### A. Medicare Card Project

Topic Area	Subject	Responsible Division and Group	Contact
Medicare Card Project	Medicare Health and Drug Plan Enrollment	DMEC, MEAG	Nicole.gordon@cms.hhs.gov
Medicare Card Project	Drug Data Processing System (DDPS) and Payment Reconciliation System (PRS)	DPR, MPPG	PDEJan2011@cms.hhs.gov
Medicare Card Project	Medicare Part D Coordination of Benefits	DMPO, FSG DPDP, MDBG	PartD_COB@cms.hhs.gov
Medicare Card Project	Encounter Data System (EDS)	DEDRAO, MPPG	encounterdata@cms.hhs.gov
Medicare Card Project	Risk Adjustment Suite of Systems (RASS)	DEDRAO, MPPG	riskadjustment@cms.hhs.gov
Medicare Card Project	Medicare Advantage- Prescription Drug (MARx) System	DPO, MPPG	MARXSSNRI@cms.hhs.gov
Medicare Card Project	Health Plan Management System (HPMS)	DPD, MDBG	HPMS@cms.hhs.gov

#### B. Individuals with Disabilities

Topic Area	Subject	Responsible Division and Group	Contact
Individuals with Disabilities	Alternate Formats Medicare Advantage Organizations and Part D Sponsors	CARS, OHI	Altformatrequest@cms.hhs.gov

#### C. Precluded Providers

Topic Area	Subject	Responsible Division and Group	Contact
Prescriber Enrollment	Precluded Providers	DPDP, MDBG	PartDPolicy@cms.hhs.gov

### D. Systems, Data, & Connectivity

Topic Area	Subject	Responsible Division and Group	Contact
Health Plan Management	Medicare Advantage	DPD, MDBG	hpms_access@cms.hhs.gov
(HPMS)	Organizations and Part D Sponsors		

Topic Area	Subject	Responsible Division and Group	Contact
MARx	Medicare Advantage Organizations & Part D Sponsors	DPO, MPPG	MAPD Help Desk:  MAPDHelp@cms.hhs.gov  MTM questions: EnhancedMTM@cms.hhs.gov  MA-VBID model questions: MAVBID@cms.hhs.gov
Medicare Plan Finder Data (MPF)	Quality Assurance	DCOP, MDBG	Technical questions pricing files:  plancompare@drx.com  QA of MPF data files:  PlanfinderQA@cms.hhs.gov  Technical questions Communications Web:  PlanFinder@AcumenLLC.com
User Group Calls	Staff Registration	DPDP, MDBG	Joscelyn.Lissone@cms.hhs.gov
Patient Safety Analysis Website	Patient Safety Reporting System	DCOP, MDBG	Technical questions and report access: <u>PatientSafety@acumenllc.com</u>
Overutilization Monitoring System	Overutilization Monitoring Reporting System	DCOP, MDBG DPDP, MDBG	PartD OM@cms.hhs.gov

Topic Area	Subject	Responsible Division and Group	Contact
Risk Adjustment Data Submission	Risk Adjustment Processing System	DPP, MPPG	encounterdata@cms.hhs.gov
Susingsion	(RAPS) and Encounter Data (EDS) – Part C Sponsors		riskadjustment@cms.hhs.gov
Prescription Drug Event (PDE) Requirements	(PDE) Requirements Part D Sponsors	DPR, MPPG	pdejan2011@cms.hhs.gov
Electronic Enrollment Mechanism	Electronic Enrollment	DEEP, MEAG	Policy inquiries on enrollment mechanism parameters:  PDPENROLLMENT@CMS.HHS.GOV
		DMEC, MEAG	Operational inquiries: Stephen.ludwig@cms.hhs.gov

### E. Reporting

Topic Area	Subject	Responsible Division and Group	Contact
Healthcare Effectiveness &	Reporting Requirements	DCAPP, MDBG	hos@cms.hhs.gov
Data and Information Set (HEDIS®), Health Outcomes Survey (HOS), & (CAHPS®) Medicare Advantage Organizations and Part D Sponsors			HEDISquestions@cms.hhs.gov  MP-CAHPS@cms.hhs.gov

