



Health Care Reform & Compliance

# Medicare Part D Reporting of Prescription Drug Coverage

## BACKGROUND INFORMATION

### NOTICE & REPORTING OF CREDITABLE OR NON-CREDITABLE Rx COVERAGE

- Employers offering prescription drug benefits within Group Health Plans are required by the Medicare Part D regulations to distribute a notice of Creditable or Non-Creditable prescription drug coverage to Medicare-eligible employees and retirees by October 14 each year. Creditable means the coverage is “as good as” and comparable to Medicare Part D coverage.
- In addition this notice to Medicare-eligible employees, employers must also report to the Centers for Medicare and Medicaid Services (CMS) as to the plan(s)’ Creditable or Non-Creditable status .
- Reporting is due to CMS within 60 days of the beginning of the plan year; within 30 days after termination of a prescription drug plan; or within 30 days after any change in Creditable or Non-Creditable coverage status

[Model Creditable Coverage Disclosure Notice](#)

[Model Non-Creditable Coverage Disclosure Notice](#)

[CMS Website](#)

## CMS REPORTING REFERENCE CHART TIMELINE TO REPORT CREDITABLE OR NON-CREDITABLE Rx COVERAGE TO CMS ONLINE

If the Plan Year Begins:	Report Online to CMS By:	If the Plan Year Begins:	Report Online to CMS By:
Jan. 1	Mar. 1	July 1	Sept. 1
Feb. 1	April 1	Aug. 1	Oct. 1
Mar. 1	May 1	Sept. 1	Nov. 1
Apr. 1	June 1	Oct. 1	Dec. 1
May 1	July 1	Nov. 1	Jan. 1
June 1	Aug. 1	Dec. 1	Feb. 1

# STEP-BY-STEP INSTRUCTIONS

## TO REPORT CREDITABLE OR NON-CREDITABLE Rx COVERAGE TO CMS.GOV ONLINE

### 1. Enter Disclosure Information

#### Box A: All Employers Must Complete:

1. Employer's Name
2. Federal Tax Identification Number
3. Address
4. Phone Number
5. Type of Coverage
6. Creditable Coverage Status (fill in if coverage is creditable or non-creditable)
7. Click "Continue" & Select Box B, C or D, as appropriate

#### Box B: If All Plan Options are Creditable

#### Box C: If All Plan Options are Non-Creditable

#### Box D: If Creditable and Non-Creditable Plans are available

8. "Plan Year" Period
9. # of Part D eligible individuals expected to be covered at start of Plan Year  
(if employers are unsure, carriers may provide guidance)
10. # of individuals expected to be covered in Retiree Plan (zero if employer does not have a retiree plan)
11. Date notice of creditable coverage sent to Part D eligible individuals or all employees  
(by October 14th of the prior plan year)
12. Check if there was a change in creditable coverage status during the prior plan year (unlikely to occur)
13. Name, title and email of authorized individual completing submission
14. Verify and Submit Disclosure Information

### 2. Verify Disclosure Information

### 3. Receive Confirmation

Employers are finished until the next plan year, unless there is a change in the plan(s)' coverage status, then: Complete online notification within 30 days, starting with Step 1.

## ACTION ITEMS

### REMINDERS & TAKEAWAYS

- Send the Creditable or Non-Creditable coverage notice to all Medicare-eligible employees by October 14.
  - The notice need not be sent as a separate mailing and may be included with other plan participant materials as long as it is prominent & conspicuous. If it is known that any Medicare eligible spouse or dependent resides separately from the participant, a separate notice is required. Plan sponsors may use e-mail to provide the notice only with consent and a valid e-mail address for the beneficiary. The individual must also be advised of his or her right to receive a paper version. In addition to e-mail delivery, the notice must be posted on the entity's website (except for personalized notices).
- Complete the online disclosure to CMS within 60 days of the beginning of the plan year.

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