

# Hamaspik Medicare Advantage (HMO D-SNP)

## Scope of Appointment Confirmation Form



The Centers for Medicare and Medicaid Services requires agents to document the scope of a marketing appointment prior to any sales meeting to ensure understanding of what will be discussed between the agent and the Medicare beneficiary (or their authorized representative.) Before meeting with a Medicare beneficiary (or their authorized representative), Medicare requires that Licensed Sales Representatives use this form to ensure your appointment focuses only on the type of plan and products you are interested in. A separate form should be used for each Medicare beneficiary. Please check what you want to discuss with the Licensed Sales Representative.

**Please indicate the product(s) you agree to discuss by checking the applicable checkbox(es):**

☐ **Medicare Advantage Plans (Part C) and Cost Plans**

*Medicare Special Needs Plan (SNP) — A Medicare Advantage Plan that has a benefits package designed for people with special health care needs. Examples of the specific groups served included people who have both Medicare and Medicaid, people who reside in nursing homes and people who have certain chronic medical conditions.*

*By signing this form, you agree to meet with a Licensed Sales Representative to discuss the products checked above. The Licensed Sales Representative is either employed or contracted by a Medicare plan and may be paid based on your enrollment in a plan. They do not work directly for the federal government.*

*Signing this form does not affect your current or future enrollment in a Medicare plan, enroll you in a Medicare plan or obligate you to enroll in a Medicare plan. All information provided on this form is confidential.*

**Beneficiary or Authorized Representative Signature:**

Signature:	Today's Date: <u>MM</u> / <u>DD</u> / <u>YYYY</u>
<i>If you are the authorized representative, please sign above and print clearly and legibly below:</i>	
Authorized Representative's Name:	
Your Relationship to the Beneficiary:	

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## Scope of Appointment Confirmation Form



### SCOPE OF APPOINTMENT FORM

To be completed by the Licensed Sales Representative (print clearly and legibly):

Licensed Sales Representative Name (First, Last)
Licensed Sales Representative Phone
Licensed Sales Representative ID
Beneficiary Name (First, Last)
Beneficiary Phone (Optional)
Date Appointment will be Completed: <u>MM</u> / <u>DD</u> / <u>YYYY</u>
Beneficiary Address (Optional)
Initial Method of Contact
Plan(s) the Licensed Sales Representative will represent during the meeting
Licensed Sales Representative Signature

\* Scope of Appointment documentation is subject to CMS record retention requirements

**Instructions for Agents:** If you are doing a sales presentation to a beneficiary, you **MUST** have a documented scope of what you will be discussing with the beneficiary prior to the appointment. A beneficiary cannot agree to the scope over the phone and sign the documentation later. If scope of appointment is verified by phone, the call must include review and agreement of each item that is included in this form, and recording of the call must be maintained for ten (10) years.

Documentation must be in writing in the form of a signed document by the beneficiary. You must retain this documentation with each enrollment to the applicable Medicare Plan Sponsor.

# Individual Enrollment Request Form To Enroll In Hamaspik Medicare Select (HMO D-SNP)



## 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)*

## 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 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.*

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 this page to send your completed form to the plan.*

# Individual Enrollment Request Form To Enroll In Hamaspik Medicare Select (HMO D-SNP)



HAMASPIK, INC.

## 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:   Hamaspik Medicare Select  
58 Route 59, Suite #1  
Monsey, NY 10952

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

## How do I get help with this form?

Call Hamaspik Medicare Select at 833-426-2774. 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 Hamaspik Medicare Select al 833-426-2774. TTY: 711 o a Medicare gratis al 1-800-633-4227 y oprima el 2 para asistencia en español y un representante estará disponible para asistirle.

## Section 1 – All fields on this page are required (unless marked optional)



HAMASPIK, INC.

### Select the plan you want to join:

☐ Hamaspik Medicare Select - \$0 per month

FIRST Name:

LAST Name:

(OPTIONAL) Middle Initial:

Birth Date: MM / DD / YYYY

Sex: ☐ Male ☐ Female

Phone Number:

Permanent Residence street address (P.O. Box is not allowed):

City:

County:

State:

Zip Code:

Mailing address, if different from your permanent address (P.O. Box is allowed):

Address:

City:

State:

Zip Code:

### Your Medicare Information

Medicare Number:

### Answer these important questions:

Will you have other prescription drug coverage (like VA, TRICARE) in addition to Hamaspik Medicare Select?

☐ Yes ☐ No

Name of Other Coverage:

Member Number of Other Coverage:

Group Number of Other Coverage:

Do you have Medicaid in New York State? ☐ Yes ☐ No

**IMPORTANT:**  
**Read and sign below**



- *I must keep both Hospital (Part A) and Medical (Part B) to stay in Hamaspik Medicare Select.*
- *By joining this Medicare Advantage Plan, I acknowledge that Hamaspik Medicare Select 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.*
- *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 people with Medicare are generally not covered under Medicare while out of the country, except for limited coverage near the U.S. border.*
- *I understand that when my Hamaspik Medicare Select coverage begins, I must get all of my medical and prescription drug benefits from Hamaspik Medicare Select. Benefits and services provided by Hamaspik Medicare Select and contained in my Hamaspik Medicare Select "Evidence of Coverage" document (also known as a member contract or subscriber agreement) will be covered. Neither Medicare nor Hamaspik Medicare Select will pay for benefits or services that are not covered.*
- *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,*
  2. *Documentation of this authority is available upon request by Medicare.*

Signature:	Today's Date:
If you're the authorized representative, sign above and fill out these fields:	
Name:	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.**

Select one if you want us to send you information in a language other than English.

☐ Spanish

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

☐ Braille      ☐ Large Print      ☐ Audio CD

Please contact Hamaspik Medicare Select at 1-833-426-2774 if you need information in an accessible format other than what's listed above. Our office hours are 7 days a week, from 8:00 am to 8:00 pm, October 1, 2020 through March 31, 2021. From April 2021 through September 2021, our Member Service Department will be available Monday thru Friday, 8:00 am to 8:00 pm. TTY users should call 711.

Do you work? ☐ Yes ☐ No

Does your spouse work? ☐ Yes ☐ No

List your Primary Care Physician (PCP), clinic, or health center:

I want to get the following materials via email. (Select one or more.)

☐ Evidence of Coverage      ☐ Provider and Pharmacy Directory      ☐ Formulary (List of Covered Drugs)

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

These documents are also available on our website at [www.hamaspik.com](http://www.hamaspik.com).

### **Paying your plan premiums**

There is no plan premium in Hamaspik Medicare Select.

**If you have to pay a Part D-Income Related Monthly Adjustment Amount (Part D-IRMAA), you must continue to pay this extra amount.** The amount is usually taken out of your Social Security benefit, or you may get a bill from Medicare (or the RRB). **DON'T** pay Hamaspik Medicare Select the Part D-IRMAA.

### **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 small 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.