

Medicare Part D Plan Finder Directions

1. Go to www.medicare.gov
2. Click on the **“Find health & drug plans”** tab.
3. That will bring you to the **Medicare Plan Finder**. Then, do a **Basic Search** by entering your zip code **or** go to the section below the Basic Search, **“Answer these questions to see a list of plans tailored to you,”** and enter your personal information. Then, click the appropriate **“Find Plans”** tab. If your zip code spans multiple counties, you will need to pick the county you live in and then click the **“Continue”** tab. (I suggest you do the tailored search so that your drug information will be attached to your Medicare number. That way you will not usually have to use your drug list ID and Password Date to find your list of drugs in the future. If you want to do the basic search, that will bring up a couple questions about your Medicare which you can just answer as, **“Original Medicare, I don’t know,”** and then pick one of the following three options: **Yes, I don’t want to add drugs now, or I don’t take any drugs.”** Next, click the **“Continue to Plan Results”** tab.)
4. If you picked **“Yes”** to the question **“Would you like to add drugs?”** and then clicked **“Continue to Plan Results”**, you will be at the **“Enter Your Drugs”** section. If you picked **“I don’t want to add drugs now or I don’t take any drugs,”** you will be at the **“Refine Your Plan Results”** section. If so, go to step **“7”** below. If you are at the **“Enter Your Drugs”** section, type in the name of your prescription drug(s). Then click on the correct dosage, enter how many pills you use per month or per 90 days if that is how often you purchase them, and then click **“Add drug and dosage”** tab. Repeat this step for each prescription drug you use. (After you enter the first drug, a screen will open that gives you your Drug List ID and Password Date. Please print that screen or write the drug list ID and Password Date down for future reference. Your drug list ID and Password Date are not currently needed to retrieve your drug list, but in the future they may be needed.) To edit your drug list, click on one of the three tabs with blue words stating, **“Change dose, Add, or Remove”** under the word **ACTION**, on the right side of each drug listed, and edit appropriately.
5. Once you have entered all of your drugs, click on the **“My Drug List is Complete”** tab at the bottom of your list of drugs.
6. Then, you’ll be at **“Select Your Pharmacies”** section. If your pharmacy does not show up, change the number of miles showing in the small white box within the words **“We found (1) pharmacies within miles of (your zip code),”** and your pharmacy should show up. Next, click on the blue words **“Add Pharmacy”** under the pharmacy you use or want to use. You can add up to two pharmacies at one time. You can also remove a pharmacy by clicking on the blue words **“Remove Pharmacy.”** After picking one or two pharmacies, click on one of the two **“Continue to Plan Results”** tabs.

7. Then, you'll be at the "**Refine Your Plan Results**" section. Go to the "**Summary of Your Search Results**" box. Next check one of the little grayish boxes next to the type of plan(s) you are searching for: 1. **Prescription Drug Plans (with Original Medicare)**, 2. **Medicare Health Plans with drug coverage**, and/or 3. **Medicare Health Plans without drug coverage**. Then click the "**Continue to Plan Results**" tab.
8. Then, you will be at "**Your Plan Results**" section. Scroll down to review the plans available to you in your area. The drug plans are automatically sorted by the "**Lowest Estimated Annual Retail Drug Cost**" or "**Lowest Remainder of the Year Retail Costs**" so the first plan listed should cost you the least for the whole year or for the remainder of the year, depending on when you are enrolling. The health plans with or without drug coverage are automatically sorted by the "**Lowest Estimated Annual Health and Drug Cost**" or "**Lowest Remainder of the Year Retail Costs**" so the first plan listed should cost you the least for the whole year or the remainder of the year, depending on when you are enrolling.
9. To see more details about a plan, click on the blue colored name of the plan. Then you will get to "**Your Plan Details**" section. Scroll down to see more details of the plan you clicked on. If you are looking for health and drug plans, you can also click on one of the five tabs listed above the plan's name; 1. **Overview** 2. **Health & Drug Plan Benefits** 3. **Drug Costs & Coverage** 4. **Star Ratings** or 5. **Manage Drugs**. If you want to return to "**Your Plan Results**" page, click on the "**Return to previous page**" tab at the top left side of the screen. For more information, click on any of the **blue words**.
10. To enroll in a plan, just click on the "**Enroll**" tab for that plan, on the right hand side of the screen and it will take you to the "**Medicare Health and Drug Plan Enrollment Center**," where it will also state "**Start Enrollment**." If it is *not* the Medicare Part D or Medicare Advantage Plans Annual Enrollment Period (AEP), also called Annual Election Period, from October 15th through December 7th every year, you will see a list of reasons why you could enroll now, such as "**I am new to Medicare**" even though it is not the AEP. If one of the reasons describes your situation, click in the small gray in front of that reason, then scroll to the bottom of the page and click on "**Continue Enrollment**." (If none of the reasons pertain to your situation, **STOP** because you cannot enroll now.) Then you will be at the "**Personal Information**" section. Enter the information requested, then click on "**Continue**" at the bottom of the page. Next, you will be at the "**Medicare and Benefits Information**" section. Enter the information requested, then click "**Continue**." Next, you will be at the "**Important Questions**" section. Answer the questions and click "**Continue**." Then, you will go back to the beginning of the enrollment form, now called "**Please Check Your Information**." You can go through the whole enrollment form again by clicking on "**Continue Enrollment**" or you can click on "**Proceed with Enrollment**" to finish the enrollment. If you click "**Proceed with Enrollment**," you will be at a **Caution** sign and "**Please Read this Important Information**." An additional caution: If you have a Medicare Advantage Plan, enrolling in this prescription drug plan could, and typically does, disenroll you from the Medicare Advantage Plan. If you want to continue with the enrollment, click "**I Understand and**

Continue.” Next you will be at the “**Please Read**” screen. Read the information and then select the appropriate statement at the end of the information, by clicking on the small gray circle in front of the appropriate statement and click “**Continue.**” Next you will be at the “**Please Read and Sign Below**” screen. Read the statements and then click “**Agree/Submit Enrollment.**” You will then be at the “**Enrollment Request Received**” screen. Click the “**Print**” tab to print this screen/document for your records. Your enrollment is complete.

11. You can also enroll in a **Part D plan** over the phone by calling its “**Non-Members**” phone number listed in its details section. You will probably need to tell them the name of the plan that you want to enroll in because they may have more than one plan. **OR** you can enroll by calling **Medicare** at **1-800-Medicar**, or **1-800-633-4227**, 24 hours per day, 7 days per week. Medicare will also do the plan finder for you if you want them to do so. **OR** you can enroll by calling the **Part D Prescription Drug Helpline** at **1-855-677-2783**. The Part D Prescription Drug Helpline staff will do the plan finder for you, too, if you want them to do so.