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## Medicare Part-D Step-by-Step Guide for PDP Selection

### Step 1: Determine Your Current Coverage

1. Have you already selected a Medicare Prescription Drug Plan?
  - YES**, please notify the facility as soon as possible to be sure the plan you selected will be covered by the provider pharmacy
  - NO**, proceed to the next question
  
2. Are you eligible for or enrolled in Medicare Part A or B?
  - YES**, congratulations, you qualify for Medicare Part D proceed to the next question
  - NO**, sorry, you are not eligible to enroll in Medicare Part D.
  
3. Are your prescription drugs covered under an insurance plan through a retiree or union benefit, or do you have prescription drug coverage through your spouse?
  - YES**, please contact your Plan Benefits Administrator before continuing to enroll in Part D, if you elect to enroll in Part D without checking you may lose your current coverage for both medications and/or healthcare coverage for you and your spouse.
  - NO**, proceed to the next question
  
4. Are you enrolled in Medicaid?
  - YES**, you should have received a letter from CMS or a plan stating that you have been automatically assigned to this plan. Medicaid will stop coverage December 31<sup>st</sup>, and the new plan will pick up your drug coverage at no cost to you. **As soon as you are notified about your auto-enrollment, it is very important that you contact the facility to ensure the plan you will be auto-enrolled in will work with the plans contracted by the provider pharmacy**
  
  - If yes and you also have prescription drug coverage through a retiree or union benefit, or if you have drug coverage through a spouse, please contact your Plan Benefits Administrator to avoid unnecessary discontinuation of your medication and/or other healthcare coverage you and your spouse have.*
  - NO**, proceed to STEP 2

### Step 2: Obtain a listing of your currently prescribed medications

- Use the PDP Selection Worksheet include in this tool kit to make a list of all your prescription drugs you are currently taking. Be sure to include the strength of the medication, how often you take the medication, and whether the medication is brand or generic. Once you have gathered your list, proceed to Step 3.

### Step 3: Evaluate the available Prescription Drug Plans

- Obtain a copy of the Medicare Part-D Prescription Drug plans that your provider pharmacy has contracted with to be sure you are selecting a plan that will be accepted by the pharmacy.
- Use the PDP Selection Worksheet included in this tool kit to assess your costs and coverage.

### Step 4: Determine if you qualify for a Low Income Subsidy

- If you have limited income and resources, then you may qualify for extra financial help. If you do contact Social Security at 1-800-772-1213 or fill out an online application at [www.ssa.gov](http://www.ssa.gov). Note, applying for a low-income subsidy does not enroll you in a plan; you must still pick a plan and enroll directly with that PDP.

### Step 5: Enroll in a Medicare Part-D Prescription Drug Plan