



MEDICARE ENROLLMENT & APPEALS GROUP

DATE: October 3, 2019

TO: All Current and Prospective Medicare Advantage, Prescription Drug Plan,
Section 1833 with Prescription Drugs, 1876 Cost with Prescription Drugs and
PACE

FROM: Jerry Mulcahy
Director, Medicare Enrollment & Appeals Group

SUBJECT: Schedule for Enrollment and Payment Certifications

The purpose of this memorandum is to provide Plan sponsors with the schedule for submitting their Enrollment and Payment certifications.

Background

During this certification process, the Plan must reconcile the Enrollments and Payments for the beneficiaries that are enrolled in their Plan. Upon completion of the reconciliation, the Plan must tell CMS that their reconciliation has been completed. At that point, either the CEO, CFO or the COO needs to log into HPMS to submit their approval. The CEO, CFO or COO's approval confirms that the enrollment and payments for their beneficiaries in their internal system matches CMS systems.

Schedule Change

In order to reduce submission frequency, CMS has decided to change the timeframe for the submission of the Enrollment and Payment Certifications from a **Monthly** submission to a **Quarterly** submission. This change will start with the submission of data on October 5, 2019. The due date for the first quarter submission will be March 8, 2020. The full schedule is attached.

Please direct questions to the HPMS Help Desk at either hpms@cms.hhs.gov or 1-800-220-2028.