



DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
7500 Security Blvd.
Baltimore, Maryland 21244
HEALTH PLAN BENEFITS GROUP

DATE: June 6, 2003

TO: Medicare+Choice Organizations
Section 1876 Cost-based Contractors

FROM: Acting Director
Health Plan Benefits Group

SUBJECT: Instructions for the 2004 Contract Year

I am pleased to send you the instructions for the 2004 contract year. Like last year, we have placed the contract renewal and non-renewal instructions into the same document. Parts I-III contain the information necessary for renewing contracts. Parts IV and V describe the non-renewal process. Part VI lists important contacts.

Detailed instructions relating to the required enrollment and payment system changes will be sent to you in the next few weeks from the Division of Enrollment and Payment Operations.

Organizations that are making products available as part of the Medicare Preferred Provider Organization (PPO) Demonstration will be expected to generally adhere to the requirements and timeframes specified in this call letter. However, detailed instructions will be provided in a separate communication from the CMS Demonstration program staff.

CMS will be scheduling a conference call to review the 2004 instructions. Details about a date and time for this call will be disseminated in the next several days.

Thank you for your continued service to Medicare beneficiaries. If you have specific questions about any of these instructions please contact the analyst listed in Part VI or send an e-mail to Darin Wipperman at Dwipperman@cms.hhs.gov. He will distribute to the appropriate contact person for a response.

Thank you

/s/

Jean LeMasurier

Attachment