



BENEFIT NEWS BRIEFS

New RDS User Guide Is Available

The Centers for Medicare and Medicaid Services (CMS) just posted the new Retiree Drug Subsidy (RDS) User Guide. Version 1 of the new RDS User Guide is available for download at <http://rds.cms.hhs.gov/downloads/rdsuserguide.pdf> or by "*clicking here.*"

According to the RDS Center, the User Guide is organized and formatted for easy reading and printing and is easily searchable using the Adobe Reader search feature. The User Guide has been updated with revised screenshots that have more relevant information.

The RDS Center indicated that subsequent releases of the User Guide will include chapters on payment request activities and other matters. In order to help users make sure they have the most up-to-date User Guide, when it is printed the print date will be stamped on the cover page and the version number will be stamped on the footer of every printed page. The RDS Center will post notices when the User Guide is updated. *They also cautioned that it is important for users to use the most recent User Guide.*

The current RDS website (http://rds.cms.hhs.gov/how_to/) has a section entitled "How To". In explaining the relation between the "How To" guidance and the User Guide, the RDS Center indicated that the information in the new RDS User Guide will replace the guidance in the "How To" section over time. When information is released in the RDS User Guide, the related "How To" will be removed from the *RDS Program Web Site* and the *RDS Secure Web Site*. According to the RDS Center, if a user selects a "How To" that has been removed; the user will be redirected to the RDS User Guide page. This page will also display the table indicating where the chapter can be found in the User Guide.

The following table shows the “How To” sections that are no longer available on the *RDS Program Web Site* and the chapter where they can currently be found in the RDS User Guide.

Obsolete “How To”	New RDS User Guide Locations
Apply As A New RDS Plan Sponsor	Chapter 4
Assign Or Delete Designees	Chapter 6
Change Application Information After Submission	Chapter 6
Change Personal Information	Chapter 12
Change Plan Sponsor Information	Chapter 13
Communicate Retiree Information Using The Mainframe	Chapters 7, 8 and 9
Complete An Application	Chapter 6
Download Covered Retiree List	Chapter 10
Download Retiree Response Files	Chapter 8
Download Weekly Notifications	Chapter 9
Re-apply For A New Plan Year For An Existing Plan Sponsor	Chapter 3
Reassign Account Managers And Authorized Representatives	Chapter 11
Register An Account And An Authorized Representative	Chapter 5
Register As A Designee	Chapter 5
Register As An Actuary	Chapter 5
Request An Application Deadline Extension	Chapter 6
Request Covered Retiree Lists	Chapter 10
Start A New Application	Chapter 6
Submit An Application	Chapter 6
Upload A File	Chapter 7
View Medicare Part D Enrollment Rejection Notifications	Chapter 10
View Retiree Counts	Chapter 10

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