



**Office of Communications**

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**Date:** August 15, 2013

**To:** All Medicare Advantage Organizations, Prescription Drug Plan Sponsors, and Section 1876 Cost Contractors

**From:** Jon Booth, Director  
Web & New Media Group

**Subject:** Plan Preview Dates for 2014 Medicare Plan Finder

This memorandum provides a timeline and instructions for previewing plan benefit cost sharing data and out-of-pocket estimates for display in the 2014 Medicare Plan Finder (MPF) on Medicare.gov. All Medicare Advantage Organizations (MAOs) and any Section 1876 Contractors that filed a 2014 Plan Benefit Package (PBP) should preview their plan data for the MPF to ensure the plan's data displays accurately on Medicare.gov. The 2014 MPF is scheduled to go live on Medicare.gov on October 1, 2013.

**Plan Preview Schedule**

The schedule for plan previews is provided below. These dates will also be posted on the HPMS Home page.

<b>MPF Release Date</b>	<b>Plan Preview Date(s)</b>
October 1, 2013	August 28, 2013 - August 30, 2013 September 10, 2013 - September 13, 2013

**It is important to note that the MPF preview console will be closing at 6 p.m. EDT on the last day of each MPF preview.** You should make arrangements to access and review your plan data in advance of that time.

**How to Preview Benefit/Cost Sharing Data**

To preview plan benefit/cost sharing data, follow this path:

Plan Bids > Bene Education Data Previews > MPF Benefits Preview > CY 2014

- Review the plan data. If it is accurate, concur during the preview. If data is inaccurate, non-concur during the preview.

- When you concur:
  - Your plan will be displayed on Medicare.gov after the next data refresh, assuming all other Part C and Part D Reporting Requirements are met. You do not need to take any additional action for the rest of the benefit year in order to have your plan continue to be displayed on Medicare.gov. However, you must continue to submit accurate drug pricing data.
- When you non-concur:
  - State the reason for non-concurrence. This will significantly increase the likelihood that you can make corrections in time to display your plan on MPF in October.
  - Your plan will remain suppressed until/unless you concur in a future plan preview. You must concur in a future preview period to have your plan displayed on Medicare.gov.
  - Non-concurrence means that all benefit and cost sharing data (but not plan contact information) will be suppressed.

### **Benefit/Cost Sharing Preview Tips**

- **Remember, it is to your benefit to preview your data during the first preview period (August 28 - August 30, 2013). Do not wait until the second preview!**

If you need to non-concur and do so during the first preview, you may still have time to get any PBP-related problems resolved in time to concur during the second preview and have your 2014 data displayed on Medicare.gov in October. If you wait until the second preview and find problems in your PBP, you will not have time to make corrections and your plan will be suppressed in October.

- The MPF pulls all plan benefit and cost sharing data from the PBP. If your PBP is incorrect, then the data in the MPF will be inaccurate. If you determine that your PBP is incorrect, you need to non-concur during the preview and work with the appropriate Medicare Advantage or Part D Benefits staff at CMS to resolve the issue and re-uploaded as quickly as possible. After the PBP is fixed, re-uploaded, and approved by CMS, you should concur during the next available plan preview period so that the plan data will display after the next data refresh.
- If your plan name or contact information is not displaying correctly in the MPF, do not non-concur for that reason. You can easily correct this information and are responsible for changing this information in HPMS.

To change your Customer Service Contact for Prospective Members phone number (which is what is used on the web site), follow this path:

Plan Bids>Bid Submission>Contract Year 2014>Manage Plans>Edit Contact Data

- To change your Plan Name or Plan Geographic Name, follow this path:

Plan Bids>Bid Submission>Contract Year 2014>Manage Plan>Edit Marketing Data

### **How to Preview Estimated Out-of-Pocket Cost Data**

To preview estimated out-of-pocket cost (OOPC) data, follow this path:

Plan Bids > Bene Education Data Previews > MPF OOPC Preview > Contract Year 2014

If you have any comments or questions about how your 2014 plan data appears during your preview, please send them to [compchart@cms.hhs.gov](mailto:compchart@cms.hhs.gov). Thank you.