

# Completing your Medicare Advantage enrollment application

## We're here to help.

- Need help completing your application?
- Have questions?
- Want more information?

Please call us at 800-354-9387 (TTY 711). Calls to this number are free. Hours are 8 a.m. to 8 p.m., seven days a week. You may reach a messaging service on Thanksgiving, Christmas, and holidays and weekends from April 1 through September 30. Please leave a message and your call will be returned the next business day. Customer Service also has free language interpreter services available for non-English speakers.

## Ready to enroll?

Enroll online at [bcbsks.com/medicare](https://bcbsks.com/medicare)

**Call us at 800-354-9387 (TTY 711)**

Or **Enroll using this form**. Here are some helpful hints:

- Use a blue or black ink pen
- Complete a separate form for each person enrolling
- Print your answers, except where your signature is required
- Make sure you complete each section of the application
- Mail your application promptly

## **Please do not send your payment with this application.**

Return the completed form in the postage-paid envelope, or mail it to:

**BCBSKS Enrollment Application Processing**

**PO Box 211355**

**Egan, MN 55121**

## What happens next?

- Once the Centers for Medicare & Medicaid Services (CMS) approves your application, we'll send you a letter within 10 days, confirming your enrollment.
- We'll bill you based on your plan choice or automatically deduct your premium from your Social Security check, if you choose that option.
- You'll also receive an information packet about the benefits you get with your plan coverage.



## Who can use this form?

People with Medicare who want to join a Medicare Advantage Plan

### To join a plan, you must

- Be a United States citizen or lawfully present in the U.S.
- Live in the plan's service area

**Important:** To join a Medicare Advantage Plan, you must also have both:

- Medicare Part A (Hospital Insurance)
- Medicare Part B (Medical Insurance)

## When do I use this form?

You can join a plan:

- Between October 15 – December 7 each year (for coverage starting January 1)
- Within 3 months of first getting Medicare
- In certain situation where you're allowed to join or switch plans

Visit [Medicare.gov](https://www.Medicare.gov) to learn more about when you can sign up for a plan.

## What do I need to complete this form?

- Your Medicare Number (the number on your red, white and blue Medicare card)
- Your permanent address and phone number

**Note:** You must complete all items in Section 1. The items in Section 2 are optional – you can't be denied coverage because you don't fill them out.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-1378. The time required to complete this information is estimated to average 20 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

**IMPORTANT:** Do not send this form or any items with your personal information (such as claims, payments, medical records, etc.) to the PRA Reports Clearance Office. Any items we get that aren't about how to improve this form or its collection burden (outlined in OMB 0938-1378) will be destroyed. It will not be kept, reviewed, or forwarded to the plan. See "What happens next?" on this page to send your completed form to the plan.

## Reminders

- If you want to join a plan during fall open enrollment (October 15 – December 7), the plan must get your completed form by December 7.
- Your plan will send you a bill for the plan's premium. You can choose to sign up to have your premium payments deducted from your bank account or your monthly Social Security (or Railroad Retirement Board) benefit.

## How do I get help with this form?

Call Blue Cross and Blue Shield of Kansas at 800-354-9387. TTY users can call 711.

Or, call Medicare at 1-800-MEDICARE (1-800-633-4227). TTY users can call 1-877-486-2048.

**En español:** Llame a Blue Cross and Blue Shield of Kansas al 800-354-9387 (TTY: 711) o a Medicare gratis al 800-633-4227 y oprima el 2 para asistencia en español y un representante estará disponible para asistirle.

## Individuals experiencing homelessness

If you want to join a plan but have no permanent residence, a Post Office Box, an address of a shelter or clinic, or the address where you receive mail (e.g., Social Security checks) may be considered your permanent residence address.

# Individual Enrollment Request Form

for Medicare Advantage



Please contact Blue Cross and Blue Shield of Kansas if you need information in another language or format (Braille).

