



**CENTER FOR MEDICARE**

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**DATE:** December 18, 2022

**TO:** All Organization Types, including Medicare-Medicaid Plans

**FROM:** Vanessa S. Duran  
Acting Director, Medicare Drug Benefit and C & D Data Group

**SUBJECT:** Reporting Emergency Part C and D Issues for January 1 through January 3, 2024

As in previous years, CMS is establishing a Medicare Part C and D operations monitoring program for January 1, 2024 through January 3, 2024. Non-technical significant emergency issues, should be reported via email to both [PartD\\_Monitoring@cms.hhs.gov](mailto:PartD_Monitoring@cms.hhs.gov) and your CMS Account Manager (AM).

Significant emergency issues are defined as Part C and D delivery issues that impact access to service for 100 or more beneficiaries. The problem should be reported even if it was time-limited but lasted an hour or longer (e.g., claims processing or call center was temporarily disrupted). Individual beneficiary-specific issues should be reported and resolved through the normal casework procedures and not reported through this process. Any issues after January 3 should be reported directly to the CMS Account Manager.

**The 1-800-MEDICARE (1-800) and CTM holiday schedule is listed below:**

- December 25, 2023: 1-800-MEDICARE is closed. Therefore, no complaints will be loaded into CTM on December 25<sup>th</sup> only. Complaints received December 24<sup>th</sup> and December 26<sup>th</sup> will be loaded in real time.
- January 1, 2024: 1-800-MEDICARE is open. Complaints received by 1-800-MEDICARE will be loaded in real time.

**When reporting issues to CMS, the plan should include one or both of the following, as applicable:**

In the subject line, include “Reporting of Emergency Part C and D Issues for January 1, 2024 through January 3, 2024”

- Plan Name and Contract Number
- Description of the significant emergency (non-technical) issue, including the number of beneficiaries impacted or beneficiaries potentially impacted
- Description of your efforts to resolve the issue and estimated date of resolution
- Plan contact information (name and phone number) for CMS follow-up. Do not include personally identifiable beneficiary information unless it is encrypted.

**Technical issues** should be directed to the MAPD Help Desk. The MAPD Help Desk, which is open Monday through Friday from 8 a.m. to 6 p.m. ET, will be open with limited hours December 22 from 8 a.m. to 4 p.m. ET, closed on December 25, 2023, open with limited hours December 29 from 8 a.m. to 4 p.m., and closed on January 1, 2023. Plans can contact the MAPD Help Desk by calling 1-800-927-8069 or by email at [mapdhelp@cms.hhs.gov](mailto:mapdhelp@cms.hhs.gov). (<https://www.cms.gov/Research-Statistics-Data-and-Systems/CMS-Information-Technology/mapdhelpdesk>)

### **Updating CEO and Emergency Contact Information**

Sponsors must update their CEO (“CEO - CMS Administrator Contact”) and Emergency Contact (“Emergency [Part C or Part D] Contact” and “Emergency [Part C or Part D] Contact [Secondary] [Optional]”) information in HPMS by 5 p.m. ET on December 27, 2023, to accurately reflect on-call coverage for January 1-2, 2024. For purposes of January 1-3, 2024, these contacts should be limited to those individuals who are authorized to effectuate a change for the plan (e.g., CEO, COO, and CFO). CMS leadership will be using this contact information to monitor the resolution of any significant emergency issues.

The CEO and Emergency Contact numbers must be directed to phone numbers that will be monitored at least every 4 hours, from 8 a.m. to 8 p.m., by a responsible party, beginning January 1, 2024. In the past, some contact numbers were directed to voicemail accounts that were not checked until after the holiday or directed to customer service numbers that could not adequately respond to CMS inquiries. CMS does not consider this satisfactory. During the holiday, CMS staff will be monitoring region-specific email and voicemail complaint boxes for possible plan issues or access difficulties reported by State Health Insurance Assistance Programs (SHIPs), other partners, advocates, and beneficiaries.

CMS is very pleased to be working with the industry to ensure a smooth transition for 2024. We appreciate your cooperative spirit and remain committed to working with plans to ensure that beneficiaries have access to healthcare services and prescription drugs. If you have any questions regarding the significant/emergency reporting process or CEO/Emergency Contacts, please contact your Account Manager.