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DATE: October 1, 2007

TO: All Medicare Advantage Plans and Prescription Drug Plans
Select Cost Plans

FROM: Cynthia Tudor, Ph.D., Director, Medicare Drug Benefit Group
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SUBJECT: 2008 Summary of Benefits and Combined Standardized Annual Notice of Change and Evidence of Coverage Updates

Global hard copy changes for Special Needs Plans (SNP) with any Low Income Subsidy (LIS) Members

CMS has provided specific prescription benefit cost sharing guidance for SNPs with LIS members. Please refer to the attachment for permissible global hard copy changes. If the attached guidance does not capture your benefit design, you may submit a hard copy request to the Part D SB mailbox at PartDSummaryofBen@cms.hhs.gov

Please send: any MA questions to SummaryofBenefits@cms.hhs.gov , Part D questions to PartDSummaryofBen@cms.hhs.gov, or MA-PD questions to both mailboxes.

Submission of Combined Standardized Annual Notice of Change (ANOC) and Evidence of Coverage (EOC)

On August 17, CMS released the Final Evidence of Coverage and advised plans electing to use the combined standardized ANOC/EOC to submit the materials separately for Regional Office review. As a result, CMS has developed a new marketing material category code (1023) for the combined ANOC/EOC that may be used by all Medicare Organizations (MA) Organizations, Medicare Advantage Prescription Drug Plans (MA-PD), Medicare Prescription Drug Plans (PDPs), or 1876 Cost Plans.

Organizations that received approval on both pieces must submit the entire combined document in HPMS under category code 1023. Although it is optional for plans to use the combined ANOC/EOC, plans using it must submit their final document prior to distribution, according to the following steps:

- In order to use the combined ANOC/EOC process, plans should first submit their stand-alone ANOC and EOC in HPMS for approval.
- Upon approval, plans may insert their ANOC into their EOC in front of the table of contents.

- Plans should not change the content or organization of the approved stand-alone ANOC and EOC when combining the documents. Modifying the content or organization of either approved stand-alone document will require a 45-day review.
- Plans should then submit the Combined ANOC/EOC in HPMS using the code 1023.
- Plans should not change the 'model language' or 'File & Use' fields on the submission page when submitting the document, unless they have modified the content or organization of the document.
- Since this is a File and Use document, it can not be used until five days after the date of submission.

(Note: Plans must have File & Use certification or eligibility prior to submitting the Combined ANOC/EOC.)

Questions regarding submitting the Combined ANOC/EOC model document should be referred to your CMS Regional Office.