

DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
7500 Security Boulevard, Mail Stop S1-01-26
Baltimore, Maryland 21244-1850



Office of Beneficiary Information Services

To: All Medicare Advantage (MA), Medicare Advantage Prescription Drug (MA-PD), and Prescription Drug Plans (PDPs)

From: Zabeen Chong, Director, Website Project Management Group, OBIS
Cynthia Tudor, Ph.D., Director, Medicare Drug Benefit Group, CBC
David Lewis, Director, Medicare Advantage Group, CBC

Date: April 22, 2008

Re: ****ACTION REQUIRED**** Online Enrollment Center (OEC) Compliance Attestation

All MA, MA-PD and PDP plans participating in the Online Enrollment Center are reminded that they must comply with the guidance attached to the October 2, 2007 HPMS memo titled: *“Online Enrollment Center (OEC) Timeline and Requirements for the 2008 Plan Year”*. Generally that memo provided information on the CMS requirements for participation in the OEC. Specifically, one of the attachments, titled, *“CMS Web Services Data Parameters for Plans Choosing to Establish a Link from Their Website to the Online Enrollment Center”* detailed the steps required to set up a link to the OEC from Plan websites. It is imperative that Plans choosing this option strictly adhere to this guidance and CMS encourages these Plans to conduct a self-review of their website to ensure compliance.

CMS is asking all MA, MA-PD and PDP Plans to log onto the Administrative Console and attest to their OEC participation status by 11:59pm EST. Tuesday, April 29, 2008. The URL is:

<https://enrollmentcenter.medicare.gov/ADMINISTRATIVECONSOLE/PLANFINDER/login.aspx>

Once logged in, click on the blue link on the left side of the page titled, “Web Service Compliance” and respond to the questions. CMS will be flagging Plans that do not complete the attestation for follow-up and review.

The Plan Compare Helpdesk will be available via phone at 1-888-203-8497 or e-mail at plancompare@destinationrx.com between the hours of 8:30 am and 6:30 pm EST Monday – Friday to assist with any questions.