



CENTER FOR MEDICARE

DATE: February 6, 2020

TO: All Current and Prospective Medicare Advantage (MA), Prescription Drug Plan (PDP), Cost, Programs for the All-Inclusive Care for the Elderly (PACE), and Medicare-Medicaid Plan (MMP) Organizations

FROM: Amy Larrick Chavez-Valdez, Director
Medicare Drug Benefit and C & D Data Group

SUBJECT: Annual Verification of Parent Organization and Legal Entity Name

All current and prospective MA, PDP, Cost, PACE and MMP organizations (“contracting organizations”) are requested to conduct their annual review of the parent organization and legal entity name¹ as listed in the Health Plan Management System (HPMS), and to report any necessary corrections by March 16, 2020. It is crucial that all contracting organizations accurately report their parent organization status and legal entity name to the Centers for Medicare and Medicaid Services (CMS). Contracting organizations are required to keep that information up to date by reporting changes as soon as they occur. Parent organization assignments and legal entity names are maintained within the Basic Contract Management Module in HPMS, and can be accessed by following this navigation path: Contract Management > Basic Contract Management > Select Contract Number > Plan Management Data. Parent organization and legal entity name data are also available in the General Information Report under Contract Reports and in the Plan Version of the Contract Information Data Extract. Organizations do not have access rights to change the parent organization designation or legal entity name, but instead must report changes to CMS.

In those instances where the parent organization or legal entity field is blank or incorrect, please notify CMS of the correct information by sending an email to PartD_Monitoring@cms.hhs.gov by March 16, 2020. If any changes in parent organization identity or legal entity name occur after this date, please notify CMS of the change by sending an email to PartD_Monitoring@cms.hhs.gov as soon as the change occurs, but no later than 30 days from the effective date of such a change.

When reporting a parent organization or legal entity name change or correction, include your contract number(s) and the phrase “parent organization update” or “legal entity update” in the subject line of the email. Please indicate what prompted the change (e.g., merger, sale, or corporate name change) and include contact information for someone at your organization whom we could call to discuss any discrepancies you identify. Be prepared to provide documentation to

¹ HPMS Memo, *Annual Verification of Parent Organization and Legal Entity Name*, dated March 1, 2019

support the change or correction, such as financial statements, Articles of Incorporation, contracts, or filings with regulatory authorities. Of note, due to character limitations in CMS information systems, CMS may not agree to all minor changes, such as requests to expand abbreviations.

Please contact Arianne Spaccarelli at arianne.spaccarelli@cms.hhs.gov with any questions.