

# Your CVS Caremark Mail Service Pharmacy

## Your CVS Caremark Prescription Benefit

How would you like to have your long-term medicine conveniently delivered to your home or office? Not only will it save you time and trips to a participating retail pharmacy, you may also save money! With mail service, you can receive up to a 90-day supply of your medicine for a copay\* that may be significantly less than you would pay at a participating retail pharmacy.

## With the CVS Caremark Mail Service Pharmacy you can:

- Receive an extended supply of medicine
- Enjoy the convenience of having your medicine delivered to a location of your choice – home, office, vacation spot
- Speak to a registered pharmacist 24 hours a day, seven days a week
- Order prescriptions and get health information online at [www.caremark.com](http://www.caremark.com)

## Getting Started

If you need your prescription filled right away, ask your doctor to write two prescriptions for your long-term medicines:

- The first for a short-term supply (e.g., 30 days) to be filled right away at a participating retail pharmacy

\*Copayment, copay or coinsurance means the amount a plan participant is required to pay for a prescription in accordance with a Plan, which may be a deductible, a percentage of the prescription price, a fixed amount or other charge, with the balance, if any, paid by a Plan.

- The second for the maximum days supply allowed (up to a 90-day supply) with as many as three refills (if appropriate) to be mailed to CVS Caremark Mail Service Pharmacy

If you're not in a hurry, just mail your prescription for a 90-day supply (with any appropriate refills) to CVS Caremark.

## Filling Out the Mail Service Order Form

Follow these five steps to fill out the mail service order form:

### STEP 1 – Benefit ID Number

1. Fill in your ID number from your benefit ID card. (On your next order, your ID number will be pre-printed on your order form.)

CVS CAREMARK  
PO BOX 94467  
PALATINE IL 60094-4467

Enter ID# if not shown or different from above

Prescription Plan Sponsor or Company Name

**DIRECTIONS:** Print in **BLUE** or **BLACK** ink, using **CAPITAL** letters. Fill in ovals completely on both sides of form.

To order new prescriptions: Mail your prescription(s) with this form. # of new prescriptions: \_\_\_\_\_

To order refills: Order by Web, phone, or write in Rx number(s) below. # of refills: \_\_\_\_\_

FOR FASTEST SERVICE, order refills at [www.caremark.com](http://www.caremark.com) or call the number on your benefit identification card.

**SHIPPING ADDRESS IF NOT SHOWN OR DIFFERENT FROM ABOVE:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt./Suite#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_

### STEP 2 – Address

2. Fill in your complete address. Be sure to fill in the oval if the address listed is a one-time only address.

### STEP 3 – Prescription Information

3. Provide the requested information for the first person for whom a prescription(s) is being submitted.
  - Indicate if you would like your order to include Easy-Open Caps. All orders are normally shipped with safety caps or dual-purpose caps (which can be converted from child safe to easy open).
  - Be sure to completely fill out your Doctor's First Name, Last Name and Telephone Number.
  - Fill in the ovals under "Allergies" if you are allergic to any drugs or foods. If you do not see the allergy listed, fill in the "Other" oval and write in the allergy.
  - Fill in the ovals if you have any health "Conditions." If you do not see your health condition listed, fill in the "Other" oval and write in the health condition.
- 3a. Provide the requested information for the second person for whom a prescription(s) is being submitted (if applicable). If this is the case, provide the same information as STEP 3.

**FILL IN FOR UP TO TWO PEOPLE WHO WILL RECEIVE PRESCRIPTIONS WITH THIS ORDER**

**1st PERSON ORDERING A PRESCRIPTION**

Easy open caps ☐ Print in S ☐ Su ☐ UR ☐

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

NICKNAME: \_\_\_\_\_ Gender: \_\_\_\_\_ Date of Birth: MM-DD-YYYY

Your E-mail: \_\_\_\_\_ Date new prescription written: \_\_\_\_\_

Doctor's Last Name: \_\_\_\_\_ Doctor's First Name: \_\_\_\_\_ Doctor's Phone #: \_\_\_\_\_

**ALLERGY/HEALTH INFORMATION: COMPLETE ONLY IF CHANGED OR NOT PREVIOUS**

Allergies: ☐ None ☐ Aspirin ☐ Cephalosporin ☐ Codeine ☐ Erythromycin ☐ Penicillin

Conditions: ☐ Sulfonamides ☐ Other: \_\_\_\_\_

☐ Arthritis ☐ Asthma ☐ Diabetes ☐ Acid Reflux ☐ Glaucoma ☐

☐ High Blood Pressure ☐ High Cholesterol ☐ Migraine ☐ Osteoporosis ☐ Prostate Issues

