



Center for Drug and Health Plan Choice

Date: April 9, 2009

To: All Medicare Advantage Organizations, PDP Sponsors and Cost Plan Organizations

From: Thomas Hutchinson
Director, Medicare Plan Payment Group

Subject: Distribution of Final Disposition Reports & Probe Study Materials from the Retroactive Processing Contractor (Reed & Associates/IntegriGuard)

The Centers for Medicare & Medicaid Services (CMS) is always looking for ways to gain efficiency in its operation. As such, CMS is implementing a new process for distributing Final Disposition Reports (FDRs) and Probe Study materials to Medicare Advantage Organizations (MAOs), Prescription Drug Plan (PDP) Sponsors and Cost Plan Organizations (hereafter referred to as 'organizations').

Effective April 27, 2009 the Retroactive Processing contractor, Reed & Associates along with their subcontractor IntegriGuard, will send these documents to organizations via secure email using PKWARE encryption software. This process does not require organizations to purchase additional software or licenses. Organizations will continue to submit requests to the Retroactive Processing contractor as they do today. However, organizations will receive FDRs, Retro Letters and Probe Study materials via secure encrypted email from the Retroactive Processing contractor, instead of by FedEx.

In order to successfully implement this process, CMS needs each organization to update the Point of Contact (POC) Agreement with Reed & Associates. Please send the updated agreement to Reed & Associates by email, facsimile or mail to the location below by April 27, 2009. Please be sure to complete the POC Agreement in its entirety as instructed. It is imperative that each organization provide the Retroactive Processing contractor with a strong 8 character pass phrase. The 8 character pass phrase must contain at a minimum 6 alpha characters and 2 numeric characters.

Delivery Information for POC Agreements:

Reed & Associates/PayVal Inc.
ATTN: Lori Labenz, CMS Liaison
14301 FNB Parkway, Suite 211
Omaha, NE 68154
planinfo@reedassociates.org (email)
402-315-3700 (fax) 402-315-3660 (phone)

Please note: The above delivery information is only for POC Agreements. Organizations should continue to send retroactive requests as instructed in the Retroactive Processing Toolkit, which can be found at www.reedassociates.org.