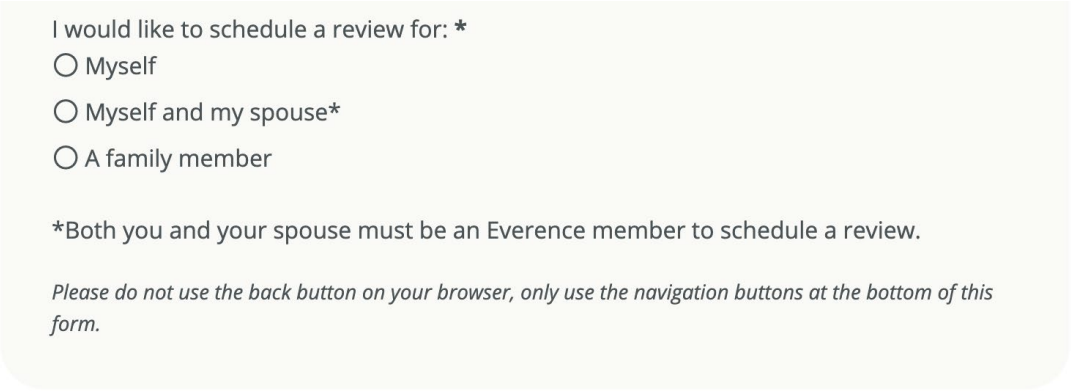
Filling out the online form to schedule your Medicare part D review

Visit this link to access the online form:

1. Are you scheduling a review for yourself? Yourself and your spouse? A family member? Click the corresponding option and then click "Next".





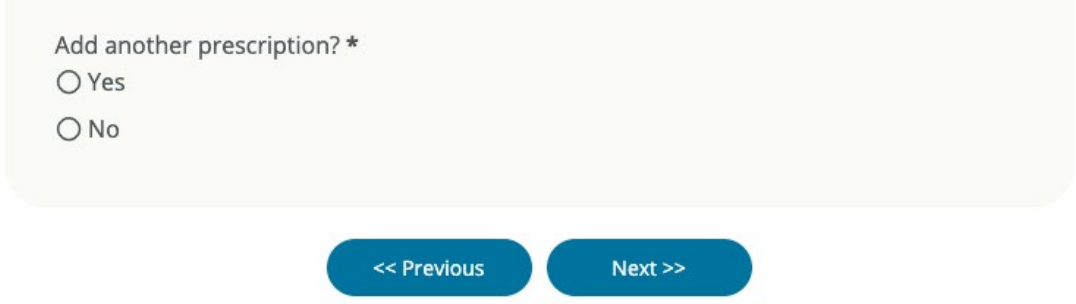
2. Fill out the page with your personal information. Be sure to have the following information available:

- Your Medicare Number
- Your Everence Member ID
- Your Medicare Part D plan name and number (if you already have one)

3. Enter each of your current prescription medications, including:

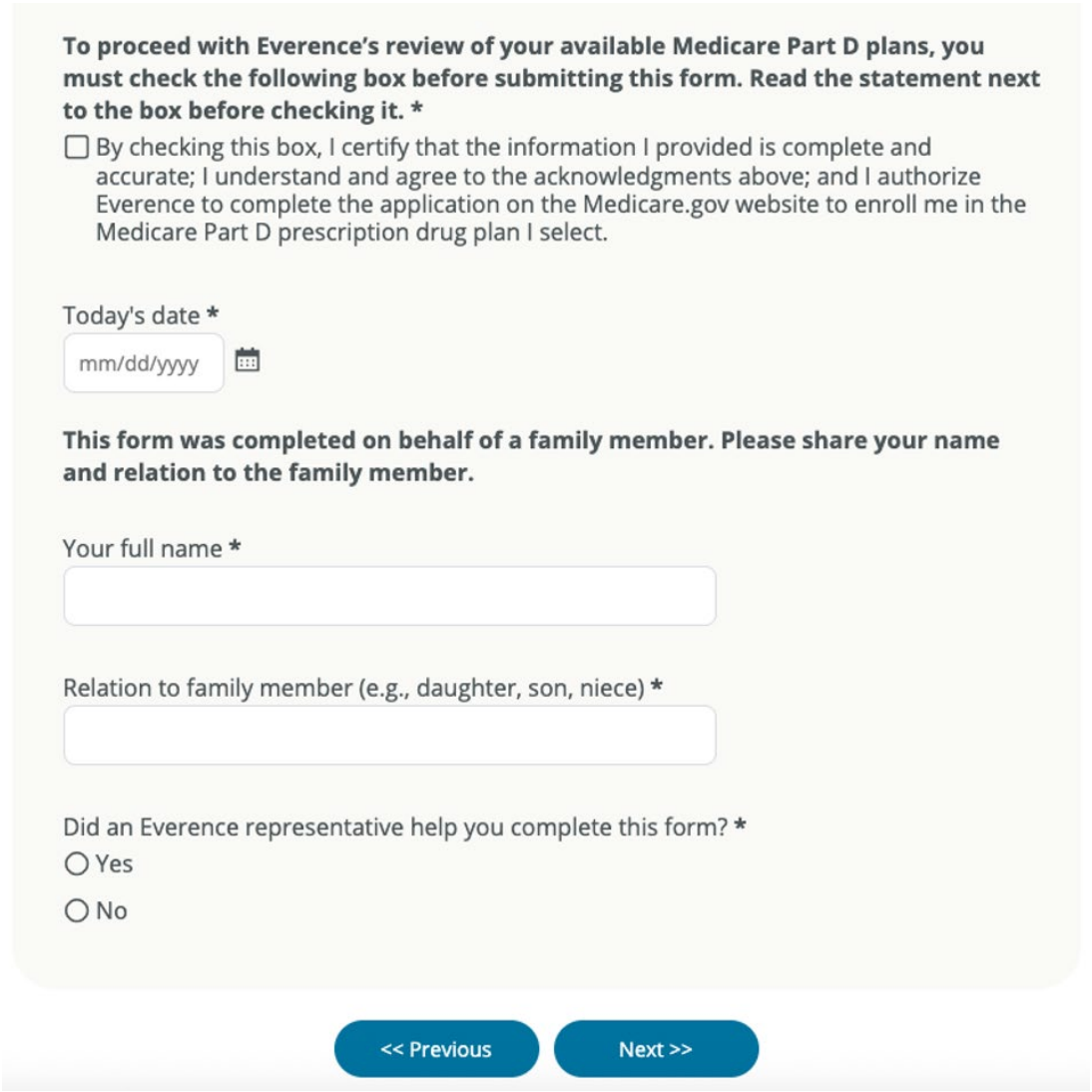
- Drug name
- Type of medication (e.g. tablet, capsule, cream, inhaler, etc.)
- Dosage
- Frequency
- Supply (30-day, 90-day, other)

