



It's time to enroll in your Medicare Part D Prescription Drug Plan

Retiree Checklist



Actions you may need to take:

- ☐ **Confirm you are enrolled in Medicare Parts A and/or B.**
Enrollment is done through the Social Security Administration. Visit SSA online at www.ssa.gov, visit your local SSA office in person or call SSA at 1-800-772-1213 (TTY 1-800-325-0778).
- ☐ **Review the Enrollment Brochure and Summary of Benefits for details about your plan.**
- ☐ **Enroll in the plan or decline coverage.**
I want to enroll in this plan — follow the enrollment instructions provided by your benefit administrator.
I want to opt out of this plan — contact your benefits office unless otherwise instructed.
- ☐ **Watch your mailbox for important plan documents and notices.**
- ☐ **Share your new member ID card and number with your provider.**

Enrollment Timeline:

It takes about four weeks from the time we receive enrollment information from your benefits office until you receive your member ID card and Welcome Kit. Here's what you can expect to receive to stay updated on your enrollment status:

1. Acknowledgment Letter

Within 10-14 days of getting your enrollment form, we will send an acknowledgment letter.

2. Confirmation Letter

After your enrollment is approved by Medicare, we will send a confirmation letter. **It can be used as proof of insurance if you have not received your member ID card by your effective date.**

3. Member ID Card

Your member ID card will be mailed next. Show your new card when you get services so you are giving the right information.

4. Welcome Guide

This helpful kit includes plan documents and other useful information.

Important Prescription Drug Information

Please note: Federal law prohibits individuals enrolled in Medicare from using manufacturer coupons or other drug discounts with their Part D prescription drug plan. Coupons and/or discount cards may be used on their own, separate from Part D coverage.

Financial assistance to help with the costs of prescription drugs, like deductibles and copays, may be available through the government's Extra Help/Low Income Subsidy program. You can apply for Extra Help any time before or after you enroll in Part D coverage. For more information and to apply, visit the Social Security web site at **www.ssa.gov** and click "**Medicare,**" then "**Apply for Part D Extra Help.**"