**Section 1 – To enroll, please provide the following information.**

**Please check which plan you want to enroll in:**

Blue Medicare Advantage (PPO) – \$0 per month

Available in the following counties:

- Chase
- Coffey
- Douglas
- Franklin
- Geary
- Jackson
- Jefferson
- Leavenworth
- Linn
- Lyon
- Miami
- Morris
- Osage
- Pottawatomie
- Riley
- Shawnee
- Wabaunsee

First Name		MI	Permanent Residence Street Address (PO Box not allowed)			
Last Name		Suffix	City			
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	____/____/____	____	____	____	____	____
	Date of Birth		State	ZIP Code	+4	County
(____)____-____	(____)____-____	Mailing Address (if different from Permanent Residence Address)				
Home Phone Number		Alternate Phone Number				
Email Address (optional)			City			
			State	ZIP Code	+4	

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**IMPORTANT:** Do not send this form or any items with your personal information (such as claims, payments, medical records, etc.) to the PRA Reports Clearance Office. Any items we get that aren't about how to improve this form or its collection burden (outlined in OMB 0938-1378) will be destroyed. It will not be kept, reviewed, or forwarded to the plan. See "What happens next?" on this page to send your completed form to the plan.

Blue Cross and Blue Shield of Kansas is a PPO plan with a Medicare contract.  
Enrollment in Blue Cross and Blue Shield of Kansas depends on contract renewal.

**Section 2 – Race and Ethnicity**

Answering these questions is your choice. You cannot be denied coverage because you don't fill them out.

Are you Hispanic, Latino/a or of Spanish origin?  
Select all that apply.

- No, not of Hispanic, Latino/a or Spanish origin
- Yes, Puerto Rican
- Yes, another Hispanic, Latino/a or Spanish origin
- Yes, Mexican, Mexican-American, Chicano/a
- Yes, Cuban
- I choose not to answer

What is your race? Select all that apply.

- American Indian or Alaska Native
- Asian Indian
- Chinese
- Guamanian or Chamorro
- Korean
- Other Asian
- Samoan
- White
- Black or African American
- Filipino
- Japanese
- Native Hawaiian
- Other Pacific Islander
- Vietnamese
- I choose not to answer

**Section 3 – Please provide your Medicare insurance information.**

Please take out your red, white and blue Medicare card to complete this section.

- Fill out this information as it appears on your Medicare card.

– OR –

- Attach a copy of your Medicare card or your letter from Social Security or the Railroad Retirement Board.

**Note: You must have Medicare Part A and Part B to join a Medicare Advantage plan.**

\_\_\_\_\_  
Name (as it appears on your Medicare card)

\_\_\_\_\_  
Medicare Number

Hospital (Part A) Effective Date      \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Medical (Part B) Effective Date      \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Please continue on the next page.**

## Section 4 – Paying your plan premium

**For Medicare Advantage Prescription Drug plans with no premiums:** If we determine that you owe a late enrollment penalty (or if you currently have a late enrollment penalty), we need to know how you would prefer to pay it. You can pay by mail or Electronic Funds Transfer (EFT) each month. You can also choose to pay your premium by automatic deduction from your Social Security or Railroad Retirement Board (RRB) benefit check each month. If you are assessed a Part D-Income related Monthly Adjustment Amount, you will be notified by the Social Security Administration. You will be responsible for paying this extra amount in addition to your plan premium. You will either have the amount withheld from your Social Security benefit check or be billed directly by Medicare or the RRB. DO NOT pay Blue Cross and Blue Shield of Kansas the Part D-IRMAA.

**For Medicare Advantage Prescription Drug plans with premiums:** You can pay your monthly plan premium (including any late enrollment penalty that you currently have or may owe) by mail or Electronic Funds Transfer (EFT) each month. You can also choose to pay your premium by automatic deduction from your Social Security or Railroad Retirement Board (RRB) benefit check each month.

