Medicare Part C and Part D Reporting Requirements
Data Validation Procedure Manual

Appendix D: ~~Example~~ <u>Instructions for Completing the</u> Application for Access to CMS

Computer Systems

Version 3.0

CMS will allow up to 5 individuals from each data validation contractor (reviewer) to have access to the Health Plan Management System (HPMS) Plan Reporting Data Validation Module (PRDVM) on behalf of each sponsoring organization (SO). One application must be completed per user. If the designated user(s) from the reviewer do **not** have active access to HPMS, each user should download the Application for Access to CMS Computer Systems form from http://www.cms.hhs.gov/InformationSecurity/Downloads/EUAaccessform.pdf and complete the form as follows.

- Section 1 – Check "New" as the type of request.
- Section 2 – Check "Medicare Advantage / Medicare Advantage with Prescription Drug / Prescription Drug Plan / Cost Contracts – Using HPMS Only" and complete the data entry fields, where applicable.
- Section 3 – Enter the contract number(s) for which you will be submitting data validation findings for CY 2011.
- Section 4 – Check the first row beneath the "Default Non-CMS Employee" row (i.e., place a check in the Connect box of the third row). On the blank line beside your check mark, write "HPMS_P_CommlUser".
- Section 5 – State briefly that you require HPMS access to submit the Data Validation Findings. You must indicate that you are under contract as a reviewer with the SO(s).
- Section 6 – Leave blank.
- Sign and date the Privacy Act Statement on page 3 of the form. Also, enter your name and Social Security Number at the top of page 3. This step is critical to ensuring the successful processing of your request.

Please be aware of the following common mistakes when preparing your request for HPMS access:

- You must include the contract number(s) in Section 3 for which you will be submitting data validation findings.
- You must always provide a Social Security Number. CMS will **not** process a request without this piece of information.