☐ Other: \_\_\_\_\_

**2nd PERSON ORDERING A PRESCRIPTION**

Easy open caps ☐ Print in S ☐ Su ☐ UR ☐

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

NICKNAME: \_\_\_\_\_ Gender: \_\_\_\_\_ Date of Birth: MM-DD-YYYY

Your E-mail: \_\_\_\_\_ Date new prescription written: \_\_\_\_\_

Doctor's Last Name: \_\_\_\_\_ Doctor's First Name: \_\_\_\_\_ Doctor's Phone #: \_\_\_\_\_

**ALLERGY/HEALTH INFORMATION: COMPLETE ONLY IF CHANGED OR NOT PREVIOUS**

Allergies: ☐ None ☐ Aspirin ☐ Cephalosporin ☐ Codeine ☐ Erythromycin ☐ Penicillin

Conditions: ☐ Sulfonamides ☐ Other: \_\_\_\_\_

☐ Arthritis ☐ Asthma ☐ Diabetes ☐ Acid Reflux ☐ Glaucoma ☐

☐ High Blood Pressure ☐ High Cholesterol ☐ Migraine ☐ Osteoporosis ☐ Prostate Issues

☐ Other: \_\_\_\_\_

## STEP 4 – Method of Payment

4. Fill in the appropriate oval for your method of payment. You can pay using an electronic check, Bill Me Later®, or credit/debit card (VISA®, MasterCard®, Discover® or American Express®). If you are paying by check or money order, please write your benefit ID number on the check. DO NOT SEND CASH.

Note: Electronic check and Bill Me Later require pre-registration by logging on to Caremark.com or by calling Customer Care.

ALLERGY/HEALTH INFORMATION: COMPLETE ONLY IF CHANGED OR NOT PREVIOUSLY RECORDED

Allergies: ☐ None ☐ Aspirin ☐ Cephalosporin ☐ Codeine ☐ Erythromycin ☐ Peanuts ☐ Penicillin ☐ Sulfonamides ☐ Other: \_\_\_\_\_

Conditions: ☐ Arthritis ☐ Asthma ☐ Diabetes ☐ Acid Reflux ☐ Glaucoma ☐ Heart Problems ☐ High Blood Pressure ☐ High Cholesterol ☐ Migraine ☐ Osteoporosis ☐ Prostate Issues ☐ Other: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**PAYMENT INFORMATION: Select one payment method below.**

☐ Electronic Check Processing (Please pre-register online or call Customer Care.)

☐ Bill Me Later® (Subject to credit approval. Please pre-register online or call Customer Care.)

☐ Credit/Debit Card (VISA, MasterCard, Discover or American Express)

☐ Charge most recently used credit card

☐ Charge new/updated credit/debit card (provide information below)

Card Number:  Exp. Date:

☐ Check/Money Order: Amount:

Make check or money order payable to CVS Caremark and write your identification number on it. Cash checks will be subject to a fee of up to \$40, depending on state law.

The selected payment method (unless you sent a check or money order) will be charged for future orders unless a different form of payment is provided. It will also be charged for any outstanding balance due.

☐ Fill in oval if you DO NOT want the selected payment method to be automatically charged for future orders.

REGULAR DELIVERY IS FREE (Allow up to 10 days for delivery)

Fill in oval for faster delivery

☐ 2nd Business Day \$17 per order

☐ Next Business Day \$23 per order (Charges subject to change)

Faster delivery options only affect shipping and processing time and can only be sent street address, not a P.O. box.

Barcode: 106-009217 11.08 [PP]

## STEP 5 – Enclose Your Prescription

5. Make sure you enclose the original prescription(s) you receive from your doctor (not photocopies).

## That's It!

Now, simply mail your order form along with your prescription(s) and payment in the envelope provided, or use your own envelope and mail the form and payment to the CVS Caremark Mail Service Pharmacy address printed on the form. Please be sure to fold the mail service order form along the fold lines so the CVS Caremark Mail Service Pharmacy address shows through the window of the envelope.

## 3 Ways to Refill

**Online.** You can order your mail service refills by logging on to Caremark.com. Register online to receive refill reminders, informative newsletters and other important alerts. Have our benefit ID number handy to register.

**By Phone.** Call our toll-free Customer Care number for fully automated refill service. Have your benefit ID number ready.