If you are assessed a Part D-Income Related Monthly Adjustment Amount, you will be notified by the Social Security

Administration. You will be responsible for paying this extra amount in addition to your plan premium. You will either have the amount withheld from your Social Security benefit check or be billed directly by Medicare or RRB. DO NOT pay Blue Cross and Blue Shield of Kansas the Part D-IRMAA.

People with limited incomes may qualify for *Extra Help* to pay for their prescription drug costs. If eligible, Medicare could pay for 75% or more of your drug costs including monthly prescription drug premiums, annual deductibles, and co-insurance. Additionally, those who qualify will not be subject to the coverage gap or a late enrollment penalty. Many people are eligible for these savings and don't even know it. For more information about this *Extra Help*, contact your local Social Security office, or call Social Security at 800-772-1213. TTY users should call 800-325-0778. You can also apply for Extra Help online at [www.socialsecurity.gov/prescriptionhelp](http://www.socialsecurity.gov/prescriptionhelp).

If you qualify for *Extra Help* with your Medicare prescription drug coverage costs, Medicare will pay all or part of your plan premium. If Medicare pays only a portion of this premium, we will bill you for the amount that Medicare doesn't cover.

If you don't select a payment option, you will get a bill each month.

**Section 4a – Please select a premium payment option.**

- Get a monthly bill.
- Automatic deduction from your monthly Social Security or Railroad Retirement Board (RRB) benefit check.  
I get monthly benefits from:  Social Security  RRB

- Electronic funds transfer (EFT) from your bank account each month. Please enclose a **voided** check or provide the following information:

\_\_\_\_\_

Account Holder Name

\_\_\_\_\_

Bank Routing Number                      Bank Account Number

Account Type:  Checking  Savings

The Social Security/RRB deduction may take two or more months to begin after Social Security or RRB approves the deduction. In most cases, if Social Security or RRB accepts your request for automatic deduction, the first deduction from your Social Security or RRB benefit check will include all premiums due from your enrollment effective date up to the point withholding begins. If Social Security or RRB does not approve your request for automatic deduction, we will send you a paper bill for your monthly premiums.

**Section 5 – Optional Supplemental Enrollment**

For an additional \$25 per month, members can purchase optional comprehensive dental buy-up.

- I wish to add the optional comprehensive dental** to my current plan at the cost of \$25 per month.

**Section 6 – Please read and answer these important questions.**

Yes    No

- 1. Will you have other prescription drug coverage in addition to Blue Cross and Blue Shield of Kansas? For example, other private insurance, TRICARE, Federal employee health benefits coverage, VA benefits, or State pharmaceutical assistance programs.  
If yes, please list your other coverage and your identification (ID) number(s) for this coverage.

\_\_\_\_\_

Name of other coverage

\_\_\_\_\_                      \_\_\_\_\_

ID Number for this coverage                      Group Number for this coverage

- 2. Are you a resident in a long-term care facility, such as a nursing home?  
If yes, please provide the following information:

\_\_\_\_\_                      (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Name of Institution                      Phone Number of Institution

\_\_\_\_\_

Address of Institution (Number and Street)

- 3. Are you enrolled in your State Medicaid program?  
If yes, please provide your Medicaid number: \_\_\_\_\_

- 4. Do you work?

- 5. Does your spouse work?

**Please continue on the next page.**

## Section 7 – Attestation of Eligibility for an Enrollment Period

**Typically, you may enroll in a Medicare Advantage plan only during the annual open enrollment period from October 15 through December 7 of each year.** There are exceptions that may allow you to enroll in a Medicare Advantage plan outside of this period. Please read the following statements carefully and check the box if the statement applies to you. By checking any of the following boxes you are certifying that, to the best of your knowledge, you are eligible for an Enrollment Period. If we later determine that this information is incorrect, you may be disenrolled.