Topic Area	Subject	Responsible Division and Group	Contact
Part C & Part D Reporting Requirements	Parts C & D Reporting Website Access	DPDP, MDBG	Questions or Technical Specifications: <u>partcplanreporting@cms.hhs.gov</u>
		DCOP, MDBG	partd-planreporting@cms.hhs.gov
Reporting and Returning Sponsor Identified Overpayments	Reporting and Returning Risk Adjustment Related Overpayments	DPP, MPPG	riskadjustment@cms.hhs.gov
	PDE/DIR-related Overpayments	DPR, MPPG	PDEJan2011@cms.hhs.gov
Fiscal Soundness	Release of the HPMS Fiscal Soundness Module and Reporting Requirements	DFB, MCAG	Yasmin.Galvez@cms.hhs.gov  Joseph.Millstone@cms.hhs.gov

### F. Contracting, Subcontractor Provisions, & Oversight

Topic Area	Subject	Responsible Division and Group	Contact
Any Willing Pharmacy (AWP) Contracting Requirements – Part D Sponsors	Any Willing Pharmacy Requirement	DBPM, MDBG	Arianne.Spaccarelli@cms.hhs.gov  Scott.Nelson2@cms.hhs.gov
Offshore Subcontracting – Medicare Advantage Organizations and Part D Sponsors	Offshore Subcontractor Data	DBPM, MDBG	Arianne.Spaccarelli@cms.hhs.gov Scott.Nelson2@cms.hhs.gov

Topic Area	Subject	Responsible Division and Group	Contact
Changes to Contracts for Key Part C & Part D	First Tier /Downstream/	DMAO, MCAG,	Cathy.Baldwin@cms.hhs.gov
Functions	Related Party (FDR)	DBPM, MDBG	Arianne.Spaccarelli@cms.hhs.gov

#### G. Customer Service

Topic Area	Subject	Responsible Division and Group	Contact
Call Center Hours of Operation and Required Services	Customer Service Call Centers and Pharmacy Technical Help Desks	DBPM, MDBG	CallCenterMonitoring@cms.hhs.gov
Pharmacy Technical Help Desk Call Centers	Pharmacy technical support Part D Sponsors	DBPM, MDBG	CallCenterMonitoring@cms.hhs.gov
Limited English Speaking Beneficiaries	Translated Materials Requirements	DBPM, MDBG	Keely.Ireland@cms.hhs.gov
Customer Service Staff Knowledge of Medication Therapy Management (MTM)	Medication Therapy Management (MTM) Programs	DCOP, MDBG	Partd_mtm@cms.hhs.gov
Complaints Tracking Module – Medicare Advantage Organizations, Part D Sponsors	Complaints Tracking Module (CTM)	DCOP, MDBG	Technical assistance with HPMS or CTM:  HPMS@cms.hhs.gov  Technical data questions related to plan's CTM  performance:  ctm@cms.hhs.gov

### H. Marketing/ Communications

Topic Area	Subject	Responsible Division and Group	Contact
Model Notice and Policy Updates	2019 updated model materials	MCAG, MEAG and MDBG	Account Manager or Marketing Reviewer
Referencing Star Ratings in Marketing Materials	Availability of Medicare Star Ratings Marketing	DSCM, MCAG DPDP, MDBG	marketing@cms.hhs.gov  Lucia.Patrone@cms.hhs.gov  Chad.Buskirk@cms.hhs.gov
Websites	Website Material  Provider & Pharmacy  Directories	DSCM, MCAG DPDP, MDBG	marketing@cms.hhs.gov  Lucia.Patrone@cms.hhs.gov  Chad.Buskirk@cms.hhs.gov
Agents and Brokers	Compensation Rate Adjustments	DSCM, MCAG	marketing@cms.hhs.gov
Access to Preferred Cost Share Pharmacies	Part D Disclaimers	DPDP, MDBG DBPM, MDBG	Lucia.Patrone@cms.hhs.gov  Nick.Antlitz@cms.hhs.gov

### I. Enrollment/Disenrollment and Billing

Topic Area	Subject	Responsible Division and Group	Contact
Timing of Annual Enrollment Period (AEP)	Enrollment	DEEP, MEAG	Policy inquiries: PDPEnrollment@cms.hhs.gov
			Questions or Help: <u>MAPDhelp@cms.hhs.gov</u>
Medicare Advantage Disenrollment	Disenrollment MAO	DEEP, MEAG	Policy inquiries:  PDPEnrollment@cms.hhs.gov
		DMEC, MEAG	Operational inquiries:  MAPDhelp@cms.hhs.gov
SEP for Enrollment into a 5- Star Plan	Enrollment into a 5- Star Plan	DCAPP, MDBG	Elizabeth.Goldstein@cms.hhs.gov
		DEEP, MEAG	SEP Policy inquiries:  PDPEnrollment@cms.hhs.gov
MMP Enrollment	Enrollment	MMCO	Anne.Gilbert@cms.hhs.gov
Online Enrollment Center	Medicare Advantage Organizations and Part D Sponsors	DEEP, MEAG DBPM, MDBG	Enrollment policy inquiries:  PDPEnrollment@cms.hhs.gov
			Nick.Antlitz@cms.hhs.gov
			Jasmine.Myers-Duncan@cms.hhs.gov

