

2025

READY
TO HELP



Medicare Plus BlueSM Group PPO

January 1 – December 31, 2025

Evidence of Coverage

Your Medicare Health Benefits and Services and Prescription Drug Coverage as a Member of Medicare Plus Blue Group PPO

This document gives you the details about your Medicare health care and prescription drug coverage from January 1 – December 31, 2025. **This is an important legal document. Please keep it in a safe place.**

For questions about this document, please contact Customer Service at 1-866-684-8216. (TTY users should call 711). Hours are 8:30 a.m. to 5 p.m., Eastern time, Monday through Friday. From October 1 through March 31, hours are from 8 a.m. to 9 p.m., Eastern time, seven days a week. This call is free.

This plan, Medicare Plus Blue Group PPO, is offered by Blue Cross Blue Shield of Michigan. (When this *Evidence of Coverage* says “we,” “us,” or “our,” it means Blue Cross Blue Shield of Michigan. When it says “plan” or “our plan,” it means Medicare Plus Blue Group PPO.)

This information is available in a different format including large print .

Benefits, premiums, deductibles, and/or copayments/coinsurance may change on January 1, 2026.

The formulary, pharmacy network, and/or provider network may change at any time. You will receive notice when necessary.

We will notify affected enrollees about changes at least 30 days in advance.

This document explains your benefits and rights. Use this document to understand about:

- Your plan premium and cost sharing;
- Your medical and prescription drug benefits;
- How to file a complaint if you are not satisfied with a service or treatment;
- How to contact us if you need further assistance; and,
- Other protections required by Medicare law.

Multi-language Interpreter Services

English: We have free interpreter services to answer any questions you may have about our health or drug plan. To get an interpreter, just call us at 1-866-684-8216. Someone who speaks English/Language can help you. This is a free service.

Spanish: Tenemos servicios de intérprete sin costo alguno para responder cualquier pregunta que pueda tener sobre nuestro plan de salud o medicamentos. Para hablar con un intérprete, por favor llame al 1-866-684-8216. Alguien que hable español le podrá ayudar. Este es un servicio gratuito.

Chinese Mandarin: 我们提供免费的翻译服务，帮助您解答关于健康或药物保险的任何疑问。如果您需要此翻译服务，请致电 1-866-684-8216。我们的中文工作人员很乐意帮助您。这是一项免费服务。

Chinese Cantonese: 您對我們的健康或藥物保險可能存有疑問，為此我們提供免費的翻譯服務。如需翻譯服務，請致電 1-866-684-8216。我們講中文的人員將樂意為您提供幫助。這是一項免費服務。

Tagalog: Mayroon kaming libreng serbisyo sa pagsasaling-wika upang masagot ang anumang mga katanungan ninyo hinggil sa aming planong pangkalusugan o panggamot. Upang makakuha ng tagasaling-wika, tawagan lamang kami sa 1-866-684-8216. Maaari kayong tulungan ng isang nakakapagsalita ng Tagalog. Ito ay libreng serbisyo.

French: Nous proposons des services gratuits d'interprétation pour répondre à toutes vos questions relatives à notre régime de santé ou d'assurance-médicaments. Pour accéder au service d'interprétation, il vous suffit de nous appeler au 1-866-684-8216. Un interlocuteur parlant Français pourra vous aider. Ce service est gratuit.

Vietnamese: Chúng tôi có dịch vụ thông dịch miễn phí để trả lời các câu hỏi về chương sức khỏe và chương trình thuốc men. Nếu quý vị cần thông dịch viên xin gọi 1-866-684-8216 sẽ có nhân viên nói tiếng Việt giúp đỡ quý vị. Đây là dịch vụ miễn phí.

German: Unser kostenloser Dolmetscherservice beantwortet Ihren Fragen zu unserem Gesundheits- und Arzneimittelplan. Unsere Dolmetscher erreichen Sie unter 1-866-684-8216. Man wird Ihnen dort auf Deutsch weiterhelfen. Dieser Service ist kostenlos.

Korean: 당사는 의료 보험 또는 약품 보험에 관한 질문에 답해 드리고자 무료 통역 서비스를 제공하고 있습니다. 통역 서비스를 이용하려면 전화 1-866-684-8216 번으로 문의해 주십시오. 한국어를 하는 담당자가 도와 드릴 것입니다. 이 서비스는 무료로 운영됩니다.

Russian: Если у вас возникнут вопросы относительно страхового или медикаментного плана, вы можете воспользоваться нашими бесплатными услугами переводчиков. Чтобы воспользоваться услугами переводчика, позвоните нам по телефону 1-866-684-8216. Вам окажет помощь сотрудник, который говорит по-русски. Данная услуга бесплатная.

Arabic: إننا نقدم خدمات المترجم الفوري المجانية للإجابة عن أي أسئلة تتعلق بالصحة أو جدول الأدوية لدينا. للحصول على مترجم فوري، ليس عليك سوى الاتصال بنا على 1-866-684-8216. سيقوم شخص ما يتحدث العربية بمساعدتك. هذه خدمة مجانية.

Hindi: हमारे स्वास्थ्य या दवा की योजना के बारे में आपके किसी भी प्रश्न के जवाब देने के लिए हमारे पास मुफ्त दुभाषिया सेवाएँ उपलब्ध हैं। एक दुभाषिया प्राप्त करने के लिए, बस हमें 1-866-684-8216 पर फोन करें। कोई व्यक्ति जो हिन्दी बोलता है आपकी मदद कर सकता है। यह एक मुफ्त सेवा है।

Italian: È disponibile un servizio di interpretariato gratuito per rispondere a eventuali domande sul nostro piano sanitario e farmaceutico. Per un interprete, contattare il numero 1-866-684-8216. Un nostro incaricato che parla Italianovi fornirà l'assistenza necessaria. È un servizio gratuito.

Portuguese: Dispomos de serviços de interpretação gratuitos para responder a qualquer questão que tenha acerca do nosso plano de saúde ou de medicação. Para obter um intérprete, contacte-nos através do número 1-866-684-8216. Irá encontrar alguém que fale o idioma Português para o ajudar. Este serviço é gratuito.

French Creole: Nou genyen sèvis entèprèt gratis pou reponn tout kesyon ou ta genyen konsènan plan medikal oswa dwòg nou an. Pou jwenn yon entèprèt, jis rele nou nan 1-866-684-8216. Yon moun ki pale Kreyòl kapab ede w. Sa a se yon sèvis ki gratis.

Polish: Umożliwiamy bezpłatne skorzystanie z usług tłumacza ustnego, który pomoże w uzyskaniu odpowiedzi na temat planu zdrowotnego lub dawkowania leków. Aby skorzystać z pomocy tłumacza znającego język polski, należy zadzwonić pod numer 1-866-684-8216. Ta usługa jest bezpłatna.

Japanese: 当社の健康 健康保険と薬品 処方薬プランに関するご質問にお答えするために、無料の通訳サービスがあります。通訳をご用命になるには、1-866-684-8216 にお電話ください。日本語を話す人者が支援いたします。これは無料のサービスです。

Discrimination is against the law

Blue Cross Blue Shield of Michigan and Blue Care Network comply with Federal civil rights laws and do not discriminate on the basis of race, color, national origin, age, disability, or sex (including sex characteristics, intersex traits; pregnancy or related conditions; sexual orientation; gender identity, and sex stereotypes). Blue Cross Blue Shield of Michigan and Blue Care Network do not exclude people or treat them less favorably because of race, color, national origin, age, disability, or sex.

Blue Cross Blue Shield of Michigan and Blue Care Network:

- Provide people with disabilities reasonable modifications and free appropriate auxiliary aids and services to communicate effectively with us, such as:
 - Qualified sign language interpreters
 - Written information in other formats (large print, audio, accessible electronic formats, other formats).
- Provide free language services to people whose primary language is not English, which may include:
 - Qualified interpreters
 - Information written in other languages.

If you need reasonable modifications, appropriate auxiliary aids and services, or language assistance services, call the Customer Service number on the back of your card. If you aren't already a member, call 1-877-469-2583 or, if you're 65 or older, call 1-888-563-3307, TTY: 711.

Here's how you can file a civil rights complaint

If you believe that Blue Cross Blue Shield of Michigan or Blue Care Network have failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance in person, by mail, fax, or email with:

Office of Civil Rights Coordinator
600 E. Lafayette Blvd., MC 1302
Detroit, MI 48226
Phone: 1-888-605-6461, TTY: 711
Fax: 1-866-559-0578
Email: CivilRights@bcbsm.com

If you need help filing a grievance, the Office of Civil Rights Coordinator is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health & Human Services Office for Civil Rights electronically through the Office for Civil Rights Complaint Portal website at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail, phone, or email at:

U.S. Department of Health & Human Services
200 Independence Ave, SW, Room 509F, HHH Building
Washington, D.C. 20201
Phone: 1-800-368-1019, TTD: 1-800-537-7697
Email: OCRComplaint@hhs.gov

Complaint forms are available on the U.S. Department of Health & Human Services Office for Civil Rights website at <http://www.hhs.gov/ocr/office/file/index.html>.

This notice is available at Blue Cross Blue Shield of Michigan and Blue Care Network's website: <https://www.bcbsm.com/important-information/policies-practices/nondiscrimination-notice/>.

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CHAPTER 1:

Getting started as a member

SECTION 1 Introduction

Section 1.1 You are enrolled in Medicare Plus Blue Group PPO, which is a Medicare PPO

You are covered by Medicare, and you have chosen to get your Medicare health care and your prescription drug coverage through our plan, Medicare Plus Blue Group PPO. We are required to cover all Part A and Part B services. However, cost sharing and provider access in this plan differ from Original Medicare.

Medicare Plus Blue Group PPO is a Medicare Advantage PPO Plan (PPO stands for Preferred Provider Organization). Like all Medicare health plans, this Medicare PPO is approved by Medicare and run by a private company.

Coverage under this Plan qualifies as Qualifying Health Coverage (QHC) and satisfies the Patient Protection and Affordable Care Act's (ACA) individual shared responsibility requirement. Please visit the Internal Revenue Service (IRS) website at: www.irs.gov/affordable-care-act/individuals-and-families for more information.

Section 1.2 What is the *Evidence of Coverage* document about?

This *Evidence of Coverage* document tells you how to get your medical care and prescription drugs. It explains your rights and responsibilities, what is covered, what you pay as a member of the plan, and how to file a complaint if you are not satisfied with a decision or treatment.

The words “coverage” and “covered services” refer to the medical care and services and the prescription drugs available to you as a member of Medicare Plus Blue Group PPO.

It's important for you to learn what the plan's rules are and what services are available to you. We encourage you to set aside some time to look through this *Evidence of Coverage* document and the enclosed *Medical Benefits Chart*.

If you are confused, concerned, or just have a question, please contact Customer Service.

Section 1.3 Legal information about the *Evidence of Coverage*

This *Evidence of Coverage* is part of our contract with you about how Medicare Plus Blue Group PPO covers your care. Other parts of this contract include your enrollment form, the *List of Covered Drugs (Formulary)*, and any notices you receive from us about changes to your coverage or conditions that affect your coverage. These notices are sometimes called *riders* or *amendments*.

The contract is in effect for months in which you are enrolled in Medicare Plus Blue Group PPO between January 1, 2025 and December 31, 2025.

Each calendar year, Medicare allows us to make changes to the plans that we offer. This means we can change the costs and benefits of Medicare Plus Blue Group PPO after December 31, 2025. We can also choose to stop offering the plan, or to offer it in a different service area, after December 31, 2025.

Medicare (the Centers for Medicare & Medicaid Services) must approve Medicare Plus Blue Group PPO each year. You can continue each year to get Medicare coverage as a member of our plan as long as we choose to continue to offer the plan and Medicare renews its approval of the plan.

SECTION 2 What makes you eligible to be a plan member?

Section 2.1 Your eligibility requirements

You are eligible for membership in our plan as long as:

- You have both Medicare Part A and Medicare Part B
- -- *and* -- you live in our geographic service area (Section 2.2 below describes our service area). Incarcerated individuals are not considered living in the geographic service area even if they are physically located in it.
- -- *and* -- you are a United States citizen or are lawfully present in the United States.

Section 2.2 Here is the plan service area for Medicare Plus Blue Group PPO

Medicare Plus Blue Group PPO is available only to individuals eligible for your employer- or union group-sponsored health plan and who live in our plan service area. To remain a member of our plan, you must continue to reside in the plan's service area. The service area is described in an appendix to this *Evidence of Coverage*.

If you plan to move out of the service area, you cannot remain a member of this plan. Please contact Customer Service to see if we have a plan in your new area. When you move, you will have a Special Enrollment Period that will allow you to switch to Original Medicare or enroll in a Medicare health or drug plan that is available in your new location.

It is also important that you call Social Security if you move or change your mailing address. You can find phone numbers and contact information for Social Security in Chapter 2, Section 5.

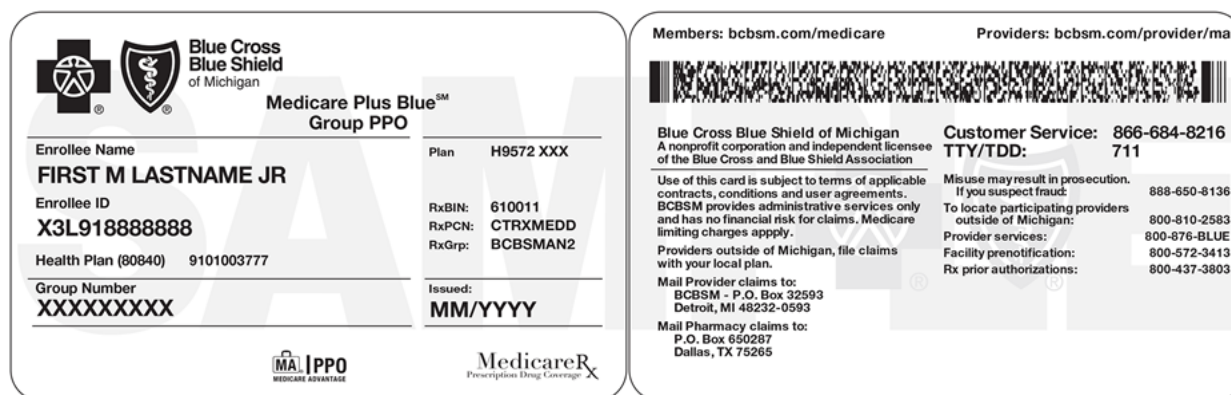
Section 2.3 U.S. citizen or lawful presence

A member of a Medicare health plan must be a U.S. citizen or lawfully present in the United States. Medicare (the Centers for Medicare & Medicaid Services) will notify Medicare Plus Blue Group PPO if you are not eligible to remain a member on this basis. Medicare Plus Blue Group PPO must disenroll you if you do not meet this requirement.

SECTION 3 Important membership materials you will receive

Section 3.1 Your plan membership card

While you are a member of our plan, you must use your membership card whenever you get services covered by this plan and for prescription drugs you get at network pharmacies. You should also show the provider your Medicaid card, if applicable. Here’s a sample membership card to show you what yours may look like. Language on the back of your card may vary:



Do NOT use your red, white, and blue Medicare card for covered medical services while you are a member of this plan. If you use your Medicare card instead of your Medicare Plus Blue Group PPO membership card, you may have to pay the full cost of medical services yourself. Keep your Medicare card in a safe place. You may be asked to show it if you need hospital services, hospice services, or participate in Medicare approved clinical research studies also called clinical trials.

If your plan membership card is damaged, lost, or stolen, call Customer Service right away and we will send you a new card.

Section 3.2 Provider/Pharmacy Directory

When you become a new member, we send you either a *Provider/Pharmacy Directory* (Michigan) or a *Provider/Pharmacy Locator* (outside Michigan). Every year you remain a member of our plan, we will send you a Material Notice that tells you where to locate your *Provider/Pharmacy Directory*. The directory and locator lists our current network providers, pharmacies, and durable medical equipment suppliers.

Network providers are the doctors and other health care professionals, medical groups, durable medical equipment suppliers, hospitals, and other health care facilities that have an agreement with us to accept our payment and any plan cost sharing as payment in full. **Network pharmacies** are all of the pharmacies that have agreed to fill covered prescriptions for our plan members. You can use the *Provider/Pharmacy Directory* to find the network pharmacy you want to use. See Chapter 5, Section 2.5 for information on when you can use pharmacies that are not in the plan’s network.

As a member of our plan, you can choose to receive care from out-of-network providers. Our plan will cover services from either in-network or out-of-network providers, as long as the services are covered benefits and medically necessary. However, if you use an out-of-network provider, your share of the costs for your covered services may be higher. See Chapter 3 (*Using the plan's coverage for your medical services*) for more specific information.

Note: If your cost sharing is the same for services from in-network and out-of-network providers under your group plan, you can use any doctor or hospital that accepts Original Medicare. We encourage you to utilize our network of providers; however, it is not a requirement under your plan.

The *Provider/Pharmacy Directory* will also tell you which of the pharmacies in our network have preferred cost sharing, which may be lower than the standard cost sharing offered by other network pharmacies for some drugs.

If you don't have the *Provider/Pharmacy Directory* (or *Provider/Pharmacy Locator* for members outside Michigan), you can request a copy (electronically or in hardcopy form) from Customer Service. Requests for hard copy *Provider/Pharmacy Directories* will be mailed to you within three business days. You may ask Customer Service for more information about our network providers, including their qualifications. You can also use our provider search tool at www.bcbsm.com/providersmedicare. Both Customer Service and the website can give you the most up-to-date information about changes in our network providers and network pharmacies.

The *Provider/Pharmacy Directory* you receive is based on your address and is not a complete list of network providers. In addition, providers may have multiple locations that are not all listed in the *Provider/Pharmacy Directory*.

Section 3.3 The plan's List of Covered Drugs (*Formulary*)

The plan has a *List of Covered Drugs (Formulary)*. We call it the "Drug List" for short. It tells which Part D prescription drugs are covered under the Part D benefit included in Medicare Plus Blue Group PPO. The drugs on this list are selected by the plan with the help of a team of doctors and pharmacists. The list must meet requirements set by Medicare. Medicare has approved the Medicare Plus Blue Group PPO Drug List.

The Drug List also tells you if there are any rules that restrict coverage for your drugs.

We will provide you a copy of the Drug List. To get the most complete and current information about which drugs are covered, you can visit the plan's website (www.bcbsm.com/medicare) or call Customer Service.

SECTION 4 Your monthly costs for Medicare Plus Blue Group PPO

Your costs may include the following:

- Plan Premium (Section 4.1)
- Monthly Medicare Part B Premium (Section 4.2)

- Part D Late Enrollment Penalty (Section 4.3)
- Income Related Monthly Adjusted Amount (Section 4.4)
- Medicare Prescription Payment Plan Amount (Section 4.5)

In some situations, your plan premium could be less

There are programs to help people with limited resources pay for their drugs. These include “Extra Help” and State Pharmaceutical Assistance Programs (SPAPs; Michigan does not have SPAPs). Chapter 2, Section 7 tells more about these programs. If you qualify, enrolling in the program might lower your monthly plan premium.

If you are *already enrolled* and getting help from one of these programs, **the information about premiums in this *Evidence of Coverage* may not apply to you.** We have included a separate insert, called the *Evidence of Coverage Rider for People Who Get “Extra Help” Paying for Prescription Drugs* (also known as the *Low-Income Subsidy Rider* or the *LIS Rider*), which tells you about your drug coverage. If you don’t have this insert, please call Customer Service, and ask for the *LIS Rider*.

Medicare Part B and Part D premiums differ for people with different incomes. If you have questions about these premiums, review your copy of *Medicare & You 2025* handbook, the section called *2025 Medicare Costs*. If you need a copy, you can download it from the Medicare website (www.medicare.gov/medicare-and-you). Or you can order a printed copy by phone at 1-800-MEDICARE (1-800-633-4227), 24 hours a day, 7 days a week. TTY users call 1-877-486-2048.

Section 4.1 Plan premium

As a member of our plan, you may pay a monthly plan premium.

Your coverage is provided through a contract with your current employer or former employer or union. Please contact your employer’s or union’s benefits administrator for information about your plan premium.

Section 4.2 Monthly Medicare Part B Premium

Many members are required to pay other Medicare premiums

In addition to paying the monthly plan premium, **you must continue paying your Medicare premiums to remain a member of the plan.** This includes your premium for Part B. It may also include a premium for Part A, which affects members who aren’t eligible for premium-free Part A.

Section 4.3 Part D Late Enrollment Penalty

Some members are required to pay a Part D **late enrollment penalty**. The Part D late enrollment penalty is an additional premium that must be paid for Part D coverage if at any time after your

initial enrollment period is over, there is a period of 63 days or more in a row when you did not have Part D or other creditable prescription drug coverage. Creditable prescription drug coverage is coverage that meets Medicare's minimum standards since it is expected to pay, on average, at least as much as Medicare's standard prescription drug coverage. The cost of the late enrollment penalty depends on how long you went without Part D or other creditable prescription drug coverage. You will have to pay this penalty for as long as you have Part D coverage.

The Part D late enrollment penalty is added to your monthly premium. When you first enroll in Medicare Plus Blue Group PPO, we let you know the amount of the penalty. If you do not pay your Part D late enrollment penalty, you could lose your prescription drug benefits.

You **will not** have to pay it if:

- You receive “Extra Help” from Medicare to pay for your prescription drugs.
- You have gone less than 63 days in a row without creditable coverage.
- You have had creditable drug coverage through another source such as a former employer, union, TRICARE, or Veterans Health Administration (VA). Your insurer or your human resources department will tell you each year if your drug coverage is creditable coverage. This information may be sent to you in a letter or included in a newsletter from the plan. Keep this information because you may need it if you join a Medicare drug plan later.
 - **Note:** Any notice must state that you had creditable prescription drug coverage that is expected to pay as much as Medicare's standard prescription drug plan pays.
 - **Note:** The following are *not* creditable prescription drug coverage: prescription drug discount cards, free clinics, and drug discount websites.

Medicare determines the amount of the penalty. Here is how it works:

- If you went 63 days or more without Part D or other creditable prescription drug coverage after you were first eligible to enroll in Part D, the plan will count the number of full months that you did not have coverage. The penalty is 1% for every month that you did not have creditable coverage. For example, if you go 14 months without coverage, the penalty will be 14%.
- Then Medicare determines the amount of the average monthly premium for Medicare drug plans in the nation from the previous year. For 2025, this average premium amount is \$36.78.
- To calculate your monthly penalty, you multiply the penalty percentage and the average monthly premium and then round it to the nearest 10 cents. In the example here, it would be 14% times \$36.78, which equals \$5.15. This rounds to \$5.20. This amount would be added **to the monthly premium for someone with a Part D late enrollment penalty.**

There are three important things to note about this monthly Part D late enrollment penalty:

- First, **the penalty may change each year** because the average monthly premium can change each year.

- Second, **you will continue to pay a penalty** every month for as long as you are enrolled in a plan that has Medicare Part D drug benefits, even if you change plans.
- Third, if you are under 65 and currently receiving Medicare benefits, the Part D late enrollment penalty will reset when you turn 65. After age 65, your Part D late enrollment penalty will be based only on the months that you don't have coverage after your initial enrollment period for aging into Medicare.

If you disagree about your Part D late enrollment penalty, you or your representative can ask for a review. Generally, you must request this review **within 60 days** from the date on the first letter you receive stating you have to pay a late enrollment penalty. However, if you were paying a penalty before joining our plan, you may not have another chance to request a review of that late enrollment penalty.

Important: Do not stop paying your Part D late enrollment penalty while you're waiting for a review of the decision about your late enrollment penalty. If you do, you could be disenrolled for failure to pay your plan premiums.

Section 4.4 Income Related Monthly Adjustment Amount

Some members may be required to pay an extra charge, known as the Part D Income Related Monthly Adjustment Amount, also known as IRMAA. The extra charge is figured out using your modified adjusted gross income as reported on your IRS tax return from two years ago. If this amount is above a certain amount, you'll pay the standard premium amount and the additional IRMAA. For more information on the extra amount you may have to pay based on your income, visit <https://www.medicare.gov/drug-coverage-part-d/costs-for-medicare-drug-coverage/monthly-premium-for-drug-plans>.

If you have to pay an extra amount, Social Security, not your Medicare plan, will send you a letter telling you what that extra amount will be. The extra amount will be withheld from your Social Security, Railroad Retirement Board, or Office of Personnel Management benefit check, no matter how you usually pay your plan premium, unless your monthly benefit isn't enough to cover the extra amount owed. If your benefit check isn't enough to cover the extra amount, you will get a bill from Medicare. **You must pay the extra amount to the government. It cannot be paid with your monthly plan premium. If you do not pay the extra amount, you will be disenrolled from the plan and lose prescription drug coverage.**

If you disagree about paying an extra amount, you can ask Social Security to review the decision. To find out more about how to do this, contact Social Security at 1-800-772-1213 (TTY 1-800-325-0778).

Section 4.5 Medicare Prescription Payment Plan Amount

If you're participating in the Medicare Prescription Payment Plan, each month you'll pay your plan premium (if you have one) and you'll get a bill from your health or drug plan for your prescription drugs (instead of paying the pharmacy). Your monthly bill is based on what you

owe for any prescriptions you get, plus your previous month's balance, divided by the number of months left in the year.

Chapter 2, Section 7 tells more about the Medicare Prescription Payment Plan. If you disagree with the amount billed as part of this payment option, you can follow the steps in Chapter 9 to make a complaint or appeal.

SECTION 5 More information about your monthly premium

Section 5.1 Can we change your monthly plan premium during the year?

No. We are not allowed to change the amount we charge for the plan's monthly plan premium during the year. If the monthly plan premium changes for next year, we will tell you in September and the change will take effect on January 1.

However, in some cases the part of the premium that you have to pay can change during the year. This happens if you become eligible for the "Extra Help" program or if you lose your eligibility for the "Extra Help" program during the year. If a member qualifies for "Extra Help" with their prescription drug costs, the "Extra Help" program will pay part of the member's monthly plan premium. A member who loses their eligibility during the year will need to start paying their full monthly premium. You can find out more about the "Extra Help" program in Chapter 2, Section 7.

SECTION 6 Keeping your plan membership record up to date

Your membership record has information from your enrollment form, including your address and telephone number. It shows your specific plan coverage.

The doctors, hospitals, pharmacists, and other providers in the plan's network need to have correct information about you. **These network providers use your membership record to know what services and drugs are covered and the cost-sharing amounts for you.** Because of this, it is very important that you help us keep your information up to date.

A network is a group of providers or pharmacies that are under contract or arrangement with our organization to deliver the benefit package approved by CMS.

