

## **Pages 12 – 14 of the HPMS User Guide**

These pages are the material that is relevant to the PRA package CMS-10260

### **NEW MATERIAL**

#### **PURPOSE**

The purpose of the **New Material** Page is to enter new Marketing Material.

As part of the HPMS Marketing Module data entry flow, users must select either “New Material” or “New MCE Material”

from the right navigation dropdown.

When “New Material” is selected, only Contract Numbers associated with the user currently logged into the HPMS Marketing Module will be displayed in the “\*Contract Number / Name” drop-down list.

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### Figure 2: New Material Page

Home » Marketing Review » New Material Add to My Favorites

## New Material Marketing Review +

\*A field with an asterisk (\*) before it is a required field.

**Contract(s) Information**

\*Contract Year: 2018

Reviewer Region: All

\*Reviewer: TESTER, STE Seattle

\*Contract Number/Name: H9999 - SAMPLE HEALTH PLAN  
[Cobrand Information](#)

File and Use Certification: Approved

\*State Reviewer: ESPTST1, ESPTST1 Massachusetts

**Material Information**

\*Material ID: MMP Material ID

Date Received: 7/23/2018

\*Material Category: Medicare-Medicaid Plans (MMP) (15000)

\*Material Type/Code: MA ANOC Code (F&U Cert) (15888)  
[Material Type/Code Details](#)

\*Related ANOC/EOC Material ID:

Material Description:

\*Total Pages: 4

Comments:

Material Contains Both Part C and Part D Info?  Yes  No

**Material Attributes**

Standard Template  
Template Material ID:

Alternate Formats  
Original Material ID:

Additional SA/LIS  
Original Material ID:

None

**Model Used, File and Use and Non-Marketing Information**

Note: Please include the Model Material name and/or identification information in the "Comments:" text box above.

Model Used Without  Yes  No  
Modification:

File and Use Material:  Yes  No

\*File&Use Distribution Date (MM/DD/YYYY): 7/27/2018

Is this a Non-Marketing Material? No

\*Confirm the selection(s) above for "Model Used without Modification", "File and Use Material", and/or "Non-Marketing Material". If you used File and Use, confirm that the material meets the MMG requirement.

Material Status: Pending Accepted

Pending Accepted Date: 7/23/2018

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### **WORKFLOW**

1. Click on the “New Material” link from the right navigation dropdown.
2. Enter the required data in the appropriate fields located on the New Material page.
  - a. Click on the drop-down menus and select the appropriate information for each data field (see the Relevant Data Fields below).
  - b. For data fields without a drop-down menu, click in the field or tab to the field and type in the information.