Correction Sheet to the

<Plan Name>

<Year> [*insert:* Annual Notice of Change (ANOC) *or*

Evidence of Coverage (EOC)/Member Handbook]

[*Plans should only use this Correction Sheet to correct errors in ANOCs or EOCs/Member Handbooks that were distributed to members. Plans should follow the guidance in the Medicare Communications and Marketing Guidelines and State-specific Marketing Guidance with respect to errata and member notification of mid-year changes, including but not limited to mid-year legislative benefit additions or removals and changes in enrollment policies. Plans with more than one correction in an ANOC or EOC/Member Handbook should use one row per each correction to describe the change(s).*

*If there are errors in both the ANOC and the EOC/Member Handbook:*

* *Plans may send the ANOC and EOC/Member Handbook errata in the same mailing as long as plans mail errata timely and as two separate documents.*
* *Plans must add language to the ANOC and EOC/Member Handbook errata to inform members they will be getting two separate errata documents, one for the ANOC and one for the EOC/Member Handbook.*

*Plans may make minor grammatical adjustments to accommodate changes in references (e.g., make a word singular/plural)*.]

<Date>

[*Plan may add a greeting (e.g.,* Dear Member, Dear Mrs. <last name>*).*]

[*Plan may use portrait or landscape orientation when formatting the document.*]

**This is important information about changes in your <plan name> coverage.**

We previously sent you [*insert:* the Annual Notice of Change (ANOC) *or* the Evidence of Coverage (EOC)/Member Handbook *or* a notice telling you how to get the Evidence of Coverage (EOC)/Member Handbook], which provides information about your coverage as a member of our plan. This update to the [*insert*: ANOC *or* EOC/Member Handbook] reflects a correction in <plan name>’s [*plan must insert brief description of issue*]. Below you will find updated information describing the correction. **Please keep this information for your reference.**

**Changes to your** [*insert*: **ANOC** *or***EOC/Member Handbook**]

| **Where you can find the change in your <Current Year>** [*insert:* **ANOC** *or* **EOC/Member Handbook**] | Original Information | Corrected Information | What does this mean for you? |
| --- | --- | --- | --- |
| In [*insert for ANOC:* Section <section letter>, <Section heading> *or insert for EOC/Member Handbook:* Chapter <chapter number> on page <page number>, under Section <section letter>, <Section heading>] | <Original information> | <Corrected information> | <Brief, clear description of correction’s effect on member> |

[*Plans may insert a brief paragraph in simple language that further describes changes from the original information. Plans should describe benefits and/or coverage changes by comparing the benefits and/or coverage information originally provided to the member with the corrected benefits and/or coverage information.*]

You are not required to take any action in response to this document, but **we recommend you keep this information for future reference**. If you have any questions, please call us at <Member Services toll-free phone and TTY numbers, days and hours of operation>.

[*Plans must include all applicable disclaimers as required in the Medicare Communications and Marketing Guidelines and State-specific Marketing Guidance.*]

[*Plans are subject to the notice requirements under Section 1557 of the Affordable Care Act. For more information, refer to* [*https://www.hhs.gov/civil-rights/for-individuals/section-1557*](https://www.hhs.gov/civil-rights/for-individuals/section-1557)*.*]

You can get this document for free in other formats, such as large print, braille, or audio. Call <toll-free phone and TTY numbers>, <days and hours of operation>. The call is free.