April 9, 2008

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

FROM: David A. Lewis
Director, Medicare Advantage Group

SUBJECT: File & Use Certification

The File & Use program is designed to streamline the marketing review process. Currently, a large number of organizations use the File & Use Certification process to submit marketing materials. Organizations are required to submit at least 90 percent of the materials that qualify for File & Use under this process. Plans may request a manual review of no more than 10 percent of materials that qualify for File & Use.

The Centers for Medicaid and Medicare Services (CMS) has noticed that a number of plans are submitting more than 10 percent of File & Use materials for manual review. Plans are responsible for ensuring that they meet CMS requirements and adhere to the 10 percent limit.

If you have any questions regarding this, please contact your regional office.

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