Let us know about these changes:

- Changes to your name, your address, or your phone number
- Changes in any other health insurance coverage you have (such as from your employer, your spouse or domestic partner's employer, Workers' Compensation, or Medicaid)
- If you have any liability claims, such as claims from an automobile accident
- If you have been admitted to a nursing home
- If you receive care in an out-of-area or out-of-network hospital or emergency room

- If your designated responsible party (such as a caregiver) changes
- If you are participating in a clinical research study. (**Note:** You are not required to tell your plan about the clinical research studies you intend to participate in, but we encourage you to do so.)

If any of this information changes, please let us know by calling Customer Service.

It is also important to contact Social Security if you move or change your mailing address. You can find phone numbers and contact information for Social Security in Chapter 2, Section 5.

SECTION 7 How other insurance works with our plan

Other insurance

Medicare requires that we collect information from you about any other medical or drug insurance coverage that you have. That's because we must coordinate any other coverage you have with your benefits under our plan. This is called **Coordination of Benefits**.

Once each year, we will send you a letter that lists any other medical or drug insurance coverage that we know about. Please read over this information carefully. If it is correct, you don't need to do anything. If the information is incorrect, or if you have other coverage that is not listed, please call Customer Service. You may need to give your plan member ID number to your other insurers (once you have confirmed their identity) so your bills are paid correctly and on time.

When you have other insurance (like employer group health coverage), there are rules set by Medicare that decide whether our plan or your other insurance pays first. The insurance that pays first is called the primary payer and pays up to the limits of its coverage. The one that pays second, called the secondary payer, only pays if there are costs left uncovered by the primary coverage. The secondary payer may not pay all of the uncovered costs. If you have other insurance, tell your doctor, hospital, and pharmacy.

These rules apply for employer or union group health plan coverage:

- If you have retiree coverage, Medicare pays first.
- If your group health plan coverage is based on your or a family member's current employment, who pays first depends on your age, the number of people employed by your employer, and whether you have Medicare based on age, disability, or End-Stage Renal Disease (ESRD):
 - If you're under 65 and disabled and you or your family member is still working, your group health plan pays first if the employer has 100 or more employees or at least one employer in a multiple employer plan that has more than 100 employees.
 - If you're over 65 and you or your spouse or domestic partner is still working, your group health plan pays first if the employer has 20 or more employees or at least one employer in a multiple employer plan that has more than 20 employees.

- If you have Medicare because of ESRD, your group health plan will pay first for the first 30 months after you become eligible for Medicare.

These types of coverage usually pay first for services related to each type:

- No-fault insurance (including automobile insurance)
- Liability (including automobile insurance)
- Black lung benefits
- Workers' Compensation

Medicaid and TRICARE never pay first for Medicare-covered services. They only pay after Medicare, employer group health plans, and/or Medigap have paid.

CHAPTER 2:

*Important phone numbers
and resources*

SECTION 1 Medicare Plus Blue Group PPO contacts (how to contact us, including how to reach Customer Service)

How to contact our plan's Customer Service

For assistance with claims, billing, or member card questions, please call or write to Medicare Plus Blue Group PPO Customer Service. We will be happy to help you.

Method	Customer Service – Contact Information
CALL	1-866-684-8216 Calls to this number are free. Available from 8 a.m. to 9 p.m. Eastern Time, seven days a week from October 1 - March 31. Available from 8:30 a.m. to 5 p.m. Eastern Time, Monday through Friday from April 1 - September 30. Customer Service also has free language interpreter services available for non-English speakers.
TTY	711 Calls to this number are free. Available from 8 a.m. to 9 p.m. Eastern Time, seven days a week from October 1 - March 31. Available from 8:30 a.m. to 5 p.m. Eastern Time, Monday through Friday from April 1 - September 30.
FAX	1-866-458-9342
WRITE	Blue Cross Blue Shield of Michigan Medicare Plus Blue Group PPO Customer Service Inquiry Department – Mail Code X521 600 E. Lafayette Blvd. Detroit, MI 48226-2998
WEBSITE	www.bcbsm.com/medicare

How to contact us when you are asking for a coverage decision, or making an appeal or complaint about your medical care

A coverage decision is a decision we make about your benefits and coverage or about the amount we will pay for your medical services or Part D prescription drugs.

An appeal is a formal way of asking us to review and change a coverage decision we have made.

You can make a complaint about us or one of our network providers or pharmacies, including a complaint about the quality of your care. This type of complaint does not involve coverage or payment disputes.

For more information on asking for coverage decisions or making an appeal or complaint about your medical care, see Chapter 9 (*What to do if you have a problem or complaint (coverage decisions, appeals, complaints)*).

Method	Coverage Decisions, Appeals, and Complaints about Medical Care – Contact Information
CALL	1-866-684-8216 Calls to this number are free. Available from 8 a.m. to 9 p.m. Eastern Time, seven days a week from October 1 - March 31. Available from 8:30 a.m. to 5 p.m. Eastern Time, Monday through Friday from April 1 - September 30.
TTY	711 Calls to this number are free. Available from 8 a.m. to 9 p.m. Eastern Time, seven days a week from October 1 - March 31. Available from 8:30 a.m. to 5 p.m. Eastern Time, Monday through Friday from April 1 - September 30.
FAX	1-877-348-2251
WRITE	Blue Cross Blue Shield of Michigan Grievances and Appeals Department P.O. Box 2627 Detroit, MI 48231-2627
MEDICARE WEBSITE	You can submit a complaint about Medicare Plus Blue Group PPO directly to Medicare. To submit an online complaint to Medicare, go to www.medicare.gov/MedicareComplaintForm/home.aspx .

Method	Coverage Decisions, Appeals or Complaints about Part D Prescription Drugs – Contact Information
CALL	<p>1-877-241-2583</p> <p>Calls to this number are free.</p> <p>Available from 8 a.m. to 9 p.m. Eastern Time, seven days a week from October 1 - March 31.</p> <p>Available from 8:00 a.m. to 9 p.m. Eastern Time, Monday through Friday from April 1 - September 30.</p>
TTY	<p>711</p> <p>Calls to this number are free.</p> <p>Available from 8 a.m. to 9 p.m. Eastern Time, seven days a week from October 1 - March 31.</p> <p>Available from 8:00 a.m. to 9 p.m. Eastern Time, Monday through Friday from April 1 - September 30.</p>
FAX	1-866-601-4428
WRITE	<p>Blue Cross Blue Shield of Michigan Pharmacy Help Desk Mail Code 512J P.O. Box 441877 Detroit, MI 48244</p>
WEBSITE	www.bcbsm.com/complaintsmedicare
MEDICARE WEBSITE	You can submit a complaint about Medicare Plus Blue Group PPO directly to Medicare. To submit an online complaint to Medicare, go to www.medicare.gov/MedicareComplaintForm/home.aspx .

Where to send a request asking us to pay for our share of the cost for medical care or a drug you have received

If you have received a bill or paid for services (such as a provider bill) that you think we should pay for, you may need to ask us for reimbursement or to pay the provider bill. See Chapter 7 (*Asking us to pay our share of a bill you have received for covered medical services or drugs*).

Please note: If you send us a payment request and we deny any part of your request, you can appeal our decision. See Chapter 9 (*What to do if you have a problem or complaint (coverage decisions, appeals, complaints)*) for more information.

Method	Payment Requests – Contact Information
CALL	1-866-684-8216 Calls to this number are free. Available from 8 a.m. to 9 p.m. Eastern Time, seven days a week from October 1 - March 31. Available from 8:30 a.m. to 5 p.m. Eastern Time, Monday through Friday from April 1 - September 30.
TTY	711 Calls to this number are free. Available from 8 a.m. to 9 p.m. Eastern Time, seven days a week from October 1 - March 31. Available from 8:30 a.m. to 5 p.m. Eastern Time, Monday through Friday from April 1 - September 30.
WRITE	For Medical: Blue Cross Blue Shield of Michigan Imaging and Support Services P.O. Box 32593 Detroit, MI 48232-0593 For Prescription Drugs: Optum Rx P.O. Box 650287 Dallas, TX 75265
WEBSITE	Medical form available at: www.bcbsm.com/content/dam/microsites/medicare/documents/medical-claim-form-ppo.pdf Prescription drug form available at: www.bcbsm.com/content/dam/microsites/medicare/documents/prescription-drug-claims-form.pdf

SECTION 2 Medicare (how to get help and information directly from the Federal Medicare program)

Medicare is the Federal health insurance program for people 65 years of age or older, some people under age 65 with disabilities, and people with End-Stage Renal Disease (permanent kidney failure requiring dialysis or a kidney transplant).

The Federal agency in charge of Medicare is the Centers for Medicare & Medicaid Services (sometimes called CMS). This agency contracts with Medicare Advantage organizations including us.

Method	Medicare – Contact Information
CALL	<p>1-800-MEDICARE or 1-800-633-4227</p> <p>Calls to this number are free.</p> <p>24 hours a day, 7 days a week.</p>
TTY	<p>1-877-486-2048</p> <p>This number requires special telephone equipment and is only for people who have difficulties with hearing or speaking.</p> <p>Calls to this number are free.</p>
WEBSITE	<p>www.Medicare.gov</p> <p>This is the official government website for Medicare. It gives you up-to-date information about Medicare and current Medicare issues. It also has information about hospitals, nursing homes, physicians, home health agencies, and dialysis facilities. It includes documents you can print directly from your computer. You can also find Medicare contacts in your state.</p> <p>The Medicare website also has detailed information about your Medicare eligibility and enrollment options with the following tools:</p> <ul style="list-style-type: none"> • Medicare Eligibility Tool: Provides Medicare eligibility status information. • Medicare Plan Finder: Provides personalized information about available Medicare prescription drug plans, Medicare health plans, and Medigap (Medicare Supplement Insurance) policies in your area. These tools provide an <i>estimate</i> of what your out-of-pocket costs might be in different Medicare plans. <p>You can also use the website to tell Medicare about any complaints you have about Medicare Plus Blue Group PPO:</p> <ul style="list-style-type: none"> • Tell Medicare about your complaint: You can submit a complaint about Medicare Plus Blue Group PPO directly to Medicare. To submit a complaint to Medicare, go to www.medicare.gov/MedicareComplaintForm/home.aspx. Medicare takes your complaints seriously and will use this information to help improve the quality of the Medicare program. <p>If you don't have a computer, your local library or senior center may be able to help you visit this website using its computer. Or, you can call Medicare and tell them what information you are looking for. They will</p>

Method	Medicare – Contact Information
	find the information on the website and review the information with you. You can call Medicare at 1-800-MEDICARE (1-800-633-4227), 24 hours a day, 7 days a week. TTY users should call 1-877-486-2048.

SECTION 3 State Health Insurance Assistance Program (free help, information, and answers to your questions about Medicare)

The State Health Insurance Assistance Program (SHIP) is a government program with trained counselors in every state. In Michigan, the SHIP is called Michigan Medicare Assistance Program.

Michigan Medicare Assistance Program is an independent (not connected with any insurance company or health plan) state program that gets money from the Federal government to give free local health insurance counseling to people with Medicare.

Michigan Medicare Assistance Program counselors can help you understand your Medicare rights, help you make complaints about your medical care or treatment, and help you straighten out problems with your Medicare bills. Michigan Medicare Assistance Program counselors can also help you with Medicare questions or problems and help you understand your Medicare plan choices and answer questions about switching plans.

METHOD TO ACCESS SHIP and OTHER RESOURCES:	
	<ul style="list-style-type: none"> • Visit https://www.shiphelp.org (Click on SHIP LOCATOR in middle of page) • Select your STATE from the list. This will take you to a page with phone numbers and resources specific to your state.

Method	Michigan Medicare Assistance Program – Contact Information
CALL	1-800-803-7174
TTY	711
WRITE	Michigan Medicare Assistance Program 6105 W. St Joseph Hwy., Suite 103 Lansing, MI 48917-4850
WEBSITE	www.mmapinc.org

State Health Insurance Assistance Programs in other states are listed in *Exhibit 1* of the Appendix.

SECTION 4 Quality Improvement Organization

There is a designated Quality Improvement Organization for serving Medicare beneficiaries in each state. For Michigan, the Quality Improvement Organization is called Livanta.

Livanta has a group of doctors and other health care professionals who are paid by Medicare to check on and help improve the quality of care for people with Medicare. Livanta is an independent organization. It is not connected with our plan.

You should contact Livanta in any of these situations:

- You have a complaint about the quality of care you have received.
- You think coverage for your hospital stay is ending too soon.
- You think coverage for your home health care, skilled nursing facility care, or Comprehensive Outpatient Rehabilitation Facility (CORF) services are ending too soon.

Method	Livanta (Michigan's Quality Improvement Organization) – Contact Information
CALL	1-888-524-9900 Monday-Friday: 9 a.m. - 5 p.m. (local time) Saturday, Sunday, and all federal holidays: 10 a.m. - 4 p.m. (local time) 24 hour voicemail service is available
TTY	711 This number requires special telephone equipment and is only for people who have difficulties with hearing or speaking. Monday-Friday: 9 a.m. - 5 p.m. (local time) Saturday, Sunday, and all federal holidays: 10 a.m. - 4 p.m. (local time) 24 hour voicemail service is available
WRITE	Livanta LLC BFCC-QIO Program 10820 Guilford Road, Suite 202 Annapolis Junction, MD 20701
WEBSITE	www.livantaqio.com

Quality Improvement Organizations in other states are listed in *Exhibit 2* of the Appendix.

SECTION 5 Social Security

Social Security is responsible for determining eligibility and handling enrollment for Medicare. U.S. citizens and lawful permanent residents who are 65 or older, or who have a disability or End-Stage Renal Disease and meet certain conditions, are eligible for Medicare. If you are already getting Social Security checks, enrollment into Medicare is automatic. If you are not getting Social Security checks, you have to enroll in Medicare. To apply for Medicare, you can call Social Security or visit your local Social Security office.

Social Security is also responsible for determining who has to pay an extra amount for their Part D drug coverage because they have a higher income. If you got a letter from Social Security telling you that you have to pay the extra amount and have questions about the amount or if your income went down because of a life-changing event, you can call Social Security to ask for reconsideration.

If you move or change your mailing address, it is important that you contact Social Security to let them know.

Method	Social Security – Contact Information
CALL	1-800-772-1213 Calls to this number are free. Available 8 a.m. to 7 p.m., Monday through Friday. You can use Social Security’s automated telephone services to get recorded information and conduct some business 24 hours a day.
TTY	1-800-325-0778 This number requires special telephone equipment and is only for people who have difficulties with hearing or speaking. Calls to this number are free. Available 8 a.m. to 7 p.m., Monday through Friday.
WEBSITE	www.ssa.gov

SECTION 6 Medicaid

Medicaid is a joint Federal and state government program that helps with medical costs for certain people with limited incomes and resources. Some people with Medicare are also eligible

for Medicaid. The programs offered through Medicaid help people with Medicare pay their Medicare costs, such as their Medicare premiums. These **Medicare Savings Programs** include:

- **Qualified Medicare Beneficiary (QMB):** Helps pay Medicare Part A and Part B premiums, and other cost sharing (like deductibles, coinsurance, and copayments). (Some people with QMB are also eligible for full Medicaid benefits (QMB+).)
- **Specified Low-Income Medicare Beneficiary (SLMB):** Helps pay Part B premiums. (Some people with SLMB are also eligible for full Medicaid benefits (SLMB+).)
- **Qualifying Individual (QI):** Helps pay Part B premiums.
- **Qualified Disabled & Working Individuals (QDWI):** Helps pay Part A premiums.

To find out more about Medicaid and its programs, contact the Michigan Department of Community Health Medical Services Administration.

Method	Michigan Department of Community Health Medical Services Administration – Contact Information
CALL	1-800-642-3195 8 a.m. – 5 p.m., Eastern time, Monday – Friday
WRITE	Michigan Department of Health and Human Services 333 S. Grand Ave. P.O. Box 30195 Lansing, MI 48909
WEBSITE	www.michigan.gov/mdhhs

Medicaid programs in other states are listed in *Exhibit 3* of the Appendix.

SECTION 7 Information about programs to help people pay for their prescription drugs

The Medicare.gov website (<https://www.medicare.gov/basics/costs/help/drug-costs>) provides information on how to lower your prescription drug costs. For people with limited incomes, there are also other programs to assist, described below.

Medicare’s “Extra Help” Program

Medicare provides “Extra Help” to pay prescription drug costs for people who have limited income and resources. Resources include your savings and stocks, but not your home or car. If you qualify, you get help paying for any Medicare drug plan’s monthly premium, yearly deductible, and prescription copayments. This “Extra Help” also counts toward your out-of-pocket costs.

If you automatically qualify for “Extra Help” Medicare will mail you a letter. You will not have to apply. If you do not automatically qualify you may be able to get “Extra Help” to pay for your prescription drug premiums and costs. To see if you qualify for getting “Extra Help,” call:

- 1-800-MEDICARE (1-800-633-4227). TTY users should call 1-877-486-2048, 24 hours a day, 7 days a week;
- The Social Security Office at 1-800-772-1213, between 8 am and 7 pm, Monday through Friday. TTY users should call 1-800-325-0778; or
- Your State Medicaid Office. (See Section 6 of this chapter for contact information.)

If you believe you have qualified for “Extra Help” and you believe that you are paying an incorrect cost-sharing amount when you get your prescription at a pharmacy, our plan has a process for you to either request assistance in obtaining evidence of your proper copayment level, or, if you already have the evidence, to provide this evidence to us.

- If you have your evidence:

If you are at the pharmacy, you can provide one of the following forms of evidence to obtain a reduced cost sharing level at point of sale (documentation must be for a month after June of the previous year):

- A copy of the beneficiary’s Medicaid card that includes the beneficiary’s name and eligibility date.
- A copy of a state document that confirms active Medicaid status.
- A print-out from the state electronic enrollment file showing Medicaid status.
- A screen print from the state’s Medicaid system showing Medicaid status.
- Other documentation provided by the state showing Medicaid status.
- A Supplemental Security Income (SSI) Notice of Award with an effective date.
- An Important Information letter from SSA confirming that the beneficiary is “...automatically eligible for extra help...”
 - If you are eligible for Medicaid, you or your pharmacist, advocate or any individual acting on your behalf to establish that you are institutionalized or, beginning on a date specified by the secretary, but no earlier than January 1, 2012, if you receive home and community based services (HCBS) and qualify for zero cost sharing, will need to confirm active Medicaid status by providing at least one of the following forms of evidence, which must be dated no earlier than July 1 of the previous calendar year:
 - A remittance from a long-term care facility showing your Medicaid payment for a full calendar month.
 - A copy of a state document that confirms Medicaid payment on your behalf to the long-term care facility for a full calendar month.

- A screen print from the state’s Medicaid systems showing your institutional status based on at least a full calendar month stay for Medicaid payment purposes.
- A Supplemental Security Income (SSI) Notice of Award with an effective date.
- An Important Information letter from SSA confirming that the beneficiary is “...automatically eligible for extra help...”
- Effective as of a date specified by the Secretary but not earlier than January 1, 2012 a copy of:
 - A state issued Notice of Action, Notice of Determination, or Notice of Enrollment that include the beneficiary’s name and HCBS eligibility date no earlier than July of the previous year.
 - A state approved HCBS Service Plan that includes the beneficiary’s name and effective date beginning during a month not earlier than July of the previous year.
 - A state issued prior authorization approval letter for HCBS that includes the beneficiary’s name and effective date no earlier than July of the previous year.
 - Other documentation provided by the State showing HCBS eligibility status no earlier than July of the previous year. OR
 - A status issued document, such as a remittance advice, confirming payment for HCBS including the beneficiary’s name and the dates of HCBS.
- If you are not at the pharmacy or cannot provide one of the forms of evidence listed above, please call Customer Service.
- When we receive the evidence showing your copayment level, we will update our system so that you can pay the correct copayment when you get your next prescription at the pharmacy. If you overpay your copayment, we will reimburse you. Either we will forward a check to you in the amount of your overpayment or we will offset future copayments. If the pharmacy hasn’t collected a copayment from you and is carrying your copayment as a debt owed by you, we may make the payment directly to the pharmacy. If a state paid on your behalf, we may make the payment directly to the state. Please contact Customer Service if you have questions.

There are programs in Puerto Rico, the Virgin Islands, Guam, the Northern Mariana Islands, and American Samoa to help people with limited income and resources pay their Medicare costs. Programs vary in these areas. Call your local Medical Assistance (Medicaid) office to find out more about their rules (phone numbers are in Exhibit 3 (Appendices)). Or call 1-800-MEDICARE (1-800-633-4227) 24 hours a day, 7 days a week and say “Medicaid” for more information. TTY users should call 1-877-486-2048. You can also visit www.medicare.gov for more information.

What if you have Extra Help and coverage from a State Pharmaceutical Assistance Program (SPAP)?

Many states and the U.S. Virgin Islands offer help paying for prescriptions, drug plan premiums and/or other drug costs. If you are enrolled in a State Pharmaceutical Assistance Program (SPAP), Medicare’s Extra Help pays first. State Pharmaceutical Assistance Programs (SPAPs) are listed in Exhibit 4 of the Appendix. (Michigan does not have SPAPs.)

What if you have “Extra Help” and coverage from an AIDS Drug Assistance Program (ADAP)?

What is the AIDS Drug Assistance Program (ADAP)?

The AIDS Drug Assistance Program (ADAP) helps ADAP-eligible individuals living with HIV/AIDS have access to life-saving HIV medications. Medicare Part D prescription drugs that are also on the ADAP formulary qualify for prescription cost-sharing assistance through the Michigan Drug Assistance Program (MIDAP).

Method	Michigan HIV/AIDS Drug Assistance Program (MIDAP) – Contact Information
CALL	1-888-826-6565 (toll-free) Monday through Friday 9 a.m. to 5 p.m.
FAX	1-517-335-7723
WRITE	Attn: Michigan Drug Assistance Program HIV Care Section Division of HIV/STI Programs, Client, and Partner Services Bureau of HIV and STI Programs Michigan Department of Health and Human Services P.O. Box 30727 Lansing, MI 48909
WEBSITE	www.michigan.gov/mdhhs/keep-mi-healthy/chronicdiseases/hivsti/michigan-drug-assistance-program

Note: To be eligible for the ADAP operating in your State, individuals must meet certain criteria, including proof of State residence and HIV status, low income as defined by the State, and uninsured/under-insured status. If you change plans, please notify your local ADAP enrollment worker so you can continue to receive assistance. For information on eligibility criteria, covered drugs, or how to enroll in the program, please call 1-888-826-6565 (toll-free).

State Pharmaceutical Assistance Programs

Many states have State Pharmaceutical Assistance Programs that help some people pay for prescription drugs based on financial need, age, medical condition, or disabilities. Each state has different rules to provide drug coverage to its members. Michigan does not have SPAPs.

State Pharmaceutical Assistance Programs (SPAPs) are listed in *Exhibit 4* of the Appendix.

The Medicare Prescription Payment Plan

The Medicare Prescription Payment Plan is a new payment option that works with your current drug coverage, and it can help you manage your drug costs by spreading them across **monthly payments that vary throughout the year** (January – December). **This payment option might help you manage your expenses, but it doesn’t save you money or lower your drug costs.** “Extra Help” from Medicare and help from your SPAP and ADAP, for those who qualify, is more advantageous than participation in the Medicare Prescription Payment Plan. All members are eligible to participate in this payment option, regardless of income level, and all Medicare drug plans and Medicare health plans with drug coverage must offer this payment option. Contact us or visit www.Medicare.gov to find out if this payment option is right for you.

Method	The Medicare Prescription Payment Plan – Contact Information
CALL	<p>1-866-684-8216</p> <p>Calls to this number are free. Available from 8 a.m. to 9 p.m. Eastern Time, seven days a week from October 1 - March 31.</p> <p>Available from 8:30 a.m. to 5 p.m. Eastern Time, Monday through Friday from April 1 - September 30.</p> <p>Customer Service also has free language interpreter services available for non-English speakers.</p>
TTY	<p>711</p> <p>Calls to this number are free. Available from 8 a.m. to 9 p.m. Eastern Time, seven days a week from October 1 - March 31.</p> <p>Available from 8:30 a.m. to 5 p.m. Eastern Time, Monday through Friday from April 1 - September 30.</p>
FAX	<p>1-866-458-9342</p>
WRITE	<p>Blue Cross Blue Shield of Michigan Medicare Plus Blue Group PPO Customer Service Inquiry Department – Mail Code X521 600 E. Lafayette Blvd. Detroit, MI 48226-2998</p>
WEBSITE	<p>https://www.bcbsm.com/medicare</p>

SECTION 8 How to contact the Railroad Retirement Board

The Railroad Retirement Board is an independent Federal agency that administers comprehensive benefit programs for the nation’s railroad workers and their families. If you receive your Medicare through the Railroad Retirement Board, it is important that you let them know if you move or change your mailing address. If you have questions regarding your benefits from the Railroad Retirement Board, contact the agency.

Method	Railroad Retirement Board – Contact Information
CALL	1-877-772-5772 Calls to this number are free. If you press “4”, you may speak with an RRB representative from 9 a.m. to 3 p.m., Monday through Friday. If you press “1”, you may access the automated RRB HelpLine and recorded information 24 hours a day, including weekends and holidays.
TTY	1-312-751-4701 This number requires special telephone equipment and is only for people who have difficulties with hearing or speaking. Calls to this number are <i>not</i> free.
WEBSITE	rrb.gov/

SECTION 9 Do you have group insurance or other health insurance from an employer?

If you (or your spouse or domestic partner) get benefits from your (or your spouse or domestic partner’s) employer or retiree group as part of this plan, you may call the group plan administrator, or Customer Service if you have any questions. You can ask about your (or your spouse or domestic partner’s) employer or retiree health benefits, premiums, or the enrollment period. (Phone numbers for Customer Service are printed on the back cover of this document.) You may also call 1-800-MEDICARE (1-800-633-4227; TTY: 1-877-486-2048) with questions related to your Medicare coverage under this plan.

If you have other prescription drug coverage through your (or your spouse or domestic partner’s) employer or retiree group, please contact **that group plan’s administrator, or Customer Service**. The benefits administrator can help you determine how your current prescription drug coverage will work with our plan.

CHAPTER 3:

*Using the plan for your medical
services*

SECTION 1 Things to know about getting your medical care as a member of our plan

This chapter explains what you need to know about using the plan to get your medical care covered. It gives definitions of terms and explains the rules you will need to follow to get the medical treatments, services, equipment, prescription drugs, and other medical care that are covered by the plan.

For the details on what medical care is covered by our plan and how much you pay when you get this care, use the *Medical Benefits Chart* included with the *Evidence of Coverage*.

Section 1.1 What are network providers and covered services?

