CMS REPORTING REFERENCE CHART
TIMELINE TO REPORT CREDITABLE OR NON-CREDITABLE RX COVERAGE TO CMS ONLINE

If the Plan Year Begins:	Report Online to CMS By:	If the Plan Year Begins:	Report Online to CMS By:
Jan. 1	Mar. 1	July 1	Sept. 1
Feb. 1	April 1	Aug. 1	Oct. 1
Mar. 1	May 1	Sept. 1	Nov. 1
Apr. 1	June 1	Oct. 1	Dec. 1
May 1	July 1	Nov. 1	Jan. 1
June 1	Aug. 1	Dec. 1	Feb. 1

STEP-BY-STEP INSTRUCTIONS
GUIDELINE TO REPORT CREDITABLE OR NON-CREDITABLE RX COVERAGE TO CMS ONLINE

 # 1: **Enter Disclosure Information.**

Box A: All Employers Must Complete:

1. Employer's Name
2. Federal Tax Identification Number
3. Address
4. Phone Number
5. Type of Coverage
6. Number of Prescription Drug Options
7. Creditable Coverage Status (fill in if coverage is **creditable or non-creditable**)
8. Click "Continue" & Select Box B, C or D, as appropriate

Box B: If All Plan Options are Creditable
Box C: If All Plan Options are Non-Creditable
Box D: If Creditable and Non-Creditable Plans are available

9. "Plan Year" Period
10. # of Part D eligible individuals expected to be covered at start of Plan Year (if employers are unsure, carriers may provide guidance)
11. # of individuals expected to be covered in Retiree Plan (zero if employer does not have a retiree plan)
12. Date notice of creditable coverage sent to Part D eligible individuals or all employees (by October 14th of the prior plan year)
13. Check if there was a change in creditable coverage status during the prior plan year (unlikely to occur)
14. Name, title and email of authorized individual completing submission
15. "Continue" to Verify and Submit Disclosure Information

 # 2: **Verify Disclosure Information.**

 # 3: **Receive Confirmation.**
Employers are finished until the next plan year, unless there is a change in the plan(s)' coverage status, then:
Complete online notification within 30 days, starting with **# 1**