

e-Alert

10.26.21

Medicare Part D Notice Reporting Reminder

Background

It's that time again — time to ensure you've sent a Medicare Part D notice of creditable coverage to your employees letting them know if the prescription drug coverage you offer them is creditable. A group health plan's prescription drug coverage is considered creditable if it is at least as generous as Medicare Part D prescription drug coverage.

Summary

Who Needs to Notify Their Employees?

All employers, regardless of size, who sponsor group health plans with prescription drug coverage must provide the annual disclosure notice to Medicare-eligible individuals before October 15, 2021 — the start date of the annual enrollment period for Medicare Part D. **If you have not already sent your reminders, send them as soon as possible to meet this requirement.**

Which Employees Do I Need to Notify?

- You are required to give the creditable coverage notice to all Part D-eligible individuals who are covered under, or apply for, an employer's prescription drug benefits plan. This requirement applies to Medicare beneficiaries who are active employees and those who are retired, as well as Medicare beneficiaries who are

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covered as spouses under active or retiree coverage. COBRA participants must also be notified.

- **To alleviate the responsibility of determining who is a “Medicare-eligible” participant, HR Knowledge recommends that you provide this notice to ALL employees and COBRA participants enrolled in your employer-sponsored medical plans.**

Notifications to Employees:

- Employers should provide the notice to everyone who is enrolled in, or seeking to enroll in, the group health plan.
- Employers can choose to include the Part D notice in enrollment materials and provide it to all employees or retirees who are eligible to enroll in the group health plan.
- The Centers for Medicare and Medicaid Services (CMS) provide [model notices](#) that comply with the employer notice requirement.

If you've already provided the Creditable/Non-Creditable Notice to your staff since your last renewal date, you do not need to provide it again.

If you did not provide the notice to your staff prior to October 15, 2021 (for your current plan year), you must communicate as soon as possible. We recommend that you conduct a blanket mailing to all participants and their dependents (including COBRA participants), because you may not be aware of a dependent's Medicare eligibility (such as a spouse over 65 or disabled dependents). If you are aware that a covered spouse or dependent child resides at a different address from the employee, you must mail a separate notice to that address.

- The CMS website also has the template available in Spanish.
- If you need a copy of your Creditable/Non-Creditable Notice, please contact the [Benefit Support Team](#) for assistance.

Employer Next Steps

- View the [HR Knowledge Compliance Overview](#)
- Determine if you've provided the Creditable/Non-Creditable Notice to eligible members for the current plan year.
- HR Knowledge recommends you communicate your plan(s) status by sending a

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blanket mailing to all participants and their dependents (including COBRA participants).

- If you have further questions regarding this e-Alert, please contact our [Benefits Team](#).

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