

Medicare Part D Prescription Drug Review



IMPORTANT CONTACTS

ARTA

(501) 375-2958 or (888) 929-0955
office_arta@att.net

HUGHES & ASSOCIATES INSURANCE

(479) 967-1339
INFO@matthughesinsurance.com

INSURANCE ADVANTAGE

(501) 988-2726
ASK@ia-office.com

EMPLOYEE BENEFITS DIVISION

(501) 682-9656
askEBD@arbenefits.org

ARTA members with a Medicare Part D Prescription Drug Plan* are encouraged to conduct their own drug plan review and comparison each year.

ARTA has prepared this guide for members with the assistance of our endorsed insurance partners. Our hope is that it will prepare you to conduct your own plan review, as well as to assist others with this important task.

***Members on the United Healthcare Medicare Advantage Plan do NOT need to conduct this review, as their prescription benefit is included.**

Medicare.gov
1-800-MEDICARE
1-800-633-4227



Medicare Open Enrollment

October 15 – December 7

BEFORE YOU BEGIN

1. Is the member already on Medicare?

Members who are **newly Medicare-eligible** should contact one of ARTA's endorsed insurance partners for assistance.

2. Does the member have a Medicare Part D Prescription Drug Plan?

Members on the United Healthcare Medicare Advantage Plan or a similar plan that includes a prescription drug benefit **DO NOT** need to perform the annual drug review.

3. Does the member have their Medicare card with them?

Members will need their Medicare card to review their plan.

4. Does the member have a list of their medications with them?

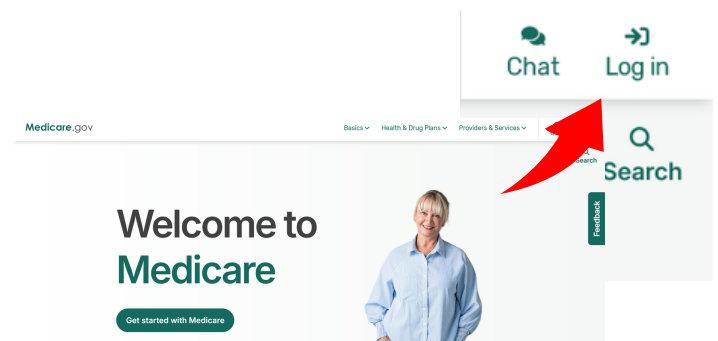
Members will need to know all of their current prescriptions to review their plan.

5. Does the member have a Medicare.gov account?

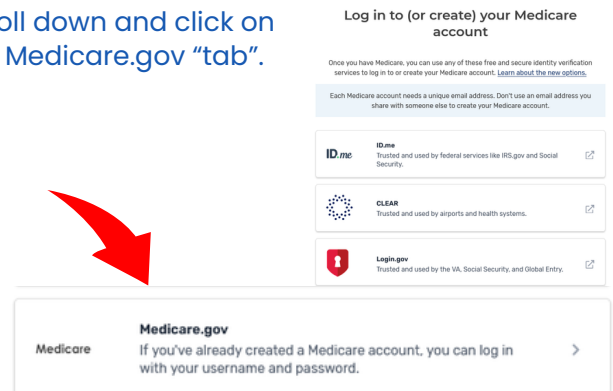
This guide includes information for logging in to a current account, setting up a new account, or reviewing plans as a "guest".

GETTING STARTED

1. Open www.Medicare.gov in your browser. Click on "Login/Create Account" in the upper right corner.



2. Scroll down and click on the Medicare.gov "tab".



3. If you already have an account, you can log in using your username/password.
If you don't have an account, you will need to create one following the steps on the screen.

USERNAME

FORGOT YOUR USERNAME OR PASSWORD?

☐ Save my username for next time. Don't check this box if you're using a shared or public device. What's this?

Continue Back

Using a shared or public device? Be sure to log out and close all browser windows when you're done. This will help keep your information secure.

By accessing this site, you agree to our [Terms and Conditions](#).

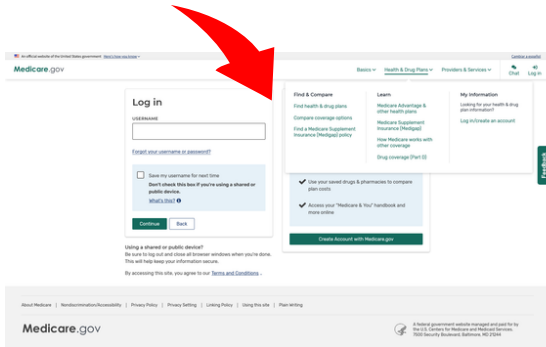
Your secure Medicare account lets you access your information anytime.

