

<Letter date>

<Member name>

<Member address>

<Member city, state, and zip code>

Dear <Member name>,

Thank you for talking with me on <CMR Date>, about your health and medications. As a follow-up to our conversation, I have included two documents:

1. Your **Recommended To-Do List** has steps you should take to get the best results from your medications.
2. Your **Medication List** will help you keep track of your medications and how to take them.

If you want to talk about these documents, please call **your MTM provider** at **833-415-4405 (TTY: 711)** from 8 a.m. to 5 p.m. Eastern time Monday through Thursday, and 9 a.m. to 5 p.m. Friday.

I look forward to working with you and your doctors to make sure your medications work well for you.

Sincerely,

<MTM provider name >

<MTM provider title>, <Part D plan/pharmacy name/organization name >

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB number for this information collection is 0938-1154. The time required to complete this information collection is estimated to average 40 minutes per response, including the time to review instructions, searching existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, Attn: PRA Reports Clearance Officer, 7500 Security Boulevard, Baltimore, Maryland 21244-1850

Recommended To-Do List

Prepared on: <CMR Date>

You can get the best results from your medications by completing the items on this **"To-Do List"**.



Bring your **To-Do List** when you go to your doctor. And, share it with your family or caregivers.

My To-Do List

What we talked about:	What I should do:

What we talked about:	What I should do:

Medication List

Prepared on: <CMR Date>



Bring your Medication list when you go to the doctor, hospital, or emergency room. And, share it with your family or caregivers.



Note any changes to how you take your medications. Cross out medications when you no longer use them.

Medication	How I take it	Why I use it	Prescriber

Medication List for <Member name>, DOB: <Member DOB>

Medication	How I take it	Why I use it	Prescriber

Medication List for <Member name>, DOB: <Member DOB>

Medication	How I take it	Why I use it	Prescriber



Add new medications, over-the-counter drugs, herbals, vitamins, or minerals in the blank rows below.

Medication	How I take it	Why I use it	Prescriber



Allergies:

 **Side effects I have had:**

 **Other information:**



My notes and questions:

How to Safely Dispose of Unused Prescription Medications

Storing your medications safely and disposing of the ones you no longer need can make a difference when it comes to preventing medication injuries. It can also prevent medications from getting into the wrong hands.

How do you store medications safely?

- Make sure your medications are stored in their original container and the cap is on tight.
- Place your medications in a safe location and never leave them in an unsecured place, such as the kitchen counter.
- Store your medications where children cannot see or reach them.

How do you dispose of medications safely?

- Dispose of medications you no longer use or have expired as soon as possible. This will prevent you and others from accidentally taking medications you no longer need.

What drug take back programs are near you?

- The preferred way of disposing unused controlled medications is to bring them to community take-back sites near you.
- Before bringing your medications to take-back sites, use a marker to cover any personal information, such as your name or prescription number. Two medication take-back sites in your community are:

LOCATION #1

ADDRESS LINE 1

ADDRESS LINE 2

LOCATION #2

ADDRESS LINE 1

ADDRESS LINE 2

- The US Drug Enforcement Administration (DEA) allows unused prescription medications to be mailed back to pharmacies or other authorized sites using packages made available at pharmacies or other drug disposal sites. Contact your local pharmacy prior to mailing unused medications.
- Other medication collection sites in your area and information about medication disposal may be found at the websites below:
 - o Visit [deatakeback.com](https://www.deatakeback.com) for information about medication disposal.
 - o Visit bit.ly/3guWP4x for a list medication drop-off locations.

What other ways can you dispose of medications?

- Remove the medications from their original containers and mix them with something undesirable, such as used coffee grounds, dirt, or cat litter.
- Put the mixture in something you can close, such as a zip-lock bag, to prevent the medicine from spilling out. Then throw the container in the trash.
- Some prescription medications may be safely flushed. Please visit bit.ly/3TmFnO2 for a list of flushable medications.
- If you have any questions about your medications, ask your provider or pharmacist.

For additional information on the safe disposal of medications, please visit bit.ly/43wQSds or contact your local pharmacy or police department.

Notice of Availability of Language Assistance Services and Auxiliary Aids and Services

We offer free language assistance services and auxiliary aids and services.

Albanian (Shqip) - VINI RE: Nëse flisni shqip, shërbime falas të ndihmës së gjuhës janë në dispozicion për ju. Ndihma të përshtatshme dhe shërbime shtesë për të siguruar informacion në formate të përdorshme janë gjithashtu në dispozicion falas. Telefononi 800.942.0954 (TTY: 711) ose bisedoni me ofruesin tuaj të shërbimit.

