

# **ORDER FORM FOR PUBLICATIONS AND SUPPLIES**

**To place an order please call or email:**

**Elizabeth Hewitt**

**317-232-3637**

**ehewitt@idoi.in.gov**

**Or fax to:**

**317-234-9633**

Please fill out the following information (all fields are required):

**Name** \_\_\_\_\_

**Site Name** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

\_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Name of the Event** \_\_\_\_\_

**Date of Event** \_\_\_\_\_

**Estimated Number of Attendees** \_\_\_\_\_

*Please allow two weeks for processing your order.  
Shipments will be sent to address above.*

Date Requested: \_\_\_\_\_

Requestor: \_\_\_\_\_

Amount Requested	Item Description	Order Limit
	Beneficiary Contact Forms	
	Media & Group Outreach Forms	
	Feeling Lost in a Sea of Insurance Brochure	
	Medicare Important Phone Numbers Brochure	
	Under 65 & Disabled Brochure	
	Medicare Preventive Services Brochure	
	New to Medicare Brochure	
	COBRA Continuation Coverage Rights Q & A	
	Looking for a Speaker Brochure	
	Becoming a Volunteer Brochure	
	Your Guide to Mental Health Benefits and Medicare	
	Hard Plastic SHIP Display Case	
	SHIP Business Cards For Planfinder Clients	Limit 50
	SHIP Business Cards	Limit 50
	Large Open Enrollment Stickers	
	Small Open Enrollment Stickers	
	Rx Information Envelopes (9"x12")	Limit 25
	Large Envelopes (9"x 12")	
	Large Envelopes (10"x 13")	
	Envelopes (business size)	
	Postage-Paid Envelopes	

❖ **Complete Packets**

	Prescription Drug Rx Packet	Limit 10
	Medicare Supplement Packet	Limit 10
	Long Term Care Packet	Limit 10
	Extra Help Packet	Limit 10
	New to Medicare Packet (Contains all packets in one)	Limit 5

**ALL PACKETS CONTAIN FEELING LOST IN A SEA OF INSURANCE & MEDICARE IMPORTANT NUMBERS BROCHURES**

❖ **Additional Contents of the Prescription Drug Rx Packet:**

	2020 Medicare Prescription Drug Plans for Indiana	
	Rx for Indiana Card	
	2020 Advantage Health Plans In Indiana	
	2019 Finding Help With Prescriptions Guide	Limit 25
	Yearly Medicare Enrollment Review	

❖ **Additional Contents of the Medicare Supplement Packet:**

	What Is Medicare?	
	Questions You Should Ask When Considering A Supplement to Medicare	
	Supplements In Indiana (Company List)	
	Your Medigap Rights and Protections Brochure	
	2020 Advantage Health Plans in Indiana	
	Medicare Advantage Plans: Managed Care Plans	
	2019 Choosing A Medigap Policy Book	Limit 10

Date Requested: \_\_\_\_\_

Requestor: \_\_\_\_\_

Amount Requested	Item Description	Order Limit
------------------	------------------	-------------

❖ **Additional Contents of the Long Term Care Packet:**

	2019 Nursing Home Resident With A Spouse At Home	
	Your Guide to Choosing a Nursing Home or Other Long-Term Services & Supports book	
	2019 Self-Assessment Guide for LTC Insurance	
	Consumer Information Bulletin	
	Insurance Companies Offering Indiana Partnership LTC Policies	
	What You Should Know About Long Term Care booklet	<b>Limit 10</b>

❖ **Additional Contents of the Extra Help Packet:**

	(MSP) Medicare Savings Program Application w/Brochure	<b>Limit 50</b>
	Hoosier Rx Application w/Flyer	<b>Limit 25</b>
	(LIS) Extra Help Application w/Brochure	<b>Limit 25</b>
	\$0 Premium LIS Qualified Plans in Indiana for 2019	

**Social Security**

	Apply Online for Extra Help With Medicare Prescription Drug Costs	
	What You Can Do Online	
	Fastest Way to verify SSA & SSI benefits	
	Understanding Extra Help With Your Prescription Drug Plan booklet	
	Apply Online for Disability Benefits	
	Understanding the Benefits Booklet	
	Working While Disabled	
	A Snapshot Booklet	
	How Work Affects Your Benefits	

**Low Income Assistance**

	Money Saving Programs flyer	
	Money Saving Programs flyer--Spanish	
	Need Help With Medications flyer	
	Need Help With Medications postcards	
	(LIS) Extra Help Application Only	<b>Limit 25</b>
	(MSP) Medicare Savings Program Application Only	
	2019 Medicare At a Glance	

Amount Requested	Item Description	Order Limit
------------------	------------------	-------------

**SHIP Giveaways**

	SHIP Neon Pocket Notebooks	Limit 50
	SHIP Pens	Limit 50
	SHIP Pencils	Limit 50
	SHIP Rulers	Limit 50
	SHIP Letter Opener	Limit 50
	SHIP Post It Notes	Limit 50
	SHIP Emery Boards	Limit 50
	SHIP Tape Measures	Limit 50
	SHIP Pill Boxes	Limit 50
	SHIP Plastic Bags	Limit 50
	SHIP Hand Sanitizer	Limit 25
	SHIP Magnet Clips	Limit 25
	SHIP Spiral Notebooks	Limit 25
	SHIP Can Coolers	Limit 25
	SHIP Sewing Kit	Limit 25
	SHIP Hot/Cold Pack	Limit 25
	SHIP Document Case	Limit 25
	SHIP Digital Thermometers	Limit 25
	SHIP Eyeglass Repair Kit	Limit 25
	SHIP Magnifying Glass Ruler/Bookmark	Limit 25

**Please allow two weeks upon request for your order to be processed and delivered**

**The Center for Medicare and Medicaid Services (CMS) has put a limit on the number of copies of Medicare And You 2020 that can be ordered. In order for your site to obtain copies easily you can order them from their website using the instructions below. You will be limited to twenty copies per order. There is an electronic version available also. CMS and Medicare are encouraging beneficiaries to use the electronic version if they are able to.**

**Instructions for obtaining a username and password for CMS:**

1. Go to the CMS website: <http://ProductOrdering.cms.hhs.gov>
2. Click on Create an Account.
3. Enter in all of your information on the form and click "create account".
4. You will receive a message saying that they will send you an email within 48 hours notifying you of approval.

**Instructions for accessing the electronic version of Medicare and You 2020:**

1. Go to [www.medicare.gov](http://www.medicare.gov)
2. Click on the Forms, Help & Resources tab at the top of the page.
3. Click on Medicare & You handbook.
4. Click on Download Medicare & You

Select which format you would like and enjoy.

**If you have any questions or need assistance please call us at 1-800-452-4800.**

**Follow the prompts for SHIP counselors. We will gladly walk you through the steps.**

\*Other items may be available upon request. Contact your volunteer supervisor.