- ✓ Get a summary of your current coverage
- ✓ Add your drugs & pharmacies
- ✓ Use your saved drugs & pharmacies to compare plan costs
- ✓ Access your "Medicare & You" handbook and more online

Create Account with Medicare.gov

VIEW/EDIT DRUG LIST

4. Once the account opens, click on the “Health & Drug Plan” tab at the top of the page, then click on “find health & drug plans”.



5. Scroll down to the “Your drug list” section and click the “View/Edit Drug List” tab. This will pull up the member’s saved list of medications.

- Scroll down to look at the member’s list of medications.
- If no changes, click “Done Adding Drugs” then scroll down to “Find Plans Now”.
- If not taking a medication, click “Remove Drug”.
- To adjust the dosage, quantity, or frequency, click “Edit”. Make the adjustments needed – dosage, quantity, and/or frequency. When finished, click “Update this Drug”.
- To add a medication not on the list, first click “Add Recently Filled Drugs”. Check the box of any medications that need added to the Saved List. Click “Back to Saved Drugs”.
- To add additional medications, click “Add Another Drug” and type the name of the medication and “Add Drug”. Enter the correct dosage, quantity, and frequency. (Do not choose “every 2 months” in frequency—this skews your results.)
- Once the drug list has been updated, click “Continue”.
- A pop will ask “What type of plan are you looking for?” Choose Drug Plan (Part D).



Pro Tip

Make sure to choose the correct type of pill (tablet or capsule) when listing medications.

VIEW PHARMACY

6. Member should see their pharmacy. If not, click “Add another pharmacy” and confirm ZIP code.

- To remove a pharmacy that isn’t used anymore, click “Remove Pharmacy”.
- To add a pharmacy, click “Add Another Pharmacy”. A map will pop up corresponding to the ZIP code entered. Choose another pharmacy by clicking the box next to the pharmacy name. You can also scan for a pharmacy by name next to the map or type the pharmacy name in and click “Find Pharmacies”.
- When finished entering pharmacies, click “Continue” in the bottom right corner of the page.
- There will be a pop up that asks “What type of 2027 plan are you looking for?” Choose Drug Plan (Part D) and click “Find plans”.



Pro Tip

- Do not choose a pharmacy that has “LTC” behind the name.
- If the selected pharmacy shows “Out of Network” for all plans, go back and see if it is listed twice. If so, try choosing the other option.
- Watch for Prior Authorizations and Step Therapies.

REVIEW & COMPARE PLANS

7. Member should see their current plan listed first and labeled as such.
8. Under the current plan, there will be a list of plans starting with the lowest estimated cost to the highest estimated cost based on the medications and pharmacy entered. (Premium plus drug cost.)
9. Click on “Plan Details” to see more detailed information about each plan.

ENROLL IN A PLAN

10. To change plans, click on the “Enroll” button and follow the instructions.
11. To stay on the current plan, the member does not need to do anything.



Pro Tip

- Members can log in to review and compare plans more than once, as long as changes are completed by December 7.
- It is a good idea to review plans every year, even if nothing has changed.

SEE HOW IT WORKS

Hughes Insurance has created a short video on YouTube that shows how to navigate the Medicare Part D Prescription Drug Plan Review process on the Medicare.gov website.

This is helpful if you are conducting a review for the first time, are interested in helping someone else through the process, or need to conduct a review as a "Guest".

Find and watch the 15-minute video here:



Arkansas Retired Teachers Association
(501) 375-2958 * office_arta@att.net

September 2026

FREQUENTLY ASKED QUESTIONS

What if I am new to Medicare?

This guide is for people who are already on a Medicare Part D Plan. If you are new to Medicare, please contact one of ARTA's endorsed insurance partners for assistance.

Do I have to be on a Medicare Part D Plan to assist another member?

NO. It's very easy to assist another member. You can view the training video using the QR code, or contact ARTA about getting trained.

Can the review be done on a mobile phone?

YES, BUT... It is much easier to enter multiple medications and to compare various plans on a larger screen, such as a PC, laptop or tablet.

Does ARTA recommend specific plans?

NO. The choice of plans is up to the individual member.

Will ARTA or its volunteers help choose a plan?

NO. ARTA has trained volunteers to assist members in reviewing plans so they will be prepared to choose their own plans.

What if more help is needed?

Contact the ARTA office to request volunteer training or for guidance on offering volunteer services to others.

Contact one of our endorsed insurance partners on the front page for specific questions about Medicare or assistance with insurance needs.