Arabic (العربية) - تنبيه: إذا كنت تتحدث اللغة العربية، فستتوفر لك خدمات المساعدة اللغوية المجانية. كما تتوفر وسائل مساعدة وخدمات مناسبة لتوفير المعلومات بتنسيقات يمكن الوصول إليها مجانًا. اتصل على الرقم 800.942.0954 (TTY: 711) أو تحدث إلى مقدم الخدمة.

Assyrian (ܐܺܪܺܝܺܝܺܐ) - ܠܗܝܡܢܐ ܠܬܘܦܝܪ ܡܥܠܘܡܐܬ ܒܬܢܨܝܦܐܬ ܝܡܟܢ ܠܠܘܥܘܠ ܝܠܝܗܐ ܡܟܐܢܐ. ܐܬܠܬܠ ܥܠܝ ܪܩܡ 800.942.0954 (TTY: 711) ܐܘ ܬܚܕܬ ܝܠܝ ܡܩܕܡ ܬܠܡܕܐ. ܠܗܝܡܢܐ ܠܬܘܦܝܪ ܡܥܠܘܡܐܬ ܒܬܢܨܝܦܐܬ ܝܡܟܢ ܠܠܘܥܘܠ ܝܠܝܗܐ ܡܟܐܢܐ. ܐܬܠܬܠ ܥܠܝ ܪܩܡ 800.942.0954 (TTY: 711) ܐܘ ܬܚܕܬ ܝܠܝ ܡܩܕܡ ܬܠܡܕܐ.

Bengali (বাংলা) - মনোযোগ দিন: যদি আপনি বাংলা বলেন তাহলে আপনার জন্য বিনামূল্যে ভাষা সহায়তা পরিষেবাদি উপলব্ধ রয়েছে। অ্যাক্সেসযোগ্য ফরম্যাটে তথ্য প্রদানের জন্য উপযুক্ত সহায়ক সহযোগিতা এবং পরিষেবাদিও বিনামূল্যে উপলব্ধ রয়েছে। 800.942.0954 (TTY: 711) নম্বরে কল করুন অথবা আপনার প্রদানকারীর সাথে কথা বলুন।

Bosnian/Croatian (Bosanski/Hrvatski) - PAŽNJA: Ako govorite bosanski/hrvatski, dostupne su vam besplatne jezičke usluge. Odgovarajuća pomagala i usluge za pružanje informacija u pristupačnim formatima takođe se pružaju besplatno. Pozovite 800.942.0954 (TTY: 711) ili kontaktirajte svog pružatelja usluga.

Brazilian Portuguese (Português do Brasil) - ATENÇÃO: Se você fala português do Brasil, serviços gratuitos de assistência linguística estão disponíveis para você. Auxílios e serviços auxiliares apropriados para fornecer informações em formatos acessíveis também estão disponíveis gratuitamente. Ligue para 800.942.0954 (TTY: 711) ou fale com seu provedor.

Chinese – Simplified (中文) - 注意: 如果您说[中文], 我们将免费为您提供语言协助服务。我们还免费提供适当的辅助工具和服务, 以无障碍格式提供信息。致电 800.942.0954 (TTY: 711) 或咨询您的服务提供商。

English - ATTENTION: If you speak English, free language assistance services are available to you. Appropriate auxiliary aids and services to provide information in accessible formats are also available free of charge. Call 800.942.0954 (TTY: 711) or speak to your provider.

French (Français) - ATTENTION : Si vous parlez Français, des services d'assistance linguistique gratuits sont à votre disposition. Des aides et services auxiliaires appropriés pour fournir des informations dans des formats accessibles sont également disponibles gratuitement. Appelez le 800.942.0954 (TTY: 711) ou parlez à votre fournisseur.

German (Deutsch) - ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlose Sprachassistenzen zur Verfügung. Entsprechende Hilfsmittel und Dienste zur Bereitstellung von Informationen in barrierefreien Formaten stehen ebenfalls kostenlos zur Verfügung. Rufen Sie 800.942.0954 (TTY: 711) an oder sprechen Sie mit Ihrem Provider.

Haitian Creole (Kreyòl Ayisyen) - ATANSYON: Si w pale Kreyòl Ayisyen, gen sèvis èd aladispozisyon w gratis pou lang ou pale a. Èd ak sèvis siplemantè apwopriye pou bay enfòmasyon nan fòm aksesib yo disponib gratis tou. Rele nan 800.942.0954 (TTY: 711) oswa pale avèk founisè w la.

