

DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
Center for Beneficiary Choices
7500 Security Boulevard, Mail Stop S3-16-16
Baltimore, Maryland 21244-1850



MEDICARE PLAN PAYMENT GROUP

DATE: April 10, 2008

TO: All Medicare Advantage Organizations, Prescription Drug Plans, Cost Plans, PACE Organizations and Demonstrations

FROM: Thomas Hutchinson /s/
Director

SUBJECT: Security Violations – INFORMATION

Recently, CMS has been made aware of violations of mandated security procedures by some plans. As a review, the relevant policies are:

- Do not disclose or lend your userid and password to someone else.
- Do not browse or use CMS data files for unauthorized or illegal purposes.
- Do not use CMS data files for private gain or to misrepresent yourself or CMS.
- Do not make any disclosure of CMS data that is not specifically authorized.
- Do not duplicate CMS data files, create sub-files of such records, remove or transmit data unless you have been specifically authorized to do so.

If it is discovered that any staff member of your plan has violated any of these policies, the associated userid will be disabled. When this occurs, your DPO representative will notify you and request a formal corrective action plan on company letter head signed by a plan official. This plan must be received by your DPO representative within 2 weeks of being notified of the security violation. Failure to comply with these requirements will result in the revocation of the userid.

If you have any questions about the information in this letter please feel free to contact your DPO representative per the attached list. Thank you.

Attachment

cc: Mr. Mark Loper, CMS
Ms. Marla Kilbourne, CMS
Mr. David Lewis, CMS
Ms. Cynthia Tudor, CMS
Ms. Cheri Rice, CMS
DPO

DPO REGIONAL ASSIGNMENTS

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