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Medicare Advantage (HMO)

## Enrollment Checklist

- Enroll in Medicare Parts A and B by contacting the Social Security Administration at 1-866-248-2088 (local) or 1-800-772-1213 (TTY 1-800-325-0778) 7:00 am to 7:00 pm, Monday - Friday, or [www.socialsecurity.gov](http://www.socialsecurity.gov). Or visit the Tallahassee office at 2002 Old St. Augustine Road, Suite B-12, 9:00am to 3:00pm, Monday, Tuesday, Thursday or Friday and 9:00 am to 12:00 pm on Wednesday.
- Complete an Enrollment Application.
- If you are a member of any employer group other than the State of Florida, please submit the enrollment application to your employer's or former employer's benefits department.
- If you are a State of Florida member, please submit the enrollment application directly to Capital Health Plan:
  - Mail to Capital Health Plan, Enrollment Department, P.O. Box 15349, Tallahassee, FL, 32317-5349; or
  - Call for an appointment and deliver to Capital Health Plan, 1545 Raymond Diehl Road, Suite 300, Tallahassee, FL 32308; or
  - Fax to Capital Health Plan Enrollment Department at 850-523-7369; or
  - Email to Capital Health Plan Enrollment Department at [enrollment@chp.org](mailto:enrollment@chp.org).
- Check with your employer (or former employer) for other employer-related requirements and premium information.

