

DEPARTMENT OF HEALTH & HUMAN SERVICES  
Centers for Medicare & Medicaid Services  
Center for Beneficiary Choices  
7500 Security Boulevard, Mail Stop S3-16-16  
Baltimore, Maryland 21244-1850



**MEDICARE PLAN PAYMENT GROUP**

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**DATE:** November 14, 2007

**TO:** All Medicare Advantage Organizations, Prescription Drug Plans, Cost Plans, PACE Organizations and Demonstrations

**FROM:** Thomas Hutchinson /s/  
Director

**SUBJECT: The 2008 Medicare Advantage Prescription Drug System (MARx) Monthly Schedule – INFORMATION**

This letter provides the 2008 MARx monthly schedule which contains the windows for submitting transactions and for receiving your payments.

Please note that the “Plan Data Due” dates each month are the last days for submitting transactions that will impact the upcoming payment. Also note that we have moved the date for submittal of retroactive requests back 2 days from the monthly cutoff date to provide sufficient time for review and processing. These requests must be received by noon, eastern time, to be considered by your DPO representative. Only files that contain effective dates **no older than 3 months** prior to the payment month will be accepted. For example, batch retro requests cannot be older than October 2007 to be included in the December payment cycle. Follow the previously released guidance on the streamlined retroactive process for transactions with older dates.

You will receive your January 2008 payment on January 2.

We have also attached some notes on the items contained in the schedule for your information.

If you have any questions about the monthly schedule, please contact your Division of Payment Operations representative per the attached list. Thank you.

3 Attachments

cc: Mr. Mark Loper, CMS  
Ms. Marla Kilbourne, CMS  
Mr. David Lewis, CMS

Ms. Cynthia Tudor, CMS  
Ms. Julie Boughn, CMS  
DPO

2008 MARX Monthly Schedule

This will be transmitted as a separate document.

PLAN MARx SYSTEM OPERATING SCHEDULE DESCRIPTION  
Calendar Year 2008

It is vital for everyone in your organization who is involved in the Medicare aspects of the CMS contract, to be aware of the schedule of target dates attached to this description. The schedule includes:

- (1) PLAN DATA DUE -- This date is the last day on which you can transmit records to the CMS Data Center for processing in the month. The transmission MUST BE completed by the close of business (6 PM) in the eastern time zone on the date noted.
- (2) MARx DOWN DAY -- This is a day on which you can still access the Medicare Advantage Prescription Drug System (MARx) online, but CMS staff is unable to input any updates. Please note that on all work days, access can be gained unless a message on the MARx screen indicates otherwise. Also, be aware that the MARx System is not usually available on weekends. Hours of operation for MARx are 6 AM to 9 PM eastern time. You can submit batch transaction files on MARx down days and they will be processed.
- (3) MARx Dark Day - This is a day when you cannot access the MARx online at all. In addition, you cannot submit batch transaction files for processing. The entire MARx system is unavailable for any type of action.
- (4) PAYMENT DUE PLANS -- This is the date of the deposit of the CMS monthly payment to your plan; all deposits will be made to arrive on the first calendar day of the month unless the first day falls on a weekend or a federal holiday. In this case the deposit will arrive on the last workday prior to the first of the month.

Note: The January deposit will always be the first business day of the month.

- (5) Monthly REPORTS AVAIL -- This is the date all the CMS monthly reports are available for downloading via the CMS MARx Report Output User Communication Help System. NOTE: No mailing is done for these reports, you must download them to receive them!
- (6) MMR LIST FOR WORKING AGED/MSP SURVEY- This Monthly Membership Roster (MMR) will be used to administer the WORKING AGED/MSP Survey due to CMS September 15 for calculation of the 2009 MCO level payments.
- (7) WA/MSP SURVEY RESULTS AND NON-RESPONDENTS LISTS- This date is the last day on which you can submit the working aged Medicare Secondary Payer (MSP) members and nonrespondents

listings (on diskette) to CMS. This data will be used to calculate the 2009 MCO level payment. The CD should be sent to CMS, C/O Louise Matthews, C1-05-17, 7500 Security Blvd, Baltimore, MD 21244.

(8) ANNUAL ELECTION PERIOD BEGINS AND ENDS- The Annual Election Period (AEP) occurs during November 15 and December 31 every year. Elections made during the AEP are effective January 1 of the following year.

(9) CERTIFICATION DUE- This is the date by which the Certification to the accuracy of the enrollment information of the MARx Report is required. The Certification should be sent to the IntegriGuard, Payment Validation Project, at IntegriGuard; MMC Enrollment Project; 2121 North 117<sup>th</sup> Avenue; Suite 200; Omaha, Nebraska 68164.

(10) APPROVED RETROS TO CMS, Division of Payment Operations (DPO)- Any records which will be run as retroactive files must be in the hands of CMS, DPO by noon on the date shown along with the appropriate paperwork approved by CMS, DPO.

**\*\*New on Calendar**



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