In case you have not already done so, Medicare Part D notices must be completed and distributed no later than October 15, as well as completing registration with the Center for Medicare Services (CMS). Below are instructions on how to use your automated Employee Notice System (which is included in your services provided by HR Service, Inc.) to generate this and other required notices, such as WHCRA, MHPA, HIPAA, NMHPA, CHIP, etc.

Please note, in our last bulletin covering employee notice requirements, we incorrectly showed the Medicare Part D due date in November. That date has been corrected to October 15 in this article, Employee Notice Requirements Bulletin, which is printable.

**HR Service – Automated Health Exchange & Medicare Part D Notice**

To access your All-in-One Employee Notice service, that includes the Medicare Part D and other required notices, log in to [http://www.HRServiceInc.com](http://www.HRServiceInc.com) using your username and password. Go to Employee Notices to generate your Employee Notice Report, which is immediately emailed to you for distribution to employees. If you have not already run your Health Exchange Notice, you can generate this notice in the same area.

**MEDICARE PART D NOTICE OF CREDITABLE COVERAGE**

If your company offers a group health plan with prescription drug coverage, you are required to provide a Creditable Coverage Notice to all Part D-eligible individuals by October 15. A Part D-eligible individual is one who is (a) 65 or more years old, (b) within three months of turning age 65, and/or (c) if they are disabled, AND who is enrolled in your group health plan, whether covered as an active employee, retiree, COBRA recipient, disabled individual, or dependent.

In addition, companies are also required to complete the Online Disclosure to CMS Form to report the creditable coverage status of the prescription drug plan. The Disclosure should be completed annually no later than 60 days from the beginning of a plan year (contract year, renewal year), within 30 days after termination of a prescription drug plan, or within 30 days after any change in creditable coverage status. For more information go to the Disclosure to CMS Form at [http://cms.gov/Medicare/Prescription-Drug-Coverage/CreditableCoverage/index.html?redirect=/CreditableCoverage/](http://cms.gov/Medicare/Prescription-Drug-Coverage/CreditableCoverage/index.html?redirect=/CreditableCoverage/).

Sincerely,

Ken Spencer, SPHR, MHRM
President & HR Coach
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“Compliance & HR support solutions providing answers about what you need to know and do, when you need them.”