



MEDICARE DRUG AND HEALTH PLAN CONTRACT ADMINISTRATION GROUP (MCAG)

MEMORANDUM

DATE: September 26, 2008

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

FROM: Teresa DeCaro, RN, M.S. /s/
Acting Director
Medicare Drug and Health Plan Contract Administration Group

SUBJECT: Clarification on the 2009 Checklists for Medicare Advantage and Prescription Drug Plan Marketing Materials

This memorandum provides additional guidance and clarification on the use of the 2009 checklists released on September 12, 2008. Plans that submitted materials that have a status of approved or pending approval will not be required to resubmit materials in order to use the correct checklist. Since the checklists were released late this year, the use of checklists is optional; however for plans that have not yet submitted materials, we are encouraging the use of the checklists in order to facilitate the RO review.

Additionally, there was an error in the Summary of Benefits (SB) checklist that requires plans to list the zip codes. Plans are only required to list zip codes of partial counties. We have made revisions to the Pharmacy Directory in order to ensure consistency with both Marketing Guidelines requirements and the streamlined Pharmacy Directory model for 2009. We are including an updated checklist for the Pharmacy Directory and Summary of Benefits.

If you have questions related to the 2009 checklists, please contact your RO reviewer.