

DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
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Baltimore, Maryland 21244-1850



OFFICE OF EXTERNAL AFFAIRS

DATE: September 1, 2006

TO: All Medicare Advantage Organizations, Cost Plans, Demonstrations, and Medicare Prescription Drug Plan Sponsors

FROM: Kathleen Harrington
Director, Office of External Affairs

SUBJECT: 2007 Medicare & You Handbook – Plan Data Preview

This is a reminder that the plan preview of HPMS data for the 2007 Medicare & You Handbook is September 8 - 11. Previewing your data is **critical** to ensuring the information that will be printed in the "Medicare & You" handbook, included as part of the numerous notices mailed to LIS eligible beneficiaries, and used in other materials/resources is as accurate as possible. To help beneficiaries make a decision and get the information they need, it is essential to at least check that your organization marketing name, plan names, plan geographic or segment geographic names, and customer service phone numbers are correct.

We ask that you enter and review your data as soon as possible. Making changes early in the process will help ensure these updates are reflected in the various materials and tools available to Medicare beneficiaries. Thank you in advance for your participation in this process.

Please use the following navigation path to update your Organization Marketing Name: Contract Management > Contract Management > Select Contract Number > Org. Marketing Data (under the General Information header).

Please use the following navigation path to update your Plan Names and Plan/Segment Geographic Names: Plan Bids > Bid Submission > CY2007 > Manage Plans > Edit Marketing Data.

Please use the following navigation path to update your Customer Service Phone Numbers: Plan Bids > Bid Submission > CY2007 > Manage Plans > Edit Contact Data.

To visit the Handbook Preview site, please use the following navigation path: Plan Bids > Handbook Preview > CY2007.

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