- **Providers** are doctors and other health care professionals licensed by the state to provide medical services and care. The term providers also includes hospitals and other health care facilities.
- **Network providers** are the doctors and other health care professionals, medical groups, hospitals, and other health care facilities that have an agreement with us to accept our payment and your cost-sharing amount as payment in full. We have arranged for these providers to deliver covered services to members in our plan. The providers in our network bill us directly for care they give you. When you see a network provider, you pay only your share of the cost for their services.
- **Covered services** include all the medical care, health care services, supplies equipment and Prescription Drugs that are covered by our plan. Your covered services for medical care are listed in the *Medical Benefits Chart* included with the *Evidence of Coverage*. Your covered services for prescription drugs are discussed in Chapter 5.

Section 1.2 Basic rules for getting your medical care covered by the plan

As a Medicare health plan, Medicare Plus Blue Group PPO must cover all services covered by Original Medicare and must follow Original Medicare's coverage rules.

Medicare Plus Blue Group PPO will generally cover your medical care as long as:

- **The care you receive is included in the plan's *Medical Benefits Chart*** (this chart is included with this document).
- **The care you receive is considered medically necessary.** Medically necessary means that the services, supplies, equipment, or drugs are needed for the prevention, diagnosis, or treatment of your medical condition and meet accepted standards of medical practice.
- **You receive your care from a provider who is eligible to provide services under Original Medicare.** As a member of our plan, you can receive your care from either a

network provider or an out-of-network provider (for more about this, see Section 2 in this chapter).

- The providers in our network are listed in the *Provider/Pharmacy Directory* (Michigan) or *Provider/Pharmacy Locator* (outside Michigan) <https://www.bcbsm.com/providersmedicare>.
- If you use an out-of-network provider, your share of the costs for your covered services may be higher.
- Please note: While you can get your care from an out-of-network provider, the provider must be eligible to participate in Medicare. Except for emergency care, we cannot pay a provider who is not eligible to participate in Medicare. If you go to a provider who is not eligible to participate in Medicare, you will be responsible for the full cost of the services you receive. Check with your provider before receiving services to confirm that they are eligible to participate in Medicare.

SECTION 2 Using network and out-of-network providers to get your medical care

Section 2.1 How to get care from specialists and other network providers

A specialist is a doctor who provides health care services for a specific disease or part of the body. There are many kinds of specialists. Here are a few examples:

- Oncologists care for patients with cancer.
- Cardiologists care for patients with heart conditions.
- Orthopedists care for patients with certain bone, joint, or muscle conditions.

It is important to know what Medicare will or will not cover. Be sure to ask your provider if a service is covered. Providers should let you know when something is not covered. Providers should give you a written notice or tell you verbally when Medicare does not cover the service. Medicare Plus Blue Group PPO members do not need prior authorization to see a specialist. See the separate *Medical Benefits Chart* for services which may require prior authorization.

Prior authorization may be needed for certain services (please see Chapter 4 for information which services require prior authorization). Authorization can be obtained from the plan. You or your provider, including a non-contracted provider, can ask the plan before a service is furnished whether the plan will cover it. You or your provider can request that this determination be in writing. This process is called an advanced determination. If we say we will not cover your services, you, or your provider, have the right to appeal our decision not to cover your care. Chapter 9 (*What to do if you have a problem or complaint (coverage decisions, appeals, complaints)*) has more information about what to do if you want a coverage decision from us or want to appeal a decision we have already made.

If you do not have an advanced determination, authorization can also be obtained from a network provider who refers an enrollee to a specialist outside the plan's network for a service, provided that service is not explicitly always excluded from plan coverage as discussed in Chapter 4.

What if a specialist or another network provider leaves our plan?

We may make changes to the hospitals, doctors, and specialists (providers) that are part of your plan during the year. If your doctor or specialist leaves your plan you have certain rights and protections that are summarized below:

- Even though our network of providers may change during the year, Medicare requires that we furnish you with uninterrupted access to qualified doctors and specialists.
- We will notify you that your provider is leaving our plan so that you have time to select a new provider.
 - If your primary care or behavioral health provider leaves our plan, we will notify you if you have seen that provider within the past three years.
 - If any of your other providers leave our plan, we will notify you if you are assigned to the provider, currently receive care from them, or have seen them within the past three months.
- We will assist you in selecting a new qualified in-network provider that you may access for continued care.
- If you are currently undergoing medical treatment or therapies with your current provider, you have the right to request, and we will work with you to ensure, that the medically necessary treatment or therapies you are receiving continues.
- We will provide you with information about the different enrollment periods available to you and options you may have for changing plans.
- We will arrange for any medically necessary covered benefit outside of our provider network, but at in-network cost sharing, when an in-network provider or benefit is unavailable or inadequate to meet your medical needs. Prior authorization may be required.
- If you find out that your doctor or specialist is leaving your plan, please contact us so we can assist you in finding a new provider to manage your care.
- If you believe we have not furnished you with a qualified provider to replace your previous provider or that your care is not being appropriately managed, you have the right to file a quality of care complaint to the QIO, a quality of care grievance to the plan, or both. Please see Chapter 9.

Section 2.2 How to get care from out-of-network providers

As a member of our plan, you can choose to receive care from out-of-network providers. However, please note providers that do not contract with us are under no obligation to treat you, except in emergency situations. Our plan will cover services from either network or out-of-network providers, as long as the services are covered benefits and are medically necessary.

However, **if you use an out-of-network provider, your share of the costs for your covered services may be higher.** Here are other important things to know about using out-of-network providers:

- You can get your care from an out-of-network provider; however, in most cases that provider must be eligible to participate in Medicare. Except for emergency care, we cannot pay a provider who is not eligible to participate in Medicare. If you receive care from a provider who is not eligible to participate in Medicare, you will be responsible for the full cost of the services you receive. Check with your provider before receiving services to confirm that they are eligible to participate in Medicare.
- You don't need to get a referral or prior authorization when you get care from out-of-network providers. However, before getting services from out-of-network providers you may want to ask for a pre-visit coverage decision to confirm that the services you are getting are covered and are medically necessary. (See Chapter 9, Section 4 for information about asking for coverage decisions.) This is important because:
 - Without a pre-visit coverage decision, if we later determine that the services are not covered or were not medically necessary, we may deny coverage and you will be responsible for the entire cost. If we say we will not cover your services, you have the right to appeal our decision not to cover your care. See Chapter 9 (*What to do if you have a problem or complaint*) to learn how to make an appeal.
- It is best to ask an out-of-network provider to bill the plan first. But, if you have already paid for the covered services, we will reimburse you for our share of the cost for covered services. Or if an out-of-network provider sends you a bill that you think we should pay, you can send it to us for payment. See Chapter 7 (*Asking us to pay our share of a bill you have received for covered medical services or drugs*) for information about what to do if you receive a bill or if you need to ask for reimbursement.
- If you are using an out-of-network provider for emergency care, urgently needed services, or out-of-area dialysis, you may not have to pay a higher cost-sharing amount. See Section 3 for more information about these situations.

SECTION 3 How to get services when you have an emergency or urgent need for care or during a disaster

Section 3.1 Getting care if you have a medical emergency

What is a medical emergency and what should you do if you have one?

A **medical emergency** is when you, or any other prudent layperson with an average knowledge of health and medicine, believe that you have medical symptoms that require immediate medical attention to prevent your loss of life (and, if you are a pregnant woman, loss of an unborn child), loss of a limb or function of a limb, or loss of or serious impairment to a bodily function. The medical symptoms may be an illness, injury, severe pain, or a medical condition that is quickly getting worse.

If you have a medical emergency:

- **Get help as quickly as possible.** Call 911 for help or go to the nearest emergency room or hospital. Call for an ambulance if you need it. You do *not* need to get approval or a referral first from your primary care provider. You do not need to use a network doctor. You may get covered emergency medical care whenever you need it, anywhere in the United States or its territories, and from any provider with an appropriate state license even if they are not part of our network.

What is covered if you have a medical emergency?

Our plan covers ambulance services in situations where getting to the emergency room in any other way could endanger your health. We also cover medical services during the emergency.

The doctors who are giving you emergency care will decide when your condition is stable and the medical emergency is over.

After the emergency is over, you are entitled to follow-up care to be sure your condition continues to be stable. Your doctors will continue to treat you until your doctors contact us and make plans for additional care. Your follow-up care will be covered by our plan.

If you get your follow-up care from out-of-network providers, you will pay the higher out-of-network cost sharing.

What if it wasn't a medical emergency?

Sometimes it can be hard to know if you have a medical emergency. For example, you might go in for emergency care – thinking that your health is in serious danger – and the doctor may say that it wasn't a medical emergency after all. If it turns out that it was not an emergency, as long as you reasonably thought your health was in serious danger, we will cover your care.

However, after the doctor has said that it was *not* an emergency, the amount of cost sharing that you pay will depend on whether you get the care from network providers or out-of-network providers. If you get the care from network providers, your share of the costs will usually be lower than if you get the care from out-of-network providers.

Section 3.2 Getting care when you have an urgent need for services

What are urgently needed services?

A plan-covered service requiring immediate medical attention that is not an emergency is an urgently needed service if either you are temporarily outside the service area of the plan, or it is unreasonable given your time, place, and circumstances to obtain this service from network providers with whom the plan contracts. Examples of urgently needed services are unforeseen medical illnesses and injuries, or unexpected flare-ups of existing conditions. However, medically necessary routine provider visits, such as annual checkups, are not considered urgently needed even if you are outside the service area of the plan or the plan network is temporarily unavailable.

This care can be received at urgent care centers, providers' offices or hospitals. For information on accessing in-network urgently needed services, contact Customer Service. You may also refer to our plan's website at www.bcbsm.com/medicare.

Our plan covers worldwide emergency and urgent care services outside the United States under the following circumstances:

- Urgently needed services (services you require in order to avoid the likely onset of an emergency medical condition)
- Emergency care (treatment needed immediately because any delay would mean risk of permanent damage to your health)
- Emergency transportation (transportation needed immediately because a delay would mean risk of permanent damage to your health)

Section 3.3 Getting care during a disaster

If the Governor of your state, the U.S. Secretary of Health and Human Services, or the President of the United States declares a state of disaster or emergency in your geographic area, you are still entitled to care from your plan.

Please visit the following website: www.bcbsm.com/medicare for information on how to obtain needed care during a disaster.

If you cannot use a network provider during a disaster, your plan will allow you to obtain care from out-of-network providers at in-network cost sharing. If you cannot use a network pharmacy during a disaster, you may be able to fill your prescription drugs at an out-of-network pharmacy. Please see Chapter 5, Section 2.5 for more information.

SECTION 4 What if you are billed directly for the full cost of your services?

Section 4.1 You can ask us to pay our share of the cost of covered services

If you have paid more than your plan cost sharing for covered services, or if you have received a bill for the full cost of covered medical services, go to Chapter 7 (*Asking us to pay our share of a bill you have received for covered medical services or drugs*) for information about what to do.

Section 4.2 If services are not covered by our plan, you must pay the full cost

Medicare Plus Blue Group PPO covers all medically necessary services as listed in the plan's separate *Medical Benefits Chart*. If you receive services not covered by our plan you are responsible for paying the full cost of services.

For covered services that have a benefit limitation, you also pay the full cost of any services you get after you have used up your benefit for that type of covered service. Once your benefit

limitation has been reached, these additional services will not be applied toward your out-of-pocket maximum.

SECTION 5 How are your medical services covered when you are in a clinical research study?

Section 5.1 What is a clinical research study?

A clinical research study (also called a *clinical trial*) is a way that doctors and scientists test new types of medical care, like how well a new cancer drug works. Certain clinical research studies are approved by Medicare. Clinical research studies approved by Medicare typically request volunteers to participate in the study.

Once Medicare approves the study, and you express interest, someone who works on the study will contact you to explain more about the study and see if you meet the requirements set by the scientists who are running the study. You can participate in the study as long as you meet the requirements for the study *and* you have a full understanding and acceptance of what is involved if you participate in the study.

If you participate in a Medicare-approved study, Original Medicare pays most of the costs for the covered services you receive as part of the study. If you tell us that you are in a qualified clinical trial, then you are only responsible for the in-network cost sharing for the services in that trial. If you paid more, for example, if you already paid the Original Medicare cost-sharing amount, we will reimburse the difference between what you paid and the in-network cost sharing. However, you will need to provide documentation to show us how much you paid. When you are in a clinical research study, you may stay enrolled in our plan and continue to get the rest of your care (the care that is not related to the study) through our plan.

If you want to participate in any Medicare-approved clinical research study, you do *not* need to tell us or to get approval from us. The providers that deliver your care as part of the clinical research study do *not* need to be part of our plan's network of providers. Please note that this does not include benefits for which our plan is responsible that include, as a component, a clinical trial or registry to assess the benefit. These include certain benefits specified under national coverage determinations requiring coverage with evidence development (NCDs-CED) and investigational device exemption (IDE) studies and may be subject to prior authorization and other plan rules.

Although you do not need to get our plan's permission to be in a clinical research study covered for Medicare Advantage enrollees by Original Medicare, we encourage you to notify us in advance when you choose to participate in Medicare-qualified clinical trials.

If you participate in a study that Medicare has *not* approved, *you will be responsible for paying all costs for your participation in the study.*

Section 5.2 When you participate in a clinical research study, who pays for what?

Once you join a Medicare-approved clinical research study, Original Medicare covers the routine items and services you receive as part of the study, including:

- Room and board for a hospital stay that Medicare would pay for even if you weren't in a study.
- An operation or other medical procedure if it is part of the research study.
- Treatment of side effects and complications of the new care.

After Medicare has paid its share of the cost for these services, our plan will pay the difference between the cost sharing in Original Medicare and your in-network cost sharing as a member of our plan. This means you will pay the same amount for the services you receive as part of the study as you would if you received these services from our plan. However, you are required to submit documentation showing how much cost sharing you paid. Please see Chapter 7 for more information for submitting requests for payments.

Here's an example of how the cost sharing works: Let's say that you have a lab test that costs \$100 as part of the research study. Let's also say that your share of the costs for this test is \$20 under Original Medicare, but the test would be \$10 under our plan's benefits. In this case, Original Medicare would pay \$80 for the test and you would pay the \$20 copay required under Original Medicare. You would then notify your plan that you received a qualified clinical trial service and submit documentation, such as a provider bill, to the plan. The plan would then directly pay you \$10. Therefore, your net payment is \$10, the same amount you would pay under our plan's benefits. Please note that in order to receive payment from your plan, you must submit documentation to your plan, such as a provider bill.

When you are part of a clinical research study, **neither Medicare nor our plan will pay for any of the following:**

- Generally, Medicare will *not* pay for the new item or service that the study is testing unless Medicare would cover the item or service even if you were *not* in a study.
- Items or services provided only to collect data, and not used in your direct health care. For example, Medicare would not pay for monthly CT scans done as part of the study if your medical condition would normally require only one CT scan.
- Items and services customarily provided by the research sponsors free-of-charge for any enrollee in the trial.

Do you want to know more?

You can get more information about joining a clinical research study by visiting the Medicare website to read or download the publication *Medicare and Clinical Research Studies*. (The publication is available at:

www.medicare.gov/Pubs/pdf/02226-Medicare-and-Clinical-Research-Studies.pdf.) You can also call 1-800-MEDICARE (1-800-633-4227), 24 hours a day, 7 days a week. TTY users should call 1-877-486-2048.

SECTION 6 Rules for getting care in a religious non-medical health care institution

Section 6.1 What is a religious non-medical health care institution?

A religious non-medical health care institution is a facility that provides care for a condition that would ordinarily be treated in a hospital or skilled nursing facility. If getting care in a hospital or a skilled nursing facility is against a member's religious beliefs, we will instead provide coverage for care in a religious non-medical health care institution. This benefit is provided only for Part A inpatient services (non-medical health care services).

Section 6.2 Receiving Care from a Religious Non-Medical Health Care Institution

To get care from a religious non-medical health care institution, you must sign a legal document that says you are conscientiously opposed to getting medical treatment that is **non-excepted**.

- **Non-excepted** medical care or treatment is any medical care or treatment that is *voluntary* and *not required* by any federal, state, or local law.
- **Excepted** medical treatment is medical care or treatment that you get that is *not* voluntary or *is required* under federal, state, or local law.

To be covered by our plan, the care you get from a religious non-medical health care institution must meet the following conditions:

- The facility providing the care must be certified by Medicare.
- Our plan's coverage of services you receive is limited to non-religious aspects of care.
- If you get services from this institution that are provided to you in a facility, the following conditions apply:
 - You must have a medical condition that would allow you to receive covered services for inpatient hospital care or skilled nursing facility care.
 - – *and* – you must get approval in advance from our plan before you are admitted to the facility or your stay will not be covered.

Medicare Inpatient Hospital coverage limits apply. For more information, see the separate *Medical Benefits Chart*.

SECTION 7 Rules for ownership of durable medical equipment

Section 7.1 Will you own the durable medical equipment after making a certain number of payments under our plan?

Durable medical equipment (DME) includes items such as oxygen equipment and supplies, wheelchairs, walkers, powered mattress systems, crutches, diabetic supplies, speech generating devices, IV infusion pumps, nebulizers, and hospital beds ordered by a provider for use in the home. The member always owns certain items, such as prosthetics. In this section, we discuss other types of DME that you must rent.

In Original Medicare, people who rent certain types of DME own the equipment after paying copayments for the item for 13 months. As a member of Medicare Plus Blue Group PPO, you will acquire ownership of select DME items after the 12-month rental period. Your qualifying time frame starts over, even if you've made 12 consecutive payments for the DME items under Original Medicare before you joined our plan. Call Customer Service for more information.

What happens to payments you made for durable medical equipment if you switch to Original Medicare?

If you did not acquire ownership of the DME item while in our plan, you will have to make 13 new consecutive payments after you switch to Original Medicare in order to own the item. The payments made while enrolled in your plan do not count.

Example 1: You made 12 or fewer consecutive payments for the item in Original Medicare and then joined our plan. The payments you made in Original Medicare do not count. You will have to make 13 payments to our plan before owning the item.

Example 2: You made 12 or fewer consecutive payments for the item in Original Medicare and then joined our plan. You were in our plan but did not obtain ownership while in our plan. You then go back to Original Medicare. You will have to make 13 consecutive new payments to own the item once you join Original Medicare again. All previous payments (whether to our plan or to Original Medicare) do not count.

Section 7.2 Rules for oxygen equipment, supplies, and maintenance

What oxygen benefits are you entitled to?

If you qualify for Medicare oxygen equipment coverage Medicare Plus Blue Group PPO will cover:

- Rental of oxygen equipment
- Delivery of oxygen and oxygen contents
- Tubing and related oxygen accessories for the delivery of oxygen and oxygen contents
- Maintenance and repairs of oxygen equipment

If you leave Medicare Plus Blue Group PPO or no longer medically require oxygen equipment, then the oxygen equipment must be returned.

What happens if you leave your plan and return to Original Medicare?

Original Medicare requires an oxygen supplier to provide you services for five years. During the first 36 months you rent the equipment. The remaining 24 months the supplier provides the equipment and maintenance (you are still responsible for the copayment for oxygen). After five years you may choose to stay with the same company or go to another company. At this point, the five-year cycle begins again, even if you remain with the same company, requiring you to pay copayments for the first 36 months. If you join or leave our plan, the five-year cycle starts over.

CHAPTER 4:

*Medical Benefits Chart
(what is covered and
what you pay)*

SECTION 1 Understanding your out-of-pocket costs for covered services

The *Medical Benefits Chart* enclosed with this *Evidence of Coverage* lists your covered services and shows how much you will pay for each covered service as a member of Medicare Plus Blue Group PPO. Later in this chapter, and in the *Medical Benefits Chart*, you can find information about medical services that are not covered. The *Medical Benefits Chart* also explains limits on certain services. You can find a list of durable medical equipment coverage limitations, which shows continuous diabetic blood glucose monitors and traditional blood glucose monitors and test strips in the Addendum in the back of this document.

Section 1.1 Types of out-of-pocket costs you may pay for your covered services

To understand the payment information we give you in this chapter, you need to know about the types of out-of-pocket costs you may pay for your covered services.

- **Deductible** is the amount you must pay for medical services before our plan begins to pay its share.
- **Copayment** is the fixed amount you pay each time you receive certain medical services. You pay a copayment at the time you get the medical service. (The *Medical Benefits Chart* in Section 2 tells you more about your copayments.)
- **Coinsurance** is the percentage you pay of the total cost of certain medical services. You pay a coinsurance at the time you get the medical service. (The *Medical Benefits Chart* in Section 2 tells you more about your coinsurance.)

Most people who qualify for Medicaid or for the Qualified Medicare Beneficiary (QMB) program should never pay deductibles, copayments or coinsurance. Be sure to show your proof of Medicaid or QMB eligibility to your provider, if applicable.

Section 1.2 What is your plan deductible?

For your deductible amount, please refer to the enclosed *Medical Benefits Chart*.

Until you have paid the deductible amount, you must pay the full cost for most of your covered services. (The deductible does not apply to the services that are listed below.) Once you have paid your deductible, we will begin to pay our share of the costs for covered medical services and you will pay your share (your copayment or coinsurance amount) for the rest of the calendar year.

The deductible does not apply to some services, including certain in-network preventive services. This means that we will pay our share of the costs for these services even if you haven't paid your deductible yet. The deductible does not apply to the following services:

- There is no in- or out-of-network deductible for: Emergency Services, all Medicare zero-cost preventive services, Urgent Care, or insulin furnished through an item of durable medical equipment.
- For all Medicare Plus Blue (PPO) plans, the deductible does not apply to those services not covered by Original Medicare.

Section 1.3 What is the most you will pay for Medicare Part A and Part B covered medical services?

Your employer or union group will have a limit to how much you have to pay out-of-pocket each year for certain covered medical services. Your health plan may have separate out-of-pocket maximums for services received in-network, and those received outside the network. After this level is reached, you will have 100% coverage for these services and will not have to pay any out-of-pocket costs for those services for the remainder of the year. If you have a Medicare Part B plan premium, you must continue to pay your group plan administrator if required. See the separate *Medical Benefits Chart* for information on annual out-of-pocket maximum amounts that apply to your plan.

Section 1.4 Our plan does not allow providers to balance bill you

As a member of Medicare Plus Blue Group PPO, an important protection for you is that after you meet any deductibles, you only have to pay your cost-sharing amount when you get services covered by our plan. Providers may not add additional separate charges, called **balance billing**. This protection applies even if we pay the provider less than the provider charges for a service and even if there is a dispute and we don't pay certain provider charges.

Here is how this protection works.

- If your cost sharing is a copayment (a set amount of dollars, for example, \$15.00), then you pay only that amount for any covered services from a network provider. You will generally have higher copays when you obtain care from out-of-network providers.
- If your cost sharing is a coinsurance (a percentage of the total charges), then you never pay more than that percentage. However, your cost depends on which type of provider you see:
 - If you obtain covered services from a network provider, you pay the coinsurance percentage multiplied by the plan's reimbursement rate (as determined in the contract between the provider and the plan).
 - If you obtain covered services from an out-of-network provider who participates with Medicare, you pay the coinsurance percentage multiplied by the Medicare payment rate for participating providers.

- If you obtain covered services from an out-of-network provider who does not participate with Medicare, then you pay the coinsurance amount multiplied by the Medicare payment rate for non-participating providers.
- If you believe a provider has balance billed you, call Customer Service.

SECTION 2 Use the *Medical Benefits Chart* to find out what is covered and how much you will pay

Section 2.1 Your medical benefits and costs as a member of the plan

The *Medical Benefits Chart* enclosed with this *Evidence of Coverage* lists the services Medicare Plus Blue Group PPO covers and what you pay out-of-pocket for each service. For coverage requirements, please refer to the *Medical Benefits Chart*.

Section 2.2 Medicare Plus Blue Group PPO covers services nationwide

This plan's service area includes the entire United States and its territories. You have coverage for health care services regardless of the provider's network affiliation. This plan also covers emergency and urgent care services worldwide (see Chapter 3, Section 3 in the *Evidence of Coverage*).

Note: You are responsible for your deductible and/or copayment, if applicable.

SECTION 3 What services are not covered by the plan?

Section 3.1 Services we do *not* cover (exclusions)

This section tells you what services are *excluded* from Medicare coverage and therefore, are not covered by this plan.

The chart below lists services and items that either are not covered under any condition or are covered only under specific conditions.

If you get services that are excluded (not covered), you must pay for them yourself except under the specific conditions listed below. Even if you receive the excluded services at an emergency facility, the excluded services are still not covered, and our plan will not pay for them. The only exception is if the service is appealed and decided upon appeal to be a medical service that we should have paid for or covered because of your specific situation. (For information about appealing a decision we have made to not cover a medical service, go to Chapter 9, Section 5.3 in this document.)

Services not covered by Medicare	Not covered under any condition	Covered only under specific conditions
Acupuncture		Available for people with chronic low back pain under certain circumstances.
Cardiac rehabilitation, Phase III programs (For information on other cardiac rehabilitation programs, see the <i>Medical Benefits Chart</i> and Chapter 12, Definitions of important words.)	Not covered under any condition	
Cosmetic surgery or procedures		<ul style="list-style-type: none"> • Covered in cases of an accidental injury or for improvement of the functioning of a malformed body member. • Covered for all stages of reconstruction for a breast after a mastectomy, as well as for the unaffected breast to produce a symmetrical appearance.
Custodial care Custodial care is personal care that does not require the continuing attention of trained medical or paramedical personnel, such as care that helps you with activities of daily living, such as bathing or dressing.	Not covered under any condition	

Services not covered by Medicare	Not covered under any condition	Covered only under specific conditions
<p>Experimental medical and surgical procedures, equipment and medications.</p> <p>Experimental procedures and items are those items and procedures determined by Original Medicare to not be generally accepted by the medical community.</p>		<p>May be covered by Original Medicare under a Medicare-approved clinical research study or by our plan.</p> <p>(See Chapter 3, Section 5 for more information on clinical research studies.)</p>
<p>Fees charged for care by your immediate relatives or members of your household.</p>	Not covered under any condition	
<p>Full-time nursing care in your home.</p>	Not covered under any condition	
<p>Home-delivered meals</p>	Not covered under any condition	
<p>Homemaker services include basic household assistance, including light housekeeping or light meal preparation.</p>	Not covered under any condition	
<p>Naturopath services (uses natural or alternative treatments).</p>	Not covered under any condition	
<p>Non-routine dental care</p>		<p>Dental care required to treat illness or injury may be covered as inpatient or outpatient care.</p>
<p>Orthopedic shoes or supportive devices for the feet</p>		<p>Shoes that are part of a leg brace and are included in the cost of the brace. Orthopedic or therapeutic shoes for people with diabetic foot disease.</p>
<p>Personal items in your room at a hospital or a skilled nursing facility, such as a telephone or a television.</p>	Not covered under any condition	
<p>Private room in a hospital.</p>		<p>Covered only when medically necessary.</p>

Services not covered by Medicare	Not covered under any condition	Covered only under specific conditions
Reversal of sterilization procedures, non-prescription contraceptive supplies, including Intrauterine Devices (IUDs), and/or any contraceptive method not payable under your Part D benefit.	Not covered under any condition	
Routine chiropractic care		Manual manipulation of the spine to correct a subluxation is covered. Check under Additional Benefits in the <i>Medical Benefits Chart</i> to see if you have additional services under this benefit.
Routine dental care, such as cleanings, fillings or dentures.	Not covered under any condition	
Routine eye examinations, eyeglasses, radial keratotomy, LASIK surgery, and other low vision aids.		Eye exam and one pair of eyeglasses (or contact lenses) are covered for people after cataract surgery. Check under the Additional Benefits section of the <i>Medical Benefits Chart</i> to see if you have additional LASIK and RK surgery services.
Routine foot care		Some limited coverage provided according to Medicare guidelines (e.g., if you have diabetes).
Routine hearing exams, hearing aids, or exams to fit hearing aids.		If your employer or union group has selected additional hearing benefits. Check under the Additional Benefits section of the <i>Medical Benefits Chart</i> to see if you have additional hearing services (routine hearing exams and/or hearing aids).

