

Nursing Home Patient Prescription Drug Plan Information Procedures

**FOR NURSING HOMES THAT NEED PLAN INFORMATION FOR UP TO 100 BENEFICIARIES:**

Nursing homes that need information for up to 100 beneficiaries can either FAX or MAIL information requests for their patients. Information requests can be submitted for multiple beneficiaries on the same request form.

Nursing home representatives should supply patient authentication information for each patient as follows:

Beneficiary Name  
Medicare Number (HIC #)  
Date of Birth  
Address of Record  
Entitled to Part A or B (yes or no)

This list can be a spreadsheet, word processing document or other format, as long as it includes ALL of the information for each patient as outlined above, and is legible.

***FAX PROCEDURE:***

The cover sheet with the attestation statement (see sample) and the patient authentication information list should be faxed to:

**785-830-2593**

Once processed, patient Medicare prescription drug plan information will be returned to the Nursing Home via overnight delivery within 10 business days. Make sure that a physical delivery address (No Post Office Boxes, please) is on your cover sheet, along with the name and phone number of a voice contact person in case there are questions. Your fax confirmation page will serve as your indication that your fax has been received.

***MAIL PROCEDURE:***

For those who prefer mail, (either U.S. Mail or Overnight Delivery accepted), send the patient authentication information list and cover sheet (see attached sample) to:

MEDICARE Nursing Home Requests  
3833 Greenway Drive  
Lawrence, Kansas 66046-5504  
785-838-2107 (FOR DELIVERY PURPOSES ONLY - DO NOT CALL WITH INQUIRIES)

Once processing, patient Medicare prescription drug plan information will be returned to the Nursing Home via overnight delivery within 10 business days. Make sure that a physical delivery address (No Post Office Boxes, please) is on your cover sheet, along with the name and phone number of a voice contact person in case there are questions.

**NURSING HOMES THAT NEED PLAN INFORMATION FOR MORE THAN 101 BENEFICIARIES MUST USE THE MAIL PROCEDURE.**

If you have any questions about either the Nursing Home FAX or MAIL procedure, please contact Michele Ramirez at 215-861-4159 during normal business hours.