



## Medicare Complete Duals (HMO D-SNP)

### HAP MEDICARE COMPLETE DUALS (HMO D-SNP) INDIVIDUAL ENROLLMENT REQUEST FORM TO ENROLL IN A MEDICARE ADVANTAGE PLAN (PART C) OR MEDICARE PRESCRIPTION DRUG PLAN (PART D)

#### Who can use this form?

People with Medicare who want to join a Medicare Advantage Plan or Medicare Prescription Drug Plan

#### To join a plan, you must:

- Be a United States citizen or be 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)

To join a HAP Medicare Complete Duals (HMO D-SNP) plan you must be eligible for both Medicare and full Medicaid.

#### When do I use this form?

You can join a plan:

- AEP, between October 15-December 7 each year
- OEP, between January 1 - March 31 each year
- Within 3 months of first getting Medicare
- In certain situations 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.

#### 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.

#### What happens next?

Send your completed and signed form to:

Health Alliance Plan  
Attn: Medicare Sales  
2850 W. Grand Blvd  
Detroit, Michigan 48202

Once they process your request to join, they'll contact you.

#### How do I get help with this form?

Call HAP Medicare Complete Duals (HMO D-SNP) at (800) 868-3153. TTY users can call: 711. Or, call Medicare at 1-800-MEDICARE (1-800-633-4227). TTY users can call 1-877-486-2048.

If you speak any language other than English, language assistance services, free of charge, are available to you. Call HAP Medicare Advantage at (800) 868-3153. Our office hours are Monday through Friday, 8 a.m. to 8 p.m. ET. TTY/TDD

#### 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.

HAP Medicare Complete Duals (HMO D-SNP) is run by a private company. Like all Medicare Advantage Plans, this Medicare Special Needs Plan is approved by Medicare. The plan also has a contract with the Michigan Medicaid program to coordinate your Medicaid benefits. We are pleased to be providing your Medicare health care coverage, including your prescription drug coverage.

HAP Medicare Complete Duals (HMO D-SNP) is a Medicare health plan with a Medicare contract and a contract with Michigan Medicaid Program. Enrollment depends on contract renewal.

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-NEW. 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 page 1 to send your completed form to the plan.



## HAP Medicare Complete Duals (HMO D-SNP) Individual Enrollment Request Form

Health Alliance Plan • 2850 W. Grand Blvd., Detroit, MI 48202 • (800) 868-3153 (TTY: 711)  
Please contact HAP Medicare Advantage if you need information in another format (large format).

**Section 1 - All fields on this page are required (unless marked optional)**

FIRST Name:	LAST Name:	Middle Initial:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	
Birth Date: ___/___/____ (MM/DD/YYYY)			Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Email Address:			Preferred Phone Number:	
<i>By providing your email and preferred phone to HAP you are agreeing to periodic emails and text messages from HAP regarding your plan.</i>				
Permanent Residence Street Address (P.O. Box is not allowed)				
City:	County:	State:	ZIP Code:	
Mailing Address (only if different from your Permanent Residence Address)				
Street Address:			PO Box:	
City:	County:	State:	ZIP Code:	

**Your Medicare information:**

<b>Medicare Number:</b>	__ - __ - __ - __ - ■ - __ - __ - __ - ■ - __ - __ - __ - __
<b>Medicare Part A effective date:</b>	__ - __ / __ - __ - __ - __
<b>Medicare Part B effective date:</b>	__ - __ / __ - __ - __ - __

**Agent Use Only**

Agent/Broker Name:	
Agent NPN:	
Agent Received Date:	Effective Date of Coverage:
ICEP/IEP:	AEP:
Plan ID:	
SEP (type):	Not Eligible:

**Answer these important questions:**

1. Will you have other prescription drug coverage (like VA, TRICARE) in addition to HAP Medicare Advantage plan?  
 Yes  No If “yes,” please list your other coverage and your identification (ID) number(s) for this coverage:  
Name of Other Coverage: \_\_\_\_\_  
Coverage ID #: \_\_\_\_\_  
Coverage Group #: \_\_\_\_\_
2. Are you enrolled in your state Medicaid program?  Yes  No  
If yes, please provide your Medicaid number: \_\_\_\_\_
3. Do you have a current Medicaid plan provider?  Yes  No  
If yes, please provide what company, and what plan do you have? \_\_\_\_\_

**IMPORTANT: Read and sign Below:**

- I must keep both Hospital (Part A) and Medical (Part B) to stay in HAP Medicare Advantage.
- By joining this Medicare Advantage Plan or Medicare Prescription Drug Plan, I acknowledge that HAP Medicare Advantage 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 HAP Medicare Complete Duals (HMO D-SNP) coverage begins, I must get all my medical and prescription drug benefits from HAP Medicare Complete Duals (HMO D-SNP). Benefits and services provided by HAP Medicare Advantage and contained in my HAP Medicare Complete Duals (HMO D-SNP) “Evidence of Coverage” document (also known as a member contract or subscriber agreement) will be covered. Neither Medicare nor HAP Medicare Complete Duals (HMO D-SNP) 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.
- If you lose your Medicaid eligibility but can reasonably be expected to regain eligibility within 90 days, then you are still eligible for membership in our 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.