Services not covered by Medicare	Not covered under any condition	Covered only under specific conditions
Services considered not reasonable and necessary, according to Original Medicare standards	Not covered under any condition	
Services from providers who appear on the CMS Preclusion List. <i>For more information, see CMS Preclusion List definition in Chapter 12.</i>	Not covered under any condition	
Temporomandibular joint disorders and dysfunction services and treatments (TMJ)	Not covered under any condition	

CHAPTER 5:

*Using the plan's coverage
for Part D prescription drugs*

SECTION 1 Introduction

This chapter **explains rules for using your coverage for Part D drugs**. Please see Chapter 4 for Medicare Part B drug benefits and hospice drug benefits.

Section 1.1 Basic rules for the plan's Part D drug coverage

The plan will generally cover your drugs as long as you follow these basic rules:

- You must have a provider (a doctor, dentist, or other prescriber) write you a prescription, which must be valid under applicable state law.
- Your prescriber must not be on Medicare's Exclusion or Preclusion Lists.
- You generally must use a network pharmacy to fill your prescription. (See Section 2 in this chapter. *Or you can fill your prescription through the plan's mail-order service.*)
- Your drug must be on the plan's *List of Covered Drugs (Formulary)* (we call it the Drug List for short). (See Section 3 in this chapter.)
- Your drug must be used for a medically accepted indication. A medically accepted indication is a use of the drug that is either approved by the Food and Drug Administration or supported by certain references. (See Section 3 in this chapter for more information about a medically accepted indication.)
- Your drug may require approval before we will cover it. (See Section 4 of this chapter for more information about restrictions on your coverage.)

SECTION 2 Fill your prescription at a network pharmacy or through the plan's mail-order service

Section 2.1 Use a network pharmacy

In most cases, your prescriptions are covered *only* if they are filled at the plan's network pharmacies. (See Section 2.5 for information about when we would cover prescriptions filled at out-of-network pharmacies.)

A network pharmacy is a pharmacy that has a contract with the plan to provide your covered prescription drugs. The term covered drugs means all of the Part D prescription drugs that are on the plan's Drug List.

Section 2.2 Network pharmacies

How do you find a network pharmacy in your area?

To find a network pharmacy, you can look in your *Provider/Pharmacy Directory* or *Provider/Pharmacy Locator*, visit our website (www.bcbsm.com/pharmaciesmedicare), and/or call Customer Service.

You may go to any of our network pharmacies. Some of our network pharmacies provide preferred cost sharing, which may be lower than the cost sharing at a pharmacy that offers standard cost sharing. The *Provider/Pharmacy Directory* (or *Provider/Pharmacy Locator* for members outside Michigan) will tell you which of the network pharmacies offer preferred cost sharing. Contact us to find out more about how your out-of-pocket costs could vary for different drugs.

What if the pharmacy you have been using leaves the network?

If the pharmacy you have been using leaves the plan's network, you will have to find a new pharmacy that is in the network. Or, if the pharmacy you have been using stays within the network but is no longer offering preferred cost sharing, you may want to switch to a different network or preferred pharmacy, if available. To find another pharmacy in your area, you can get help from Customer Service or use the *Provider/Pharmacy Directory* (or *Provider/Pharmacy Locator* for members outside Michigan). You can also find information for Michigan only on our website at www.bcbsm.com/pharmaciesmedicare.

What if you need a specialized pharmacy?

Some prescriptions must be filled at a specialized pharmacy. Specialized pharmacies include:

- Pharmacies that supply drugs for home infusion therapy.
- Pharmacies that supply drugs for residents of a long-term care (LTC) facility. Usually, a LTC facility (such as a nursing home) has its own pharmacy. If you have any difficulty accessing your Part D benefits in an LTC facility, please contact Customer Service. At long-term care pharmacies, brand-name solid oral dosage drugs are limited to a 14-day supply with prorated cost-sharing. Please refer to your *Provider/Pharmacy Directory* for a list of these pharmacies.
- Pharmacies that serve the Indian Health Service / Tribal / Urban Indian Health Program (not available in Puerto Rico). Except in emergencies, only Native Americans or Alaska Natives have access to these pharmacies in our network.
- Pharmacies that dispense drugs that are restricted by the FDA to certain locations or that require special handling, provider coordination, or education on their use. To locate a specialized pharmacy, look in your *Provider/Pharmacy Directory* (or *Provider/Pharmacy Locator* for members outside Michigan) or call Customer Service.

Section 2.3 Using the plan's mail-order service

For certain kinds of drugs, you can use the plan's network mail-order service. Generally, the drugs provided through mail-order are drugs that you take on a regular basis, for a chronic or long-term medical condition.

Our plan's mail-order service allows you to order ***at least a 31-day supply of the drug and no more than a 90-day supply.***

To get order forms and information about filling your prescriptions by mail start using our mail-order service, or if your mail-order is delayed, please contact our network mail-order pharmacies:

Optum Home Delivery - Preferred cost sharing

1-855-810-0007

24 hours a day, 7 days a week

www.optumrx.com

Or

Walgreens Mail Service - Standard cost sharing

1-866-877-2392

TTY: 1-800-925-0178

24 hours a day, 7 days a week

www.WalgreensMailService.com

En Español: 1-800-778-5427

TTY: 1-877-220-6173

Mail-order forms are also available at **www.bcbsm.com/medicare/help/forms-documents.html**. You may also contact Customer Service to request a mail-order form. Please note that you must use our network mail-order services.

If you use a mail-order pharmacy not in the plan's network, your prescription will not be covered.

Usually, a mail-order pharmacy order will be delivered to you in no more than seven days. However, sometimes your mail-order may be delayed. To ensure you do not run out of your medications, try to reorder at least two weeks before your prescription runs out and have at least a 14-day supply of that medication on hand. If you don't have enough, ask your doctor to give you a second prescription for up to a 31-day supply and fill it at a retail network pharmacy while you wait for your mail-order supply to arrive.

New prescriptions the pharmacy receives directly from your doctor's office.

The pharmacy will automatically fill and deliver new prescriptions it receives from health care providers, without checking with you first, if either:

- You used mail-order services with this plan in the past, or
- You sign up for automatic delivery of all new prescriptions received directly from health care providers. You may request automatic delivery of all new prescriptions at any time by updating your profile at Optum Home Delivery, or calling the mail-order pharmacy.

If you receive a prescription automatically by mail that you do not want, and you were not contacted to see if you wanted it before it shipped, you may be eligible for a refund.

If you used mail-order in the past and do not want the pharmacy to automatically fill and ship each new prescription, please contact us by updating your profile at Optum Home Delivery, or calling the mail-order pharmacy.

If you have never used our mail-order delivery and/or decide to stop automatic fills of new prescriptions, the pharmacy will contact you each time it gets a new prescription from a health care provider to see if you want the medication filled and shipped immediately. It is important that you respond each time you are contacted by the pharmacy, to let them know whether to ship, delay, or cancel the new prescription.

Refills on mail-order prescriptions. For refills of your drugs, you have the option to sign up for an automatic refill program. Under this program we will start to process your next refill automatically when our records show you should be close to running out of your drug. The pharmacy will contact you prior to shipping each refill to make sure you need more medication, and you can cancel scheduled refills if you have enough of your medication or if your medication has changed.

If you choose not to use our auto-refill program but still want the mail-order pharmacy to send you your prescription, please contact your pharmacy 30 days before your current prescription will run out. This will ensure your order is shipped to you in time.

To opt out of our program that automatically prepares mail-order refills, please contact us by accessing your profile at Optum Home Delivery, or by calling the mail-order pharmacy.

If you receive a refill automatically by mail that you do not want, you may be eligible for a refund.

Section 2.4 How can you get a long-term supply of drugs?

The plan offers two ways to get a long-term supply (also called an extended supply) of maintenance drugs on our plan's Drug List. (Maintenance drugs are drugs that you take on a regular basis, for a chronic or long-term medical condition.)

1. Some retail pharmacies in our network allow you to get a long-term supply of maintenance drugs. Your *Provider/Pharmacy Directory* (or *Provider/Pharmacy Locator* for members outside Michigan) tells you which pharmacies in our network can give you a long-term supply of maintenance drugs. You can also call Customer Service for more information.
2. You may also receive maintenance drugs through our mail-order program. Please see Section 2.3 for more information.

Section 2.5 When can you use a pharmacy that is not in the plan's network?

Your prescription may be covered in certain situations

Generally, we cover drugs filled at an out-of-network pharmacy *only* when you are not able to use a network pharmacy. To help you, we have network pharmacies outside of our service area

where you can get your prescriptions filled as a member of our plan. **Please check first with Customer Service** to see if there is a network pharmacy nearby. You may be required to pay the difference between what you pay for the drug at the out-of-network pharmacy and the cost that we would cover at an in-network pharmacy.

Here are the circumstances when we would cover prescriptions filled at an out-of-network pharmacy (including self-administered drugs provided in an outpatient setting):

- If you are traveling outside the plan's service area (within the United States and its territories) and run out of your medication, if you lose your medication, or if you become ill and cannot access a network pharmacy.
- If you are unable to obtain a covered drug in a timely manner because there is no network pharmacy within a reasonable driving distance that provides 24-hour service.
- If you are trying to fill a prescription drug that is not regularly stocked at an accessible network retail or mail-order pharmacy.
- If you receive a Part D drug, dispensed by an out-of-network institutional-based pharmacy while you are a patient in the emergency department, provider-based clinic, outpatient surgery or other outpatient setting.
- If you have received your prescription drug during a state or federal disaster declaration or other public health emergency declaration in which you are evacuated or otherwise displaced from the plan's service area and/or your place of residence and cannot be reasonably expected to obtain covered Part D drugs at a network pharmacy.
- You are responsible for out-of-pocket costs but can request reimbursement. You will need to submit reimbursement requests to the plan's Pharmacy Benefit Manager. Medications are still subject to prior authorization or clinical review.

How do you ask for reimbursement from the plan?

If you must use an out-of-network pharmacy, you will generally have to pay the full cost (rather than your normal cost share) at the time you fill your prescription. You can ask us to reimburse you for our share of the cost. (Chapter 7, Section 2 explains how to ask the plan to pay you back.)

SECTION 3 Your drugs need to be on the plan's Drug List

Section 3.1 The Drug List tells which Part D drugs are covered

The plan has a *List of Covered Drugs (Formulary)*. In this *Evidence of Coverage*, **we call it the Drug List for short.**

The drugs on this list are selected by the plan with the help of a team of doctors and pharmacists. The list meets Medicare's requirements and has been approved by Medicare.

The drugs on the Drug List are only those covered under Medicare Part D.

We will generally cover a drug on the plan's Drug List as long as you follow the other coverage rules explained in this chapter and the drug is used for a medically accepted indication. A medically accepted indication is a use of the drug that is *either*:

- Approved by the Food and Drug Administration for the diagnosis or condition for which it is being prescribed, or
- Supported by certain references, such as the American Hospital Formulary Service Drug Information and the Micromedex DRUGDEX Information System.

The Drug List includes brand-name drugs, generic drugs, and biological products (which may include biosimilars).

A brand-name drug is a prescription drug that is sold under a trademarked name owned by the drug manufacturer. Biological products are drugs that are more complex than typical. On the Drug List, when we refer to drugs, this could mean a drug or a biological product.

A generic drug is a prescription drug that has the same active ingredients as the brand-name drug. Biological products have alternatives that are called biosimilars. Generally, generics and biosimilars work just as well as the brand-name drug or original biological product and usually cost less. There are generic drug substitutes available for many brand-name drugs and biosimilar alternatives for some original biological products. Some biosimilars are interchangeable biosimilars and, depending on state law, may be substituted for the original biological product at the pharmacy without needing a new prescription, just like generic drugs can be substituted for brand-name drugs.

See Chapter 12 for definitions of the types of drugs that may be on the Drug List.

Over-the-Counter Drugs

For groups that have our Healthy Value Enhanced Formulary or Comprehensive Enhanced Formulary, our plan also covers certain over-the-counter drugs. Please see the prescription drug coverage information (section 5.2) in the separate *Medical Benefits Chart* to determine if your group uses this Enhanced Formulary. Some over-the-counter drugs are less expensive than prescription drugs and work just as well. For more information, call Customer Service.

What is *not* on the Drug List?

The plan does not cover all prescription drugs.

- In some cases, the law does not allow any Medicare plan to cover certain types of drugs. (For more about this, see Section 7.1 in this chapter.)
- In other cases, we have decided not to include a particular drug on the Drug List. In some cases, you may be able to obtain a drug that is not on the Drug List. (For more information, please see Chapter 9.)

Section 3.2 There are five cost-sharing tiers for drugs on the Drug List

Every drug on the plan's "Drug List" is in one of five cost-sharing tiers. In general, the higher the cost-sharing tier, the higher your cost for the drug:

- Tier 1 - Preferred Generic: These are generic drugs in the lowest cost-sharing tier.
- Tier 2 - Generic: These are still generic drugs but not the lowest cost-sharing tier.
- Tier 3 - Preferred Brand: This tier contains mostly brand-name drugs and also includes some high-cost generics.
- Tier 4 - Non-Preferred Drug: These are brand-name and generic drugs not in a preferred tier.
- Tier 5 - Specialty Tier: This contains high-cost generic and brand-name drugs (the highest tier).

To find out which cost-sharing tier your drug is in, look it up in the plan's "Drug List."

The amount you pay for drugs in each cost sharing tier is shown in your enclosed *Medical Benefits Chart*.

Section 3.3 How can you find out if a specific drug is on the Drug List?

You have four ways to find out:

1. Check the most recent Drug List we provided electronically.
2. Visit the plan's website (www.bcbsm.com/medicare). The Drug List on the website is always the most current.
3. Call Customer Service to find out if a particular drug is on the plan's Drug List or to ask for a copy of the list.
4. Use the plan's "Real-Time Benefit Tool" (www.bcbsm.com/medicare or by calling Customer Service). With this tool you can search for drugs on the Drug List to see an estimate of what you will pay and if there are alternative drugs on the Drug List that could treat the same condition.

SECTION 4 There are restrictions on coverage for some drugs

Section 4.1 Why do some drugs have restrictions?

For certain prescription drugs, special rules restrict how and when the plan covers them. A team of doctors and pharmacists developed these rules to encourage you and your provider to use drugs in the most effective ways. To find out if any of these restrictions apply to a drug you take or want to take, check the Drug List.

If a safe, lower-cost drug will work just as well medically as a higher-cost drug, the plan's rules are designed to encourage you and your provider to use that lower-cost option.

Please note that sometimes a drug may appear more than once in our Drug List. This is because the same drugs can differ based on the strength, amount, or form of the drug prescribed by your health care provider, and different restrictions or cost sharing may apply to the different versions of the drug (for instance, 10 mg versus 100 mg; one per day versus two per day; tablet versus liquid).

Section 4.2 What kinds of restrictions?

The sections below tell you more about the types of restrictions we use for certain drugs.

If there is a restriction for your drug, it usually means that you or your provider will have to take extra steps in order for us to cover the drug. Contact Customer Service to learn what you or your provider would need to do to get coverage for the drug. **If you want us to waive the restriction for you, you will need to use the coverage decision process and ask us to make an exception.** We may or may not agree to waive the restriction for you. (See Chapter 9.)

Getting plan approval in advance

For certain drugs, you or your provider need to get approval from the plan before we will agree to cover the drug for you. This is called **prior authorization**. This is put in place to ensure medication safety and help guide appropriate use of certain drugs. If you do not get this approval, your drug might not be covered by the plan.

Trying a different drug first

This requirement encourages you to try less costly but usually just as effective drugs before the plan covers another drug. For example, if Drug A and Drug B treat the same medical condition, the plan may require you to try Drug A first. If Drug A does not work for you, the plan will then cover Drug B. This requirement to try a different drug first is called **step therapy**.

Quantity limits

For certain drugs, we limit how much of a drug you can get each time you fill your prescription. For example, if it is normally considered safe to take only one pill per day for a certain drug, we may limit coverage for your prescription to no more than one pill per day.

SECTION 5 What if one of your drugs is not covered in the way you'd like it to be covered?

Section 5.1 There are things you can do if your drug is not covered in the way you'd like it to be covered

There are situations where there is a prescription drug you are taking, or one that you and your provider think you should be taking, that is not on our formulary or is on our formulary with restrictions. For example:

- The drug might not be covered at all. Or maybe a generic version of the drug is covered but the brand-name version you want to take is not covered.
- The drug is covered, but there are extra rules or restrictions on coverage for that drug, as explained in Section 4.
- The drug is covered, but it is in a cost-sharing tier that makes your cost sharing more expensive than you think it should be.
- There are things you can do if your drug is not covered in the way that you'd like it to be covered. **If your drug is not on the Drug List or if your drug is restricted, go to Section 5.2 to learn what you can do.**
- **If your drug is in a cost-sharing tier that makes your cost more expensive than you think it should be, go to Section 5.3 to learn what you can do.**

Section 5.2 What can you do if your drug is not on the Drug List or if the drug is restricted in some way?

If your drug is not on the Drug List or is restricted, here are options:

- You may be able to get a temporary supply of the drug.
- You can change to another drug.
- You can request an **exception** and ask the plan to cover the drug or remove restrictions from the drug.

You may be able to get a temporary supply

Under certain circumstances, the plan must provide a temporary supply of a drug that you are already taking. This temporary supply gives you time to talk with your provider about the change.

To be eligible for a temporary supply, the drug you have been taking **must no longer be on the plan's Drug List OR is now restricted in some way.**

- **If you are a new member**, we will cover a temporary supply of your drug during the first **108 days** of your membership in the plan.

- **If you were in the plan last year**, we will cover a temporary supply of your drug during the first **108 days** of the calendar year.
- This temporary supply will be for a maximum of 31 days. If your prescription is written for fewer days, we will allow multiple fills to provide up to a maximum of 31 days of medication. The prescription must be filled at a network pharmacy. (Please note that the long-term care pharmacy may provide the drug in smaller amounts at a time to prevent waste.)
- **For those members who have been in the plan for more than 108 days and reside in a long-term care facility and need a supply right away:**

We will cover one 31-day emergency supply of a particular drug, or less if your prescription is written for fewer days. This is in addition to the above temporary supply.

- **For those members who need a temporary supply of a non-formulary drug, or who request a formulary exception due to a change in level of care.**

An emergency transition supply will be provided to current members who enter into a facility from another care setting, or leave a facility for another care setting. This transition supply is not limited to initial enrollment only. Our transition policy covers a transition supply for enrollees who have a level-of-care change such as when members enter long-term care facilities from hospitals or other settings. Your pharmacy provider should contact the plan's Pharmacy Technical Help Desk to request a level of care change override on your behalf.

For questions about a temporary supply, call Customer Service.

During the time when you are using a temporary supply of a drug, you should talk with your provider to decide what to do when your temporary supply runs out. You have two options:

1) You can change to another drug

Talk with your provider about whether there is a different drug covered by the plan that may work just as well for you. You can call Customer Service to ask for a list of covered drugs that treat the same medical condition. This list can help your provider find a covered drug that might work for you.

2) You can ask for an exception

You and your provider can ask the plan to make an exception and cover the drug in the way you would like it covered. If your provider says that you have medical reasons that justify asking us for an exception, your provider can help you request an exception. For example, you can ask the plan to cover a drug even though it is not on the plan's Drug List. Or you can ask the plan to make an exception and cover the drug without restrictions.

If you are a current member and a drug you are taking will be removed from the formulary or restricted in some way for next year, we will tell you about any change prior to the new year. You can ask for an exception before next year and we will give you an answer within 72 hours

after we receive your request (or your prescriber's supporting statement). If we approve your request, we will authorize the coverage before the change takes effect.

If you and your provider want to ask for an exception, Chapter 9, Section 6.4 tells you what to do. It explains the procedures and deadlines that have been set by Medicare to make sure your request is handled promptly and fairly.

Section 5.3 What can you do if your drug is in a cost-sharing tier you think is too high?

If your drug is in a cost-sharing tier you think is too high, here are things you can do:

You can change to another drug

If your drug is in a cost-sharing tier you think is too high, talk to your provider. There may be a different drug in a lower cost-sharing tier that might work just as well for you. Call Customer Service to ask for a list of covered drugs that treat the same medical condition. This list can help your provider find a covered drug that might work for you.

You can ask for an exception

You and your provider can ask the plan to make an exception in the cost-sharing tier for the drug so that you pay less for it. If your provider says that you have medical reasons that justify asking us for an exception, your provider can help you request an exception to the rule.

If you and your provider want to ask for an exception, Chapter 9, Section 6.4 tells what to do. It explains the procedures and deadlines that have been set by Medicare to make sure your request is handled promptly and fairly.

Drugs in our Tier 5 Specialty Tier are not eligible for this type of exception. We do not lower the cost-sharing amount for drugs in this tier.

SECTION 6 What if your coverage changes for one of your drugs?

Section 6.1 The Drug List can change during the year

Most of the changes in drug coverage happen at the beginning of each year (January 1). However, during the year, the plan can make some changes to the Drug List. For example, the plan might:

- **Add or remove drugs from the Drug List.**
- **Move a drug to a higher or lower cost-sharing tier.**
- **Add or remove a restriction on coverage for a drug.**
- **Replace a brand-name drug with a generic version of the drug.**

- **Replace an original biological product with an interchangeable biosimilar version of the biological product.**

We must follow Medicare requirements before we change the plan's Drug List.

See Chapter 12 for definitions of the drug types discussed in this chapter.

Section 6.2 What happens if coverage changes for a drug you are taking?

Information on changes to drug coverage

When changes to the Drug List occur, we post information on our website about those changes. We also update our online Drug List regularly. This section describes the types of changes we may make to the Drug List and when you will get direct notice if changes are made for a drug that you are taking.

Changes we may make to the Drug List that affect you during the current plan year

- **Adding new drugs to the Drug List and immediately removing or making changes to a like drug on the Drug List.**
 - When adding a new version of a drug to the Drug List, we may immediately remove a like drug from the Drug List, move the like drug to a different cost-sharing tier, add new restrictions, or both. The new version of the drug will be on the same or a lower cost-sharing tier and with the same or fewer restrictions.
 - We will make these immediate changes only if we are adding a new generic version of a brand name or adding certain new biosimilar versions of an original biological product that was already on the Drug List.
 - We may make these changes immediately and tell you later, even if you are taking the drug that we are removing or making changes to. If you are taking the like drug at the time we make the change, we will tell you about any specific change we made.
- **Adding drugs to the Drug List and removing or making changes to a like drug on the Drug List with advance notice.**
 - When adding another version of a drug to the Drug List, we may remove a like drug from the Drug List, move it to a different cost-sharing tier, add new restrictions, or both. The version of the drug that we add will be on the same or a lower cost-sharing tier and with the same or fewer restrictions.
 - We will make these changes only if we are adding a new generic version of a brand name drug or adding certain new biosimilar versions of an original biological product that was already on the Drug List.
 - We will tell you at least 30 days before we make the change, or tell you about the change and cover a 31-day fill of the version of the drug you are taking.

- **Removing unsafe drugs and other drugs on the Drug List that are withdrawn from the market.**
 - Sometimes a drug may be deemed unsafe or taken off the market for another reason. If this happens, we may immediately remove the drug from the Drug List. If you are taking that drug, we will tell you after we make the change.
- **Making other changes to drugs on the Drug List.**
 - We may make other changes once the year has started that affect drugs you are taking. For example, we might make changes based on FDA boxed warnings or new clinical guidelines recognized by Medicare.
 - We will tell you at least 30 days before we make these changes, or tell you about the change and cover an additional 31 day fill of the drug you are taking.

If we make any of these changes to any of the drugs you are taking, talk with your prescriber about the options that would work best for you, including changing to a different drug to treat your condition, or requesting a coverage decision to satisfy any new restrictions on the drug you are taking. You or your prescriber can ask us for an exception to continue covering the drug or version of the drug you have been taking. For more information on how to ask for a coverage decision, including an exception, see Chapter 9.

Changes to the Drug List that do not affect you during the current plan year

We may make certain changes to the Drug List that are not described above. In these cases, the change will not apply to you if you are taking the drug when the change is made; however, these changes will likely affect you starting January 1 of the next plan year if you stay in the same plan.

In general, changes that will not affect you during the current plan year are:

- We move your drug into a higher cost-sharing tier.
- We put a new restriction on the use of your drug.
- We remove your drug from the Drug List.

If any of these changes happen for a drug you are taking (except for market withdrawal, a generic drug replacing a brand-name drug, or other change noted in the sections above), the change won't affect your use or what you pay as your share of the cost until January 1 of the next year.

We will not tell you about these types of changes directly during the current plan year. You will need to check the Drug List for the next plan year (when the list is available during the open enrollment period) to see if there are any changes to the drugs you are taking that will impact you during the next plan year.

SECTION 7 What types of drugs are *not* covered by the plan?

Section 7.1 Types of drugs we do not cover

This section tells you what kinds of prescription drugs are excluded. This means Medicare does not pay for these drugs.

If you get drugs that are excluded, you must pay for them yourself. If you appeal and the requested drug is found not to be excluded under Part D, we will pay for or cover it. (For information about appealing a decision, go to Chapter 9.)

Here are three general rules about drugs that Medicare drug plans will not cover under Part D:

- Our plan's Part D drug coverage cannot cover a drug that would be covered under Medicare Part A or Part B.
- Our plan cannot cover a drug purchased outside the United States or its territories.
- Our plan cannot cover *off-label* use of a drug when the use is not supported by certain references, such as the American Hospital Formulary Service Drug Information and the Micromedex DRUGDEX Information System. *Off-label* use is any use of the drug other than those indicated on a drug's label as approved by the Food and Drug Administration.

