



**Health Plan Benefits Group/CBC**

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**DATE:** August 14, 2003

**TO:** Medicare+Choice Organizations  
Medicare Cost Plans  
Medicare+Choice Demonstrations

**FROM:** Jean D. LeMasurier /s/  
Acting Director

**SUBJECT:** Annual Notice of Change and Summary of Benefits for Employer Group Enrollees

The purpose of this memorandum is to remind managed care organizations regarding requirements to send the Annual Notice of Change (ANOC) and Summary of Benefits (SB) to employer group enrollees.

In accordance with 42CFR422.111(d), all Medicare+Choice organizations (M+COs) must send an ANOC and SB to all enrollees (including employer group members) in October for plan changes that will take effect on January 1. However, if there are no plan changes taking effect on January 1, the organization does not need to send anything to employer group enrollees until 30 days prior to the effective date of any employer group plan changes. For example, since there are no January 1, 2004 changes in Medicare coverage to communicate to enrollees this year, it is possible that M+COs may not have any January 1, 2004 plan changes to communicate to their employer group enrollees if the employer group open enrollment season occurs at some other time during the year (e.g., July 1).

Medicare Cost Plans must also send ANOCs and SBs to all enrollees. As required at 42 CFR 417.436(c), Medicare Cost Plans are required to send a notice of plan changes at least 30 days prior to the effective date of the changes. Thus for this year, while individual enrollees would receive an ANOC and SB by December 2, Medicare Cost Plans may not need to send ANOCs and SBs to employer group enrollees until 30-days prior to any plan changes they will experience.

Questions about this memorandum may be directed to Wendy Burger at 410-786-1566 or [wburger@cms.hhs.gov](mailto:wburger@cms.hhs.gov). Thank you.