

**TO: Organizations Submitting Prescription Drug Event (PDE) Data**

**RE: EDI Enrollment and Submitter Application for PDE Data Processing**

Welcome to the Customer Service and Support Center (CSSC) for Medicare Prescription Drug Organizations submitting PDE Data. The CSSC and the Prescription Drug Front-End Processing System (PDFS) look forward to working with you in all aspects of the submission of PDE data.

**Please note the following requirements for submitting PDE Data:**

**Each entity submitting PDE data must establish a connection to the PDFS through the CMSNet, provided by Verizon. The CMSNet is the secure network linking the PDE data processing entities. You may contact the IVANS Helpdesk to establish an account at 1-800-548-2675.**

**If your organization is currently submitting data for Risk Adjustment, there is no requirement to establish another connection to Palmetto GBA.**

The following information must be completed and sent to the CSSC for enrollment for the submission of data for Prescription Drug Event (PDE) data:

- CMS / EDI Agreement for PDE Data collection
- PDE Submitter Application
- PDE Connect:Direct Specifications (For Connect:Direct users only)

**Entities submitting through CMS's GENTRAN application need to submit the first two items (EDI agreement and Submitter application) only. Any questions that GENTRAN users have should be directed to the MAPD technical help desk at 800-927-8069 or through the website at [www.cms.hhs.gov/mapdhelpdesk](http://www.cms.hhs.gov/mapdhelpdesk) or through e-mail at [mapdhelp@cms.hhs.gov](mailto:mapdhelp@cms.hhs.gov).**

**EDI Agreement:** A CMS EDI Agreement for PDE Data must be completed by each submitter and on file with CSSC, prior to submitting Test or Production PDE Data. The agreement must be signed by an authorized agent of the organization and returned to CSSC Operations at the address provided.

**Use of Third Party Submitters:** If the submitter will be an entity other than a Medicare Drug Plan, the third party submitter must complete the Submitter ID Application form and the EDI Agreement. The Plan must complete the Submitter Application and EDI Agreement. This EDI Agreement must be completed, signed and returned for each Plan number submitting data. A letter from the Plan, authorizing the third party to submit on their behalf, must accompany the EDI Agreement. Regardless who submits the data; CMS holds the MA/PDP/Fallback organization accountable for the content of the submission.

**Submitter ID Assignment:** A Submitter ID will be assigned to you by the CSSC and will remain effective for ongoing submission of PDE data. This is the unique ID assigned to the Plan or entity that will submit data and retrieve reports. Please complete the Submitter Application and return it to CSSC Operations with the completed EDI Agreement.

**Connect:Direct Specifications:** Datasets are required to be set up for Connect:Direct users. The Prescription Drug Event data (PDE) Connect:Direct Specifications should be completed and returned to the CSSC with the Submitter Application and the EDI Agreement. Connect:Direct Specifications are available on our web site at: [www.csscoperations.com](http://www.csscoperations.com).

Technical Specifications are available based on the communication medium that your organization intends to use. Connect:Direct instructions and the PDFS User Guide are available on the web site. Testing instructions for each medium are included within the document.

**Testing and Certification for PDE Data:** In order to support an efficient and effective transition to a production environment, each submitter must complete testing and certification of their PDE transactions. Refer to the CMS Certification of Prescription Drug Event (PDE) Data Requirements.

**Reports:** Reports will be returned on all PDE data submitted. Response reports are available to the Submitter only. Return files, transaction count and control summary reports and transaction error summary reports will be made available to both the Submitter and Contract/PBP. Daily transactional reports will be returned to the submitter with the option of the Contract/PBP's also electing to receive the reports. Monthly management reports will be returned to the Contracts/PBP's only.

All reference material is available on the [www.csscoperations.com](http://www.csscoperations.com) web site. We encourage you to visit the site and register for e-mail notification of all updates. Please contact the CSSC Help Line with any questions regarding the guidelines provided herein, using the following contact information: