

Checklist for Filing for Medicare

<input type="checkbox"/>	<p>1. Begin the Medicare application process and verify that Medicare Parts A & B will be effective in the month of retirement. This is to insure that there will be no gap in your health benefits.</p> <p>a. Apply online at - https://secure.ssa.gov Click on Medicare enrollment.</p> <p>b. Apply by phone - Call 1-800-772-1213 from 7 a.m. to 7 p.m. Monday through Friday. Call TTY 1-800-325-0778 if you are deaf or hard of hearing.</p> <p>Further information is available at 1-800-MEDICARE or online at https://www.ssa.gov/benefits/medicare/</p>
<input type="checkbox"/>	<p>2. Submit your retirement application to TRS and receive the retirement receipt from TRS in the regular mail.</p>
<input type="checkbox"/>	<p>3. Once you have this receipt apply for health benefits. Active and Inactive members can submit the TRS receipt, the Health Benefits Application, and a letter asking for a completed Request for Employment Information CMS-L564 to the DOE in 2 ways. The completed Request for Employment Information CMS-L564 will be returned to you via <u>email</u> when processed. <u>Email:</u> using a non-DOE email address: HRConnectbenefax@schools.nyc.gov <u>Fax:</u> (718) 935-5215. The member must include a non-DOE email address so the receipt can be emailed to them.</p>
	<p>4. If you have any insurance other than GHI you must call your health provider at the number listed on the back of your health card and enroll in the Medicare version of your plan for NYC retirees.</p>
<input type="checkbox"/>	<p>5. Submit the completed Request for Employment Information CMS-L564 form to Social Security. You must request a benefits letter showing proof of your Medicare Part A and Part B enrollment from Social Security. The Medicare effective date should be no later than the month in which you retire for seamless medical coverage.</p> <p style="text-align: center;">You will forward this proof to the DOE the same way you submitted the original application.</p>
<input type="checkbox"/>	<p>6. Once the DOE receives this information they will process your retiree health benefits.</p>
<input type="checkbox"/>	<p>7. You will receive new medical cards in the mail.</p>