



DEPARTMENT OF HEALTH & HUMAN SERVICES

Centers for Medicare & Medicaid Services
7500 Security Boulevard
Baltimore, Maryland 21244

TO: Current and Pending Medicare Advantage Organizations, Prescription Drug Plan Sponsors, Direct Contract Employer/Union Medicare Advantage Organizations and Prescription Drug Plan Sponsors, Cost Based Plans, and PACE organizations

FROM: Cynthia G. Tudor, Ph.D., Director, Medicare Drug Benefit Group

RE: Required Update to HPMS Contract Management: Part D Functions

DATE: February 1, 2008

This memo is to notify current and pending Part D Sponsors that a new Part D Function – **Enrollment Processing** – has been added to the Health Plan Management System.

Enrollment Processing functions include: reviewing beneficiary requests to enroll and disenroll; eligibility verification; data entry into plan systems; CMS transaction generation and submission; CMS reply review and action; and required beneficiary enrollment notice generation and mailing.

CMS is requiring all current and pending Part D sponsors to enter the respective information into the HPMS Contract Management module by February 15, 2008. Current and pending Part D Sponsors must enter this data for each Part D contract number. Organizations may find this new field by navigating the following path in HPMS: Contract Management>Basic Contract Management>Part D Data and click on the table entitled Organizations Providing Part D functions.

Thank you again for your continued assistance in supporting the success of the Medicare prescription drug program. Questions regarding HPMS data entry should be sent to CMS via email to the HPMS Help Desk at hpms@cms.hhs.gov.