



An Independent Licensee of the
Blue Cross and Blue Shield Association

Welcome to Supplemental Coverage for Medicare Part D

Congratulations! Your group has selected one of the options offered by Florida Blue to coordinate the government's Medicare Part D coverage with the group prescription drug plan you offer your retirees and their dependents. Your group has selected one of the following options:

Retirees have the option of purchasing Medicare Part D coverage (Optional)

Your group's retirees and/or their covered dependents have the option to purchase Part D, but will be allowed to keep their existing group prescription plan as primary if they choose not to purchase Part D. As the group benefit administrator, you will be required to advise Florida Blue of all Part D eligible group retirees and/or their Part D eligible covered dependents who have purchased Part D. Once you have notified Florida Blue, the group prescription plan will be processed as secondary to Part D for those individuals. You will also be required to advise Florida Blue of these members at initial enrollment and when retirees and/or their covered dependents become Medicare eligible during the plan year.

- OR -

Retirees must purchase Medicare Part D coverage to keep group Rx plan (Required)

With this option, if a Medicare eligible retiree and/or their Medicare eligible covered dependent does not purchase Part D, they will not have group prescription drug coverage. As the group benefit administrator you will be required to advise Florida Blue of all Part D eligible group retirees and/or their Part D eligible covered dependents. Once you have notified Florida Blue, the group prescription plan will be processed as secondary to Part D for those individuals. In order for members to be eligible for prescription drug benefits through their group plan and for the group plan to pay as secondary, they must purchase Part D. You will also be required to advise Florida Blue of these members at initial enrollment and when retirees and/or their covered dependents become Medicare eligible during the plan year.

How to Enroll

To ensure that your group prescription plan is being processed correctly as either primary coverage, or secondary coverage to Medicare Part D, you will need to provide us with the information listed below.

Initial Enrollment

1. Complete the spreadsheet as instructed in this package. Download an electronic copy from our website (FloridaBlue.com) which can be completed online, printed and submitted with your new group or renewal package.
2. If you are an auto-enrolled group or a web-enrolled group, you will also need to complete this spreadsheet and send it to your Florida Blue Personal Service Representative with each auto-enrolled or web-enrolled submission.
3. For the electronic version of the spreadsheet, go to our website and click on:
 - *Employers & Benefit Administrators* link at the top of the page
 - Under *Resources & Tools*, select the **Medicare Part D Coordination of Benefits Spreadsheet and Instructional Sheet** bullet
4. If you have selected the "Optional" alternative, then include only those retirees and their dependents *who have purchased a Part D plan*.

5. If you have selected the "Required" alternative, then include **ALL** Part D eligible retirees and their Part D eligible dependents.

Maintenance Changes

1. For maintenance updates during the plan year, hand write a "P" or "S" to the left of the name of each Part D eligible retiree and their Part D eligible covered dependents listed on the paper form being submitted (e.g., GMECA, Universal Application, Member Status Change Form).
 - a. P – Indicate a P if the member's group prescription plan should be primary
 - b. S – Indicate an S if the member's group prescription plan should be secondary to Medicare Part D
2. If you are an auto-enrolled group, or a web-enrolled group providing new enrollment or performing maintenance changes, you will need to complete this spreadsheet and send it to your Florida Blue Personal Service Representative to support new Medicare eligibility updates at each submission. You may submit the spreadsheet by mail, email or fax.