

# Helpful Hints

## COMPLETING THE CREDITABLE COVERAGE DISCLOSURE TO CMS



**Step 1:** Log into the CMS website for Disclosure Notice at:

<https://www.cms.gov/Medicare/Prescription-Drug-Coverage/CreditableCoverage/CCDisclosureForm.html>

**Step 2:** Fill in the requested information about your entity. You will need to have your entity's Federal ID number handy.

**Step 3:** For "Type of Coverage," select Employer Sponsored Plan.

**Step 4:** Enter the number of Prescription Drug Options offered under this Coverage.

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### You should enter 1 IF:

- You only offer the Group Health Plan to your active employees and/or retirees who are Medicare-eligible. OR
- You offer CountyChoice Silver *without drug coverage* to your Medicare-eligible retirees.

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### You should enter 2 IF:

- You offer CountyChoice Silver *with drug coverage* to your Medicare-eligible retirees.

**Step 5:** Enter the creditable coverage status of your plans. All plans offered through HEBP are creditable coverage. Complete the additional questions related to creditable coverage status. Plan year defined as the beginning and ending date of your annual renewal.

**Step 6:** Complete the requested information about the Authorized Individual.

**Step 7:** Print a copy of the completed form. Retain for your records.

**Step 8:** Hit the "Submit the form" button to complete the process.

**CONGRATULATIONS!** You have completed the disclosure process! Now, pull out your 2022 calendar and write yourself a reminder to do this again next year!