IRMAA Electronic Submission Guide

Enrolling Online for the IRMAA HRA Program



Register and/or log in to *OptumRx.com* website and sign into the member portal.

Please note: If you have any questions about this process, you may contact the OptumRx AlaskaCare Call Center at (855) 409-6999.

If you are already registered, click **Sign In** and skip ahead to the **Submitting Your IRMAA** secion. Otherwise, click **Register** and follow the instructions below.

Registering for the First Time

- 1. Fill out the required information and click Continue.
- 2. Create a *Health Safe ID* username and password, then log in.



Submitting Your IRMAA

You can access the *IRMAA Reimbursement section* in two ways: by submitting your request online or by downloading the paper form.



Option '

Click on the top toolbar under *Member Resources* and choose *Forms and Information*.



Option 2

- 1. Scroll to the bottom of the home page shown above and choose *Forms*.
- Navigate to AlaskaCare Forms, choose AlaskaCare IRMAA Reimbursement, and click on IRMAA HRA Digital Enrollment Form.

Important: If submitting for the upcoming plan year, prior to the start of the year: Optum Rx cannot process for payment until after January 1st of the new year. Claims are processed in the order recieved, therefore, initial payment may be delayed due to

AlaskaCare Forms



the volume of submissions and we are working diligently to get payment processed as soon as possible. If the submission received is accurate following processing after January 1st, you can expect your initial payment in February.



3. Review the Important Things To Know Before Completing This Form and choose Start the Form.

Filling Out the AlaskaCare IRMAA HRA Form

- Member Information: Complete all the fields indicated in the image below. When finished, click Next.
 - Choose *Member* or *Dependent*:
 - » If you are the carholder, choose **Member**.
 - » If you are a spouse or dependent to the cardholder, choose **Dependent**.



- Optum Rx ID number: This is the 14 digit number located on your ID card.
- The Social Security Number (SSN) of the cardholder and dependent (if applicable) without dashes.

To help avoid claim processing dokeys, member most sign, date and compete this form. Please include your proof of RWAA suncharge, (Social Security Letter/Medicare Bill).

- Date of Birth
- Enter your full address, including city, state, and zip code.
- Email, if applicable.
- Your phone number.

Helpul Hints:

- * As you are filling out the fields, you may see a green or red bar to the left side of the form. Green indicates the information is formatted correctly, red, incorrectly.
- If you click the question mark (?) in the top corner of each field, it will show the correct format and helpful hints.
- 2. Reimbursement Information: Continue to the IRMAA Reimbursement Information section. The Total Amount will be calculated for you.
 - Choose the appropriate reimbursement year from the drop down.

Is the reimbursemnt for the full calendar year?

» If **Yes**: Choose the *Monthly Amount Requested* from the dropdown based on the eligible monthly surcharge amount for that year. Once you have chose the correct Monthly Amount Requested, the total will auto-populate.

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If **No**: You will be required to enter the *Reimbursement Months* (From & To/Thru). Be sure you are entering the correct months in which you qualify.

IRMAA Reimbursement Information Submit the reimbursement year * 2026 Is the reimbursement for the full calendar year?" Yes O No 0 Monthly amount requested(in dollars \$)* 37.50 Total amount \$450.00

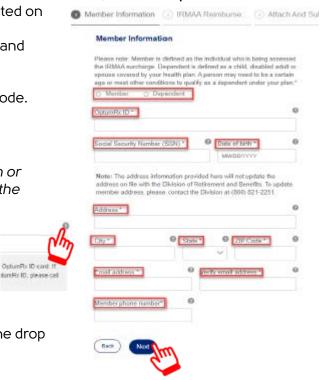
Helpul Hint:

If you do not see your surcharge amount listed, check the **Reimbursement Year Option** to ensure the correct year was chosen.

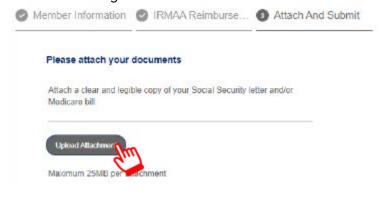
Please note: If you turn 65 within the eligible year, you will enter the start date of the first month you recieved your Medicare bill. The to/thru date would be through the end of the year in December of the same year.

Example: If you turn 65 in July 2023, and a Medicare bill is recieved and dated 07/01/2023 - 09/31/2023, you would enter 07/01/2023 - 12/31/23.

Once you have chosen the correct Monthly Amount Requested, then the total months and total amount will auto-populate. Click Next.



3. Attach and Submit: Click *Upload Attachment* to upload a copy or image of the Social Security Administration (SSA) letter you recieved, or a Medicare bill showing the amount of the 2022 or 2023 Part D surcharge.



 Upload your supporting documentation (SSA letter or Medicare Part D bill) using either method below.

Option 1

Scan your document and upload the file from your computer or laptop.

Option 2

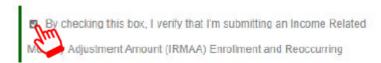
Take a picture on your phone and send it via email to yourself. On your computer, open your email and save the file to your computer or laptop, then upload the attachment.

Please Note: Screenshots of your Medicare monthly amount from the SSA website are not acceptable supporting documentation. The supporting documentation must have the member or dependent identifiable information (name and address).

Helpul Hint:

- * Please review your documentation to ensure it is the correct year and it reflects your IRMAA Part D monthly surcharge amount.
- * Please see examples of supporting documents on page 4.
- Next, check the box in the verification section.

 Verification



• Enter your full name, date, and click Submit.

Optum cannot and shall not provide any payment or service in violation of any United States (US) economic or trade sanctions.



 Once submitted, you will receive a confirmation number for your submission.
 If you click the PDF button, this will allow you to print, save, or download a copy of your submission for your records.

For 2022 and 2023 calendar year submissions, please allow 7-10 business days for processing. If your submission is for the 2023 calendar year, the initial reimbursement will not occur until the end of January 2023.

Use the PDF button below to print, save, or download a copy of your submission for your records before classing the window.



Upon receipt of an electronic submission, Optum Rx will confirm member eligibility.

If all information within the IRMAA submission is correct and appropriate supporting documentation is received, Optum Rx will set up the HRA with Optum Bank within seven to ten business days of processing of the submission and an additional seven to ten days for processing of the payment.

Once the HRA has been created, Optum Bank will send the member a welcome packet within seven to ten business days, which will include information on signing up for direct deposit. Welcome packets will only be sent to new members signing up for the first time.

1. Upon receipt of the Optum Bank welcome packet, members can register/log in to OptumBank.com to view their HRA status/balance or sign up for direct deposit.

Please Note: If direct deposit is currently set up with Optum Bank, submittal for direct deposit is not necessary.

If any information and/or supporting documentation is incorrect, the member will recieve a correction letter advising of the information that needs to be corrected. Please allow seven to ten buisness days for receipt of this correction letter following the seven to ten business days for processing.

Please Note: Medicare premium screenshots from the SSA website is not appropriate supporting documentation, as there is no identifiable information such as name, address, etc.

Below are two examples of supporting documentation, other examples include:

- Medicare.gov screenshot
- Social Security partial year SSA qualifying
- SSA-1099