In addition, by law, the following categories of drugs are not covered by Medicare drug plans:

- Non-prescription drugs (also called over-the-counter drugs).
- Drugs used to promote fertility.
- Drugs used for the relief of cough or cold symptoms.
- Drugs used for cosmetic purposes or to promote hair growth.
- Prescription vitamins and mineral products, except prenatal vitamins and fluoride preparations.
- Drugs used for the treatment of sexual or erectile dysfunction.
- Drugs used for treatment of anorexia, weight loss, or weight gain.
- Outpatient drugs for which the manufacturer seeks to require that associated tests or monitoring services be purchased exclusively from the manufacturer as a condition of sale.

For plans with an enhanced formulary:

We offer additional coverage of some prescription drugs (enhanced drug coverage) not normally covered in a Medicare prescription drug plan. For example, weight loss products and allergy medications are covered in the enhanced drug coverage. The amount you pay for these drugs does not count toward qualifying you for the Catastrophic Coverage Stage. (The Catastrophic Coverage Stage is described in Chapter 6, Section 6 of this document.)

In addition, if you are **receiving "Extra Help" from Medicare** to pay for your prescriptions, the "Extra Help" program will not pay for the drugs not normally covered. However, if you have

drug coverage through Medicaid, your state Medicaid program may cover some prescription drugs not normally covered in a Medicare drug plan. Please contact your state Medicaid program to determine what drug coverage may be available to you. (You can find phone numbers and contact information for Medicaid in Chapter 2, Section 6.)

For plans without an enhanced formulary:

If you are receiving “Extra Help” to pay for your prescriptions, the “Extra Help” program will not pay for the drugs not normally covered. However, if you have drug coverage through Medicaid, your state Medicaid program may cover some prescription drugs not normally covered in a Medicare drug plan. Please contact your state Medicaid program to determine what drug coverage may be available to you. (You can find phone numbers and contact information for Medicaid in Chapter 2, Section 6.)

SECTION 8 Filling a prescription

Section 8.1 Provide your membership information

To fill your prescription, provide your plan membership information, which can be found on your membership card, at the network pharmacy you choose. The network pharmacy will automatically bill the plan for *our* share of your drug cost. You will need to pay the pharmacy *your* share of the cost when you pick up your prescription.

Section 8.2 What if you don't have your membership information with you?

If you don't have your plan membership information with you when you fill your prescription, you or the pharmacy can call the plan to get the necessary information, or you can ask the pharmacy to look up your plan enrollment information.

If the pharmacy is not able to get the necessary information, **you may have to pay the full cost of the prescription when you pick it up.** (You can then **ask us to reimburse you** for our share. See Chapter 7, Section 2 for information about how to ask the plan for reimbursement.)

SECTION 9 Part D drug coverage in special situations

Section 9.1 What if you're in a hospital or a skilled nursing facility for a stay that is covered by the plan?

If you are admitted to a hospital or to a skilled nursing facility for a stay covered by the plan, we will generally cover the cost of your prescription drugs during your stay. Once you leave the hospital or skilled nursing facility, the plan will cover your prescription drugs as long as the drugs meet all of our rules for coverage described in this Chapter.

Section 9.2 What if you're a resident in a long-term care (LTC) facility?

Usually, a long-term care (LTC) facility (such as a nursing home) has its own pharmacy, or uses a pharmacy that supplies drugs for all of its residents. If you are a resident of an LTC facility, you may get your prescription drugs through the facility's pharmacy or the one it uses, as long as it is part of our network.

Check your *Provider/Pharmacy Directory* (or *Provider/Pharmacy Locator* for members outside Michigan) to find out if your LTC facility's pharmacy or the one that it uses is part of our network. If it isn't, or if you need more information or assistance, please contact Customer Service. If you are in an LTC facility, we must ensure that you are able to routinely receive your Part D benefits through our network of LTC pharmacies.

What if you're a resident in a long-term care (LTC) facility and need a drug that is not on our Drug List or is restricted in some way?

Please refer to Section 5.2 about a temporary or emergency supply.

Section 9.3 What if you're also getting drug coverage from an employer or retiree group plan?

If you currently have other prescription drug coverage through your (or your spouse or domestic partner's) employer or retiree group please contact **that group plan administrator, or Customer Service**. They can help you determine how your current prescription drug coverage will work with our plan.

In general, if you have employee or retiree group coverage, the drug coverage you get from us will be *secondary* to your group coverage. That means your group coverage would pay first.

Special note about creditable coverage:

Each year your employer or retiree group should send you a notice that tells if your prescription drug coverage for the next calendar year is creditable.

If the coverage from the group plan is creditable, it means that the plan has drug coverage that is expected to pay, on average, at least as much as Medicare's standard prescription drug coverage.

Keep this notice about creditable coverage because you may need it later. If you enroll in a Medicare plan that includes Part D drug coverage, you may need these notices to show that you have maintained creditable coverage. If you didn't get the creditable coverage notice, request a copy from the employer or retiree group's benefits administrator or the employer or union.

Section 9.4 What if you're in Medicare-certified hospice?

Hospice and our plan do not cover the same drug at the same time. If you are enrolled in Medicare hospice and require certain drugs (e.g., anti-nausea drugs, laxatives, pain medication or anti-anxiety drugs) that are not covered by your hospice because it is unrelated to your terminal

illness and related conditions, our plan must receive notification from either the prescriber or your hospice provider that the drug is unrelated before our plan can cover the drug. To prevent delays in receiving these drugs that should be covered by our plan, ask your hospice provider or prescriber to provide notification before your prescription is filled.

In the event you either revoke your hospice election or are discharged from hospice, our plan should cover your drugs as explained in this document. To prevent any delays at a pharmacy when your Medicare hospice benefit ends, bring documentation to the pharmacy to verify your revocation or discharge.

SECTION 10 Programs on drug safety and managing medications

Section 10.1 Programs to help members use drugs safely

We conduct drug use reviews for our members to help make sure that they are getting safe and appropriate care.

We do a review each time you fill a prescription. We also review our records on a regular basis. During these reviews, we look for potential problems such as:

- Possible medication errors
- Drugs that may not be necessary because you are taking another similar drug to treat the same condition
- Drugs that may not be safe or appropriate because of your age or gender
- Certain combinations of drugs that could harm you if taken at the same time
- Prescriptions for drugs that have ingredients you are allergic to
- Possible errors in the amount (dosage) of a drug you are taking
- Unsafe amounts of opioid pain medications

If we see a possible problem in your use of medications, we will work with your provider to correct the problem.

Section 10.2 Drug Management Program (DMP) to help members safely use their opioid medications

We have a program that helps make sure members safely use prescription opioids and other frequently abused medications. This program is called a Drug Management Program (DMP). If you use opioid medications that you get from several prescribers or pharmacies, or if you had a recent opioid overdose, we may talk to your prescribers to make sure your use of opioid medications is appropriate and medically necessary. Working with your prescribers, if we decide your use of prescription opioid or benzodiazepine medications may not be safe, we may limit how you can get those medications. If we place you in our DMP, the limitations may be:

- Requiring you to get all your prescriptions for opioid or benzodiazepine medications from a certain pharmacy(ies)
- Requiring you to get all your prescriptions for opioid or benzodiazepine medications from a certain doctor(s)
- Limiting the amount of opioid or benzodiazepine medications we will cover for you

If we plan on limiting how you may get these medications or how much you can get, we will send you a letter in advance. The letter will tell you if we will limit coverage of these drugs for you, or if you'll be required to get the prescriptions for these drugs only from a specific prescriber or pharmacy. You will have an opportunity to tell us which prescribers or pharmacies you prefer to use, and about any other information you think is important for us to know. After you've had the opportunity to respond, if we decide to limit your coverage for these medications, we will send you another letter confirming the limitation. If you think we made a mistake or you disagree with our decision or with the limitation, you and your prescriber have the right to appeal. If you appeal, we will review your case and give you a new decision. If we continue to deny any part of your request related to the limitations that apply to your access to medications, we will automatically send your case to an independent reviewer outside of our plan. See Chapter 9 for information about how to ask for an appeal.

You will not be placed in our DMP if you have certain medical conditions, such as cancer-related pain or sickle cell disease, you are receiving hospice, palliative, or end-of-life care, or live in a long-term care facility.

Section 10.3 Medication Therapy Management (MTM) program to help members manage their medications

We have a program that can help our members with complex health needs. Our program is called a Medication Therapy Management (MTM) program. This program is voluntary and free. A team of pharmacists and doctors developed the program for us to help make sure that our members get the most benefit from the drugs they take.

Some members who have certain chronic diseases and take medications that exceed a specific amount of drug costs or are in a DMP to help members use their opioids safely, may be able to get services through an MTM program. If you qualify for the program, a pharmacist or other health professional will give you a comprehensive review of all your medications. During the review, you can talk about your medications, your costs, and any problems or questions you have about your prescription and over-the-counter medications. You'll get a written summary which has a recommended to-do list that includes steps you should take to get the best results from your medications. You'll also get a medication list that will include all the medications you're taking, how much you take, and when and why you take them. In addition, members in the MTM program will receive information on the safe disposal of prescription medications that are controlled substances.

It's a good idea to talk to your doctor about your recommended to-do list and medication list. Bring the summary with you to your visit or anytime you talk with your doctors, pharmacists,

and other health care providers. Also, keep your medication list up to date and with you (for example, with your ID) in case you go to the hospital or emergency room.

If we have a program that fits your needs, we will automatically enroll you in the program and send you information. If you decide not to participate, please notify us and we will withdraw you. If you have any questions about this program, please contact Customer Service.

CHAPTER 6:

*What you pay for your Part D
prescription drugs*

Are you currently getting help to pay for your drugs?

If you are in a program that helps pay for your drugs, **some information in this *Evidence of Coverage* about the costs for Part D prescription drugs may not apply to you.** We have included a separate insert, called the *Evidence of Coverage Rider for People Who Get “Extra Help” Paying for Prescription Drugs* (also known as the *Low-Income Subsidy Rider* or the *LIS Rider*), which tells you about your drug coverage. If you don’t have this insert, please call Customer Service and ask for the *LIS Rider*.

SECTION 1 Introduction

Section 1.1 Use this chapter together with other materials that explain your drug coverage

This chapter and the *Medical Benefits Chart* focus on what you pay for Part D prescription drugs. To keep things simple, we use “drug” in this chapter to mean a Part D prescription drug. As explained in Chapter 5, not all drugs are Part D drugs—some drugs are covered under Medicare Part A or Part B and other drugs are excluded from Medicare coverage by law. Some excluded drugs may be covered if your plan has an Enhanced Formulary.

To understand the payment information, you need to know what drugs are covered, where to fill your prescriptions, and what rules to follow when you get your covered drugs. Chapter 5, Sections 1 through 4 explain these rules. When you use the plan’s “Real-Time Benefit Tool” to look up drug coverage (see Chapter 5, Section 3.3), the cost shown is provided in “real time,” meaning the cost you see in the tool reflects a moment in time to provide an estimate of the out-of-pocket costs you are expected to pay. You can also obtain information provided by the “Real-Time Benefit Tool” by calling Customer Service.

Section 1.2 Types of out-of-pocket costs you may pay for covered drugs

There are different types of out-of-pocket costs for Part D drugs. The amount that you pay for a drug is called **cost sharing**, and there are three ways you may be asked to pay.

- **Deductible** is the amount you pay for drugs before our plan begins to pay its share.
 - **Copayment** is a fixed amount you pay each time you fill a prescription.
 - **Coinsurance** is a percentage of the total cost you pay each time you fill a prescription.
-

Section 1.3 How Medicare calculates your out-of-pocket costs

Medicare has rules about what counts and what does *not* count toward your out-of-pocket costs. Here are the rules we must follow to keep track of your out-of-pocket costs.

These payments are included in your out-of-pocket costs

Your out-of-pocket costs include the payments listed below (as long as they are for Part D covered drugs and you followed the rules for drug coverage that are explained in Chapter 5):

- The amount you pay for drugs when you are in the following drug payment stages:
 - The Deductible Stage, if applicable.
 - The Initial Coverage Stage
- Any payments you made during this calendar year as a member of a different Medicare prescription drug plan before you joined our plan.

It matters who pays:

- If you make these payments **yourself**, they are included in your out-of-pocket costs.
- These payments are *also included* in your out-of-pocket costs if they are made on your behalf by **certain other individuals or organizations**. This includes payments for your drugs made by a friend or relative, by most charities, by AIDS drug assistance programs, by a State Pharmaceutical Assistance Program (SPAP) that is qualified by Medicare (Michigan does not have SPAPs), employer or union health plans, TRICARE, or by the Indian Health Service. Payments made by Medicare's "Extra Help" Program are also included.

Moving on to the Catastrophic Coverage Stage:

When you (or those paying on your behalf) have spent a total of \$2,000 in out-of-pocket costs within the calendar year, you will move from the Initial Coverage Stage to the Catastrophic Coverage Stage.

These payments are not included in your out-of-pocket costs

Your out-of-pocket costs **do not include** any of these types of payments:

- Your monthly premium
- Drugs you buy outside the United States and its territories
- Drugs that are not covered by our plan
- Drugs you get at an out-of-network pharmacy that do not meet the plan's requirements for out-of-network coverage
- Prescription drugs covered by Part A or Part B

- Payments you make toward drugs covered under our additional coverage but not normally covered in a Medicare Prescription Drug Plan
- Payments you make toward prescription drugs not normally covered in a Medicare Prescription Drug Plan
- Payments for your drugs that are made by the Veterans Health Administration (VA)
- Payments for your drugs made by a third-party with a legal obligation to pay for prescription costs (for example, Workers' Compensation)
- Payments made by drug manufacturers under the Manufacturer Discount Program

Reminder: If any other organization such as the ones listed above pays part or all of your out-of-pocket costs for drugs, you are required to tell our plan by calling Customer Service.

How can you keep track of your out-of-pocket total?

- **We will help you.** The Part D Explanation of Benefits (EOB) report you receive includes the current amount of your out-of-pocket costs. When this amount reaches \$2,000, this report will tell you that you have left the Initial Coverage Stage and have moved on to the Catastrophic Coverage Stage.
 - **Make sure we have the information we need.** Section 3.2 tells what you can do to help make sure that our records of what you have spent are complete and up to date.
-

SECTION 2 What you pay for a drug depends on which drug payment stage you are in when you get the drug

Section 2.1 What are the drug payment stages for Medicare Plus Blue Group PPO members?

There are three **drug payment stages** for your prescription drug coverage under Medicare Plus Blue Group PPO. How much you pay depends on what stage you are in when you get a prescription filled or refilled. Details of each stage are in Sections 4 through 6 of this chapter. The stages are:

Stage 1: Yearly Deductible Stage (if applicable)

Stage 2: Initial Coverage Stage

Stage 3: Catastrophic Coverage Stage

SECTION 3 We send you reports that explain payments for your drugs and which payment stage you are in

Section 3.1 We send you a monthly summary called the *Part D Explanation of Benefits* (the *Part D EOB*)

Our plan keeps track of the costs of your prescription drugs and the payments you have made when you get your prescriptions filled or refilled at the pharmacy. This way, we can tell you when you have moved from one drug payment stage to the next. In particular, there are two types of costs we keep track of:

- We keep track of how much you have paid. This is called your **Out-of-Pocket Costs**. This includes what you paid when you get a covered Part D drug, any payments for your drugs made by family or friends, and any payments made for your drugs by “Extra Help” from Medicare, employer or union health plans, TRICARE, Indian Health Service, AIDS drug assistance programs, charities, and most State Pharmaceutical Assistance Programs (SPAPs).
- We keep track of your **Total Drug Costs**. This is the total of all payments made for your covered Part D drugs. It includes what the plan paid, what you paid, and what other programs or organizations paid for your covered Part D drugs.

If you have had one or more prescriptions filled through the plan during the previous month, we will send you a *Part D EOB*. The *Part D EOB* includes:

- **Information for that month.** This report gives the payment details about the prescriptions you have filled during the previous month. It shows the total drug costs, what the plan paid, and what you and others on your behalf paid.
- **Totals for the year since January 1.** This is called year-to-date information. It shows the total drug costs and total payments for your drugs since the year began.
- **Drug price information.** This information will display the total drug price, and information about increases in price from first fill for each prescription claim of the same quantity.
- **Available lower cost alternative prescriptions.** This will include information about other available drugs with lower cost sharing for each prescription claim, if applicable.

Section 3.2 Help us keep our information about your drug payments up to date

To keep track of your drug costs and the payments you make for drugs, we use records we get from pharmacies. Here is how you can help us keep your information correct and up to date:

- **Show your membership card every time you get a prescription filled.** This helps us make sure we know about the prescriptions you are filling and what you are paying.
- **Make sure we have the information we need.** There are times you may pay for the entire cost of a prescription drug. In these cases, we will not automatically get the information

we need to keep track of your out-of-pocket costs. To help us keep track of your out-of-pocket costs, give us copies of your receipts. **Here are examples of when you should give us copies of your drug receipts:**

- When you purchase a covered drug at a network pharmacy at a special price or using a discount card that is not part of our plan's benefit.
 - When you made a copayment for drugs that are provided under a drug manufacturer patient assistance program.
 - Any time you have purchased covered drugs at out-of-network pharmacies or other times you have paid the full price for a covered drug under special circumstances.
 - If you are billed for a covered drug, you can ask our plan to pay our share of the cost. For instructions on how to do this, go to Chapter 7, Section 2.
- **Send us information about the payments others have made for you.** Payments made by certain other individuals and organizations also count toward your out-of-pocket costs. For example, payments made by a State Pharmaceutical Assistance Program (SPAP) (Michigan does not have SPAPs), an AIDS drug assistance program (ADAP), the Indian Health Service, and charities count toward your out-of-pocket costs. Keep a record of these payments and send them to us so we can track your costs.
 - **Check the written report we send you.** When you receive a *Part D EOB*, look it over to be sure the information is complete and correct. If you think something is missing or you have any questions, please call us at Customer Service. Be sure to keep these reports.

SECTION 4 During the Deductible Stage, you pay the full cost of your drugs

If your plan has a deductible, the Deductible Stage is the first payment stage for your drug coverage. This stage begins when you fill your first prescription for the year. When you are in this payment stage, **you must pay the full cost of your drugs** until you reach the plan's deductible amount. The deductible doesn't apply to covered insulin products and most adult Part D vaccines, including shingles, tetanus and travel vaccines. The **full cost** is usually lower than the normal full price of the drug since our plan has negotiated lower costs for most drugs at network pharmacies. See the separate *Medical Benefits Chart* for your deductible amount.

Once you have paid your annual deductible for your drugs, you leave the Deductible Stage and move on to the Initial Coverage Stage.

If your plan does not have an annual deductible, your coverage begins in the Initial Coverage Stage.

SECTION 5 During the Initial Coverage Stage, the plan pays its share of your drug costs and you pay your share

Section 5.1 What you pay for a drug depends on the drug and where you fill your prescription

During the Initial Coverage Stage, the plan pays its share of the cost of your covered prescription drugs, and you pay your share (your copayment or coinsurance amount). Your share of the cost will vary depending on the drug and where you fill your prescription.

The plan has five cost-sharing tiers

Every drug on the plan's Drug List is in one of five cost-sharing tiers. In general, the higher the cost-sharing tier number, the higher your cost for the drug:

- Tier 1 - Preferred Generic: These are generic drugs in the lowest cost-sharing tier.
- Tier 2 - Generic: These are still generic drugs but not the lowest cost-sharing tier.
- Tier 3 - Preferred Brand: This tier contains mostly brand-name drugs and also includes some high-cost generics. You pay no more than \$35 per month supply of each covered insulin product on this tier.
- Tier 4 - Non-Preferred Drug: These are brand-name and generic drugs not in a preferred tier. You pay no more than \$35 per month supply of each covered insulin product on this tier.
- Tier 5 - Specialty Tier: This contains high-cost generic and brand-name drugs (the highest tier). You pay no more than \$35 per month supply of each covered insulin product on this tier.

To find out which cost-sharing tier your drug is in, look it up in the plan's Drug List.

Your pharmacy choices

How much you pay for a drug depends on whether you get the drug from:

- A network retail pharmacy that offers standard cost sharing.
- A network retail pharmacy that offers preferred cost sharing. Costs may be less at pharmacies that offer preferred cost sharing.
- A pharmacy that is not in the plan's network. We cover prescriptions filled at out-of-network pharmacies in only limited situations. Please see Chapter 5, Section 2.5 to find out when we will cover a prescription filled at an out-of-network pharmacy.
- The plan's mail-order pharmacy.

For more information about these pharmacy choices and filling your prescriptions, see Chapter 5 and the plan's *Provider/Pharmacy Directory* (or *Provider/Pharmacy Locator* for members outside Michigan).

Section 5.2 Your costs for a *one-month* supply of a drug

During the Initial Coverage Stage, your share of the cost of a covered drug will be either a copayment or coinsurance.

The enclosed *Medical Benefits Chart* shows the amount of the copayment or coinsurance depends on which cost sharing tier.

Sometimes the cost of the drug is lower than your copayment. In these cases, you pay the lower price for the drug instead of the copayment.

Your share of the cost when you get a one-month supply (or less) of a covered Part D prescription drug: See your separate *Medical Benefits Chart* for your costs.

You won't pay more than \$35 for a one-month supply of each covered insulin product regardless of the cost-sharing tier, even if you haven't paid your deductible (if applicable).

Please see Section 7 of this chapter for more information on cost sharing for Part D vaccines.

Section 5.3 If your doctor prescribes less than a full month's supply, you may not have to pay the cost of the entire month's supply

Typically, the amount you pay for a prescription drug covers a full month's supply. There may be times when you or your doctor would like you to have less than a month's supply of a drug (for example, when you are trying a medication for the first time). You can also ask your doctor to prescribe, and your pharmacist to dispense, less than a full month's supply of your drugs, if this will help you better plan refill dates for different prescriptions.

If you receive less than a full month's supply of certain drugs, you will not have to pay for the full month's supply.

- If you are responsible for coinsurance, you pay a *percentage* of the total cost of the drug. Since the coinsurance is based on the total cost of the drug, your cost will be lower since the total cost for the drug will be lower.
- If you are responsible for a copayment for the drug, you will only pay for the number of days of the drug that you receive instead of a whole month. We will calculate the amount you pay per day for your drug (the daily cost-sharing rate) and multiply it by the number of days of the drug you receive.

Section 5.4 Your costs for a *long-term* (up to a 90-day) supply of a drug

For some drugs, you can get a long-term supply (also called an extended supply). A long-term supply is up to a 90-day supply.

The enclosed *Medical Benefits Chart* shows what you pay when you get a long-term supply of a drug.

Your share of the cost when you get a *long-term* supply of a covered Part D prescription drug: See your separate *Medical Benefits Chart* for your costs.

You won't pay more than \$70 for up to a two-month supply or \$105 for up to a three-month supply of each covered insulin product regardless of the cost-sharing tier, even if you haven't paid your deductible.

Section 5.5 You stay in the Initial Coverage Stage until your out-of-pocket costs for the year reach \$2,000

You stay in the Initial Coverage Stage until your total out-of-pocket costs reach \$2,000. You then move on to the Catastrophic Coverage Stage. We offer additional coverage on some prescription drugs that are not normally covered in a Medicare Prescription Drug Plan. Payments made for these drugs will not count toward your total out-of-pocket costs.

The *Part D EOB* that you receive will help you keep track of how much you, the plan, and any third parties, have spent on your behalf for your drugs during the year. Not all members will reach the \$2,000 out-of-pocket limit in a year.

We will let you know if you reach this amount. If you do reach this amount, you will leave the Initial Coverage Stage and move on to the Catastrophic Coverage Stage. See Section 1.3 on how Medicare calculates your out-of-pocket costs.

SECTION 6 During the Catastrophic Coverage Stage, you pay nothing for your covered Part D drugs

You enter the Catastrophic Coverage Stage when your out-of-pocket costs have reached the \$2,000 limit for the calendar year. Once you are in the Catastrophic Coverage Stage, you will stay in this payment stage until the end of the calendar year.

- During this payment stage, you pay nothing for your covered Part D drugs.
- You may have cost sharing for excluded drugs that are covered under our enhanced benefit.

SECTION 7 Part D Vaccines. What you pay for depends on how and where you get them

Important Message About What You Pay for Vaccines – Some vaccines are considered medical benefits and are covered under Part B. Other vaccines are considered Part D drugs. You can find these vaccines listed in the plan's Drug List. Our plan covers most adult Part D vaccines at no cost to you even if you haven't paid your deductible. Refer to your plan's Drug List or contact Customer Service for coverage and cost-sharing details about specific vaccines.

There are two parts to our coverage of Part D vaccinations:

- The first part of coverage is the cost of **the vaccine itself**.
- The second part of coverage is for the cost of **giving you the vaccine**. (This is sometimes called the administration of the vaccine.)

Your costs for a Part D vaccination depend on three things:

1. **Whether the vaccine is recommended for adults by an organization called the Advisory Committee on Immunization Practices (ACIP).**
 - Most adult Part D vaccinations are recommended by ACIP and cost you nothing.
2. **Where you get the vaccine.**
 - The vaccine itself may be dispensed by a pharmacy or provided by the doctor's office.
3. **Who gives you the vaccine.**
 - A pharmacist or another provider may give the vaccine in the pharmacy. Alternatively, a provider may give it in the doctor's office.

What you pay at the time you get the Part D vaccination can vary depending on the circumstances and what **drug payment stage** you are in.

- Sometimes when you get a vaccination, you have to pay for the entire cost for both the vaccine itself and the cost for the provider to give you the vaccine. You can ask our plan to pay you back for our share of the cost. For most adult Part D vaccines, this means you will be reimbursed the entire cost you paid.
- Other times, when you get a vaccination, you will pay only your share of the cost under your Part D benefit. For most adult Part D vaccines, you will pay nothing.

Below are three examples of ways you might get a Part D vaccine.

Situation 1: You get the Part D vaccination at the network pharmacy. (Whether you have this choice depends on where you live. Some states do not allow pharmacies to give certain vaccines.)

- For most adult Part D vaccines, you will pay nothing.
- For other Part D vaccines, you will pay the pharmacy your coinsurance or copayment for the vaccine itself which includes the cost of giving you the vaccine.
- Our plan will pay the remainder of the costs.

Situation 2: You get the Part D vaccination at your doctor's office.

- When you get the vaccine, you may have to pay for the entire cost of the vaccine itself and the cost for the provider to give it to you.
- You can then ask our plan to pay our share of the cost by using the procedures that are described in Chapter 7.

- For most adult Part D vaccines, you will be reimbursed the full amount you paid. For other Part D vaccines, you will be reimbursed the amount you paid less any coinsurance or copayment for the vaccine (including administration).

Situation 3: You buy the Part D vaccine itself at the network pharmacy, and then take it to your doctor’s office where they give you the vaccine.

