CAREMARK®
It all starts with care®

For information, visit our Web site at **www.caremark.com** or call the number on your prescription card.

Mail Service Order Form

Instructions: Please PRINT in CAPITAL letters using BLACK ink only. Fill in the applicable ovals completely (●). Mail this completed form, the doctor's signed prescription(s), and your payment to Caremark in the envelope provided or to the address on the bottom of this form.

13598 Rev. 9/04

1 Plan Participant Information/ Health History

Primary Plan Participant Identification Number *(refer to your prescription card)*

Date Form Submitted: ___ – ___ – ____

Primary Plan Participant Name *(Last Name)* *(First Name)* *(MI)*

Delivery Address *(if you select 2nd Day or Next Day shipping, fill in a street address, not a P.O. Box)*

City **State** **Zip**

Phone Number

(___) ___ – ____

Above delivery address is: ○ *For this order only* ○ *For this and all future orders*

E-mail Address, if available

Providing your e-mail address and phone number authorizes us to contact you about your Caremark account or our services. This information will not be shared with any outside party. If other household members also use this e-mail address, they may be able to access your health information.

Mark all allergies or conditions that apply to you, your spouse or covered dependents that have a prescription submitted with this form by completely filling in the oval below that description. Contact your doctor if you are unsure about any health conditions. This information will not be required on future order forms unless there has been a change in health status.

	Birthdate M M D D Y Y Y Y	Male/Female (M / F)	**No Known Allergies**	Penicillin Allergy	Sulfa Allergy	Other Allergies (list below)	Diabetes	Thyroid	Heart Condition	High Blood Pressure	Ulcers	Epilepsy	Glaucoma	Other Conditions (list below)
Primary Plan Participant's First Name			○	○	○	○	○	○	○	○	○	○	○	○
Spouse's First Name			○	○	○	○	○	○	○	○	○	○	○	○
Other Dependent's First Name			○	○	○	○	○	○	○	○	○	○	○	○
Other Dependent's First Name			○	○	○	○	○	○	○	○	○	○	○	○

Please write first name and then list "other allergies" and/or "other conditions" referenced above _____

_____

List any non-prescription medicines that you take on a regular basis or prescription medicines that you obtain without your Caremark prescription plan: _____

_____

_____

2 New Prescription Information

Enclose original doctor-signed prescription(s) and payment with this form. Ask your doctor to write your mail service prescription for the maximum supply allowed by your plan (if appropriate).

Prescriptions are for: ○ Primary Plan Participant ○ Spouse of Plan Participant ○ Other Dependent(s)

Total number of medicines in this order:

Doctor Name *(Last Name)* *(First Name)*

Doctor Phone Number

( ) –

○ **Do not contact my doctor for approval to change my prescription to a preferred medicine.** Your benefit plan sponsor may consider certain medicines to be "non-preferred" or "non-formulary". Usually, this means that there is another medicine that may work the same way and do the same thing, but may be less expensive. As a service to you, we may contact your doctor for approval to dispense the alternate medicine, if one exists. If you mark this oval, Caremark will **not** contact your doctor for approval to change your medicine.

○ Mark here if you want your mail service materials printed in Spanish.

Generic Medicines: We want to provide you with high quality medicines at the best possible price. In order to do this, we will substitute generic medicines for brand name products whenever possible. No change to a generic will be made if your doctor specifies that a brand name medicine should be dispensed. **If you do NOT want us to substitute a generic, please list the medicine name(s) in the comments section below that you would like dispensed as brand name only.**

Comments:

3 Shipping/ Payment Information

Your order will be shipped standard delivery at no charge. Please allow 14 days from the date you mail your order for delivery of your medicine. If you prefer expedited delivery, mark the appropriate oval. Expedited shipping only affects shipping time, not processing time of your order.

○ **2nd Business Day = $10** (per order)

○ **Next Business Day = $15** (per order)

All medicines in this order will be sent in the same package to the address provided. If a family member does not want his or her medicine sent in the same package as that of other family members, he or she should complete a separate order form.

Payment, when applicable, is due with each order and may be made by credit card, check or money order. Payment by credit card is preferred. If paying by check, make the check payable to Caremark. Please write your Plan Participant identification number on your check. There is a $20 returned check charge. **Do not send cash.** Orders received without payment may result in a delay of processing. Any outstanding balances will be the responsibility of the primary insured.

If you have questions about your payment amount, call the number on your prescription card or the phone number printed on the front of this form, if available.

○ Credit Card (provide information below) ○ Payment by Check or Money Order

○ MasterCard ○ Visa ○ Discover ○ American Express

Credit Card # **Exp. Date** (MM-YYYY) –

Credit Cardholder Signature _____

This credit card will be billed for medicine costs, expedited shipping (if applicable) and any outstanding balances. It will also be billed for all future orders, unless you provide a different form of payment.

By returning this form to Caremark, you consent to the use and release of your health information and that of your covered dependents (if you are their guardian or authorized representative) to your health plans and healthcare providers/agents for health benefits management.