Topic Area	Subject	Responsible Division and Group	Contact
Retroactive Enrollments	Medicare Advantage	DEEP, MEAG	Policy inquiries:
	Organizations and Part D Sponsors	DMEC, MEAG	PDPEnrollment@cms.hhs.gov
			Operational inquiries:
			MAPDhelp@cms.hhs.gov
MMP Payment	Payment	MMCO	<u>Jessica.May@cms.hhs.gov</u>
MMP General	General MMP Information	MMCO	Michael.Richmond@cms.hhs.gov

### J. Late Enrollment Penalty (LEP) and Creditable Coverage

Topic Area	Subject	Responsible Division and Group	Contact
Charge the correct LEP	Late Enrollment	DEEP, MEAG	For LEP policy inquiries:
for beneficiaries based on			PDPEnrollment@cms.hhs.gov
CMS's LEP reports			
		DAP, MEAG	For LEP appeals:
			Nishamarie.Sherry@cms.hhs.gov
			Coretta.Edmondson@cms.hhs.gov

### K. Benefits Administration & Beneficiary Protections

Topic Area	Subject	Responsible Division and Group	Contact
Part C Benefits and Beneficiary Protections	Chapter 4 of the Medicare Managed Care Manual	DPAP, MCAG	https://dpap.lmi.org/dpapmailbox/
Part D Benefits and Beneficiary Protections	Chapter 5 of the Medicare Prescription Drug Benefit Manual	DPDP, MDBG DFBO, MDBG	Questions regarding Part D Policy:  PartDPolicy@cms.hhs.gov
			Questions regarding Part D Benefits: <u>PartDBenefits@cms.hhs.gov</u>
Billing and Anti- discrimination Rules Applicable to Dual Eligible Enrollees	Billing rules for QMBs	MMCO	Kim.glaun@cms.hhs.gov
Coverage Gap Discount Program (CGDP)	Coverage Gap Discount Program Invoice process TPA related questions	DPDP, MDBG DPR, MPPG	Shelly.Winston@cms.hhs.gov  Sonia.Eaddy@cms.hhs.gov
			Questions regarding guidance to the Third Party Administrator:  tpaoperations@tpadministrator.com

Topic Area	Subject	Responsible Division and Group	Contact
Formulary	Part D Formulary Requirements	DFBO, MDBG DPDP, MDBG	Questions regarding Part D Formularies:  PartDFormularies@cms.hhs.gov
			Chad.Buskirk@cms.hhs.gov  Stephanie.Hammonds@cms.hhs.gov
			Lisa.Thorpe@cms.hhs.gov
Mail-Order and Auto-Ship Refill Programs in Part D	Mail- Order Requirements	DPDP, MDBG	Marie.Manteuffel@cms.hhs.gov
Quality Improvement (QI) Programs	Chronic Care Improvement Program (CCIP) Requirements	DPAP, MCAG	https://dpap.lmi.org/dpapmailbox/
Improving Drug Utilization Controls in Part D	Drug Management Programs – Part D Sponsors	DCOP, MDBG	PartD_OM@cms.hhs.gov

### L. Low Income Subsidy (LIS) and Best Available Evidence (BAE)

Topic Area	Subject	Responsible Division and Group	Contact
Low Income Subsidy Benefit Administration	LIS Benefits- Part D Sponsors	DPDP, MDBG	Shelly.Winston@cms.hhs.gov

### M. Coordination of Benefits (COB) & Automatic True Out-of-Pocket Cost (TrOOP) Balance Transfer

Topic Area	Subject	Responsible Division and Group	Contact
Coordination of Benefits	Enhanced Automated	DPDP, MDBG	Shelly.Winston@cms.hhs.gov
(COB) Data Report	TrOOP Balance Transfer		
		DBPM, MDBG	Donna.Kellett@cms.hhs.gov
Hospice	Approved Form for	DPDP, MDBG	Shelly.Winston@cms.hhs.gov
	Collection of Hospice		Made with Garee the area
	Information for Medicare Part D Plans		Mark.smith@cms.hhs.gov
End-Stage Renal Disease	ESRD	DPDP, MDBG	Shelly.Winston@cms.hhs.gov
(ESRD)	Part D Sponsors Requirements		
Transition Claims	Transition Claims for	DFBO, MDBG	Questions regarding Part D Transition Policy:
Processing	Part D Sponsors		PartDTransition@cms.hhs.gov

