

**HPMS E-Mail**

**Date:** March 17, 2006

**Subject:** Enrollment Reconciliation Process

Please see the information below from Gary Bailey, Deputy Director for Plan Policy and Operations, Center for Beneficiary Choices.

Attached are the instructions for the enrollment reconciliation process. These instructions represent the culmination of a month of discussions of a number of complex issues and reflect some extremely constructive input we have received from our partners in this endeavor. The intent is to have a process that protects the beneficiaries while resolving the discrepancies among our various enrollment and eligibility databases. Because this process is complex and requires careful planning and execution, we will discuss this document on a the MA/PDP Systems User Group on Tuesday, March 21. Please review all of this information carefully prior to this call.

Analysis of the enrollment reconciliation file that was distributed on Tuesday should already have commenced. That analysis should proceed in accordance with this operational guidance, and plans should be prepared to move promptly to implement this process. We have tried to balance the need to proceed rapidly with the need to proceed carefully, allowing us all to complete this process without severe disruption to beneficiaries. This process needs the full attention of all plans in order for it to be successfully completed on schedule.

Questions regarding this process should be directed to [jeffrey.grant@cms.hhs.gov](mailto:jeffrey.grant@cms.hhs.gov), and will be addressed on Tuesday's call.