

# Medicare Communications CMS/HPMS Filing Form

Name: Charyl Norwood

Date: 2/17/17

Department: Enrollment: Appeals

Upload or Internal Tracking Only?

Material ID: \_\_\_\_\_

Please fill in all fields appropriate to your content and submit along with your document for filing with CMS/HPMS.

1) Name of document or description of content: Appeals: Grievance Report

2) Name of SME or document owner: Charyl Norwood


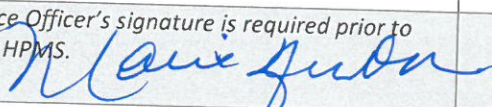
3) Is this material updated from a previous version?  Yes  No  
 a. If yes, what has changed? data is current  
 b. Name & material ID of the previously approved version (if available)? \_\_\_\_\_  
 c. Previous approval date (if available)? 2/16

4) Is this a CMS Model document? If yes, please attach copy of Model.  Yes  No  
 a. Is the model used without change?  Yes  No  
*(Model documents used without modification still need to be routed to Compliance Department. If modification has been made to model document, approval may take up to 45 days)*  
 b. If changed, please explain changes: \_\_\_\_\_  
 c. If referenced by HPMS memo, please list memo title and name here: N/A

5) Does this item need to be posted to the external website?  Yes  No  
 If Yes, is it 508 compliant?  Yes  No  
 Specify the URL item should be posted to: \_\_\_\_\_

6) HPMS Filing Category Code: CMS forms are not uploaded HPMS Material Code: \_\_\_\_\_  
 (See additional page for HPMS filing category & material code options)

**Required Approvals (signatures and approvals must be obtained before document will be uploaded to HPMS):**

Role:	Name/Signature:	Date Approved:
SME / Document Owner		<u>2/17</u>
Corporate Communications		
Compliance Officer	<i>Compliance Officer's signature is required prior to upload to HPMS.</i> 	<u>2/17/17</u>
OTHER		

OTHER		
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**Reviewer:**

**Checklist:**

**SMEs / Document Owner**

- Content accuracy
- Compliant with Medicare guidelines
- Applicable CMS disclaimers

**Corporate Communications**

- Phone numbers / TTY listed properly
- Hours of operation listed properly
- Logos – correct usage and size
- Grammar
- Spelling
- Formatting
- Corporate disclaimers
- NCQA content guidelines
- 508 Compliant (if posted on the web)

**Compliance Department/MA Program Manager**

- Compliant with corporate guidelines
- Compliant with Medicare guidelines
- Compliant with corporate legal guidelines

**Comments / Notes:**

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