

HPMS E-Mail

Date: January 13, 2006

Subject: Establish Part D Exceptions Contact & Update Part D Appeals Contact in HPMS

CMS will issue to the provider community on Wednesday, January 18, 2006 a spreadsheet with your organization's Part D Exceptions Contact and Part D Appeals Contact. The exceptions number will be the number for physicians to call when requesting a formulary exception. This is a new contact field in HPMS. We will use the Part D appeals contact that your organization provides in HPMS for both exceptions and appeals if your organization does not provide a different number for these functions. If your organization uses the same contact for both of these functions, then your organization should still complete the new Part D exceptions contact field so that the contact data your organization has on file is complete. **These updates are due no later than 12 noon ET on Tuesday, January 17, 2006 for the January 18th release to the provider community.**

Instructions for Providing Information to HPMS --

Please use the following navigation path in HPMS to enter your Part D exceptions and appeals contacts: HPMS Homepage > Contract Management > Contract Management > Select a Contract Number > Contact Information. If you require technical assistance, please contact the HPMS Help Desk at either 1-800-220-2028 or hpms@nerdvana.fu.com.

Thank you.