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**DATE:** August 14, 2015

**TO:** Medicare Advantage Organizations, Prescription Drug Plan Sponsors,  
Employer/Union Direct Medicare Advantage Organizations and Prescription Drug  
Plan Sponsors, and Cost Based Plans

**FROM:** Kathryn A. Coleman  
Director, Medicare Drug & Health Plan Contract Administration Group

Amy K. Larrick  
Acting Director, Medicare Drug Benefit and C & D Data Group

**SUBJECT:** Updates to the Health Plan Management System (HPMS) Electronic Contracting  
Module – Release of the Contracts and Addenda for Contract Year (CY) 2016

The Centers for Medicare & Medicaid Services (CMS) is pleased to announce the release of the following updates to the HPMS Electronic Contracting Module:

- CY 2016 Contracts and Addenda

As described in our March 10, 2015 memorandum entitled “Instructions for Requesting Consultant Access or Electronic Signature Access to the Health Plan Management System (HPMS),” only those individuals associated with the following contacts in HPMS will be permitted to sign electronically as an official of the contracting organization:

- Chief Executive Officer - Senior Official for Contracting
- Chief Financial Officer (CFO)
- Chief Operating Officer (COO)

Consequently, one or more of these designated individuals must have a CMS user ID with HPMS electronic signature access in order to sign contracting documents and attestations. In accordance with the HPMS Rules of Behavior, the sharing of user IDs is **strictly prohibited**.

Except where noted below, this guidance applies to Medicare Advantage organizations, Prescription Drug Plan sponsors, Employer/Union Direct Medicare Advantage organizations and Prescription Drug Plan sponsors, and Cost Based plans. This guidance does **not** apply to PACE organizations or Medicare Medicaid Plan (MMP) organizations.

## CY 2016 Contracts and Addenda

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Contracts and addenda for CY 2016 have been released in HPMS. Medicare Advantage organizations, Prescription Drug Plan sponsors, Employer/Union Direct Medicare Advantage organizations and Prescription Drug Plan sponsors, and Cost Based plans **must** execute contracts via the electronic signature process in HPMS. Signed contracts are due no later than **5:00 p.m. EDT on Monday, August 31, 2015**. Organizations that fail to submit signatures by the deadline may not be included in the 2016 *Medicare & You Handbook*.

Accessing Contracting Documents: Once CMS approves your organization's bids, your signing official can access your contract documents in HPMS using the following navigation path: Contract Management > Electronic Contracting > Contract Year 2016 > Review and Sign Contract Materials. For most organizations, bid approval will occur at the end of August.

Reviewing and Signing Documents in HPMS: On the Review and Sign Contract Materials page, your signing official must select the documents to be signed. Organizations must review all documents before selecting the Final Sign-off button. Upon electronically signing the documents in HPMS, your signing official will receive an email indicating the contract materials are complete and have been sent to CMS for countersignature. Your signing official will also receive an email once CMS has countersigned the contracting documents.

Checking Contract Status: Organizations may check the status of contract documents, including when documents have been countersigned, by using the following navigation path: HPMS Contract Management > Electronic Contracting > Contract Year 2016 > Electronic Contracting Disposition Report. Sponsors may view and print contract documents at HPMS Contract Management > Electronic Contracting > View Contracting Materials.

For questions regarding the CY 2016 contracts or addenda, please contact Arianne Spaccarelli at either 410-786-5715 or [arianne.spaccarelli@cms.hhs.gov](mailto:arianne.spaccarelli@cms.hhs.gov).

For technical questions regarding HPMS, please contact the HPMS Help Desk at either [hpms@cms.hhs.gov](mailto:hpms@cms.hhs.gov) or 1-800-220-2028.