

# Instruction Sheet for Sample Termination Letter

The following document relates to cancellation of other coverage when enrolling in a UnitedHealthcare Medicare Advantage plan.

If a member is replacing a **Medicare supplement plan (Medigap)** with a **UnitedHealthcare Medicare Advantage plan**, it's important that:

1. Prior coverage is terminated and,
2. Requested effective date is correct.

The sample termination letter, found on the next page, can be used by the member to terminate prior insurance coverage (i.e. Medicare supplement plan). The letter should be sent after receiving confirmation of acceptance into the UnitedHealthcare Medicare Solutions plan. The termination date should coincide with the new plan's effective date.

Re: Medigap Cancellation

I am sending you this written notice to request cancellation of my Medigap insurance policy effective [insert cancellation date], as I am enrolling in a Medicare Advantage Plan. As mentioned in the 2014 CMS "Medicare & You" Handbook, I understand that:

- By dropping my Medigap coverage to join a Medicare Advantage Plan, I may not be able to obtain another Medigap policy in the future.
- If I had decided to keep my Medigap policy, I realize that my Medigap policy cannot be used to pay Medicare Advantage Plan co-payments, deductibles, and premiums.

Please send me written confirmation within 30 days that the cancellation has been put into effect.

Thank you for your prompt attention to this matter.

Sincerely,