
Dear Superintendents and Bookkeepers:

In compliance with the Medicare Part D program under the Medicare Modernization Act, one of the enclosed notices must be distributed to each active employee and their spouse as soon as possible. You, as the employer are required to distribute this notice as follows. We recommend that you send this notice via U.S. Mail, internal mailboxes, or email. We have not found any limitations that prohibit you from emailing the notice but always recommend you keep track of how, when and who you communicate information to your employees.

There are two notices:

- Plans A, B, C and E - You must get this notice to your employees if they are covered under one of these Plans. This notice certifies that these plans are considered Creditable Coverage.
- HDHP Plan - You must get this notice to your employees if covered by the HDHP Plan. This indicates the HDHP Plan is NOT considered to have Creditable Coverage and different rules will apply in this case.
- If you offer multiple plans and do not wish to look up which plan an employee is enrolled in you can simply send them both notices.

You may feel free to photocopy this document should you require additional copies.

Please Note: Meritain Health has provided this notice via U.S. Mail to all employees who are identified in our enrollment and claims system as a retired employee or disabled beneficiary. Should you have any questions concerning the enclosed material, please feel free to contact me.

Karen L. Giles
V.P. Client Solutions
Meritain Health

Direct: 618.509.6081

ADVOCATES FOR HEALTHIER LIVING



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