

Nursing Home Administrators/Staff:

## REVISED DRUG PLAN ENROLLMENT INFORMATION PROCEDURES

Due to the overwhelming response of nursing homes across the country, we have revised our previously-issued procedure for obtaining Medicare drug plan enrollment information on behalf of your residents.

There are now **THREE** ways for nursing homes to obtain patient drug plan enrollment information:

- 1.) For individual resident inquiries, you may continue to use the web-based Prescription Plan Finder tool at [www.Medicare.gov](http://www.Medicare.gov) .
- 2.) For nursing homes without Internet access or who need Medicare prescription drug plan enrollment information for less than 100 residents, you may FAX or MAIL information to Medicare as outlined in the attached revised procedures.
- 3.) For nursing homes that require plan enrollment information for more than 101 residents, they **MUST** mail their request to Medicare as outlined in the attached revised procedures.

All CMS responses to both FAX and MAIL requests will be returned to nursing homes via overnight delivery within 10 business days of receipt of the request.

Complete instructions and a sample fax/mail cover sheet are attached.

If you have any questions about either the FAX or MAIL procedure, please contact Michelle Ramirez at 215-861-4159 during normal business hours.