To enter additional medications, select "Yes" and then click "Next". After you have entered all your prescription medications, select "No" and then click "Next".



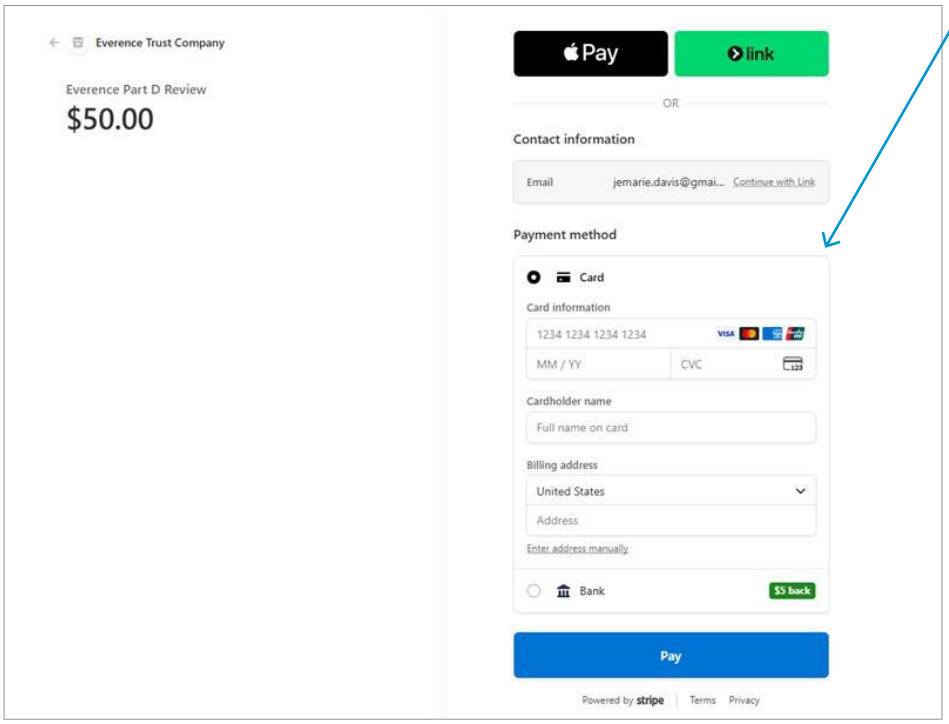
4. If you are scheduling a review for both you and your spouse, repeat steps 2 and 3 for your spouse. If not, continue to Step 5.

5. Fill in the information and then click "Next".
   If you are filling out this form on behalf of a family member, you will need to enter your name and relationship to the Medicare Supplement member



6. You will see a summary of your purchase. Click "Proceed to payment".

7. Fill out the form including your personal and credit card information.



8. After you submit your payment, you will see the following message:

Thank you for submitting your payment to review your available Medicare Part D plans. Click here to schedule your review with a member of the Part D Service Center.

You will also receive a confirmation email with a link to schedule your review. Click the link to schedule your review.

9. Book your appointment

- Select whether you are scheduling an appointment for only one person or two.
- Select a date and time that will work for your schedule.
- Enter your contact information
- Click "Book" at the bottom of the page.

You will receive a confirmation email when you book your appointment. You will also receive reminder emails one week prior and one day prior to your appointment.

At the time of your scheduled review, a member of the Everence Part D team will call you from the Part D Service Center phone number (888-772-9478) at the phone number you provided. They will walk you through your options and help you determine the plan that is best for you.

If you need to change your appointment time, please contact the Part D Service Center at 888-772-9478.

Everence®