



**HEALTH PLAN**

6514 Meadowridge Road, Suite 195  
Elkridge, MD 21075

**American Postal Workers Union, AFL-CIO**

**Health Plan Department**

Dear Member:

As you know, the APWU Health Plan supplements the coverage that you receive within the Medicare prescription plan that you have chosen. You should have a prescription ID card from both of your plans. One card is from your Medicare Part D prescription plan, which is your primary prescription benefit. The other card represents your APWU Health Plan benefit and provides secondary or supplemental coverage for you.

To ensure that you get all the coverage that you are entitled to receive from both the APWU Health Plan and your Medicare prescription plan, it's important that you use both prescription ID cards when having your prescriptions filled at retail pharmacies. Please follow these simple steps:

1. Be sure that the pharmacy you want to use is in the network for both the APWU Health Plan and your Medicare prescription plan. You can find this information in each plan's pharmacy directory.
  - For information related to the APWU Health Plan Pharmacy Directory, please call (800) 841-2734.
  - For information related to your Medicare prescription plan, please call the number on the back of your Medicare Part D identification card.
2. Show both of your prescription ID cards (the Express Scripts card from the APWU Health Plan and the Medicare prescription plan card) every time you fill a prescription.

**IMPORTANT:**

- If you use a Mail Order pharmacy through your selected Medicare prescription plan, you must pay all applicable copayments associated with that plan.
- You may then use the enclosed direct claim form to be reimbursed according to the secondary benefit that the APWU Health Plan provides to you. Be sure to attach your pharmacy receipt and Explanation of Benefits (EOB) to the instructions printed on the claim form.
- If you have already had prescriptions filled this year and did not show both cards at the pharmacy, you may have paid more for your medications than you should have. Please fill out the direct claim form that is enclosed with this letter so that we can reimburse you for any amount that should have been covered.

Please call Express Scripts Customer Service toll free at (800) 841-2734, 24 hours-a-day, 7 days a week (except Thanksgiving and Christmas) with any questions.

Sincerely,

**AMERICAN POSTAL WORKERS UNION HEALTH PLAN**  
**Membership Services Department**

Enclosure: Prescription Drug Reimbursement Claim Form

opeiu #2  
afl-cio

**MBR 001 Member Ltr Rx Drug Reimbursement (01/25)**



## Prescription Drug Reimbursement / Coordination of Benefits Claim Form

An incomplete form may delay your reimbursement.

See the back for instructions and complete all information.



EXPRESS SCRIPTS®

### >> Cardholder Information *See your prescription drug ID card.*

Group No.

Member ID

Member Name First  Last

Street Address

City  State  ZIP

### >> Patient Information

Patient Name First  Last

Patient Date of Birth (Month/Day/Year)

Sex  Relationship to Plan Member

- |                                 |  |   |
|---------------------------------|--|---|
| <input type="checkbox"/> Female | <input type="checkbox"/> 1 Self              | <input type="checkbox"/> 5 Disabled Dependent |
| <input type="checkbox"/> Male   | <input type="checkbox"/> 2 Spouse            | <input type="checkbox"/> 6 Dependent Parent   |
|                                 | <input type="checkbox"/> 3 Eligible Child    | <input type="checkbox"/> 7 Non-spouse Partner |
|                                 | <input type="checkbox"/> 4 Dependent Student | <input type="checkbox"/> 8 Other              |

### >> Pharmacy Information

Name of Pharmacy

Street Address

City  State  ZIP

Telephone (include area code)

Is this an on-site nursing home pharmacy? ☐ Yes ☐ No

I hereby certify that the charge(s) shown for the medication(s) prescribed is correct and agree to provide Express Scripts or its agents reasonable access to records related to medication dispensed to this patient in accordance with applicable law. I further recognize that reimbursement will be paid directly to the plan member and assignment of these benefits to a pharmacy or any other party is void.

X   
Signature of Pharmacist or Representative (Required)

NCPDP/NPI Required

### >> Acknowledgment

I certify that the medication(s) described was received for use by the patient listed above, and that I (or the patient, if not myself) am eligible for prescription drug benefits. I certify that the medication(s) described were not for an on-the-job injury. *By completing this form, I recognize that reimbursement will be paid directly to me and that assignment of these benefits to a pharmacy or any other party is void.\**

X   
Signature of Member

Date

\*If allowed by law, you may assign the payment of this claim to your pharmacy. If your pharmacy is willing to accept assignment, do not complete this form.

Please request that your pharmacy contact Pharmacy Services at 800.922.1557 for assistance.

### >> Claim Receipts

Tape receipts or itemized bills on the back.

