

Enrolling in Medicare and Drexel's Secure Preferred PPO

As a Medicare Eligible retiree of Drexel University, you are eligible to enroll in the Secure Preferred PPO Plan, a Medicare Advantage plan that combines your Medicare Part A (hospital) and Part B (medical) with prescription drug benefits and additional covered services. You must be enrolled in both Parts A & B to participate in this plan. Please refer to the [Drexel Retiree website](#) for more information on retiree benefit premium costs and billing, or your enrollment package, if already received.

The process described below applies to those intending to enroll in Medicare and the Drexel Medicare Advantage Plan. When signing up for the Drexel plan, you will need to provide your Medicare information. *If you have not already signed up for Medicare Parts A and/or B, you will need to do so before submitting your Drexel Retiree Benefits Enrollment Form.*

A delay in signing up for Medicare will delay your Medicare Advantage plan enrollment through Drexel or anywhere else.

- If you are already enrolled in Part A, but not Part B, you will need to sign up for Part B. You cannot enroll in the Medicare Advantage plan until your Medicare coverage is in place.
- You must apply for Medicare through the Social Security Administration ("Social Security"). More information can be found on their [website](#).
- Once your Medicare enrollment has been confirmed by Social Security, you can sign up for Drexel's retiree health benefits by submitting the Drexel Retiree Benefits Enrollment Form to hr@drexel.edu. Both enrollments should be completed as soon as possible.

Step One: Apply for Medicare through the Social Security Administration

Submit an application to the Social Security Administration. Please be sure to confirm the best and quickest submission for your personal situation and be sure to track your application through completion.

- *In-person:* at your local [social security field office](#).
- *Online:* Currently, you can apply for Medicare online by following the appropriate links on the Social Security website. Please note that if you are enrolling because you previously waived Part B, this is a Special Enrollment Period (you are over 65 and your employer coverage is ending).
- *Fax or Mail:* you have the additional option of submitting a paper application via fax to 1.833.914.2016 or by mail to your local social security field office.
- *Submit form CMS-L564 along with your Medicare application, if applicable:* If you are over age 65 and have been covered by a Drexel health insurance, you will need to submit a form entitled "Request for Employment Information" (form CMS-L564) along with your Medicare application. This form will be provided with your Retiree Benefits Package that HR will send. Please be sure to upload/submit this form when applying for Medicare Part B.
- *Obtain confirmation:* Once your enrollment application for Part B has been received, Social Security will send you a decision letter within 7-10 business days, ID cards to follow shortly after. Enrollment status can be viewed online by via their [website](#).

Step Two: Complete and return your Drexel Retiree Benefit Enrollment Form

- Complete the Drexel Retiree Benefits Enrollment Form and return to hr@drexel.edu.
 - Once your Medicare enrollment is confirmed, you should submit the Drexel enrollment form confirming what benefits you wish to continue in retirement. **You must also provide confirmation of your Medicare enrollment, such as a clear copy of the letter of approval from Social Security, or a copy of your actual ID card confirming your Parts A and B.**

Need Assistance? We know this process may be confusing, but we are here to help. For questions about Medicare, contact **Health Advocate** at 1.866.695.8622 to speak with a Medicare specialist who can guide you through the enrollment process.

For questions about Drexel's retiree benefits, contact the Drexel HR Service Center at 215.895.2850, or HR@drexel.edu.