



## **Medicare Secondary Payer Reporting Initial Submission Process**

We appreciate your partnership to obtain key information from your employees in order to fulfill the Medicare Secondary Payer Reporting Requirements. HealthPartners is using existing communications channels in order to streamline this process for employer groups.

### **Paper Forms**

Submit updated enrollment forms via fax or mail to:

HealthPartners Membership Accounting  
P.O. Box 1309, MS21104A  
Bloomington, MN 55425  
Fax 952-883-5950

Groups may need to include a note about employee and disability status. Fields for that information do not currently exist on some paper forms. In addition, groups will receive a phone call, e-mail or letter to collect their group size and Tax ID Number.

### **Email**

Submit a password protected file via e-mail to your Membership Accounting contact. Please note: In order to protect the privacy of your data, all files sent to HealthPartners should be password protected. The password should be communicated in a separate email. And there should not be any reference to Social Security Numbers in the subject line or body of the e-mail. In addition, groups will receive a phone call, e-mail or letter to collect their group size and Tax ID Number.

### **Online Enrollment Tool**

Use the online enrollment tool on the employer and broker web portals at **healthpartners.com** to update your files. In addition, groups will receive a phone call, e-mail or letter to collect their group size and Tax ID Number.

### **EDI and Secure Server**

Submit a file through EDI to HealthPartners secure server with updated information. In addition, groups will receive a phone call, e-mail or letter to collect their group size and Tax ID Number.

### **Electronic Enrollment**

Groups who use electronic enrollment will use the same process they do for other enrollment file updates. The Electronic Enrollment group will be sending out special communication to assist Electronic Enrollment groups with gathering this reporting data. Groups may also receive a phone call, e-mail or letter to collect their group size and Tax ID Number.

### **Questions**

Please direct questions to your Membership Accounting contact, broker or HealthPartners sales executive. Thank you again for your partnership.