

**Part 1**  
**Cardholder/  
Plan  
Participant  
Information**

Part 1 must be fully completed to ensure proper reimbursement of your medicine claim.

Please type or print clearly.

Cardholder ID No. \_\_\_\_\_  
 Cardholder Name \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Phone ( ) \_\_\_\_\_

**Plan Participant Information — Use a separate claim form for each cardholder**

Plan Participant Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Plan Participant:  Male  Female

**COB (Coordination of Benefits)**

**Is the medicine covered under any other group insurance?**  Yes  No  
 If yes, is other coverage:  Primary  Secondary  
 If other coverage is Primary, include the explanation of benefits (EOB) with this form.  
 Name of Insurance Company \_\_\_\_\_ ID # \_\_\_\_\_

**Important! A signature is REQUIRED in both A and B.**

**Fraud Prevention Regulation:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

**A**

**x** \_\_\_\_\_  
 Signature of Plan Participant \_\_\_\_\_ Date \_\_\_\_\_

**Release of Information:** I certify that I have received the medicine described herein and that the plan participant named is eligible for prescription benefits. I also certify that the medicine received is not for treatment of an on-the-job injury. I have indicated in the COB box above if there is primary prescription drug coverage under another medical plan. I authorize release of all information pertaining to this claim to Caremark, the prescription benefit manager; insurance underwriter; sponsor; policyholder; and/or employer. I certify that all the information entered on this form is correct.

**B**

**x** \_\_\_\_\_  
 Signature of Plan Participant \_\_\_\_\_ Date \_\_\_\_\_

**Part 2**  
**Remember to include all original pharmacy receipts.**

If you are including all original receipts with the following information, **STOP HERE** and submit the claim. It is not necessary to complete Part 3. **NOTE:** Do not staple or tape receipts or attachments to this form.

- Plan Participant Name • Pharmacy Name and Address or NABP Number • Prescription Number
- Date Purchased • Total Charge • Medicine Strength/or NDC Number • Medicine Name
- Metric Quantity, Days Supply

**Part 3**  
**Pharmacy Information**

- To ensure that the plan participant receives accurate and timely reimbursement for medicine purchases, please assist in completing the information below.
- If compound prescription, please enter COMPOUND RX in the space designated for the NDC # and complete the Compound Prescriptions section on the reverse side.

Pharmacist to complete this section ONLY if original pharmacy receipts are not included.

Pharmacy Name \_\_\_\_\_ Pharmacy NABP No. \_\_\_\_\_  
 Pharmacy Address \_\_\_\_\_ City \_\_\_\_\_  
 State \_\_\_\_\_ ZIP \_\_\_\_\_ Phone ( ) \_\_\_\_\_

I hereby certify that all the information listed below is correct and represents the actual charge(s) for prescription(s) dispensed. I further understand that all benefit payments as related to the charges listed below will be paid directly to the cardholder.

**x** \_\_\_\_\_  
 Signature of Pharmacist or Representative \_\_\_\_\_ Date \_\_\_\_\_  
 (Required only if original pharmacy receipts are not included)

Rx #	Date Filled (mm/dd/yy)	Prescriber's DEA No.	<input type="radio"/> Compound	For office use only Prior Approval Code	
NDC #	Medicine Name and Strength		Metric Quantity	Days Supply	Total Charges

## INSTRUCTIONS

To avoid delays in handling your claim, be sure all information is complete and correct.

A separate claim form must be completed for:

- Each plan participant/family member
- Each pharmacy from which you purchase prescription medicines

Obtain additional claim forms from your company or association and mail directly to the Caremark Claims Department.

## CLAIM SUBMISSION

When submitting a claim, the following information must be included:

- Pharmacy Name and Address or NABP Number
- Prescription Number
- Date of Purchase
- Medicine Name
- Medicine Strength/or NDC Number
- Metric Quantity/Days Supply
- Total Charge
- Original Pharmacy Receipts
- Pharmacist's Signature (only if original pharmacy receipts are not included)

DO NOT include charges for durable medical equipment that required a prescription to obtain. No benefits will be provided under this plan for such items.

DO NOT submit canceled checks, cash register slips or personal itemization. These are not acceptable as substitutes for original receipts.

DO NOT submit statements with "balance" amounts only.

## HOW TO COMPLETE THIS FORM

### Cardholder /Plan Participant Information

Complete all cardholder and plan participant information in Part 1 on reverse side.

- The cardholder ID number can be found on your ID card
- Sign and date in the spaces provided. Your signature certifies that the information is correct and complete.
- Please make a copy of all documents and receipts before you send them to Caremark. No documents will be returned.

## PHARMACY INFORMATION

### Pharmacist to complete Part 3 of the form

- Indicate pharmacy name, NABP number, address, and phone number
- Include prescription number(s), medicine name(s), strength(s), and date filled
- Indicate prescriber's DEA number and whether the prescription is a compound
- Include NDC number(s) for the medicine(s) dispensed
- If a compound prescription, enter the NDC number of the most expensive ingredient of the legend medicine used
- Indicate the medicine ingredient(s) and quantity
- Indicate the "metric quantity" expressed in number of tablets, grams or mls for liquids, creams, ointments, and injectables
- Indicate the "days supply" (the number of days the medicine will last)
- Indicate the amount paid by the plan participant
- Sign and date the form
- Pharmacist questions? Call Caremark toll-free at 1-800-364-6331.

COMPOUND PRESCRIPTIONS For pharmacy use only			
NDC #	Prescription Ingredient	Quantity	Charge

## MAIL THIS FORM TO:

Medicare Part D Paper Claims / P.O. Box 52066 / Phoenix, AZ 85072-2066

If you have questions, please contact: SilverScript Customer Care toll-free at 1-866-235-5660 Monday–Friday, 7 a.m.–10 p.m. CST. Saturday, 8 a.m.–8 p.m. CST. Sunday, 8 a.m.–4:30 p.m. CST. Closed on national holidays.

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