- I am new to Medicare. (NEW)
- I am enrolled in a Medicare Advantage plan and want to make a change during the Medicare Advantage Open Enrollment Period (MA OEP). (OEP)
- I recently moved outside of the service area for my current plan or I recently moved and this plan is a new option for me. I moved on \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_. (MOV)
- I recently was released from incarceration. I was released on \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_. (INC)
- I recently returned to the U.S. after living permanently outside of the U.S. I returned to the U.S. on \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_. (RUS)
- I recently obtained lawful presence status in the U.S. I got this status on \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_. (LAW)
- I recently had a change in my Medicaid (newly got Medicaid, had a change in level of Medicaid assistance, or lost Medicaid) on \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_. (MCD)
- I recently had a change in my Extra Help paying for Medicare prescription drug coverage (newly got Extra Help, had a change in the level of Extra Help, or lost Extra Help) on \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_. (NLS)
- I have both Medicare and Medicaid (or my state helps pay for my Medicare premiums) or I get Extra Help paying for my Medicare prescription drug coverage, but I haven't had a change. (MDE)
- I am moving into, live in, or recently moved out of a Long-Term Care Facility (for example, a nursing home or long term care facility). I moved/will move into/out of the facility on \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_. (LTC)
- I recently left a PACE program on \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_. (PAC)
- I recently involuntarily lost my creditable prescription drug coverage (coverage as good as Medicare's). I lost my drug coverage on \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_. (LCC)
- I am leaving employer or union coverage on \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_. (LEC)
- I belong to a pharmacy assistance program provided by my state. (PAP)
- My plan is ending its contract with Medicare, or Medicare is ending its contract with my plan. (EOC)
- I was enrolled in a plan by Medicare (or my state) and I want to choose a different plan. My enrollment in that plan started on \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_. (DIF)

**Please continue on the next page.**

**Section 7 – Attestation of Eligibility for an Enrollment Period (continued)**

- I was enrolled in a Special Needs Plan (SNP) but I have lost the special needs qualification required to be in that plan. I was disenrolled from the SNP on \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_. (SNP)
- I was affected by a weather-related emergency or major disaster, as declared by the Federal Emergency Management Agency (FEMA). (DST)
- None of these statements apply to me. (OTH)  
Other Special Enrollment Period (SEP) reason:  
\_\_\_\_\_

If none of these statements applies to you or you're not sure, please contact Blue Cross and Blue Shield of Kansas at 800-752-6650 (TTY users should call 711) to see if you are eligible to enroll. We are open October 1 through March 31, Monday through Sunday, 8 a.m. to 8 p.m.; and April 1 through September 30, Monday through Friday, 8 a.m. to 8 p.m.

**Section 8 – (Optional) Please enter your Primary Care Provider (PCP) information.**

Physician Name	City
Street Address	State    ZIP Code    +4

**Section 9 – Information Preferences**

Please check one of the boxes below if you would prefer us to send you information in a language other than English or in an accessible format.

Please send me information in the following language(s):

- Spanish

Please send me materials in another format:

- Braille     Large print     Audio tape

Please contact Blue Cross and Blue Shield of Kansas at 800-752-6650 (TTY:711) if you need information in an accessible format or language other than what is listed above. We are open October 1 through March 31, Monday through Sunday, 8 a.m. to 8 p.m.; and April 1 through September 30, Monday through Friday, 8 a.m. to 8 p.m.

**Section 10 – STOP! Please read this important information.**

**If you currently have health coverage from an employer or union, joining Blue Cross and Blue Shield of Kansas could affect your employer or union health benefits. You could lose your employer or union health coverage if you join Blue Cross and Blue Shield of Kansas.**

Read the communications your employer or union sends you. If you have questions, visit their website, or contact the office listed in their communications. If there isn't any information on whom to contact, your benefits administrator or the office that answers questions about your coverage can help.

