

**Medication Therapy Management Program Standardized Format – English  
Form CMS-10396 (02/24)**



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**Date:**

**Member ID:**

**Member Name:**

**Date of Birth:**

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Dear \_\_\_\_\_,

Thank you for talking with me on \_\_\_\_\_ about your health and medications. Medicare's MTM (Medication Therapy Management) program helps you understand your medications and use them safely.

This letter includes an action plan (Medication Action Plan) and medication list (Personal Medication List). **The action plan has steps you should take to help you get the best results from your medications. The medication list will help you keep track of your medications and how to use them the right way.**

- > Have your action plan and medication list with you when you talk with your doctors, pharmacists, and other health care providers in your care team.
- > Ask your doctors, pharmacists, and other healthcare providers to update the action plan and medication list at every visit.
- > Take your medication list with you if you go to the hospital or emergency room.
- > Give a copy of the action plan and medication list to your family or caregivers.

If you want to talk about this letter or any of the papers with it, please call SelectHealth Member Services at **855-442-9900** during the following dates and times:

- > **October 1 to March 31:** Weekdays 7:00 a.m. to 8:00 p.m., Saturday and Sunday 8:00 a.m. to 8:00 p.m.
- > **April 1 to September 30:** Weekdays 7:00 a.m. to 8:00 p.m., Saturday 9:00 a.m. to 2:00 p.m., closed Sunday.

Outside of these hours of operation, please leave a message and your call will be returned within one business day. TTY users, please call 711.

We look forward to working with you, your doctors, and other healthcare providers to help you stay healthy through the SelectHealth Advantage MTM program.

Sincerely,

Your Pharmacy Services Team

SelectHealth obeys federal civil rights laws. We do not treat you differently because of your race, color, ethnic background or where you come from, age, disability, sex, religion, creed, language, social class, sexual orientation, gender identity or expression, and/or veteran status.

This information is available for free in other languages and alternate formats.

ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística.

注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電

SelectHealth Advantage: **855-442-9900** (TTY: 711)

**MEDICATION ACTION PLAN FOR** \_\_\_\_\_, **DOB:** \_\_\_\_/\_\_\_\_/\_\_\_\_

This action plan will help you get the best results from your medications if you:

1. Read “What we talked about.”
2. Take the steps listed in the “What I need to do” boxes.
3. Fill in “What I did and when I did it.”
4. Fill in “My follow-up plan” and “Questions I want to ask.”

Have this action plan with you when you talk with your doctors, pharmacists, and other healthcare providers in your care team. Share this with your family or caregivers too.

**DATE PREPARED:** \_\_\_\_\_

<b>What we talked about:</b>	
<b>What I need to do:</b>	<b>What I did and when I did it:</b>

<b>What we talked about:</b>	
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<b>What I need to do:</b>	<b>What I did and when I did it:</b>

<b>What we talked about:</b>	
<b>What I need to do:</b>	<b>What I did and when I did it:</b>

**My follow-up plan** (add notes about next steps):

**Questions I want to ask** (include topics about medications or therapy):

If you have any questions about your action plan, call SelectHealth Member Services at **855-442-9900** during the following dates and times:

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**PERSONAL MEDICATION LIST FOR** \_\_\_\_\_, DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

This medication list was made for you after we talked. We also used information from < *insert sources of information* >.

- > Use blank rows to add new medications. Then fill in the dates you started using them.
- > Cross out medications when you no longer use them. Then write the date and why you stopped using them.
- > Ask your doctors, pharmacists, and other healthcare providers in your care team to update this list at every visit.

Keep this list up-to-date with:

- prescription medications
- over the counter drugs
- herbals
- vitamins
- minerals

If you go to the hospital or emergency room, take this list with you. Share this with your family or caregivers too.

**DATE PREPARED:** \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>Allergies or side effects:</b>	
<b>Medication:</b>	
<b>How I use it:</b>	
<b>Why I use it:</b>	<b>Prescriber:</b>
<b>Date I started using it:</b>	<b>Date I stopped using it:</b>
<b>Why I stopped using it:</b>	

PERSONAL MEDICATION LIST FOR \_\_\_\_\_, DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

(Continued)

<b>Medication:</b>	
<b>How I use it:</b>	
<b>Why I use it:</b>	<b>Prescriber:</b>
<b>Date I started using it:</b>	<b>Date I stopped using it:</b>
<b>Why I stopped using it:</b>	

<b>Medication:</b>	
<b>How I use it:</b>	
<b>Why I use it:</b>	<b>Prescriber:</b>
<b>Date I started using it:</b>	<b>Date I stopped using it:</b>
<b>Why I stopped using it:</b>	

<b>Medication:</b>	
<b>How I use it:</b>	
<b>Why I use it:</b>	<b>Prescriber:</b>
<b>Date I started using it:</b>	<b>Date I stopped using it:</b>
<b>Why I stopped using it:</b>	

<b>Medication:</b>	
<b>How I use it:</b>	
<b>Why I use it:</b>	<b>Prescriber:</b>
<b>Date I started using it:</b>	<b>Date I stopped using it:</b>
<b>Why I stopped using it:</b>	

<b>Medication:</b>	
<b>How I use it:</b>	
<b>Why I use it:</b>	<b>Prescriber:</b>
<b>Date I started using it:</b>	<b>Date I stopped using it:</b>
<b>Why I stopped using it:</b>	



**PERSONAL MEDICATION LIST FOR \_\_\_\_\_, DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_**

(Continued)

<b>Medication:</b>	
<b>How I use it:</b>	
<b>Why I use it:</b>	<b>Prescriber:</b>
<b>Date I started using it:</b>	<b>Date I stopped using it:</b>
<b>Why I stopped using it:</b>	

<b>Medication:</b>	
<b>How I use it:</b>	
<b>Why I use it:</b>	<b>Prescriber:</b>
<b>Date I started using it:</b>	<b>Date I stopped using it:</b>
<b>Why I stopped using it:</b>	

<b>Medication:</b>	
<b>How I use it:</b>	
<b>Why I use it:</b>	<b>Prescriber:</b>
<b>Date I started using it:</b>	<b>Date I stopped using it:</b>
<b>Why I stopped using it:</b>	

<b>Other Information:</b>
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If you have any questions about your medication list, call SelectHealth Member Services at **855-442-9900** during the following dates and times:

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