



DEPARTMENT OF HUMAN RESOURCES

SCOT CHAMBERLAIN, DIRECTOR

518.885.2225

SARATOGACOUNTYNY.GOV

40 MC MASTER ST, BALLSTON SPA, NY 12020

Medicare Retiree Checklist: The checklist below is to assist you with enrollment into Medicare, MVP and Medicare Reimbursement benefit. Please feel free to contact our office with any additional questions or concerns (518) 885-2225.

1. Three months before reaching age 65, you will need to sign up for Medicare **A** (Hospital) & **B** (Medical) and contact the Social Security Administration (SSA). Below are some options for your enrollment into Medicare A&B.

Medicare registration/enrollment options:

- **Online enrollment** - <https://www.ssa.gov/benefits/medicare>
 - **By phone** - Call SSA at **1-800-772-1213** from 7 a.m. to 7 p.m. Monday through Friday. If you are deaf or hard of hearing, you can call at TTY 1-800-325-0778.
 - **In person** - Visit your local Social Security office. (Call first to make an appointment.)
2. Submit **copy** of your Medicare card to Saratoga County – Human Resources (HR) once received from SSA. Below are the submission options. This will allow for HR to process enrollment with MVP. Non-Medicare dependents will remain enrolled under CDPHP.
 - **Address:**
Saratoga County - Human Resource
40 McMaster St.
Ballston Spa, NY 12020
 - **Email:**
jpoe@saratogacountyny.gov
 3. Submit **direct deposit** form that is included in this letter for the quarterly Medicare reimbursement. The form will need to be completed and returned to **Saratoga County – Human Resources**. Please view submission options above.

4. Provide **updated** contact information including email address to Saratoga County – Human Resource. Please view submission options above.

5. **MVP Card will be mailed to address provided.** This will be your health insurance card to utilize for medical and pharmacy benefits. Medicare card will not be used when utilizing benefits.