

## Medicare Plan Finder Guide

- A. Go to [www.medicare.gov](http://www.medicare.gov) and click “Find health & drug plans” to get to the **Medicare Plan Finder** home page.
- B. For a **General Search**, enter zip code, then click “Find Plans”.
- C. For a **Personalized Search** (recommended), enter zip code, Medicare number (no spaces), last name, effective date for Part A, date of birth, and then click “Find Plans”.
- D. **Step 1 of 4: Enter Information** (*general search only*): Answer questions and click “Continue to Plan Results”.
- E. **Step 2 of 4: Enter Your Drugs**: If a drug list was previously saved, enter the Drug List ID and Password Date, click “Retrieve My Drug List”, and skip to letter “J” on this guide. *For personalized searches, if a drug list was saved during a previous personalized search for this beneficiary, the saved drug list should appear automatically.*
  - F. To begin drug list, type in drug name (or first few letters and click on drug name when it appears below). If the drug does not pop up, click “Find My Drug”; if a list is shown, click “+ Add Drug” next to the correct drug.
  - G. Adjust, if necessary, the dosage, quantity, frequency, and pharmacy type, and click “Add drug and dosage”. *It is recommended to enter the monthly quantity at a retail pharmacy, even if using mail order.*
  - H. If there is a lower cost generic available for a drug entered, another pop-up box will appear with the generic as a default, but it can be changed to the brand name. Then click “Continue”.
  - I. The drug list will automatically be saved with an ID and the current date as the password (which can be changed). *This is a good time to write this information down or print it, in case the system goes down.*
- J. The drugs will appear in a list below in alphabetical order. Continue to add/edit drugs as above. When list is complete, click “My Drug List is Complete”. The accuracy of the list is very important, so when in doubt, call the pharmacy.
- K. **Step 3 of 4: Select Your Pharmacies**: Select at least one, but up to two pharmacies and then click “Continue to Plan Results”. *To find other pharmacies, increase the miles or click “Search New Location or by Pharmacy Name”.*
- L. **Step 4 of 4: Refine Your Results**: Select the types of plans (under “Summary of Your Search Results”) and then click “Continue to Plan Results”. *For duals, to see SCO and One Care plans, first click “Select Special Needs Plans” on left side of page, check the first box, and then click “Update Plan Results”.*
- M. **Your Plan Results**: The ten lowest cost plans (based on the sort option shown) will be listed for the selected plan types. To sort by a different category, select the category in the box above the plan list and then click “Sort”. *The member’s current plan will appear first if a personalized search was done or if it was entered in a general search.*
- N. To view more plans, click on the desired number (e.g., “View All”).
- O. To view “**Your Plan Details**”, click on a plan name and view “Drug Costs & Coverage” (*default tab for PDPs*).
- P. To view “**Your Plan Comparison**”, select up to 3 plans by checking the box in the first column on “Your Plan Results” page, click “Compare Plans”, and view “Drug Costs & Coverage”. *Any plan with an “i” in the first column cannot be selected to compare and does not show pricing data for the drugs entered.*
- Q. To change the drug list, click “Add/Edit Drugs” in the Drug List section of either the Plan Details or Comparison page.
- R. To change the pharmacy selection, click on the link below “Pharmacy Network” on either the Plan Details or Comparison page. After the changes are made and the window closed, refresh the Details/Comparison page.
- S. To print the plan details or plan comparison page, click “Print” (at the top of the page, on the left) or “Ctrl P”. To customize a report, click “Print Plan Report” or “Print Comparison Report” under “Drug Coverage Information”. After making selections, click “Print >” (below the list, not the one on right). *Annual and remainder of the year costs shown.*
- T. To begin an online enrollment, click “Enroll” for the desired plan on the Plan Results, Details or Comparison page.

**Special Note:** Always look at the formulary restrictions. To view, click on “Yes” under “Drug Restrictions” column on “Your Plan Results” page. *Actual Quantity Limits (QL) amounts are shown in a separate table for most drugs.*