



# Office of Retirement Services Medicare Transition Guidelines

City of San José requires its retirees to enroll in Medicare Part A and B at age 65. Retirees who were hired prior to **March 3, 1986** are not required to enroll in Medicare Part, A unless they qualify for Part A at no cost. Such members must submit a copy of their Medicare Award letter, stating Medicare Part A ineligibility, along with a copy of their Medicare Part B only card.

Retirees who were hired on/after March 3, 1986 are required to enroll in both Medicare Part A and B. Please visit our website for more information on the Medicare transition process and requirements.

**Please note:** Anthem’s Medicare Advantage HMO Plan and Kaiser’s Senior Advantage Plan **have Medicare zip code service area requirements**. Please visit the Medicare Health Plans page to verify zip code eligibility prior to submitting enrollment forms. The insurance providers **WILL NOT** be able to process your enrollment if your zip code is not within the applicable zip code service area list.

[www.sjretirement.com](http://www.sjretirement.com)



From the main web page, select Retirees & Beneficiaries (Police and Fire or Federated) >HEALTH BENEFITS > MEDICAL > MEDICARE

Anthem Medicare Advantage HMO	Anthem Medicare Advantage PPO	Kaiser Senior Advantage
<ul style="list-style-type: none"> <li>▪ Submit copy of Medicare Part A and B card or Medicare Part B only</li> <li>▪ Submit Anthem Medicare Advantage HMO Enrollment Forms</li> <li>▪ Submit Medicare Transition INS 100 form</li> </ul>	<ul style="list-style-type: none"> <li>▪ Submit copy of Medicare Part A and B card or Medicare Part B only</li> <li>▪ Submit Anthem Medicare Advantage PPO Enrollment Forms</li> <li>▪ Submit Medicare Transition INS 100 form</li> </ul>	<ul style="list-style-type: none"> <li>▪ Submit copy of Medicare Part A and B card or Medicare Part B only</li> <li>▪ Submit Kaiser Senior Advantage NORCAL OR SOCAL Enrollment Forms</li> <li>▪ Submit Medicare Transition INS 100 form</li> </ul>

Please submit the completed, signed Medicare Transition INS100 form, vendor enrollment forms and a copy of your Medicare card to:  
**Office of Retirement Services, 1737 North First Street, Suite 600, San José, CA 95112-4505** or by Fax to: **(408) 392-6732**