

Reporting and Monitoring Requirements and HPMS Access Procedures

Drug card sponsors will be required to report certain performance data to CMS via the Health Plan Management System (HPMS). Sponsors will need the following to access HPMS: (1) Medicare Data Communications Network (MDCN) connectivity with HPMS access, (2) use of a Microsoft Internet Explorer web browser (version 5.1 or higher) with 128-bit encryption, and (3) a CMS-issued user ID and password with access rights to HPMS for each user within the sponsor organization who will require such access.

Sponsors should access the CMS website at <http://www.cms.gov/mdcn/access.pdf> to obtain the latest version of the CMS User Access form. In addition to completing each section of the form, as appropriate, sponsors should write "HPMS" on the first blank line in Section 3a and indicate that you are a "Drug Card Sponsor" in Section 4. You must also sign and date the back page and return it along with the form. Your request cannot be processed without this signature and date. The original, signed form (both pages) must be mailed to the following address:

Centers for Medicare & Medicaid Services
Attention: Don Freeburger
Mail Stop C4-14-21
7500 Security Boulevard
Baltimore, Maryland 21244

Please contact Don Freeburger at either 410-786-4586 or DFreeburger@cms.hhs.gov with questions. CMS will provide you with additional technical instructions on accessing HPMS, including its website address, once your user ID has been processed.