Hindi (हिंदी) - ध्यान दें: यदि आप हिंदी बोलते हैं, तो आपके लिए निःशुल्क भाषा सहायता सेवाएं उपलब्ध होती हैं। सुलभ प्रारूपों में जानकारी प्रदान करने के लिए उपयुक्त सहायक साधन और सेवाएँ भी निःशुल्क उपलब्ध हैं। 800.942.0954 (TTY: 711) पर कॉल करें या अपने प्रदाता से बात करें।

Italian (Italiano) - ATTENZIONE: se parli Italiano, sono disponibili servizi di assistenza linguistica gratuiti. Sono inoltre disponibili gratuitamente ausili e servizi ausiliari adeguati per fornire informazioni in formati accessibili. Chiama l'800.942.0954 (TTY: 711) o parla con il tuo fornitore.

Japanese (日本語) - 注: 日本語を話される場合、無料の言語支援サービスをご利用いただけます。アクセシブル(誰もが利用できるよう配慮された)な形式で情報を提供するための適切な補助支援やサービスも無料でご利用いただけます。800.942.0954 (TTY: 711) までお電話ください。または、ご利用の事業者にご相談ください。

Korean (한국어) - 주의: [한국어]를 사용하시는 경우 무료 언어 지원 서비스를 이용하실 수 있습니다. 이용 가능한 형식으로 정보를 제공하는 적절한 보조 기구 및 서비스도 무료로 제공됩니다. 800.942.0954 (TTY: 711) 번으로 전화하거나 서비스 제공업체에 문의하십시오.

Polish (Polski) - UWAGA: Osoby mówiące po polsku mogą skorzystać z bezpłatnej pomocy językowej. Dodatkowe pomoce i usługi zapewniające informacje w dostępnych formatach są również dostępne bezpłatnie. Zadzwoń pod numer 800.942.0954 (TTY: 711) lub porozmawiaj ze swoim dostawcą.

Russian (Русский) - ВНИМАНИЕ: Если вы говорите на русский, вам доступны бесплатные услуги языковой поддержки. Соответствующие вспомогательные средства и услуги по предоставлению информации в доступных форматах также предоставляются бесплатно. Позвоните по телефону 800.942.0954 (TTY: 711) или обратитесь к своему поставщику услуг.

Serbian (Srpski) - ПАЖЊА: Ако говорите језиком који није енглески, доступне су вам услуге бесплатне помоћи у вези језика. Одговарајућа помоћна средства и услуге ради пружања информација у приступачном формату су такође доступни без накнаде. Позовите 800.942.0954 (TTY: 711) или разговарајте са пружаоцем услуга.

Spanish (Español) - ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. También están disponibles de forma gratuita ayuda y servicios auxiliares apropiados para proporcionar información en formatos accesibles. Llame al 800.942.0954 (TTY: 711) o hable con su proveedor.

Tagalog - PAALALA: Kung nagsasalita ka ng Tagalog, magagamit mo ang mga libreng serbisyong tulong sa wika. Magagamit din nang libre ang mga naaangkop na auxiliary na tulong at serbisyo upang magbigay ng impormasyon sa mga naa-access na format. Tumawag sa 800.942.0954 (TTY: 711) o makipag-usap sa iyong provider.

Urdu (اردو) - توجہ دیں: اگر آپ اردو بولتے ہیں، تو آپ کے لیے زبان کی مفت مدد کی خدمات دستیاب ہیں۔ قابل رسائی فارمیٹس میں معلومات فراہم کرنے کے لیے مناسب معاون امداد اور خدمات بھی مفت دستیاب ہیں 800.942.0954 (TTY: 711) پر کال کریں یا اپنے فراہم کنندہ سے بات کریں۔

Vietnamese (Tiếng Việt) - LƯU Ý: Nếu bạn nói tiếng Việt, chúng tôi cung cấp miễn phí các dịch vụ hỗ trợ ngôn ngữ. Các hỗ trợ dịch vụ phù hợp để cung cấp thông tin theo các định dạng dễ tiếp cận cũng được cung cấp miễn phí. Vui lòng gọi theo số 800.942.0954 (TTY: 711) hoặc trao đổi với người cung cấp dịch vụ của bạn.

Source: lep.gov and cms.gov Last updated: May 2025

10003-304 H8379_NCMS400040102558BG_C 04302025

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