**By Mail.** You will receive an order form with every prescription order. Simply fill in the ovals for the prescriptions you want to refill. If you need to refill a medication that is not listed, write in the prescription number(s) in the space provided. Send the order form to CVS Caremark and enclose your payment, if your plan requires a payment.

### Questions?

Contact Customer Care toll-free at the number listed on your benefit ID card or in your Welcome Kit. We are here to serve you.



# Getting Started With CVS Caremark Mail Service

For First Time Users

**CVS**  
**CAREMARK**

**CVS**  
**CAREMARK**

# CVS Caremark Mail Service Order Form Guide

Simply follow these six steps to fill out your new mail service order form, and get started enjoying the convenience and savings of CVS Caremark Mail Service Pharmacy.

1. Fill in the ID Number. The ID number is on your benefit ID card and it identifies the card holder. . . . . (On your next order, your ID number will be pre-printed above this field.)

2. Fill in your address and phone number in its entirety. Be sure to . . . . . fill in the oval if you want your prescription mailed to a one-time address.

5. Provide information for the first person submitting a prescription.

• Indicate if you would like your order to include Easy-Open Caps. Most prescriptions have combination easy open/safety caps. However, some come only with safety caps, unless easy-open caps are requested.

• Be sure to completely fill out your Doctor's First Name and Last Name . . . . . and Telephone Number.

• Fill in the ovals under Allergies if you are allergic to any drugs or foods. If you do not see the drug or food you are allergic to, fill in the Other oval and write it in.

• Fill in the ovals if you have any Health Conditions. If you do not see your health condition, fill in the Other oval and write it in.

**Note:** It is only necessary to report allergies and health conditions the first time you submit a mail service order to CVS Caremark, or if there are changes.

## That's It!

Now, simply mail your order form along with your prescription(s) and payment in the envelope provided to the address printed on the form. Be sure to fold the form on the lines indicated so the address shows through the window of the return envelope.

The top section of the form is titled "MAIL SERVICE ORDER FORM". It includes a "MAIL order form to:" address for CVS Caremark. The form is divided into several sections with numbered callouts: 1. ID Number field. 2. Shipping Address field (with a note to use this address for refills only). 3. Prescription Plan Sponsor or Company Name field. 4. Refill Information field (with a note to enter prescription number(s) here). The form also includes checkboxes for "To order new prescriptions" and "To order refills", and a section for "SHIPPING ADDRESS IF NOT SHOWN OR DIFFERENT FROM ABOVE" with fields for Last Name, First Name, MI, Suffix, Street Address, Apt./Suite#, City, State, ZIP Code, Daytime Phone #, and Evening Phone #.

3. Enter the name of your prescription plan sponsor or . . . . . Company, i.e., the company that provides your prescription benefit plan.

4. For new prescriptions, simply . . . . . enclose the original prescription(s) with your order form. For refills, write in the prescription number(s) in the spaces provided. When you receive your prescription order, a refill order form will be enclosed that will list your refills. Simply fill in the ovals for the prescriptions you want to refill.

5a. (OPTIONAL) Provide information . . . . . for the second person if you are submitting prescriptions for two family members. If this is the case, provide the same information as in STEP 4.

The bottom section of the form is titled "FILL IN FOR UP TO TWO PEOPLE WHO WILL RECEIVE PRESCRIPTIONS WITH THIS ORDER". It is divided into two main sections: "1st PERSON ORDERING A PRESCRIPTION" and "2nd PERSON ORDERING A PRESCRIPTION". Each section includes fields for Last Name, First Name, MI, Suffix, Date of Birth, Date of new prescription written, Doctor's Last Name, Doctor's First Name, Doctor's Phone #, and Doctor's Address. There are also checkboxes for "Easy open caps" and "Print in Spanish". The form includes a section for "ALLERGY/HEALTH INFORMATION: COMPLETE ONLY IF CHANGED OR NOT PREVIOUSLY REPORTED" with checkboxes for various allergies and health conditions. It also includes a "PAYMENT INFORMATION: Select one payment method below" section with checkboxes for "Electronic Check Processing", "Bill Me Later", "Credit/Debit Card", "Charge most recently used credit card", "Charge new/updated credit/debit card", and "Check/Money Order". The form also includes a "Special Instructions" field and a "REGULAR DELIVERY IS FREE" section.

6. Fill in the appropriate oval for your . . . . . method of payment. If you are paying by check or money order, please write your ID number on the check. If you are paying by credit card, be sure to include your signature. Do not send cash. Regular delivery is free. Fill in an oval for optional expedited delivery.

7. Make sure you enclose the original . . . . . prescription(s) you received from your doctor (not photo copies).