

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

**Appendix C: Model Language for Letter to Confirm Selection of  
Data Validation Contractor**

Prepared by:  
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Center for Medicare  
Medicare Drug Benefit and C & D Data Group

Last Updated: January 2019

[Date]

Ms. Holtje  
7500 Security Blvd.  
Location: C4-17-24 / Mailstop: C4-18-13  
Baltimore, MD 21244-1850

Re: Data Validation Reviewer Access to HPMS Plan Reporting Data Validation Module

Dear Ms. Holtje:

[Name of sponsoring organization] has contracted with [name of data validation reviewer organization] to conduct the required validation of data reported to CMS per the *Part C and/or and Part D Reporting Requirements Technical Specifications*. [Name of sponsoring organization] hereby requests that CMS provide the designated individuals with the firm of [name of data validation reviewer organization] access to the HPMS Plan Reporting Data Validation Module to upload the Data Validation findings and report on our behalf for the April-June 2019 Data Validation Cycle. We attest that these individuals have completed the required CMS web-based Data Validation Training and fully comply with CMS Standards for Organizational Independence.

The designated individuals and type of functionality are:

Name of Individual

[list name(s) of designated individuals]

Type of Functionality

[select 1) data entry, 2) reports, or 3) data entry and reports]

[Insert paragraph if applicable] The following individuals already have active CMS Enterprise User Administration (EUA) User IDs and HPMS access:

[list name(s) and User ID(s)]

The designated individuals from [name of data validation reviewer organization] require access to the following contract number(s):

[list specific contract number(s)]

The designated individuals from [name of data validation reviewer organization] require the following HPMS access (please check one box):



Plan Reporting Data Validation Reviewer

Sincerely,

[Original Signature Required]

Name

Position

Name of sponsoring organization