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MEMORANDUM

TO: All Part D Plan Sponsors

FROM: Gary A. Bailey, Deputy Director, Centers for Beneficiary Choices

RE: Clarification - Plan-to-Plan EOB Transfer

DATE: May 19, 2006

In the “Plan-to-Plan EOB Transfer Instructions” letter dated April 7, 2006, we detailed a temporary process implemented to facilitate the coordination of benefits required between plans, and the plan-to-plan transfer of true out-of-pocket (TrOOP) and total drug spend balances for beneficiaries affected by the Enrollment Reconciliation process. On Page 3 of the April 7th letter, in the section entitled, “Format of Transfer EOBs”, the format to be created when the number of records to be transmitted is 100 or more differed slightly from the format reflected in the Excel spreadsheet attached to that letter. The letter outlined the correct format (the excel spreadsheet was incorrect). The correct format to be used is replicated below.

A	B	C	D	E
HICN	Transfer Out Plan Contract Number	Effective Date	TrOOP Balance	Gross Covered Drug Costs

The effective date to be entered in Column C is the date through which the TrOOP Balance (Column D), and Gross Covered Drug Cost (Column E) balances were calculated.

Plans are reminded to refer to the “EOB Contact List” (located in the “Downloads” section of www.cms.hhs.gov/PrescriptionDrugCovContra/01_Overview.asp) to coordinate and resolve any plan specific reconciliation data questions. The list is refreshed frequently; please check the website for updated contact information (version 05.18.06 is now available).

If you have any questions about this issue, please contact your account manager. Thank you for your continued assistance with the implementation of the Part D benefit.