- For most adult Part D vaccines, you will pay nothing for the vaccine itself.
- For other Part D vaccines, you will pay the pharmacy your coinsurance or copayment for the vaccine itself.
- When your doctor gives you the vaccine, you may have to pay the entire cost for this service.
- You can then ask our plan to pay our share of the cost by using the procedures described in Chapter 7.
- For most adult Part D vaccines, you will be reimbursed the full amount you paid. For other Part D vaccines, you will be reimbursed the amount you paid less any coinsurance for the vaccine administration.

Part D vaccines require a prescription from your physician before the pharmacist can dispense and administer the vaccine.

If you choose to receive a vaccine as described in Situation 3, you should have your prescription filled at your pharmacy the same day as the vaccine is to be administered. Some vaccines require special handling and should be dispensed as close to your appointment as possible.

If you need to be reimbursed for your vaccination and/or physician administration fee, be sure to save all your receipts and get the vaccine name, amount administered to you (e.g., 0.5 ml), and National Drug Code (NDC) before leaving the doctor’s office as you will need this for reimbursement. A copy of our Pharmacy Direct Member Reimbursement Claim form can be downloaded on our website at www.bcbsm.com/claimsmedicare or you can request one from Customer Service. (Phone numbers for Customer Service are printed on the back cover of this document.) You must submit your claim to us within three years of the date you received the vaccination.

If you obtain the Part D vaccine at:	And get it administered by:	You pay (and/or are reimbursed)
The pharmacy	The pharmacy (not possible in all states)	You pay your normal copay or coinsurance for the vaccine.

If you obtain the Part D vaccine at:	And get it administered by:	You pay (and/or are reimbursed)
Your doctor	Your doctor	You pay up-front for the entire cost of the vaccine and its administration. You are reimbursed this amount less your normal copay or coinsurance for the vaccine (including administration).
The pharmacy	Your doctor	You pay your normal copay or coinsurance for the vaccine at the pharmacy and the full amount charged by the doctor for administering the vaccine. You are reimbursed the amount charged by the doctor less any applicable in-network charge for administering the vaccine.

CHAPTER 7:

*Asking us to pay our share of a bill
you have received for covered
medical services or drugs*

SECTION 1 Situations in which you should ask us to pay our share of the cost of your covered services or drugs

Sometimes when you get medical care or a prescription drug, you may need to pay the full cost. Other times, you may find that you have paid more than you expected under the coverage rules of the plan, or you may receive a bill from a provider. In these cases, you can ask our plan to pay you back (paying you back is often called reimbursing you). It is your right to be paid back by our plan whenever you've paid more than your share of the cost for medical services or drugs that are covered by our plan. There may be deadlines that you must meet to get paid back. Please see Section 2 of this chapter.

There may also be times when you get a bill from a provider for the full cost of medical care you have received or possibly for more than your share of cost sharing as discussed in this document. First try to resolve the bill with the provider. If that does not work, send the bill to us instead of paying it. We will look at the bill and decide whether the services should be covered. If we decide they should be covered, we will pay the provider directly. If we decide not to pay it, we will notify the provider. You should never pay more than plan-allowed cost sharing. If this provider is contracted, you still have the right to treatment.

Here are examples of situations in which you may need to ask our plan to pay you back or to pay a bill you have received:

1. When you've received medical care from a provider who is not in our plan's network

When you received care from a provider who is not part of our network, you are only responsible for paying your share of the cost. (Your share of the cost may be higher for an out-of-network provider than for a network provider.) Ask the provider to bill the plan for our share of the cost.

- Emergency providers are legally required to provide emergency care. You are only responsible for paying your share of the cost for emergency or urgently needed services. If you pay the entire amount yourself at the time you receive the care, ask us to pay you back for our share of the cost. Send us the bill, along with documentation of any payments you have made.
- You may get a bill from the provider asking for payment that you think you do not owe. Send us this bill, along with documentation of any payments you have already made.
 - If the provider is owed anything, we will pay the provider directly.
 - If you have already paid more than your share of the cost of the service, we will determine how much you owed and pay you back for our share of the cost.
- Please note: While you can get your care from an out-of-network provider, the provider must be eligible to participate in Medicare. Except for emergency care, we cannot pay a provider who is not eligible to participate in Medicare. If the provider is

not eligible to participate in Medicare, you will be responsible for the full cost of the services you receive.

2. When a network provider sends you a bill you think you should not pay

Network providers should always bill the plan directly and ask you only for your share of the cost. But sometimes they make mistakes and ask you to pay more than your share.

- You only have to pay your cost-sharing amount when you get covered services. We do not allow providers to add additional separate charges, called balance billing. This protection (that you never pay more than your cost-sharing amount) applies even if we pay the provider less than the provider charges for a service and even if there is a dispute and we don't pay certain provider charges.
- Whenever you get a bill from a network provider that you think is more than you should pay, send us the bill. We will contact the provider directly and resolve the billing problem.
- If you have already paid a bill to a network provider, but you feel that you paid too much, send us the bill along with documentation of any payment you have made and ask us to pay you back the difference between the amount you paid and the amount you owed under the plan.

3. If you are retroactively enrolled in our plan

Sometimes a person's enrollment in the plan is retroactive. (This means that the first day of their enrollment has already passed. The enrollment date may even have occurred last year.)

If you were retroactively enrolled in our plan and you paid out of pocket for any of your covered services or drugs after your enrollment date, you can ask us to pay you back for our share of the costs. You will need to submit paperwork such as receipts and bills for us to handle the reimbursement.

4. When you use an out-of-network pharmacy to get a prescription filled

If you go to an out-of-network pharmacy, the pharmacy may not be able to submit the claim directly to us. When that happens, you will have to pay the full cost of your prescription.

Save your receipt and send a copy to us when you ask us to pay you back for our share of the cost. Remember that we only cover out-of-network pharmacies in limited circumstances. See Chapter 5, Section 2.5 for a discussion of these circumstances. We may not pay you back the difference between what you paid for the drug at the out-of-network pharmacy and the amount that we would pay at an in-network pharmacy.

5. When you pay the full cost for a prescription because you don't have your plan membership card with you

If you do not have your plan membership card with you, you can ask the pharmacy to call the plan or to look up your plan enrollment information. However, if the pharmacy cannot get the enrollment information they need right away, you may need to pay the full cost of the prescription yourself.

Save your receipt and send a copy to us when you ask us to pay you back for our share of the cost. We may not pay you back the full cost you paid if the cash price you paid is higher than our negotiated price for the prescription.

6. When you pay the full cost for a prescription in other situations

You may pay the full cost of the prescription because you find that the drug is not covered for some reason.

- For example, the drug may not be on the plan's Drug List or it could have a requirement or restriction that you didn't know about or don't think should apply to you. If you decide to get the drug immediately, you may need to pay the full cost for it.
- Save your receipt and send a copy to us when you ask us to pay you back. In some situations, we may need to get more information from your doctor in order to pay you back for our share of the cost. We may not pay you back the full cost you paid if the cash price you paid is higher than our negotiated price for the prescription.

All of the examples above are types of coverage decisions. This means that if we deny your request for payment, you can appeal our decision. Chapter 9 of this document has information about how to make an appeal.

SECTION 2 How to ask us to pay you back or to pay a bill you have received

You may request us to pay you back by sending us a request in writing. If you send a request in writing, send your bill and documentation of any payment you have made. It's a good idea to make a copy of your bill and receipts for your records. **You must submit your claim to us within 12 months for medical claims and 36 months for prescription drug claims** of the date you received the service, item, or drug.

To make sure you are giving us all the information we need to make a decision, you can fill out our claim form to make your request for payment.

- You don't have to use the form, but it will help us process the information faster.
 - The following information is necessary to help us process your claim if you do not use the claim form:
 - Enrollee/member ID

Chapter 7 Asking us to pay our share of a bill you have received for covered medical services or drugs

- Name of patient
 - Date(s) of service
 - Who provided the service (doctor or facility name), phone number, Tax ID and National Provider Identifier (or NPI)
 - Amount charged for each service
 - Procedure code (the description of service) AND diagnosis code (the reason for visit)
 - Proof of payment (i.e., an itemized statement from your provider that shows the amount paid. Cash register receipts and canceled checks are accepted as proof of payment in certain cases. Money orders and personal itemizations are not accepted as proof of payment.)
- Either download a copy of the form from our website (www.bcbsm.com/claimsmedicare) or call Customer Service and ask for the form.

Mail your request for payment together with any bills or paid receipts to us at these addresses:

Bills/Receipts for Medical Care

Blue Cross Blue Shield of Michigan
Imaging and Support Services
P.O. Box 32593
Detroit, MI 48232-0593

Bills/Receipts for Prescription Drugs

Optum Home Delivery
P.O. Box 650287
Dallas, TX 75265

SECTION 3 We will consider your request for payment and say yes or no

Section 3.1 We check to see whether we should cover the service or drug and how much we owe

When we receive your request for payment, we will let you know if we need any additional information from you. Otherwise, we will consider your request and make a coverage decision.

- If we decide that the medical care or drug is covered and you followed all the rules, we will pay for our share of the cost. Our share of the cost might not be the full amount you paid (for example, if you obtained a drug at an out-of-network pharmacy or if the cash price you paid for a drug is higher than our negotiated price). If you have already paid for the service or drug, we will mail your reimbursement of our share of the cost to you. If you have not paid for the service or drug yet, we will mail the payment directly to the provider.
- If we decide that the medical care or drug is *not* covered, or you did *not* follow all the rules, we will not pay for our share of the cost. We will send you a letter explaining the reasons why we are not sending the payment and your rights to appeal that decision.

Chapter 7 Asking us to pay our share of a bill you have received for covered medical services or drugs

Section 3.2 If we tell you that we will not pay for all or part of the medical care or drug, you can make an appeal

If you think we have made a mistake in turning down your request for payment or the amount we are paying, you can make an appeal. If you make an appeal, it means you are asking us to change the decision we made when we turned down your request for payment. The appeals process is a formal process with detailed procedures and important deadlines. For the details on how to make this appeal, go to Chapter 9 of this document.

CHAPTER 8:

Your rights and responsibilities

SECTION 1 Our plan must honor your rights and cultural sensitivities as a member of the plan

Section 1.1 We must provide information in a way that works for you and consistent with your cultural sensitivities (in languages other than English, in large print, or other alternate formats, etc.)

Your plan is required to ensure that all services, both clinical and non-clinical, are provided in a culturally competent manner and are accessible to all enrollees, including those with limited English proficiency, limited reading skills, hearing incapacity, or those with diverse cultural and ethnic backgrounds. Examples of how a plan may meet these accessibility requirements include, but are not limited to provision of translator services, interpreter services, teletypewriters, or TTY (text telephone or teletypewriter phone) connection.

Our plan has free interpreter services available to answer questions from non-English speaking members. We can also give you information in large print, or other alternate formats at no cost if you need it. We are required to give you information about the plan's benefits in a format that is accessible and appropriate for you. To get information from us in a way that works for you, please call Customer Service.

Our plan is required to give female enrollees the option of direct access to a women's health specialist within the network for women's routine and preventive health care services.

If providers in the plan's network for a specialty are not available, it is the plan's responsibility to locate specialty providers outside the network who will provide you with the necessary care. In this case, you will only pay in-network cost sharing. If you find yourself in a situation where there are no specialists in the plan's network that cover a service you need, call the plan for information on where to go to obtain this service at in-network cost sharing.

If you have any trouble getting information from our plan in a format that is accessible and appropriate for you, please call to file a grievance with Customer Service. You may also file a complaint with Medicare by calling 1-800-MEDICARE (1-800-633-4227) or directly with the Office for Civil Rights 1-800-368-1019 or TTY 1-800-537-7697.

Section 1.2 We must ensure that you get timely access to your covered services and drugs

You have the right to choose a provider in the plan's network. You also have the right to go to a women's health specialist (such as a gynecologist) without a referral and still pay the in-network cost-sharing amount.

You have the right to get appointments and covered services from your providers *within a reasonable amount of time*. This includes the right to get timely services from specialists when you need that care. You also have the right to get your prescriptions filled or refilled at any of our network pharmacies without long delays.

If you think that you are not getting your medical care or Part D drugs within a reasonable amount of time, Chapter 9 tells what you can do.

Section 1.3 We must protect the privacy of your personal health information

Federal and state laws protect the privacy of your medical records and personal health information. We protect your personal health information as required by these laws.

- Your personal health information includes the personal information you gave us when you enrolled in this plan as well as your medical records and other medical and health information.
- You have rights related to your information and controlling how your health information is used. We give you a written notice, called a **Notice of Privacy Practice**, that tells about these rights and explains how we protect the privacy of your health information.

How do we protect the privacy of your health information?

- We make sure that unauthorized people don't see or change your records.
- Except for the circumstances noted below, if we intend to give your health information to anyone who isn't providing your care or paying for your care, *we are required to get written permission from you or someone you have given legal power to make decisions for you first.*
- There are certain exceptions that do not require us to get your written permission first. These exceptions are allowed or required by law.
 - We are required to release health information to government agencies that are checking on quality of care.
 - Because you are a member of our plan through Medicare, we are required to give Medicare your health information including information about your Part D prescription drugs. If Medicare releases your information for research or other uses, this will be done according to Federal statutes and regulations; typically, this requires that information that uniquely identifies you not be shared.

You can see the information in your records and know how it has been shared with others

You have the right to look at your medical records held at the plan, and to get a copy of your records. We are allowed to charge you a fee for making copies. You also have the right to ask us to make additions or corrections to your medical records. If you ask us to do this, we will work with your health care provider to decide whether the changes should be made.

You have the right to know how your health information has been shared with others for any purposes that are not routine.

If you have questions or concerns about the privacy of your personal health information, please call Customer Service.

**Blue Cross[®] Blue Shield[®] of Michigan
Blue Care Network of Michigan**

NOTICE OF PRIVACY PRACTICES

**FOR MEMBERS OF OUR NONGROUP AND UNDERWRITTEN GROUP PLANS
INCLUDING MEDICARE ADVANTAGE AND PRESCRIPTION DRUG PLANS**

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE
USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.
PLEASE REVIEW IT CAREFULLY.**

Affiliated entities covered by this notice

This notice applies to the privacy practices of the following affiliated covered entities that may share your protected health information as needed for treatment, payment, and health care operations.

- Blue Cross Blue Shield of Michigan
 - Blue Care Network of Michigan
-

Our commitment regarding your protected health information

We understand the importance of your Protected Health Information (hereafter referred to as “PHI”) and follow strict polices (in accordance with state and federal privacy laws) to keep your PHI private. PHI is information about you, including demographic data, that can reasonably be used to identify you and that relates to your past, present or future physical or mental health, the provision of health care to you or the payment for that care. Our policies cover protection of your PHI whether oral, written, or electronic.

In this notice, we explain how we protect the privacy of your PHI, and how we will allow it to be used and given out (“disclosed”). We must follow the privacy practices described in this notice while it is in effect. This notice takes effect September 30, 2016 and will remain in effect until we replace or modify it.

We reserve the right to change our privacy practices and the terms of this notice at any time, provided that applicable law permits such changes. These revised practices will apply to your PHI regardless of when it was created or received. Before we make a material change to our privacy practices, we will provide a revised notice to our subscribers.

Where multiple state or federal laws protect the privacy of your PHI, we will follow the requirements that provide greatest privacy protection. For example, when you authorize disclosure to a third party, state laws require BCBSM to condition the disclosure on the recipient's promise to obtain your written permission to disclose your PHI to someone else.

Our uses and disclosures of protected health information

We may use and disclose your PHI for the following purposes without your authorization:

- **To you and your personal representative:** We may disclose your PHI to you or to your personal representative (someone who has the legal right to act for you).
- **For treatment:** We may use and disclose your PHI to health care providers (doctors, dentists, pharmacies, hospitals, and other caregivers) who request it in connection with your treatment. For example, we may disclose your PHI to health care providers in connection with disease and case management programs.
- **For Payment:** We may use and disclose your PHI for our payment-related activities and those of health care providers and other health plans, including:
 - Obtaining premium payments and determining eligibility for benefits
 - Paying claims for health care services that are covered by your health plan
 - Responding to inquiries, appeals and grievances
 - Coordinating benefits with other insurance you may have
- **For health care operations:** We may use and disclose your PHI for our health care operations, including for example:
 - Conducting quality assessment and improvement activities, including peer review, credentialing of providers and accreditation
 - Performing outcome assessments and health claims analyses
 - Preventing, detecting, and investigating fraud and abuse
 - Underwriting, rating, and reinsurance activities (although we are prohibited from using or disclosing any genetic information for underwriting purposes)
 - Coordinating case and disease management activities
 - Communicating with you about treatment alternatives or other health-related benefits and services
 - Performing business management and other general administrative activities, including systems management and customer service

We may also disclose your PHI to other providers and health plans who have a relationship with you for certain health care operations. For example, we may disclose your PHI for their quality assessment and improvement activities or for health care fraud and abuse detection.

- **To others involved in your care:** We may, under certain circumstances, disclose to a member of your family, a relative, a close friend or any other person you identify, the PHI directly relevant to that person's involvement in your health care or payment for health care. For example, we may discuss a claim decision with you in the presence of a friend or relative, unless you object.
- **When required by law:** We will use and disclose your PHI if we are required to do so by law. For example, we will use and disclose your PHI in responding to court and administrative orders and subpoenas, and to comply with workers' compensation laws. We will disclose your PHI when required by the Secretary of the Department of Health and Human Services and state regulatory authorities.
- **For matters in the public interest:** We may use or disclose your PHI without your written permission for matters in the public interest, including for example:
 - Public health and safety activities, including disease and vital statistic reporting, child abuse reporting, and Food and Drug Administration oversight
 - Reporting adult abuse, neglect, or domestic violence
 - Reporting to organ procurement and tissue donation organizations
 - Averting a serious threat to the health or safety of others
- **For research:** We may use and disclose your PHI to perform select research activities, provided that certain established measures to protect your privacy are in place.
- **To communicate with you about health-related products and services:** We may use your PHI to communicate with you about health-related products and services that we provide or are included in your benefits plan. We may use your PHI to communicate with you about treatment alternatives that may be of interest to you.

These communications may include information about the health care providers in our networks, about replacement of or enhancements to your health plan, and about health-related products or services that are available only to our enrollees and add value to your benefits plan.

- **To our business associates:** From time to time, we engage third parties to provide various services for us. Whenever an arrangement with such a third party involves the use or disclosure of your PHI, we will have a written contract with that third party designed to protect the privacy of your PHI. For example, we may share your information with business associates who process claims or conduct disease management programs on our behalf.
- **To group health plans and plan sponsors:** We participate in an organized health care arrangement with our underwritten group health plans. These plans, and the employers or other entities that sponsor them, receive PHI from us in the form of enrollment information (although we are prohibited from using or disclosing any genetic information for underwriting purposes). Certain plans and their sponsors may receive additional PHI from

BCBSM and BCN. Whenever we disclose PHI to plans or their sponsors, they must follow applicable laws governing use and disclosure of your PHI including amending the plan documents for your group health plan to establish the limited uses and disclosures it may make of your PHI.

You may give us written authorization to use your PHI or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosure permitted by your authorization while it was in effect. Some uses and disclosures of your PHI require a signed authorization:

- **For marketing communications:** Uses and disclosures of your PHI for marketing communications will not be made without a signed authorization except where permitted by law.
- **Sale of PHI:** We will not sell your PHI without a signed authorization except where permitted by law.
- **Psychotherapy notes:** To the extent (if any) that we maintain or receive psychotherapy notes about you, disclosure of these notes will not be made without a signed authorization except where permitted by law.

Any other use or disclosure of your protected health information, except as described in this Notice of Privacy Practices, will not be made without your signed authorization.

Disclosures you may request

You may instruct us, and give your written authorization, to disclose your PHI to another party for any purpose. We require your authorization to be on our standard form. To obtain the form, call the customer service number on the back of your membership card or call 1-313-225-9000.

Individual rights

You have the following rights. To exercise these rights, you must make a written request on our standard forms. To obtain the forms, call the customer service number on the back of your membership ID card or call 1-313-225-9000. These forms are also available online at www.bcbsm.com.

- **Access:** With certain exceptions, you have the right to look at or receive a copy of your PHI contained in the group of records that are used by or for us to make decisions about you, including our enrollment, payment, claims adjudication, and case or medical management notes. We reserve the right to charge a reasonable cost-based fee for copying and postage. You may request that these materials be provided to you in written form or, in certain circumstances, electronic form. If you request an alternative format, such as a summary, we may charge a cost-based fee for preparing the summary. If we deny your

request for access, we will tell you the basis for our decision and whether you have a right to further review.

- **Disclosure accounting:** You have the right to an accounting of disclosures we, or our business associates, have made of your PHI in the six years prior to the date of your request. We are not required to account for disclosures we made before April 14, 2003, or disclosures to you, your personal representative or in accordance with your authorization or informal permission; for treatment, payment, and health care operations activities; as part of a limited data set; incidental to an allowable disclosure; or for national security or intelligence purposes; or to law enforcement or correctional institutions regarding persons in lawful custody.

You are entitled to one free disclosure accounting every 12 months upon request. We reserve the right to charge you a reasonable fee for each additional disclosure accounting you request during the same 12-month period.

- **Restriction requests:** You have the right to request that we place restrictions on the way we use or disclose your PHI for treatment, payment, or health care operations. We are not required to agree to these additional restrictions; but if we do, we will abide by them (except as needed for emergency treatment or as required by law) unless we notify you that we are terminating our agreement.
- **Amendment:** You have the right to request that we amend your PHI in the set of records we described above under Access. If we deny your request, we will provide you with a written explanation. If you disagree, you may have a statement of your disagreement placed in our records. If we accept your request to amend the information, we will make reasonable efforts to inform others, including individuals you name, of the amendment.
- **Confidential communication:** We communicate decisions related to payment and benefits, which may contain PHI, to the subscriber. Individual members who believe that this practice may endanger them may request that we communicate with them using a reasonable alternative means or location. For example, an individual member may request that we send an Explanation of Benefits to a post office box instead of to the subscriber's address. To request confidential communications, call the customer service number on the back of your membership ID card or 1-313-225-9000.
- **Breach notification:** In the event of a breach of your unsecured PHI, we will provide you with notification of such a breach as required by law or where we otherwise deem appropriate.

Questions and complaints

If you want more information about our privacy practices, or a written copy of this notice, please contact us at:

Blue Cross Blue Shield of Michigan
600 E. Lafayette Blvd., MC 1302
Detroit, MI 48226-2998
Attn: Privacy Official
Telephone: 1-313-225-9000

For your convenience, you may also obtain an electronic (downloadable) copy of this notice online at www.bcbsm.com.

If you are concerned that we may have violated your privacy rights, or you believe that we have inappropriately used or disclosed your PHI, call us at 1-800-552-8278. You also may complete our Privacy Complaint form online at www.bcbsm.com.

You also may submit a written complaint to the U.S. Department of Health and Human Services. We will provide you with their address to file your complaint upon request. We support your right to protect the privacy of your PHI. We will not retaliate in any way if you file a complaint with us or with the U.S. Department of Health and Human Services.

Last Reviewed Date: 12/16/2022

CF 1296 OCT 21

Section 1.4 We must give you information about the plan, its network of providers, and your covered services

As a member of Medicare Plus Blue Group PPO, you have the right to get several kinds of information from us.

If you want any of the following kinds of information, please call Customer Service:

- **Information about our plan.** This includes, for example, information about the plan's financial condition.
- **Information about our network providers and pharmacies.** You have the right to get information about the qualifications of the providers and pharmacies in our network and how we pay the providers in our network.
- **Information about your coverage and the rules you must follow when using your coverage.** Chapters 3 and 4 of this document and the enclosed *Medical Benefits Chart*

provide information regarding medical services. Chapters 5 and 6 provide information about Part D prescription drug coverage.

- **Information about why something is not covered and what you can do about it.** Chapter 9 provides information on asking for a written explanation on why a medical service or Part D drug is not covered or if your coverage is restricted. Chapter 9 also provides information on asking us to change a decision, also called an appeal.

Section 1.5 We must support your right to make decisions about your care

You have the right to know your treatment options and participate in decisions about your health care

You have the right to get full information from your doctors and other health care providers. Your providers must explain your medical condition and your treatment choices *in a way that you can understand*.

You also have the right to participate fully in decisions about your health care. To help you make decisions with your doctors about what treatment is best for you, your rights include the following:

- **To know about all of your choices.** You have the right to be told about all of the treatment options that are recommended for your condition, no matter what they cost or whether they are covered by our plan. It also includes being told about programs our plan offers to help members manage their medications and use drugs safely.
- **To know about the risks.** You have the right to be told about any risks involved in your care. You must be told in advance if any proposed medical care or treatment is part of a research experiment. You always have the choice to refuse any experimental treatments.
- **The right to say “no.”** You have the right to refuse any recommended treatment. This includes the right to leave a hospital or other medical facility, even if your doctor advises you not to leave. You also have the right to stop taking your medication. Of course, if you refuse treatment or stop taking medication, you accept full responsibility for what happens to your body as a result.

You have the right to give instructions about what is to be done if you are not able to make medical decisions for yourself

Sometimes people become unable to make health care decisions for themselves due to accidents or serious illness. You have the right to say what you want to happen if you are in this situation. This means that, *if you want to*, you can:

- Fill out a written form to give **someone the legal authority to make medical decisions for you** if you ever become unable to make decisions for yourself.
- **Give your doctors written instructions** about how you want them to handle your medical care if you become unable to make decisions for yourself.

The legal documents that you can use to give your directions in advance in these situations are called **advance directives**. There are different types of advance directives and different names for them. Documents called **living will** and **power of attorney for health care** are examples of advance directives.

If you want to use an advance directive to give your instructions, here is what to do:

- **Get the form.** You can get an advance directive form from your lawyer, from a social worker, or from some office supply stores. You can sometimes get advance directive forms from organizations that give people information about Medicare. You can also contact Customer Service to ask for the forms.
- **Fill it out and sign it.** Regardless of where you get this form, keep in mind that it is a legal document. You should consider having a lawyer help you prepare it.
- **Give copies to appropriate people.** You should give a copy of the form to your doctor and to the person you name on the form who can make decisions for you if you can't. You may want to give copies to close friends or family members. Keep a copy at home.

If you know ahead of time that you are going to be hospitalized, and you have signed an advance directive, **take a copy with you to the hospital.**

- The hospital will ask you whether you have signed an advance directive form and whether you have it with you.
- If you have not signed an advance directive form, the hospital has forms available and will ask if you want to sign one.

Remember, it is your choice whether you want to fill out an advance directive (including whether you want to sign one if you are in the hospital). According to law, no one can deny you care or discriminate against you based on whether or not you have signed an advance directive.

What if your instructions are not followed?

If you have signed an advance directive, and you believe that a doctor or hospital did not follow the instructions in it, you may file a complaint in Michigan with the Michigan Department of Licensing and Regulatory Affairs. Contact the following departments for your situation.

