



CENTER FOR MEDICARE

DATE: August 17, 2017

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

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SUBJECT: Updates to the Health Plan Management System (HPMS) Electronic Contracting Module – Release of the Contracts and Addenda for Contract Year (CY) 2018

Contracts and addenda for CY 2018 have been released in the HPMS Electronic Contracting Module, CY 2018 Contracts & Addenda. 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 Thursday, August 31, 2017**. Organizations that fail to submit signatures by the deadline may not be included in the 2018 *Medicare & You Handbook*.

As described in our March 15, 2017 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.

Accessing Contracting Documents: Once CMS approves an organization's bids, the signing official can access the contract documents in HPMS using the following navigation path: Contract Management > Electronic Contracting > Contract Year 2018 > 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, the 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, the signing official will receive an email indicating the contract materials are complete and have been sent to CMS for countersignature. The 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 2018 > 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 2018 contracts or addenda, please contact Arianne Spaccarelli at either 410-786-5715 or arianne.spaccarelli@cms.hhs.gov.

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