**See back for details.**

Check the appropriate box if any receipts or bills are for a:

#### ☐ Compound prescription

Make sure your pharmacist lists ALL the VALID NDC numbers, cost and quantities for each ingredient on the back of this form and attach receipts. Claim will be returned if incomplete.

**ONE CLAIM FORM PER COMPOUND SUBMISSION**

#### ☐ Medication purchased outside of the United States

Please indicate:

Country

Currency used

#### ☐ Allergy medication

### Coordination of Benefits

(Another Health Plan has paid a portion.) Mark the appropriate box for your primary coverage method. See the back for more information.

Is this a coordination of benefits claim?

☐ Yes ☐ No

☐ Another Health Plan paid and you are enclosing a statement that outlines how much you paid and how much the other carrier paid (1)

☐ Card Program (3)

☐ Express Scripts Mail Order (4)

Any person who knowingly and with intent to defraud, injure, or deceive any insurance company submits a claim or application containing any materially false, deceptive, incomplete, or misleading information pertaining to such claim may be committing a fraudulent insurance act, which is a crime and may subject such person to criminal or civil penalties, including fines and/or imprisonment or denial of benefits.†

**Please tape receipts on the back of this page.**

## >> Claim Receipts

Please tape your receipts here. **Do not staple!** If you have additional receipts, tape them on a separate piece of paper

Tape receipt for prescription 1 here.

### Receipts must contain the following information:

- Date prescription filled
- Name and address of pharmacy
- Doctor name or ID number
- NDC number (drug number)
- Name of drug and strength
- Quantity and day supply
- Prescription number (Rx number)
- DAW (Dispense As Written)
- Amount paid

Tape receipt for prescription 2 here.

### Receipts must contain the following information:

- Date prescription filled
- Name and address of pharmacy
- Doctor name or ID number
- NDC number (drug number)
- Name of drug and strength
- Quantity and day supply
- Prescription number (Rx number)
- DAW (Dispense As Written)
- Amount paid

## COMPOUND PRESCRIPTIONS ONLY

- List the VALID 11-digit NDC number for EACH ingredient used for the compound prescription.
- For each NDC number, indicate the "metric quantity" expressed in the number of tablets, grams, milliliters, creams, ointments, injectables, etc.
- For each NDC number, indicate cost per ingredient.
- Indicate the TOTAL charge (dollar amount) paid by the patient.
- Receipt(s) must be attached to claim form.

Rx #

Date Filled   /   /   Day Supply   Quantity

### Valid 11-digit Ingredient NDC

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Metric Quantity

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Ingredient Cost

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Total charge

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## >> Instructions Read carefully before completing this form.

1. Always present your prescription drug ID card at the participating retail pharmacy.
2. Use this form when you have paid full price for a prescription drug at a retail pharmacy or need to submit claims under Coordination of Benefits rules:
3. **You must complete a separate claim form for each pharmacy used and for each patient.**
4. You must submit claims within 1 year of date of purchase or as required by your plan.
5. **Be sure your receipts are complete.**  
In order for your request to be processed, all receipts must contain the information listed at the top of this page. Your pharmacist can provide the necessary information if your claim or bill is not itemized.
6. The plan member should read the acknowledgment carefully, and then sign and date this form.

### 7. Return the completed form and receipt(s) to:

Express Scripts  
ATTN: Commercial Claims  
P.O. Box 14711  
Lexington, KY 40512-4711

### 8. You may also fax your claim form to: 608.741.5475.

Please use one claim form per fax.  
Do not combine claims for different members in the same fax submission.

### Additional Coordination of Benefits Instructions

#### Another Health Plan Paid

You must first submit the claim to the primary insurance carrier. Once the statement from the primary plan is received from the primary carrier, complete this form, tape the original prescription receipts in the spaces provided at the top of this page, and attach the statement from the primary plan, which clearly indicates the cost of the prescription and what was paid by the primary plan.

### Prescription Drug Programs or HMO Plans

#### Retail pharmacies

If the primary plan is one in which a copayment or coinsurance is paid at a retail pharmacy, then no EOB is needed. Just complete this form and attach the prescription receipt(s) that shows the copayment or coinsurance amount paid at the pharmacy. The receipt(s) will serve as the EOB.

#### The Express Scripts Pharmacy

If the primary plan is mail order, complete this form and attach either the prescription receipt(s) that shows the copayment or coinsurance amount paid to the mail-order pharmacy or the statement of benefits you receive from the mail-order pharmacy.

<sup>†</sup> **California:** For your protection, California law requires the following to appear on this form: Any person who knowingly presents false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

**Pennsylvania:** 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.