Visit: www.michigan.gov/lara and click on: *File a complaint*

To file a complaint against a hospital or other health care facility contact:

Department of Licensing & Regulatory Affairs

Bureau of Community and Health Systems - Health Facility Complaints

P.O. Box 30664

Lansing, MI 48909-8170

Call: 1-800-882-6006, 8 a.m. to 5 p.m. Eastern time, Monday through Friday, TTY users call 711.

Email: BCHS-Complaints@michigan.gov

Fax: 1-517-335-7167

To file a complaint against a doctor, nurse or any medical professional licensed with the state contact:

Bureau of Professional Licensing
Investigations and Inspections Division
P.O. Box 30670
Lansing, MI 48909-8170

Call: 1-517-241-0205, 8 a.m. to 5 p.m. Eastern time, Monday through Friday, TTY users call 711.

E-mail: BPL-Complaints@michigan.gov

Fax: 1-517-241-2389 (Attn: Complaint Intake)

Outside of Michigan, contact your state department of health agency or State Health Insurance Assistance Program (SHIP) for assistance. See *Exhibit 1* in the back of this document for SHIP listings.

Section 1.6 You have the right to make complaints and to ask us to reconsider decisions we have made

If you have any problems, concerns, or complaints and need to request coverage, or make an appeal, Chapter 9 of this document tells what you can do. Whatever you do—ask for a coverage decision, make an appeal, or make a complaint—we are **required to treat you fairly**.

Section 1.7 What can you do if you believe you are being treated unfairly or your rights are not being respected?

If it is about discrimination, call the Office for Civil Rights

If you believe you have been treated unfairly or your rights have not been respected due to your race, disability, religion, sex, health, ethnicity, creed (beliefs), age, sexual orientation, or national origin, you should call the Department of Health and Human Services' **Office for Civil Rights** at 1-800-368-1019 or TTY 1-800-537-7697 or call your local Office for Civil Rights.

Is it about something else?

If you believe you have been treated unfairly or your rights have not been respected, *and it's not* about discrimination, you can get help dealing with the problem you are having:

- You can **call Customer Service**.
- You can **call the SHIP**. For details, go to Chapter 2, Section 3.
- Or, **you can call Medicare** at 1-800-MEDICARE (1-800-633-4227), 24 hours a day, 7 days a week (TTY 1-877-486-2048).

Section 1.8 How to get more information about your rights

There are several places where you can get more information about your rights:

- You can **call Customer Service**.

- You can **call the SHIP**. For details, go to Chapter 2, Section 3.
- You can contact **Medicare**.
 - You can visit the Medicare website to read or download the publication “Medicare Rights & Protections.” (The publication is available at: www.medicare.gov/Pubs/pdf/11534-Medicare-Rights-and-Protections.pdf.)
 - Or, you can call 1-800-MEDICARE (1-800-633-4227), 24 hours a day, 7 days a week (TTY 1-877-486-2048).

SECTION 2 You have some responsibilities as a member of the plan

Things you need to do as a member of the plan are listed below. If you have any questions, please call Customer Service.

- **Get familiar with your covered services and the rules you must follow to get these covered services.** Use this *Evidence of Coverage* to learn what is covered for you and the rules you need to follow to get your covered services.
 - Chapters 3 and 4 and the separate *Medical Benefits Chart* give the details about your medical services.
 - Chapters 5 and 6 give the details about your Part D prescription drug coverage.
- **If you have any other health insurance coverage or prescription drug coverage in addition to our plan, you are required to tell us.** Chapter 1 tells you about coordinating these benefits.
- **Tell your doctor and other health care providers that you are enrolled in our plan.** Show your plan membership card whenever you get your medical care or Part D prescription drugs.
- **Help your doctors and other providers help you by giving them information, asking questions, and following through on your care.**
 - To help get the best care, tell your doctors and other health providers about your health problems. Follow the treatment plans and instructions that you and your doctors agree upon.
 - Make sure your doctors know all of the drugs you are taking, including over-the-counter drugs, vitamins, and supplements.
 - If you have any questions, be sure to ask and get an answer you can understand.
- **Be considerate.** We expect all our members to respect the rights of other patients. We also expect you to act in a way that helps the smooth running of your doctor’s office, hospitals, and other offices.
- **Pay what you owe.** As a plan member, you are responsible for these payments:
 - You must pay your plan premiums.

- You must continue to pay your Medicare Part B premiums to remain a member of the plan.
- For most of your medical services or drugs covered by the plan, you must pay your share of the cost when you get the service or drug.
- If you are required to pay a late enrollment penalty, you must pay the penalty to keep your prescription drug coverage.
- If you are required to pay the extra amount for Part D because of your yearly income, you must continue to pay the extra amount directly to the government to remain a member of the plan.
- **If you move *within* our plan service area, we need to know** so we can keep your membership record up to date and know how to contact you.
- **If you move *outside* of our plan service area, you cannot remain a member of our plan.**
- If you move, it is also important to tell Social Security (or the Railroad Retirement Board).

CHAPTER 9:

What to do if you have a problem or complaint (coverage decisions, appeals, complaints)

SECTION 1 Introduction

Section 1.1 What to do if you have a problem or concern

This chapter explains two types of processes for handling problems and concerns:

- For some problems, you need to use the **process for coverage decisions and appeals**.
- For other problems, you need to use the **process for making complaints**; also called grievances.

Both of these processes have been approved by Medicare. Each process has a set of rules, procedures, and deadlines that must be followed by us and by you.

The guide in Section 3 will help you identify the right process to use and what you should do.

Section 1.2 What about the legal terms?

There are legal terms for some of the rules, procedures, and types of deadlines explained in this chapter. Many of these terms are unfamiliar to most people and can be hard to understand. To make things easier, this chapter:

- Uses simpler words in place of certain legal terms. For example, this chapter generally says, making a complaint rather than filing a grievance, coverage decision rather than organization determination, or coverage determination or at-risk determination, and independent review organization instead of Independent Review Entity.
- It also uses abbreviations as little as possible.

However, it can be helpful—and sometimes quite important—for you to know the correct legal terms. Knowing which terms to use will help you communicate more accurately to get the right help or information for your situation. To help you know which terms to use, we include legal terms when we give the details for handling specific types of situations.

SECTION 2 Where to get more information and personalized assistance

We are always available to help you. Even if you have a complaint about our treatment of you, we are obligated to honor your right to complain. Therefore, you should always reach out to Customer Service for help. But in some situations, you may also want help or guidance from someone who is not connected with us. Below are two entities that can assist you.

State Health Insurance Assistance Program (SHIP)

Each state has a government program with trained counselors. The program is not connected with us or with any insurance company or health plan. The counselors at this program can help

you understand which process you should use to handle a problem you are having. They can also answer your questions, give you more information, and offer guidance on what to do.

The services of SHIP counselors are free. You will find phone numbers and website URLs in Chapter 2, Section 3 of this document and in *Exhibit 1* of the Appendix.

Medicare

You can also contact Medicare to get help. To contact Medicare:

- You can call 1-800-MEDICARE (1-800-633-4227), 24 hours a day, 7 days a week. TTY users should call 1-877-486-2048.
- You can also visit the Medicare website (www.medicare.gov).

SECTION 3 To deal with your problem, which process should you use?

If you have a problem or concern, you only need to read the parts of this chapter that apply to your situation. The guide that follows will help.

Is your problem or concern about your benefits or coverage?

This includes problems about whether medical care (medical items, services and/or Part B prescription drugs) are covered or not, the way they are covered, and problems related to payment for medical care.

Yes.

Go on to the next section of this chapter, **Section 4, A guide to the basics of coverage decisions and appeals.**

No.

Skip ahead to **Section 10** at the end of this chapter: **How to make a complaint about quality of care, waiting times, customer service or other concerns.**

COVERAGE DECISIONS AND APPEALS

SECTION 4 A guide to the basics of coverage decisions and appeals

Section 4.1 Asking for coverage decisions and making appeals: the big picture

Coverage decisions and appeals deal with problems related to your benefits and coverage for your medical care (services, items, and Part B prescription drugs, including payment). To keep things simple, we generally refer to medical items, services, and Medicare Part B prescription drugs as **medical care**. You use the coverage decision and appeals process for issues such as whether something is covered or not and the way in which something is covered.

Asking for coverage decisions prior to receiving benefits

A coverage decision is a decision we make about your benefits and coverage or about the amount we will pay for your medical care. For example, if your plan network doctor refers you to a medical specialist not inside the network, this referral is considered a favorable coverage decision unless either your network doctor can show that you received a standard denial notice for this medical specialist, or the *Evidence of Coverage* makes it clear that the referred service is never covered under any condition. You or your doctor can also contact us and ask for a coverage decision if your doctor is unsure whether we will cover a particular medical service or refuses to provide medical care you think that you need. In other words, if you want to know if we will cover a medical care before you receive it, you can ask us to make a coverage decision for you. In limited circumstances a request for a coverage decision will be dismissed, which means we won't review the request. Examples of when a request will be dismissed include if the request is invalid, if someone makes the request on your behalf but isn't legally authorized to do so or if you ask for your request to be withdrawn. If we dismiss a request for a coverage decision, we will send a notice explaining why the request was dismissed and how to ask for a review of the dismissal.

We are making a coverage decision for you whenever we decide what is covered for you and how much we pay. In some cases, we might decide medical care is not covered or is no longer covered by Medicare for you. If you disagree with this coverage decision, you can make an appeal.

Making an appeal

If we make a coverage decision, whether before or after a benefit is received, and you are not satisfied, you can **appeal** the decision. An appeal is a formal way of asking us to review and change a coverage decision we have made. Under certain circumstances, which we discuss later, you can request an expedited or **fast appeal** of a coverage decision. Your appeal is handled by different reviewers than those who made the original decision.

When you appeal a decision for the first time, this is called a Level 1 appeal. In this appeal, we review the coverage decision we made to check to see if we were properly following the rules. When we have completed the review, we give you our decision.

In limited circumstances a request for a Level 1 appeal will be dismissed, which means we won't review the request. Examples of when a request will be dismissed include if the request is invalid, if someone makes the request on your behalf but isn't legally authorized to do so, or if you ask for your request to be withdrawn. If we dismiss a request for a Level 1 appeal, we will send a notice explaining why the request was dismissed and how to ask for a review of the dismissal.

If we say no to all or part of your Level 1 appeal for medical care, your appeal will automatically go on to a Level 2 appeal conducted by an independent review organization that is not connected to us.

- You do not need to do anything to start a Level 2 appeal. Medicare rules require we automatically send your appeal for medical care to Level 2 if we do not fully agree with your Level 1 appeal.
- See **Section 5.4** of this chapter for more information about Level 2 appeals for medical care.
- Part D appeals are discussed further in Section 6 of this chapter.

If you are not satisfied with the decision at the Level 2 appeal, you may be able to continue through additional levels of appeal (Section 9 in this chapter explains the Level 3, 4, and 5 appeals processes).

Section 4.2 How to get help when you are asking for a coverage decision or making an appeal

Here are resources if you decide to ask for any kind of coverage decision or appeal a decision:

- You **can call us at Customer Service**.
- You **can get free help** from your State Health Insurance Assistance Program.
- **Your doctor can make a request for you.** If your doctor helps with an appeal past Level 2, they will need to be appointed as your representative. Please call Customer Service and ask for the *Appointment of Representative* form. (The form is also available on Medicare's website at www.cms.gov/Medicare/CMS-Forms/CMS-Forms/downloads/cms1696.pdf or on our website at <https://www.bcbsm.com/medicare/resources/forms-documents/manage-account/>.)
 - For medical care or Part B prescription drugs, your doctor can request a coverage decision or a Level 1 appeal on your behalf. If your appeal is denied at Level 1, it will be automatically forwarded to Level 2.
 - For Part D prescription drugs, your doctor or other prescriber can request a coverage decision or a Level 1 appeal on your behalf. If your Level 1 appeal is denied your doctor or prescriber can request a Level 2 appeal.

- **You can ask someone to act on your behalf.** If you want to, you can name another person to act for you as your representative to ask for a coverage decision or make an appeal.
 - If you want a friend, relative, or other person to be your representative, call Customer Service and ask for the *Appointment of Representative* form. (The form is also available on Medicare’s website at www.cms.gov/Medicare/CMS-Forms/CMS-Forms/downloads/cms1696.pdf or on our website at <https://www.bcbsm.com/medicare/resources/forms-documents/manage-account/>.) The form gives that person permission to act on your behalf. It must be signed by you and by the person who you would like to act on your behalf. You must give us a copy of the signed form.
 - While we can accept an appeal request without the form, we cannot begin or complete our review until we receive it. If we do not receive the form before our deadline for making a decision on your appeal, your appeal request will be dismissed. If this happens, we will send you a written notice explaining your right to ask the independent review organization to review our decision to dismiss your appeal.
- **You also have the right to hire a lawyer.** You may contact your own lawyer, or get the name of a lawyer from your local bar association or other referral service. There are also groups that will give you free legal services if you qualify. However, **you are not required to hire a lawyer** to ask for any kind of coverage decision or appeal a decision.

Section 4.3 Which section of this chapter gives the details for your situation?

There are four different situations that involve coverage decisions and appeals. Since each situation has different rules and deadlines, we give the details for each one in a separate section:

- **Section 5** of this chapter: Your medical care: How to ask for a coverage decision or make an appeal of a coverage decision
- **Section 6** of this chapter: Your Part D prescription drugs: How to ask for a coverage decision or make an appeal
- **Section 7** of this chapter: How to ask us to cover a longer inpatient hospital stay if you think you are being discharged too soon
- **Section 8** of this chapter: How to ask us to keep covering certain medical services if you think your coverage is ending too soon (*Applies only to these services:* home health care, skilled nursing facility care, and Comprehensive Outpatient Rehabilitation Facility (CORF) services)

If you’re not sure which section you should be using, please call Customer Service. You can also get help or information from government organizations such as your SHIP.

SECTION 5 Your medical care: How to ask for a coverage decision or make an appeal of a coverage decision

Section 5.1 This section tells what to do if you have problems getting coverage for medical care or if you want us to pay you back for our share of the cost of your care

This section is about your benefits for medical care. These benefits are described in the separate *Medical Benefits Chart (what is covered and what you pay)*. In some cases, different rules apply to a request for a Part B prescription drug. In those cases, we will explain how the rules for Part B prescription drugs are different from the rules for medical items and services.

This section tells what you can do if you are in any of the five following situations:

1. You are not getting certain medical care you want, and you believe that this is covered by our plan. **Ask for a coverage decision. Section 5.2.**
2. Our plan will not approve the medical care your doctor or other medical provider wants to give you, and you believe that this care is covered by the plan. **Ask for a coverage decision. Section 5.2.**
3. You have received medical care that you believe should be covered by the plan, but we have said we will not pay for this care. **Make an appeal. Section 5.3.**
4. You have received and paid for medical care that you believe should be covered by the plan, and you want to ask our plan to reimburse you for this care. **Send us the bill. Section 5.5.**
5. You are being told that coverage for certain medical care you have been getting that we previously approved will be reduced or stopped, and you believe that reducing or stopping this care could harm your health. **Make an appeal. Section 5.3.**

Note: If the coverage that will be stopped is for hospital care, home health care, skilled nursing facility care, or Comprehensive Outpatient Rehabilitation Facility (CORF) services, you need to read Sections 7 and 8 of this Chapter. Special rules apply to these types of care.

Section 5.2 Step-by-step: How to ask for a coverage decision

Legal Terms
When a coverage decision involves your medical care, it is called an organization determination .
A fast coverage decision is called an expedited determination .

Step 1: Decide if you need a standard coverage decision or a fast coverage decision.

A standard coverage decision is usually made within 14 calendar days or 72 hours for Part B drugs. A fast coverage decision is generally made within 72 hours, for medical services, or 24 hours for Part B drugs. In order to get a fast coverage decision, you must meet two requirements:

- You may *only ask* for coverage for medical items and/or services (not requests for payment for items and/or services already received).
- You can get a fast coverage decision *only* if using the standard deadlines could *cause serious harm to your health or hurt your ability to function*.
- **If your doctor tells us that your health requires a fast coverage decision, we will automatically agree to give you a fast coverage decision.**
- **If you ask for a fast coverage decision on your own, without your doctor's support, we will decide whether your health requires that we give you a fast coverage decision.** If we do not approve a fast coverage decision, we will send you a letter that:
 - Explains that we will use the standard deadlines.
 - Explains if your doctor asks for the fast coverage decision, we will automatically give you a fast coverage decision.
 - Explains that you can file a fast complaint about our decision to give you a standard coverage decision instead of the fast coverage decision you requested.

Step 2: Ask our plan to make a coverage decision or fast coverage decision.

- Start by calling, writing, or faxing our plan to make your request for us to authorize or provide coverage for the medical care you want. You, your doctor, or your representative can do this. Chapter 2 has contact information.

Step 3: We consider your request for medical care coverage and give you our answer.

For standard coverage decisions we use the standard deadlines.

This means we will give you an answer within 14 calendar days after we receive your request for a medical item or service. If your request is for a **Medicare Part B prescription drug**, we will give you an answer **within 72 hours** after we receive your request.

- **However**, if you ask for more time, or if we need more information that may benefit you, **we can take up to 14 more calendar days** if your request is for a medical item or service. If we take extra days, we will tell you in writing. We can't take extra time to make a decision if your request is for a Medicare Part B prescription drug.
- If you believe we should *not* take extra days, you can file a fast complaint. We will give you an answer to your complaint as soon as we make the decision. (The process for making a complaint is different from the process for coverage decisions and appeals. See Section 10 of this chapter for information on complaints.)

For fast coverage decisions we use an expedited timeframe.

A fast coverage decision means we will answer within 72 hours if your request is for a medical item or service. If your request is for a Medicare Part B prescription drug, we will answer within 24 hours.

- **However**, if you ask for more time, or if we need more information that may benefit you, **we can take up to 14 more calendar days**. If we take extra days, we will tell you in writing. We can't take extra time to make a decision if your request is for a Medicare Part B prescription drug.
- If you believe we should *not* take extra days, you can file a fast complaint. (See Section 10 of this chapter for information on complaints.) We will call you as soon as we make the decision.
- **If our answer is no to part or all of what you requested**, we will send you a written statement that explains why we said no.

Step 4: If we say no to your request for coverage for medical care, you can appeal.

- If we say no, you have the right to ask us to reconsider this decision by making an appeal. This means asking again to get the medical care coverage you want. If you make an appeal, it means you are going on to Level 1 of the appeals process.

Section 5.3 Step-by-step: How to make a Level 1 appeal

Legal Terms
An appeal to the plan about a medical care coverage decision is called a plan reconsideration .
A fast appeal is also called an expedited reconsideration .

Step 1: Decide if you need a standard appeal or a fast appeal.

A standard appeal is usually made within 30 calendar days or 7 calendar days for Part B drugs. A fast appeal is generally made within 72 hours.

- If you are appealing a decision we made about coverage for care that you have not yet received, you and/or your doctor will need to decide if you need a fast appeal. If your doctor tells us that your health requires a fast appeal, we will give you a fast appeal.
- The requirements for getting a fast appeal are the same as those for getting a fast coverage decision in Section 5.2 of this chapter.

Step 2: Ask our plan for an Appeal or a Fast Appeal

- **If you are asking for a standard appeal, submit your standard appeal in writing.** Chapter 2 has contact information.

- **If you are asking for a fast appeal, make your appeal in writing or call us.** Chapter 2 has contact information.
- **You must make your appeal request within 65 calendar days** from the date on the written notice we sent to tell you our answer on the coverage decision. If you miss this deadline and have a good reason for missing it, explain the reason your appeal is late when you make your appeal. We may give you more time to make your appeal. Examples of good cause may include a serious illness that prevented you from contacting us or if we provided you with incorrect or incomplete information about the deadline for requesting an appeal.
- **You can ask for a copy of the information regarding your medical decision. You and your doctor may add more information to support your appeal.**

Step 3: We consider your appeal and we give you our answer.

- When our plan is reviewing your appeal, we take a careful look at all of the information. We check to see if we were following all the rules when we said no to your request.
- We will gather more information if needed, possibly contacting you or your doctor.

Deadlines for a fast appeal

- For fast appeals, we must give you our answer **within 72 hours after we receive your appeal.** We will give you our answer sooner if your health requires us to.
 - However, if you ask for more time, or if we need more information that may benefit you, we **can take up to 14 more calendar days** if your request is for a medical item or service. If we take extra days, we will tell you in writing. We can't take extra time if your request is for a Medicare Part B prescription drug.
 - If we do not give you an answer within 72 hours (or by the end of the extended time period if we took extra days), we are required to automatically send your request on to Level 2 of the appeals process, where it will be reviewed by an independent review organization. Section 5.4 explains the Level 2 appeal process.
- **If our answer is yes to part or all of what you requested,** we must authorize or provide the coverage we have agreed to provide within 72 hours after we receive your appeal.
- **If our answer is no to part or all of what you requested,** we will send you our decision in writing and automatically forward your appeal to the independent review organization for a Level 2 appeal. The independent review organization will notify you in writing when it receives your appeal.

Deadlines for a standard appeal

- For standard appeals, we must give you our answer **within 30 calendar days** after we receive your appeal. If your request is for a Medicare Part B prescription drug you have

not yet received, we will give you our answer **within 7 calendar days** after we receive your appeal. We will give you our decision sooner if your health condition requires us to.

- However, if you ask for more time, or if we need more information that may benefit you, **we can take up to 14 more calendar days** if your request is for a medical item or service. If we take extra days, we will tell you in writing. We can't take extra time to make a decision if your request is for a Medicare Part B prescription drug.
- If you believe we should *not* take extra days, you can file a fast complaint. When you file a fast complaint, we will give you an answer to your complaint within 24 hours. (See Section 10 of this chapter for information on complaints.)
- If we do not give you an answer by the deadline (or by the end of the extended time period), we will send your request to a Level 2 appeal, where an independent review organization will review the appeal. Section 5.4 explains the Level 2 appeal process.
- **If our answer is yes to part or all of what you requested**, we must authorize or provide the coverage within 30 calendar days if your request is for a medical item or service, or **within 7 calendar days** if your request is for a Medicare Part B prescription drug.
- **If our plan says no to part or all of your appeal**, we will automatically send your appeal to the independent review organization for a Level 2 appeal.

Section 5.4 Step-by-step: How a Level 2 appeal is done

Legal Term
The formal name for the independent review organization is the Independent Review Entity . It is sometimes called the IRE .

The **independent review organization is an independent organization hired by Medicare**. It is not connected with us and is not a government agency. This organization decides whether the decision we made is correct or if it should be changed. Medicare oversees its work.

Step 1: The independent review organization reviews your appeal.

- We will send the information about your appeal to this organization. This information is called your **case file**. **You have the right to ask us for a copy of your case file.**
- You have a right to give the independent review organization additional information to support your appeal.
- Reviewers at the independent review organization will take a careful look at all of the information related to your appeal.

If you had a fast appeal at Level 1, you will also have a fast appeal at Level 2.

- For the fast appeal the review organization must give you an answer to your Level 2 appeal **within 72 hours** of when it receives your appeal.

- However, if your request is for a medical item or service and the independent review organization needs to gather more information that may benefit you, **it can take up to 14 more calendar days**. The independent review organization can't take extra time to make a decision if your request is for a Medicare Part B prescription drug.

If you had a standard appeal at Level 1, you will also have a standard appeal at Level 2.

- For the standard appeal if your request is for a medical item or service, the review organization must give you an answer to your Level 2 appeal **within 30 calendar days** of when it receives your appeal. If your request is for a Medicare Part B prescription drug, the review organization must give you an answer to your Level 2 appeal **within 7 calendar days** of when it receives your appeal.
- However, if your request is for a medical item or service and the independent review organization needs to gather more information that may benefit you, **it can take up to 14 more calendar days**. The independent review organization can't take extra time to make a decision if your request is for a Medicare Part B prescription drug.

Step 2: The independent review organization gives you their answer.

The independent review organization will tell you its decision in writing and explain the reasons for it.

- **If the review organization says yes to part or all of a request for a medical item or service**, we must authorize the medical care coverage within 72 hours or provide the service within 14 calendar days after we receive the decision from the review organization for standard requests. For expedited requests, we have 72 hours from the date we receive the decision from the review organization.
- **If the review organization says yes to part or all of a request for a Medicare Part B prescription drug**, we must authorize or provide the Part B prescription drug within **72 hours** after we receive the decision from the review organization for **standard requests**. For **expedited requests** we have **24 hours** from the date we receive the decision from the review organization.
- **If this organization says no to part or all of your appeal**, it means they agree with us that your request (or part of your request) for coverage for medical care should not be approved. (This is called upholding the decision or turning down your appeal). In this case, the independent review organization will send you a letter:
 - Explaining its decision.
 - Notifying you of the right to a Level 3 appeal if the dollar value of the medical care coverage meets a certain minimum. The written notice you get from the independent review organization will tell you the dollar amount you must meet to continue the appeals process.
 - Telling you how to file a Level 3 appeal.

Step 3: If your case meets the requirements, you choose whether you want to take your appeal further.

- There are three additional levels in the appeals process after Level 2 (for a total of five levels of appeal). If you want to go to a Level 3 appeal the details on how to do this are in the written notice you get after your Level 2 appeal.
- The Level 3 appeal is handled by an Administrative Law Judge or attorney adjudicator. Section 9 in this chapter explains the Level 3, 4, and 5 appeals processes.

Section 5.5 What if you are asking us to pay you for our share of a bill you have received for medical care?

Chapter 7 describes when you may need to ask for reimbursement or to pay a bill you have received from a provider. It also tells how to send us the paperwork that asks us for payment.

Asking for reimbursement is asking for a coverage decision from us

If you send us the paperwork asking for reimbursement, you are asking for a coverage decision. To make this decision, we will check to see if the medical care you paid for is a covered service. We will also check to see if you followed all the rules for using your coverage for medical care.

- **If we say yes to your request:** If the medical care is covered and you followed all the rules, we will send you the payment for the cost typically within 30 calendar days, but no later than 60 calendar days after we receive your request. If you haven't paid for the medical care, we will send the payment directly to the provider.
- **If we say no to your request:** If the medical care is *not* covered, or you did *not* follow all the rules, we will not send payment. Instead, we will send you a letter that says we will not pay for the medical care and the reasons why.

If you do not agree with our decision to turn you down, **you can make an appeal**. If you make an appeal, it means you are asking us to change the coverage decision we made when we turned down your request for payment.

To make this appeal, follow the process for appeals that we describe in Section 5.3. For appeals concerning reimbursement, please note:

- We must give you our answer within 60 calendar days after we receive your appeal. If you are asking us to pay you back for medical care you have already received and paid for, you are not allowed to ask for a fast appeal.
- If the independent review organization decides we should pay, we must send you or the provider the payment within 30 calendar days. If the answer to your appeal is yes at any stage of the appeals process after Level 2, we must send the payment you requested to you or to the provider within 60 calendar days.