### N. Grievances, Initial Coverage Decisions, and Appeals

Topic Area	Subject	Responsible Division and Group	Contact
Part D Denial Notices	Part D Sponsors	DAP, MEAG	PartD_Appeals@cms.hhs.gov
Staffing Requirements	Initial Coverage/Organization Decisions and Appeals	DAP, MEAG	Part_C_Appeals@cms.hhs.gov

Topic Area	Subject	Responsible Division and Group	Contact
Appropriateness of Clinical Decision- Making	Appropriateness of Clinical Decision- Making	DAP, MEAG	Part C Appeals@cms.hhs.gov  PartD_Appeals@cms.hhs.gov
Proper Use of Adjudication Timeframe Extensions	Adjudication Timeframe Extensions	DAP, MEAG	Nishamarie.Sherry@cms.hhs.gov  Part_C_Appeals@cms.hhs.gov
Online Appeals Training Courses	New Online Appeals Training Courses	DAP, MEAG	Nishamarie.Sherry@cms.hhs.gov  Kathryn.McCannSmith@cms.hhs.gov
Rights of Medicare Part C & D Enrollees	Enrollees Rights- Medicare Advantage Organizations & Part D Sponsors	DAP, MEAG	Nishamarie.Sherry@cms.hhs.gov  Kathryn.McCannSmith@cms.hhs.gov

### O. Compliance and Fraud, Waste, and Abuse (FWA) Compliance Program

Topic Area	Subject	Responsible Division and Group	Contact
Compliance & FWA Programs	Part C & Part D Compliance Programs	DAPS, MOEG	Vernisha.Robinson-Savoy@cms.hhs.gov
Trograms	Flograms		Questions regarding the Part C and D Compliance Program Guidelines:
			Parts_C_and_PartD_CP_Guidelines@cms.hhs.gov

### **FCHCO** -- FEDERAL COORDINATED HEALTH CARE OFFICE *MMCO*--MEDICARE-MEDICAID COORDINATION OFFICE

### **FSG** – FINANICAL SERVICES GROUP **DMPO**—DIVISION OF MEDICARE SECONDARY PAYER

#### MCAG -- MEDICARE DRUG & HEALTH PLAN CONTRACT ADMINISTRATION GROUP

**DFB** -- DIVISION OF FINANCE & BENEFITS

**DMAO** -- DIVISION OF MEDICARE ADVANTAGE OPERATIONS

**DPAP** -- DIVISION OF POLICY, ANALYSIS, AND PLANNING

DSCM -- DIVISION OF SURVEILLANCE COMPLIANCE & MARKETING

#### MDBG -- MEDICARE DRUG BENEFIT & C&D DATA GROUP

**DBPM** -- DIVISION OF BENEFIT PURCHASING AND MONITORING

DCAPP -- DIVISION OF CONSUMER ASSESSMENT & PLAN PERFORMANCE

DCOP -- DIVISION OF CLINICAL & OPERATIONAL PERFORMANCE

**DFBO** -- DIVISION OF FORMULARY & BENEFIT OPERATIONS

**DPD** -- DIVISION OF PLAN DATA

**DPDP** -- DIVISION OF PART D POLICY

#### **MEAG --** MEDICARE ENROLLMENT & APPEALS GROUP

**DAP** -- DIVISION OF APPEALS POLICY

**DEEP** -- DIVISION OF ENROLLMENT AND ELIGIBILTY POLICY

**DMEC** -- DIVISION OF MEDICARE ENROLLMENT COORDINATION

#### MOEG -- MEDICARE PARTS C & D OVERSIGHT AND ENFORCEMENT GROUP

**DAO** -- DIVISION OF AUDIT OPERATIONS

DAPS -- DIVISION OF ANALYSIS, POLICY, AND STRATEGY

#### MPPG -- MEDICARE PLAN PAYMENT GROUP

**DEDRAO** -- DIVISION OF ENCOUNTER DATA & RISK ADJUSTMENT OPERATIONS

**DPO** -- DIVISION OF PAYMENT OPERATIONS

**DPP** -- DIVISION OF PAYMENT POLICY

**DPR** -- DIVISION OF PAYMENT RECONCILIATION

**DPS** -- DIVISION OF PAYMENT SYSTEMS

#### **OHI** --OFFICES OF HEARING AND INQUIRIES

CARS -- CUSTOMER ACCESSIBILITY RESOURCE STAFF