

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



## **CENTER FOR DRUG AND HEALTH PLAN CHOICE**

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**DATE:** July 17, 2008

**TO:** All Part D Plan Sponsors and Medicare Advantage Organizations

**FROM:** Anthony Culotta, Director  
Medicare Enrollment and Appeals Group

**SUBJECT:** 2009 MA and Part D Plan Enrollment Guidance – UPDATES

The Centers for Medicare & Medicaid Services (CMS) is releasing updates to the existing enrollment and disenrollment guidance for prescription drug plans (PDPs) and Medicare Advantage (MA) plans.

The CMS enrollment guidance documents are posted on the web at:  
<http://www.cms.hhs.gov/home/medicare.asp> under the “**Eligibility and Enrollment**” heading.  
The specific links for the revised guidance documents are as follows:

For PDP enrollment guidance go to:  
<http://www.cms.hhs.gov/MedicarePresDrugEligEnrol/>  
For MA enrollment guidance go to:  
<http://www.cms.hhs.gov/MedicareMangCareEligEnrol/>

**Note:** Once on the page, look for the file names which include the date “July 16, 2008” to ensure you select the correct links.

These guidance updates represent final CMS policy and are effective for contract year 2009, including all enrollments with an effective date on or after January 1, 2009. Please note that Special Election Period (SEP) additions and/or clarifications are effective immediately upon release of this new guidance. Also effective immediately is the clarification in §40.2.1.4 of the PDP Enrollment Guidance regarding auto/facilitated enrolled beneficiaries with whom contact cannot be made for address verification purposes. Organizations may implement other aspects of this guidance before the required implementation date.

Any questions about this guidance should be directed to your CMS plan or account manager or to: [PDPEnrollment@cms.hhs.gov](mailto:PDPEnrollment@cms.hhs.gov) with a copy to your CMS plan/account manager.