DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
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CMS

CENTER FOR MEDICARE

TO: All Current and Prospective Medicare Advantage, Prescription Drug Plan, Cost, and
            Medicare-Medicaid Plans

FROM: Tracey McCutcheon, MHSA, MBA, Acting Director
            Medicare Drug Benefit and C & D Data Group

DATE: April 11, 2014

SUBJECT: Release of the 2015 Plan Benefit Package (PBP) Training

CMS is pleased to announce the release of the 2015 Plan Benefit Package (PBP) hands-on training presentation. This training provides PBP users with information about the relationship between the PBP and the Health Plan Management System (HPMS), key software features in the PBP, demonstrations of each PBP section, and a review of the software changes made for Contract Year 2015.

To register for the PBP online training module and create your user ID and password, please go to https://hpmstraining.cms.hhs.gov/pbptraining2015/event/registration.html.

Please note that your password must be between 8 and 32 characters, contain a number, and contain a capital letter. If you have registered for the PBP online training in prior contract years, you must use the same user ID and password to login.

Once you have successfully registered, you will be presented a page that states "Thank you for your registration request. Your information has been submitted to the event host." Approximately five minutes following this step, a confirmation email will be sent to the email address used during the registration process. The email will confirm your registration and will provide a link to the training. You may also use the following link to access the training with your user ID and password: https://hpmstraining.cms.hhs.gov/pbptraining2015/event/login.html.

Following a successful login to the PBP hands-on training, you will be presented the main PBP curriculum page. From this page, you can launch each section of the training in a separate browser window. Once you complete an individual PBP training section, you should exit that window and return to the main PBP curriculum page to proceed to another section. You can take the training at your own pace and start/stop each section at any time.

If you are unable to access the registration page using the URL provided above, please ensure that your web browser security settings are set to enable SSL 2.0, SSL 3.0, TLS 1.0, and PCT 1.0.

For questions on this memo, please contact Erica Scott at either 410-786-0920 or Erica.Scott@cms.hhs.gov or Sara Walters at either 410-786-3330 or Sara.Walters1@cms.hhs.gov. Thank you.