

HPMS Quick Reference Guide: How To Submit Your Plan Correction Request

STEP 1 OF 5: SELECT A CONTRACT

- On the HPMS Home Page, select Plan Bids in the Left Navigation Bar.
- On the fly out menu, select Plan Correction Requests.
- On the Plan Correction Requests page, select Contract Year 2009.
- On the Select a Contract Number page, select a contract number from the dropdown list.
 - NOTE: If your contract number is not in the dropdown list, this means your contract is pending CMS contract approval. You must wait until your contract is approved before you can submit a plan correction.
- Click on the Submit button.

HPMS TEST Plan Correction Home

Plan Correction Request

Select a Contract Number

The following list contains all Contract Numbers that are available for plan corrections.

Contract Number: E7978 - TMS EDPPFS ORG SS
 E7978 - TMS EDPPFS ORG SS
 E8293 - LYNN'S EDPPFS ORG SS
 E8782 - DAVID'S EDPPD ORG SS
 H1883 - LYNN'S ESRD I ORG SS
H5006 - TAKEKO'S ESRD I ORG SS
 H5043 - LYNN'S MSA DEMO ORG SS
 H5505 - SHAWN'S HMO ORG SS

Back Submit

Go To: [HPMS Home](#)

STEP 2 OF 5: SELECT A PLAN

- On the Select a Plan page, highlight a plan.
- The screen will automatically indicate that you are going to "Submit Correction Request."
- Click on the Submit button.

HPMS TEST Plan Correction Home

Plan Correction Requests

Select a Plan

Contract Number: H9104
 Contract Name: TAKEKO'S CONTINUING CARE ORG SS
 Organization Geographic Names: Southern California

Submit Correction Request Withdraw Correction Request

A plan/segment identified by an asterisk indicates that the plan is in the review process and that a plan correction request cannot be submitted at this time.

H5006 - TAKEKO'S ESRD I ORG SS
 H5006 - TAKEKO'S ESRD I ORG SS
 H5006 - TAKEKO'S ESRD I ORG SS

Back Submit

Go To: [Select a Contract Number](#)

STEP 3 OF 5: PROVIDE DETAILS ABOUT CORRECTION

- On the Submit Request page, select the PBP service category or categories needing correction.
- In the Correction Description box, explain what needs to be corrected and why.
- Click on the Submit button.

Note: You may only have one plan correction request open per plan. If you need to make multiple corrections for the same plan, you need to include all categories needing correction and all correction descriptions in your one plan correction request.

HPMS TEST Plan Correction Home

Plan Correction Request

Submit Request

Organization	Contract Number: H5006 Organization Name: TAKEKO'S ESRD I ORG SS Organization Type: Demo
Plan	Plan ID: 011 Segment ID: N/A Plan Name: ESRD I MA-PD B DS Plan Type: ESRD I Part ID: Yes Plan Service Area: re thru wa counties Owner Name: SACROSANCT4 USER E-mail of the Plan Owner: cruce@nerdvana.fu.com Phone of the Plan Owner: (703)242-2992
Requested By	User Name: SACROSANCT3 USER E-mail of the Requestor: cruce@nerdvana.fu.com Phone of the Requestor: (703)242-2992
Correction Description (Provide reasons for corrections and what needs to be changed)	B16 - Preventive dental care copay is \$20 not \$200 B17 - Eye wear covered every year not every 2 years B18 - Hearing Aids deductible is \$150 not \$15
PBP Service Categories Affected	Section B10 - Ambulance/Transportation Services Section B11 - DME and Prosthetics, Medical and Diabetes Monitoring Supplies Section B12 - Renal Dialysis Section B13 - Other Section B14 - Preventive Services Section B15 - Medicare Part B Drugs Section B16 - Dental Section B17 - Eye Exams/Eye Wear Section B18 - Hearing Exams/Hearing Aids Section B20 - Outpatient Drugs and Biologics/Prescription Drugs

Back Submit

How To Submit Your Plan Correction Request

STEP 4 OF 5: SUBMIT & CONFIRM CORRECTION REQUEST

- Review the information on the Confirm Request page.
- If everything is correct, click on the Confirm button.
- A pop-up box will appear, allowing you to verify that you intend to submit the correction request. Select OK.

STEP 5 OF 5: CONFIRM CORRECTION REQUEST SUCCESSFULLY SUBMITTED

- Once you have confirmed the correction request, you'll be returned to the Select a Plan page.
- The plan will now have an asterisk next to it, indicating that you've successfully submitted the correction request. Once you've successfully submitted the request, you cannot submit another correction request for that plan.

What Happens After You Submit A Correction Request?

- CMS receives your request by e-mail.
- CMS reviews the request.
- CMS e-mails you with a decision (approval, disapproval or withdrawal).
 - If disapproved, the e-mail you get from CMS will include the reason for the disapproval.
 - If approved, you must then upload your revised bid using the Bid Submission module in HPMS (refer to the Bid Submission User's Manual for instructions on how to submit bids).

**DON'T FORGET:
THE CLOSING DATE
FOR
PLAN CORRECTION
REQUESTS
FOR 2009 BENEFITS IS
OCTOBER 1, 2008!**

How Do You Withdraw A Correction Request?

You can withdraw plan correction requests any time before CMS takes action (approved, denied, etc.) on the request:

- Follow Step 1 in this Quick Reference Guide.
- On Step 2 of this Guide, highlight the correction request(s) you want to withdraw. Then select "Withdraw Correction Request" and "Submit."
- You will be asked to confirm the withdrawal request—select "Submit."
- A pop-up box will appear to again confirm the withdrawal—select "Ok."
- You will then return to the Select a Plan page and see red text indicating that the request was successfully withdrawn.