

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



MEDICARE DRUG BENEFIT GROUP

DATE: July 5, 2007

TO: All stand-alone Prescription Drug Plan (PDP) Sponsors and Employer Direct PDP Sponsors

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

SUBJECT: Plan Directory Contact in HPMS

CMS has added a new contact field in HPMS for PDP and Employer Direct PDP sponsors:

“Plan Directory Contact for Public Web Site.” This field should be populated with the contact who will provide customer service support for individuals seeking information about the plan. Plans should list a toll-free telephone number for this customer service contact. This information will appear in the Plan Directory posted on CMS’ Web site.

Please use the following navigation path in HPMS to enter the appropriate information for this new contact: HPMS Homepage > Contract Management > Contract Management > Select a Contract Number > Contact Data.

We are asking sponsors to complete data entry for this new field in HPMS by July 13, 2007.

If you require technical assistance, please contact the HPMS Help Desk at either 1-800-220-2028 or hpms@cms.hhs.gov.

Thank you.