**Please continue on the next page.**



**Section 11 – Please read and sign below.**

**By completing this enrollment application, I agree to the following:**

- I must keep both Hospital (Part A) and Medical (Part B) to stay in Blue Cross.
- By joining this Medicare Advantage, I acknowledge that Blue Cross will share my information with Medicare, who may use it to track my enrollment, to make payments, and for other purposes allowed by Federal law that authorize the collection of this information (see Privacy Act Statement below). Your response to this form is voluntary. However, failure to respond may affect enrollment in the plan.
- I understand that I can be enrolled in only one MA plan at a time – and that enrollment in this plan will automatically end my enrollment in another MA plan (exceptions apply for MA PFFS, MA MSA plans).
- I understand that when my Blue Cross coverage begins, I must get all of my medical and prescription drug benefits from Blue Cross. Benefits and services provided by

Blue Cross and contained in my Blue Cross “Evidence of Coverage” document (also known as a member contract or subscriber agreement) will be covered. Neither Medicare nor Blue Cross will pay for benefits or services that are not covered.

- The information on this enrollment form is correct to the best of my knowledge. I understand that if I intentionally provide false information on this form, I will be disenrolled from the plan.
- I understand that my signature (or the signature of the person legally authorized to act on my behalf) on this application means that I have read and understand the contents of this application. If signed by an authorized representative (as described above), this signature certifies that:
  - 1) This person is authorized under State law to complete this enrollment, and
  - 2) Documentation of this authority is available upon request by Medicare.

PRIVACY ACT STATEMENT: The Centers for Medicare & Medicaid Services (CMS) collects information from Medicare plans to track beneficiary enrollment in Medicare Advantage (MA) Plans, improve care, and for the payment of Medicare benefits. Sections 1851 and 1860D-1 of the Social Security Act and 42 CFR §§ 422.50 and 422.60 authorize the collection of this information. CMS may use, disclose and exchange enrollment data from Medicare beneficiaries as specified in the System of Records Notice (SORN) “Medicare Advantage Prescription Drug (MARx)”, System No. 09-70-0588. Your response to this form is voluntary. However, failure to respond may affect enrollment in the plan.

**Your signature required**

\_\_\_\_\_  
Applicant (Signature of authorized representative if other than applicant)      \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date Signed

**If you are the authorized representative, you must sign above and provide the following information:**

\_\_\_\_\_  
Print Name      \_\_\_\_\_  
Street Address

(\_\_\_\_)\_\_\_\_-\_\_\_\_      \_\_\_\_\_  
Phone Number      Relationship To Enrollee      \_\_\_\_\_  
City      State      ZIP Code

\_\_\_\_\_  
Email Address

**Section 12 – Agent/Broker**

Applicant: Please do not complete the following section.

Agent/Broker: Please fill in all fields, including "Writing Agent" and "Agency" with your assigned Encrypted ID, Code or Tax ID based on your appointed brand, state and product.

- IEP
- OEP
- Not eligible
- AEP
- SEP \_\_\_\_\_

I helped the applicant fill out this application.  Yes  No

**Scope of Appointment (SOA)**

Appointment type:

- Face-to-face
- Telephone

How was the SOA collected?

- Paper
- Electronic
- Recorded call \_\_\_\_\_

\_\_\_\_\_  
NPN Number

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Writing Agent Encrypted TIN (10 digits)

\_\_\_\_\_  
Agency Encrypted TIN (10 digits)

\_\_\_\_\_  
Agency Name

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Representative Relationship to Applicant

- |                     |                         |
|---------------------|-------------------------|
| 1 – Agent           | 4 – Authorized Rep      |
| 2 – Broker          | 5 – Other third parties |
| 3 – SHIP Counselors | 6 – Self                |

**Your signature required**

\_\_\_\_\_  
Signature of Agent or Broker

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date Signed

**Office Use Only**

\_\_\_\_\_  
Name of Staff Member/Agent/Broker (if assisted in enrollment)

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Effective Date of Coverage

\_\_\_\_\_  
Agent Code

\_\_\_\_\_  
Plan ID Number

\_\_\_\_\_  
ICEP/IEP

\_\_\_\_\_  
AEP

\_\_\_\_\_  
SEP (type)

\_\_\_\_\_  
Not Eligible