

# Medicare Part D: Prescription Claim Form



## Important!



- Your claim will be processed within 14 days of receipt. Please allow additional time for all associated mailings.
- Keep a copy of all documents submitted for your records.
- Do not staple or tape receipts or attachments to this form.

Please check if applicable:

This prescription was covered by a manufacturer patient assistance program.

### STEP 1

### Patient Information

This section must be fully completed to ensure proper reimbursement of your claim.

#### Patient Information

Identification Number (refer to your prescription card)

Group No./Group Name

Name (Last Name)

(First Name)

(MI)

Address

Address 2

City

State

Zip

Date of Birth

Male

Female

Phone Number

#### Other Insurance Information

##### PLEASE CHOOSE FROM BELOW:

Is the medicine covered under any other insurance?

YES  NO

If yes, is other coverage:  PRIMARY  SECONDARY

If other coverage is Primary, include the explanation of benefits (EOB) with this form.

Name of Insurance Company: \_\_\_\_\_

ID#: \_\_\_\_\_

##### TYPE OF REQUEST:

Is this a request for a drug tier change?  YES  NO

Were any of these medicines received from a compounding facility?

YES  NO

Were any of these medicines received from a hospital?

YES  NO

Were any of these medicines received from a long term care facility?

YES  NO

Were any of these medicines received while on vacation?

YES  NO

#### Important! A signature is REQUIRED

#### NOTICE

Any person who knowingly and with intent to defraud, injure, or deceive any insurance company, submits a claim or application containing any materially false, deceptive, incomplete or misleading information pertaining to such claim may be committing a fraudulent insurance act which is a crime and may subject such person to criminal or civil penalties, including fines, denial of benefits, and/or imprisonment.

I certify that I (or my eligible dependent) have received the medicine described herein. I certify that I have read and understood this form, and that all the information entered on this form is true and correct.

X

Signature of Plan Participant

Date

Please note: If completing this form on behalf of a Medicare Part D member, please submit a completed CMS 1696 form (Appointment of Representative form). Per CMS regulations, a purported representative may submit a completed a CMS 1696 form or a form that includes the same information as a 1696 form.

(Over)

**STEP 2****Submission Requirements:**

You **MUST** include all original “pharmacy” receipts in order for your claim to process. “Cash register” receipts will only be accepted for diabetic supplies. The minimum information that must be included on your pharmacy receipts is listed below:

- Patient Name      • Prescription Number      • Drug’s 11 Digit NDC Number      • Date of Fill      • Quantity of Drug      • Total Paid
- Days Supply for your prescription (you need to ask your pharmacist for this “Day Supply” information)

Pharmacy name and address or pharmacy NABP number: \_\_\_\_\_

Prescribing physician’s name: \_\_\_\_\_

Prescribing physician’s address: \_\_\_\_\_

Prescribing physician’s phone number: \_\_\_\_\_

Additional comments: \_\_\_\_\_

**Number of prescriptions you are submitting for reimbursement:** \_\_\_\_\_

<b>Prescription 1</b>	Prescription (Rx) Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Drug Name	
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Please utilize Additional Prescription Information page if necessary (more than 3 prescriptions).

**STEP 3**

**Mail completed forms with receipts to:**

Claims Department  
Part D Services  
P.O. Box 52077  
Phoenix, AZ 85072-2077

**OR**

**Fax completed forms with receipts to:**

Fax: 1-401-652-1911

**IMPORTANT REMINDER—To avoid having to submit a paper claim form:**

- Always have your prescription card available at time of purchase.
- Always use pharmacies within your network.
- Use medication from your formulary list.
- If problems are encountered at the pharmacy, call the number on the back of your card.

## Additional Prescription Information

Prescription 4	Prescription (Rx) Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Drug Name	
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