**Signature:** \_\_\_\_\_ **Today’s Date:** \_\_\_\_\_

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Relationship to Enrollee: \_\_\_\_\_

**Section 2 – All fields on this page are optional**

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

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

- |   |  |
|---|--|
| <input type="checkbox"/> No, not of Hispanic, Latino/a, or Spanish origin   | <input type="checkbox"/> Yes, Mexican, Mexican American, Chicano/a |
| <input type="checkbox"/> Yes, Puerto Rican                                  | <input type="checkbox"/> Yes, Cuban                                |
| <input type="checkbox"/> Yes, another Hispanic, Latino/a, or Spanish origin | <input type="checkbox"/> <b>I choose not to answer.</b>            |

**What's your race? Select all that apply.**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Asian Indian           | <input type="checkbox"/> Black or African American      |
| <input type="checkbox"/> Chinese                          | <input type="checkbox"/> Filipino               | <input type="checkbox"/> Guamanian or Chamorro          |
| <input type="checkbox"/> Japanese                         | <input type="checkbox"/> Korean                 | <input type="checkbox"/> Native Hawaiian                |
| <input type="checkbox"/> Other Asian                      | <input type="checkbox"/> Other Pacific Islander | <input type="checkbox"/> Samoan                         |
| <input type="checkbox"/> Vietnamese                       | <input type="checkbox"/> White                  | <input type="checkbox"/> <b>I choose not to answer.</b> |

**Select one if you want us to send you information in a language other than English.**  Yes  No

**Select one if you want us to send you information in an accessible format.**

- Large Print  Audio Tape

Please contact HAP Medicare Advantage at (800) 868-3153. Our office hours are Monday through Friday, 8 a.m. to 8 p.m. ET. TTY/TDD users should call TTY: 711.

Do you work?  Yes  No

Does your spouse work?  Yes  No

**For HAP Medicare Complete Duals (HMO D-SNP) plans, please choose the name of a Primary Care Physician (PCP), clinic or health center:**

Medical Center Name: \_\_\_\_\_

Primary Care Physician Name: \_\_\_\_\_

Primary Care Physician ID #: \_\_\_\_\_

## Paying your premium

For most HAP Medicare Complete Duals (HMO D-SNP) members, Medicaid pays for your Part A premium (if you don't qualify for it automatically) and for your Part B premium. If Medicaid is not paying your Medicare premiums for you, you must continue to pay your Medicare premiums to remain a member of the plan. If you receive "Extra Help" from Medicare to pay for your prescription drugs, you will not pay a late enrollment penalty. If you ever lose your low income subsidy ("Extra Help"), you would be subject to the monthly Part D late enrollment penalty if you have ever gone without creditable prescription drug coverage for 63 days or more. If you are required to pay the Part D late enrollment penalty, the cost of the late enrollment penalty depends on how long you went without Part D or creditable prescription drug coverage.

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 coinsurance. 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 1-800-772-1213. TTY users should call 1-800-325-0778. 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.

### PRIVACY ACT STATEMENT

The Centers for Medicare & Medicaid Services (CMS) collects information from Medicare plans to track beneficiary enrollment in Medicare Advantage (MA) or Prescription Drug Plans (PDP), improve care, and for the payment of Medicare benefits. Sections 1851 and 1860D-1 of the Social Security Act and 42 CFR §§ 422.50, 422.60, 423.30 and 423.32 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.

## Attestation of Eligibility for an Enrollment Period

Typically, you may enroll in a Medicare Advantage plan only during the annual 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.
- I am newly eligible for a dual Medicare and Medicaid plan
- I am enrolled in a Medicare Advantage plan and want to make a change during the Medicare Advantage Open Enrollment Period (MA 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 (insert date: MM/DD/YYYY) (\_\_\_ / \_\_\_ / \_\_\_\_).
- I recently was released from incarceration. I was released on (insert date) (\_\_\_ / \_\_\_ / \_\_\_\_).
- I recently returned to the United States after living permanently outside of the U.S. I returned to the U.S. on (insert date) (\_\_\_ / \_\_\_ / \_\_\_\_).
- I recently obtained lawful presence status in the United States. I got this status on (insert date) (\_\_\_ / \_\_\_ / \_\_\_\_).
- I recently had a change in my Medicaid (newly got Medicaid, had a change in level of Medicaid assistance or lost Medicaid) on (insert date) (\_\_\_ / \_\_\_ / \_\_\_\_).
- 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 (insert date) (\_\_\_ / \_\_\_ / \_\_\_\_).
- I have both Medicare and Medicaid (or my state helps pay for my Medicare premiums) or I get Extra Help paying for Medicare prescription drug coverage.
- 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 (insert date) (\_\_\_ / \_\_\_ / \_\_\_\_).
- I recently left a PACE program on (insert date) (\_\_\_ / \_\_\_ / \_\_\_\_).
- I recently involuntarily lost my creditable prescription drug coverage (coverage as good as Medicare's). I lost my drug coverage on (insert date) (\_\_\_ / \_\_\_ / \_\_\_\_).
- I am leaving employer or union coverage on (insert date) (\_\_\_ / \_\_\_ / \_\_\_\_).

(Continued on next page)

- I belong to a pharmacy assistance program provided by my state.
- My plan is ending its contract with Medicare, or Medicare is ending its contract with my plan.
- 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 (insert date) ( \_\_ / \_\_ / \_\_ \_\_ \_\_ ).
- 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 (insert date) ( \_\_ / \_\_ / \_\_ \_\_ \_\_ ).
- I was affected by a weather-related emergency or major disaster (as declared by the Federal Emergency Management Agency (FEMA)). One of the other statements here applied to me, but I was unable to make my enrollment because of the natural disaster.

If none of these statements applies to you or you're not sure, please contact HAP Medicare Advantage at (800) 868-3153 (TTY users should call TTY: 711) to see if you are eligible to enroll.

We are open:

8 a.m. to 8 p.m., seven days a week (Oct. 1 - March 31)

8 a.m. to 8 p.m., Monday through Friday (April 1 - Sept. 30)