

# Medicare Secondary Payer Change Form

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Mountlake Terrace, WA 98043-2124



Important information to assist your group in complying with the Medicare Secondary Payer ("MSP") laws. See the back of this sheet for relevant MSP definitions. Refer to the Medicare Secondary Payer Overview for information on the purpose of this form.

If you answer "No" to questions 2, 3 and 4 below you do not need to submit this form.

## GROUP INFORMATION

1. A. Group Name \_\_\_\_\_
- B. Group ID \_\_\_\_\_
- C. Address \_\_\_\_\_
- D. City, State, Zip \_\_\_\_\_
- E. Contact Person Name \_\_\_\_\_
- F. Contact Person Phone \_\_\_\_\_
- G. Are you part of a Multiple Employer Group Health Plan?     Yes     No

2. Since submission of your last Group Master Application, are you reporting a change in group size?     Yes     No  
If no, skip to section 3.
  - A. My group had less than 20 employees under MSP rules and now has 20 or more employees under MSP rules.     Yes     No
  - B. My group had 20 or more employees under MSP rules and now has less than 20 employees under MSP rules.     Yes     No
  - C. My group had less than 100 employees under MSP rules and now has 100 or more employees under MSP rules     Yes     No
  - D. My group had 100 or more employees under MSP rules and now has less than 100 employees under MSP rules.     Yes     No
  - E. If you answered yes to any of the above, complete the following:
    - Total employee count reported previously    \_\_\_\_\_
    - Current total employee count    \_\_\_\_\_
    - Effective date of change in employee count    \_\_\_\_\_

3. Since submission of your last Group Master Application, are you reporting changes to employee work status for any of your Medicare-eligible employees?     Yes     No  
If the answer is "yes", please complete the following:

### Change of Enrollee Work Status:

Enrollee Name (Last, First, Middle Initial):			Enrollee Social Security Number:		
Prior Enrollee Status: (check one)	<input type="checkbox"/> Current Employment Status: (see back for definition)	<input type="checkbox"/> Retired as of: / /	<input type="checkbox"/> Disabled as of: / /	<input type="checkbox"/> COBRA as of: / /	
New Enrollee Status: (check one)	<input type="checkbox"/> Current Employment Status: (see back for definition)	<input type="checkbox"/> Terminated as of: / /	<input type="checkbox"/> Retired as of: / /	<input type="checkbox"/> Disabled as of: / /	<input type="checkbox"/> COBRA as of: / /

4. Since submission of your last Group Master Application, do you have additional Medicare-eligible employees?     Yes     No  
If the answer is "yes", please complete the following:

Enrollee Name (Last, First, Middle Initial):			Enrollee Social Security Number:		
Enrollee Status: (check one)	<input type="checkbox"/> Current Employment Status: (see back for definition)	<input type="checkbox"/> Retired as of: / /	<input type="checkbox"/> Disabled as of: / /	<input type="checkbox"/> COBRA as of: / /	

I certify that the information provided above is true. If there is a change to this status, I understand that it is the group health plan's responsibility to advise Premera Blue Cross promptly of the change.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Group Health Plan Representative: \_\_\_\_\_ Date Signed: \_\_\_\_\_

## Medicare Secondary Payer Definitions

“Current Employment Status” means when an individual (1) is actively working as an employee; (2) is the employer; (3) is associated with the employer in a business relationship (e.g., as a supplier or contractor who does business with the employer); (4) is not actively working but is receiving disability benefits from an employer for up to six months; or (5) is not actively working but meets all of the following conditions: the individual (a) retains employment rights in the industry; (b) has not had his/her employment terminated by the employer where the employer provides the coverage or has not had his/her membership in an employee organization terminated where the employee organization provides the coverage; (c) is not receiving disability benefits from an employer for a period of more than six months; (d) is not receiving disability Social Security benefits, and (e) has Group Health Plan coverage that is not pursuant to COBRA continuation benefits. 42 U.S.C. § 1395y(b)(1)(E)(ii); 42 C.F.R. § 411.104.

An employer employs **“20 or More Employees”** if the employer employed 20 or more employees for each working day in each of 20 or more calendar weeks in the current or preceding calendar year. 42 C.F.R. § 411.170(a)(2)(i). The 20 calendar weeks do not have to be consecutive. COB News, Vol. 5 (March 2004). (Please note that this test differs from the 20 employee test for COBRA purposes). In determining whether employees are treated as employees of a single employer for purposes of the MSP rule, and whether leased employees are considered employees, the MSP regulations look to Internal Revenue Code provisions and guidance (as evidenced in the “aggregation rules” set forth in regulation and the CMS MSP Manual). See 42 C.F.R. § 411.106.

An employer (or employee organization) is considered to meet the **“100 or more employees”** requirement where the employer or employee organization employed at least 100 full-time or part-time employees on 50 percent or more of its regular business days during the previous calendar year. This requirement is also met where a multi-employer group health plan has two or more employers, or employee organizations, at least one of which employed at least 100 full-time or part-time employees on 50 percent or more of its regular business days during the previous calendar year. 42 C.F.R. § 411.101 (Definitions).