SECTION 6 Your Part D prescription drugs: How to ask for a coverage decision or make an appeal

Section 6.1 This section tells you what to do if you have problems getting a Part D drug or you want us to pay you back for a Part D drug

Your benefits include coverage for many prescription drugs. To be covered, the drug must be used for a medically accepted indication. (See Chapter 5 for more information about a medically accepted indication.) For details about Part D drugs, rules, restrictions, and costs please see Chapters 5 and 6. **This section is about your Part D drugs only.** To keep things simple, we generally say *drug* in the rest of this section, instead of repeating *covered outpatient prescription drug* or *Part D drug* every time. We also use the term Drug List instead of *List of Covered Drugs* or *Formulary*.

- If you do not know if a drug is covered or if you meet the rules, you can ask us. Some drugs require that you get approval from us before we will cover it.
- If your pharmacy tells you that your prescription cannot be filled as written, the pharmacy will give you a written notice explaining how to contact us to ask for a coverage decision.

Part D coverage decisions and appeals

Legal Term
An initial coverage decision about your Part D drugs is called a coverage determination .

A coverage decision is a decision we make about your benefits and coverage or about the amount we will pay for your drugs. This section tells what you can do if you are in any of the following situations:

- Asking to cover a Part D drug that is not on the plan's *List of Covered Drugs*. **Ask for an exception. Section 6.2**
- Asking to waive a restriction on the plan's coverage for a drug (such as limits on the amount of the drug you can get, prior authorization, or the requirement to try another drug first). **Ask for an exception. Section 6.2**
- Asking to pay a lower cost-sharing amount for a covered drug on a higher cost-sharing tier. **Ask for an exception. Section 6.2**
- Asking to get pre-approval for a drug. **Ask for a coverage decision. Section 6.4**
- Pay for a prescription drug you already bought. **Ask us to pay you back. Section 6.4**

If you disagree with a coverage decision we have made, you can appeal our decision.

This section tells you both how to ask for coverage decisions and how to request an appeal.

Section 6.2 What is an exception?

Legal Terms
Asking for coverage of a drug that is not on the Drug List is sometimes called asking for a formulary exception .
Asking for removal of a restriction on coverage for a drug is sometimes called asking for a formulary exception .
Asking to pay a lower price for a covered non-preferred drug is sometimes called asking for a tiering exception .

If a drug is not covered in the way you would like it to be covered, you can ask us to make an **exception**. An exception is a type of coverage decision.

For us to consider your exception request, your doctor or other prescriber will need to explain the medical reasons why you need the exception approved. Here are three examples of exceptions that you or your doctor or other prescriber can ask us to make:

- 1. Covering a Part D drug for you that is not on our Drug List.** If we agree to cover a drug not on the Drug List, you will need to pay the cost-sharing amount that applies to drugs in Tier 4. You cannot ask for an exception to the cost-sharing amount we require you to pay for the drug.
- 2. Removing a restriction for a covered drug.** Chapter 5 describes the extra rules or restrictions that apply to certain drugs on our Drug List. If we agree to make an exception and waive a restriction for you, you can ask for an exception to the cost-sharing amount we require you to pay for the drug.
- 3. Changing coverage of a drug to a lower cost-sharing tier.** Every drug on our Drug List is in one of five cost-sharing tiers. In general, the lower the cost-sharing tier number, the less you will pay as your share of the cost of the drug.
 - If our Drug List contains alternative drug(s) for treating your medical condition that are in a lower cost-sharing tier than your drug, you can ask us to cover your drug at the cost-sharing amount that applies to the alternative drug(s).
 - If the drug you're taking is a biological product you can ask us to cover your drug at a lower cost-sharing amount. This would be the lowest tier that contains biological product alternatives for treating your condition.
 - If the drug you're taking is a brand-name drug you can ask us to cover your drug at the cost-sharing amount that applies to the lowest tier that contains brand-name alternatives for treating your condition.
 - If the drug you're taking is a generic drug you can ask us to cover your drug at the cost-sharing amount that applies to the lowest tier that contains either brand or generic alternatives for treating your condition.

- You cannot ask us to change the cost-sharing tier for any drug in Tier 5 (Specialty Tier).
- If we approve your tiering exception request and there is more than one lower cost-sharing tier with alternative drugs you can't take, you will usually pay the lowest amount.

Section 6.3 Important things to know about asking for exceptions

Your doctor must tell us the medical reasons

Your doctor or other prescriber must give us a statement that explains the medical reasons for requesting an exception. For a faster decision, include this medical information from your doctor or other prescriber when you ask for the exception.

Typically, our Drug List includes more than one drug for treating a particular condition. These different possibilities are called **alternative** drugs. If an alternative drug would be just as effective as the drug you are requesting and would not cause more side effects or other health problems, we will generally *not* approve your request for an exception. If you ask us for a tiering exception, we will generally *not* approve your request for an exception unless all the alternative drugs in the lower cost-sharing tier(s) won't work as well for you or are likely to cause an adverse reaction or other harm.

We can say yes or no to your request

- If we approve your request for an exception, our approval usually is valid until the end of the plan year. This is true as long as your doctor continues to prescribe the drug for you and that drug continues to be safe and effective for treating your condition.
- If we say no to your request, you can ask for another review by making an appeal.

Section 6.4 Step-by-step: How to ask for a coverage decision, including an exception

Legal Term
A fast coverage decision is called an expedited coverage determination .

Step 1: Decide if you need a standard coverage decision or a fast coverage decision.

Standard coverage decisions are made within **72 hours** after we receive your doctor's statement. **Fast coverage decisions** are made within **24 hours** after we receive your doctor's statement.

If your health requires it, ask us to give you a fast coverage decision. To get a fast coverage decision, you must meet two requirements:

- You must be asking for a drug you have not yet received. (You cannot ask for fast coverage decision to be paid back for a drug you have already bought.)
- Using the standard deadlines could cause serious harm to your health or hurt your ability to function.
- **If your doctor or other prescriber tells us that your health requires a fast coverage decision, we will automatically give you a fast coverage decision.**
- **If you ask for a fast coverage decision on your own, without your doctor or prescriber's support, we will decide whether your health requires that we give you a fast coverage decision.** If we do not approve a fast coverage decision, we will send you a letter that:
 - Explains that we will use the standard deadlines.
 - Explains if your doctor or other prescriber asks for the fast coverage decision, we will automatically give you a fast coverage decision.
 - Tells you how you can file a fast complaint about our decision to give you a standard coverage decision instead of the fast coverage decision you requested. We will answer your complaint within 24 hours of receipt.

Step 2: Request a standard coverage decision or a fast coverage decision.

Start by calling, writing, or faxing our plan to make your request for us to authorize or provide coverage for the medical care you want. You can also access the coverage decision process through our website. We must accept any written request, including a request submitted on the *CMS Model Coverage Determination Request Form* or on our plan's form, which are available on our website www.bcbsm.com/medicare. Chapter 2 has contact information. To assist us in processing your request, please be sure to include your name, contact information, and information identifying which denied claim is being appealed.

You, your doctor, (or other prescriber) or your representative can do this. You can also have a lawyer act on your behalf. Section 4 of this chapter tells how you can give written permission to someone else to act as your representative.

- **If you are requesting an exception, provide the supporting statement**, which is the medical reasons for the exception. Your doctor or other prescriber can fax or mail the statement to us. Or your doctor or other prescriber can tell us on the phone and follow up by faxing or mailing a written statement if necessary.

Step 3: We consider your request and give you our answer.

Deadlines for a fast coverage decision

- We must generally give you our answer **within 24 hours** after we receive your request.
 - For exceptions, we will give you our answer within 24 hours after we receive your doctor's supporting statement. We will give you our answer sooner if your health requires us to.
 - If we do not meet this deadline, we are required to send your request on to Level 2 of the appeals process, where it will be reviewed by an independent review organization.
- **If our answer is yes to part or all of what you requested**, we must provide the coverage we have agreed to provide within 24 hours after we receive your request or doctor's statement supporting your request.
- **If our answer is no to part or all of what you requested**, we will send you a written statement that explains why we said no. We will also tell you how you can appeal.

Deadlines for a standard coverage decision about a drug you have not yet received

- We must generally give you our answer **within 72 hours** after we receive your request.
 - For exceptions, we will give you our answer within 72 hours after we receive your doctor's supporting statement. We will give you our answer sooner if your health requires us to.
 - If we do not meet this deadline, we are required to send your request on to Level 2 of the appeals process, where it will be reviewed by an independent review organization.
- **If our answer is yes to part or all of what you requested**, we must **provide the coverage** we have agreed to provide **within 72 hours** after we receive your request or doctor's statement supporting your request.
- **If our answer is no to part or all of what you requested**, we will send you a written statement that explains why we said no. We will also tell you how you can appeal.

Deadlines for a standard coverage decision about payment for a drug you have already bought

- We must give you our answer **within 14 calendar days** after we receive your request.
 - If we do not meet this deadline, we are required to send your request on to Level 2 of the appeals process, where it will be reviewed by an independent review organization.
- **If our answer is yes to part or all of what you requested**, we are also required to make payment to you within 14 calendar days after we receive your request.
- **If our answer is no to part or all of what you requested**, we will send you a written statement that explains why we said no. We will also tell you how you can appeal.

Step 4: If we say no to your coverage request, you can make an appeal.

- If we say no, you have the right to ask us to reconsider this decision by making an appeal. This means asking again to get the drug coverage you want. If you make an appeal, it means you are going on to Level 1 of the appeals process.

Section 6.5 Step-by-step: How to make a Level 1 appeal

Legal Terms
An appeal to the plan about a Part D drug coverage decision is called a plan redetermination .
A fast appeal is also called an expedited redetermination .

Step 1: Decide if you need a standard appeal or a fast appeal.

A standard appeal is usually made within 7 calendar days. A fast appeal is generally made within 72 hours. If your health requires it, ask for a fast appeal.

- If you are appealing a decision we made about a drug you have not yet received, you and your doctor or other prescriber will need to decide if you need a fast appeal.
- The requirements for getting a fast appeal are the same as those for getting a fast coverage decision in Section 6.4 of this chapter.

Step 2: You, your representative, doctor or other prescriber must contact us and make your Level 1 appeal. If your health requires a quick response, you must ask for a fast appeal.

- **For standard appeals, submit a written request.** Chapter 2 has contact information.
- **For fast appeals either submit your appeal in writing or call us at 1-866-684-8216.** Chapter 2 has contact information.
- **We must accept any written request**, including a request submitted on the *CMS Model Redetermination Request Form*, which is available on our website www.bcbsm.com/medicare. Please be sure to include your name, contact information, and information regarding your claim to assist us in processing your request.
- **You must make your appeal request within 65 calendar days** from the date on the written notice we sent to tell you our answer on the coverage decision. If you miss this deadline and have a good reason for missing it, explain the reason your appeal is late when you make your appeal. We may give you more time to make your appeal. Examples of good cause may include a serious illness that prevented you from contacting us or if we provided you with incorrect or incomplete information about the deadline for requesting an appeal.

- **You can ask for a copy of the information in your appeal and add more information.** You and your doctor may add more information to support your appeal.

Step 3: We consider your appeal and we give you our answer.

- When we are reviewing your appeal, we take another careful look at all of the information about your coverage request. We check to see if we were following all the rules when we said no to your request. We may contact you or your doctor or other prescriber to get more information.

Deadlines for a fast appeal

- For fast appeals, we must give you our answer **within 72 hours after we receive your appeal**. We will give you our answer sooner if your health requires us to.
 - If we do not give you an answer within 72 hours, we are required to send your request on to Level 2 of the appeals process, where it will be reviewed by an independent review organization. Section 6.6 explains the Level 2 appeal process.
- **If our answer is yes to part or all of what you requested**, we must provide the coverage we have agreed to provide within 72 hours after we receive your appeal.
- **If our answer is no to part or all of what you requested**, we will send you a written statement that explains why we said no and how you can appeal our decision.

Deadlines for a standard appeal for a drug you have not yet received

- For standard appeals, we must give you our answer **within 7 calendar days** after we receive your appeal. We will give you our decision sooner if you have not received the drug yet and your health condition requires us to do so.
 - If we do not give you a decision within 7 calendar days, we are required to send your request on to Level 2 of the appeals process, where it will be reviewed by an independent review organization. Section 6.6 explains the Level 2 appeal process.
- **If our answer is yes to part or all of what you requested**, we must provide the coverage as quickly as your health requires, but no later than **7 calendar days** after we receive your appeal.
- **If our answer is no to part or all of what you requested**, we will send you a written statement that explains why we said no and how you can appeal our decision.

Deadlines for a standard appeal about payment for a drug you have already bought

- We must give you our answer **within 14 calendar days** after we receive your request.
 - If we do not meet this deadline, we are required to send your request on to Level 2 of the appeals process, where it will be reviewed by an independent review organization.
- **If our answer is yes to part or all of what you requested**, we are also required to make payment to you within **30 calendar days** after we receive your request.
- **If our answer is no to part or all of what you requested**, we will send you a written statement that explains why we said no. We will also tell you how you can appeal.

Step 4: If we say no to your appeal, you decide if you want to continue with the appeals process and make *another* appeal.

- If you decide to make another appeal, it means your appeal is going on to Level 2 of the appeals process.

Section 6.6 Step-by-step: How to make a Level 2 appeal

Legal Term
The formal name for the independent review organization is the Independent Review Entity . It is sometimes called the IRE .

The **independent review organization is an independent organization hired by Medicare**. It is not connected with us and is not a government agency. This organization decides whether the decision we made is correct or if it should be changed. Medicare oversees its work.

Step 1: You (or your representative or your doctor or other prescriber) must contact the independent review organization and ask for a review of your case.

- If we say no to your Level 1 appeal, the written notice we send you will include **instructions on how to make a Level 2 appeal** with the independent review organization. These instructions will tell who can make this Level 2 appeal, what deadlines you must follow, and how to reach the review organization. If, however, we did not complete our review within the applicable timeframe, or make an unfavorable decision regarding **at-risk** determination under our drug management program, we will automatically forward your claim to the IRE.
- We will send the information about your appeal to this organization. This information is called your **case file**. **You have the right to ask us for a copy of your case file.**
- You have a right to give the independent review organization additional information to support your appeal.

Step 2: The independent review organization reviews your appeal.

Reviewers at the independent review organization will take a careful look at all of the information related to your appeal.

Deadlines for fast appeal

- If your health requires it, ask the independent review organization for a fast appeal.
- If the organization agrees to give you a fast appeal, the organization must give you an answer to your Level 2 appeal **within 72 hours** after it receives your appeal request.

Deadlines for standard appeal

- For standard appeals, the review organization must give you an answer to your Level 2 appeal **within 7 calendar days** after it receives your appeal if it is for a drug you have not

yet received. If you are requesting that we pay you back for a drug you have already bought, the review organization must give you an answer to your Level 2 appeal **within 14 calendar days** after it receives your request.

Step 3: The independent review organization gives you their answer.

For fast appeals:

- **If the independent review organization says yes to part or all of what you requested,** we must provide the drug coverage that was approved by the review organization **within 24 hours** after we receive the decision from the review organization.

For standard appeals:

- **If the independent review organization says yes to part or all of your request for coverage,** we must **provide the drug coverage** that was approved by the review organization **within 72 hours** after we receive the decision from the review organization.
- **If the independent review organization says yes to part or all of your request to pay you back** for a drug you already bought, we are required to **send payment to you within 30 calendar days** after we receive the decision from the review organization.

What if the review organization says no to your appeal?

If this organization says no **to part or all of** your appeal, it means they agree with our decision not to approve your request (or part of your request). (This is called **upholding the decision**. It is also called **turning down your appeal**.) In this case, the independent review organization will send you a letter:

- Explaining its decision.
- Notifying you of the right to a Level 3 appeal if the dollar value of the drug coverage you are requesting meets a certain minimum. If the dollar value of the drug coverage you are requesting is too low, you cannot make another appeal and the decision at Level 2 is final.
- Telling you the dollar value that must be in dispute to continue with the appeals process.

Step 4: If your case meets the requirements, you choose whether you want to take your appeal further.

- There are three additional levels in the appeals process after Level 2 (for a total of five levels of appeal).
- If you want to go on to a Level 3 appeal the details on how to do this are in the written notice you get after your Level 2 appeal decision.
- The Level 3 appeal is handled by an Administrative Law Judge or attorney adjudicator. Section 9 in this chapter tells more about Levels 3, 4, and 5 of the appeals process.

SECTION 7 How to ask us to cover a longer inpatient hospital stay if you think you are being discharged too soon

When you are admitted to a hospital, you have the right to get all of your covered hospital services that are necessary to diagnose and treat your illness or injury.

During your covered hospital stay, your doctor and the hospital staff will be working with you to prepare for the day when you will leave the hospital. They will help arrange for care you may need after you leave.

- The day you leave the hospital is called your **discharge date**.
- When your discharge date is decided, your doctor or the hospital staff will tell you.
- If you think you are being asked to leave the hospital too soon, you can ask for a longer hospital stay and your request will be considered.

Section 7.1 During your inpatient hospital stay, you will get a written notice from Medicare that tells about your rights

Within two calendar days of being admitted to the hospital, you will be given a written notice called *An Important Message from Medicare about Your Rights*. Everyone with Medicare gets a copy of this notice. If you do not get the notice from someone at the hospital (for example, a caseworker or nurse), ask any hospital employee for it. If you need help, please call Customer Service or 1-800-MEDICARE (1-800-633-4227), 24 hours a day, 7 days a week (TTY 1-877-486-2048).

1. **Read this notice carefully and ask questions if you don't understand it.** It tells you:
 - Your right to receive Medicare-covered services during and after your hospital stay, as ordered by your doctor. This includes the right to know what these services are, who will pay for them, and where you can get them.
 - Your right to be involved in any decisions about your hospital stay.
 - Where to report any concerns you have about quality of your hospital care.
 - Your right to **request an immediate review** of the decision to discharge you if you think you are being discharged from the hospital too soon. This is a formal, legal way to ask for a delay in your discharge date so that we will cover your hospital care for a longer time.
2. **You will be asked to sign the written notice to show that you received it and understand your rights.**
 - You or someone who is acting on your behalf will be asked to sign the notice.
 - Signing the notice shows *only* that you have received the information about your rights. The notice does not give your discharge date. Signing the notice **does not mean** you are agreeing on a discharge date.

3. **Keep your copy** of the notice handy so you will have the information about making an appeal (or reporting a concern about quality of care) if you need it.
 - If you sign the notice more than two calendar days before your discharge date, you will get another copy before you are scheduled to be discharged.
 - To look at a copy of this notice in advance, you can call Customer Service or 1-800-MEDICARE (1-800-633-4227), 24 hours a day, 7 days a week. TTY users should call 1-877-486-2048. You can also see the notice online at www.cms.gov/Medicare/Medicare-General-Information/BNI/HospitalDischargeAppealNotices.
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Section 7.2 Step-by-step: How to make a Level 1 appeal to change your hospital discharge date

If you want to ask for your inpatient hospital services to be covered by us for a longer time, you will need to use the appeals process to make this request. Before you start, understand what you need to do and what the deadlines are.

- **Follow the process.**
- **Meet the deadlines.**
- **Ask for help if you need it.** If you have questions or need help at any time, please call Customer Service. Or call your State Health Insurance Assistance Program, a government organization that provides personalized assistance.

During a Level 1 appeal, the Quality Improvement Organization reviews your appeal. It checks to see if your planned discharge date is medically appropriate for you.

The **Quality Improvement Organization** is a group of doctors and other health care professionals paid by the Federal government to check on and help improve the quality of care for people with Medicare. This includes reviewing hospital discharge dates for people with Medicare. These experts are not part of our plan.

Step 1: Contact the Quality Improvement Organization for your state and ask for an immediate review of your hospital discharge. You must act quickly.

How can you contact this organization?

- The written notice you received (*An Important Message from Medicare About Your Rights*) tells you how to reach this organization. Or, find the name, address, and phone number of the Quality Improvement Organization for your state in Chapter 2.

Act quickly:

- To make your appeal, you must contact the Quality Improvement Organization *before* you leave the hospital and **no later than midnight the day of your discharge**.
 - **If you meet this deadline**, you may stay in the hospital *after* your discharge date *without paying for it* while you wait to get the decision from the Quality Improvement Organization.

- **If you do *not* meet this deadline**, contact us. If you decide to stay in the hospital after your planned discharge date, *you may have to pay all of the costs* for hospital care you receive after your planned discharge date.

Once you request an immediate review of your hospital discharge the Quality Improvement Organization will contact us. By noon of the day after we are contacted we will give you a **Detailed Notice of Discharge**. This notice gives your planned discharge date and explains in detail the reasons why your doctor, the hospital, and we think it is right (medically appropriate) for you to be discharged on that date.

You can get a sample of the **Detailed Notice of Discharge** by calling Customer Service or 1-800-MEDICARE (1-800-633-4227), 24 hours a day, 7 days a week. (TTY users should call 1-877-486-2048.) Or you can see a sample notice online at www.cms.gov/Medicare/Medicare-General-Information/BNI/HospitalDischargeAppealNotices.

Step 2: The Quality Improvement Organization conducts an independent review of your case.

- Health professionals at the Quality Improvement Organization (the *reviewers*) will ask you (or your representative) why you believe coverage for the services should continue. You don't have to prepare anything in writing, but you may do so if you wish.
- The reviewers will also look at your medical information, talk with your doctor, and review information that the hospital and we have given to them.
- By noon of the day after the reviewers told us of your appeal, you will get a written notice from us that gives your planned discharge date. This notice also explains in detail the reasons why your doctor, the hospital, and we think it is right (medically appropriate) for you to be discharged on that date.

Step 3: Within one full day after it has all the needed information, the Quality Improvement Organization will give you its answer to your appeal.

What happens if the answer is yes?

- If the review organization says *yes*, **we must keep providing your covered inpatient hospital services for as long as these services are medically necessary.**
- You will have to keep paying your share of the costs (such as deductibles or copayments if these apply). In addition, there may be limitations on your covered hospital services.

What happens if the answer is no?

- If the review organization says *no*, they are saying that your planned discharge date is medically appropriate. If this happens, **our coverage for your inpatient hospital services will end** at noon on the day *after* the Quality Improvement Organization gives you its answer to your appeal.
- If the review organization says *no* to your appeal and you decide to stay in the hospital, then **you may have to pay the full cost** of hospital care you receive after noon on the day after the Quality Improvement Organization gives you its answer to your appeal.

Step 4: If the answer to your Level 1 appeal is no, you decide if you want to make another appeal.

- If the Quality Improvement Organization has said *no* to your appeal, *and* you stay in the hospital after your planned discharge date, then you can make another appeal. Making another appeal means you are going on to Level 2 of the appeals process.

Section 7.3 Step-by-step: How to make a Level 2 appeal to change your hospital discharge date

During a Level 2 appeal, you ask the Quality Improvement Organization to take another look at their decision on your first appeal. If the Quality Improvement Organization turns down your Level 2 appeal, you may have to pay the full cost for your stay after your planned discharge date.

Step 1: Contact the Quality Improvement Organization again and ask for another review.

- You must ask for this review **within 60 calendar days** after the day the Quality Improvement Organization said *no* to your Level 1 appeal. You can ask for this review only if you stay in the hospital after the date that your coverage for the care ended.

Step 2: The Quality Improvement Organization does a second review of your situation.

- Reviewers at the Quality Improvement Organization will take another careful look at all of the information related to your appeal.

Step 3: Within 14 calendar days of receipt of your request for a Level 2 appeal, the reviewers will decide on your appeal and tell you their decision.

If the review organization says yes:

- **We must reimburse you** for our share of the costs of hospital care you have received since noon on the day after the date your first appeal was turned down by the Quality Improvement Organization. **We must continue providing coverage for your inpatient hospital care for as long as it is medically necessary.**
- You must continue to pay your share of the costs and coverage limitations may apply.

If the review organization says no:

- It means they agree with the decision they made on your Level 1 appeal.
- The notice you get will tell you in writing what you can do if you wish to continue with the review process.

Step 4: If the answer is no, you will need to decide whether you want to take your appeal further by going on to Level 3.

- There are three additional levels in the appeals process after Level 2 (for a total of five levels of appeal). If you want to go to a Level 3 appeal, the details on how to do this are in the written notice you get after your Level 2 appeal decision.

- The Level 3 appeal is handled by an Administrative Law Judge or attorney adjudicator. Section 9 in this chapter tells more about Levels 3, 4, and 5 of the appeals process.

SECTION 8 How to ask us to keep covering certain medical services if you think your coverage is ending too soon

Section 8.1 *This section is only about three services:* Home health care, skilled nursing facility care, and Comprehensive Outpatient Rehabilitation Facility (CORF) services

When you are getting covered **home health services, skilled nursing care, or rehabilitation care (Comprehensive Outpatient Rehabilitation Facility)**, you have the right to keep getting your services for that type of care for as long as the care is needed to diagnose and treat your illness or injury.

When we decide it is time to stop covering any of the three types of care for you, we are required to tell you in advance. When your coverage for that care ends, *we will stop paying our share of the cost for your care.*

If you think we are ending the coverage of your care too soon, **you can appeal our decision.** This section tells you how to ask for an appeal.

Section 8.2 We will tell you in advance when your coverage will be ending

Legal Term

Notice of Medicare Non-Coverage. It tells you how you can request a fast-track appeal . Requesting a fast-track appeal is a formal, legal way to request a change to our coverage decision about when to stop your care.
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1. **You receive a notice in writing** at least two calendar days before our plan is going to stop covering your care. The notice tells you:
 - The date when we will stop covering the care for you.
 - How to request a fast track appeal to request us to keep covering your care for a longer period of time.
2. **You, or someone who is acting on your behalf, will be asked to sign the written notice to show that you received it.** Signing the notice shows *only* that you have received the information about when your coverage will stop. **Signing it does not mean you agree** with the plan's decision to stop care.

Section 8.3 Step-by-step: How to make a Level 1 appeal to have our plan cover your care for a longer time

If you want to ask us to cover your care for a longer period of time, you will need to use the appeals process to make this request. Before you start, understand what you need to do and what the deadlines are.

- **Follow the process.**
- **Meet the deadlines.**
- **Ask for help if you need it.** If you have questions or need help at any time, please call Customer Service. Or call your State Health Insurance Assistance Program, a government organization that provides personalized assistance.

During a Level 1 appeal, the Quality Improvement Organization reviews your appeal. It decides if the end date for your care is medically appropriate.

The **Quality Improvement Organization** is a group of doctors and other health care experts paid by the Federal government to check on and help improve the quality of care for people with Medicare. This includes reviewing plan decisions about when it's time to stop covering certain kinds of medical care. These experts are not part of our plan.

Step 1: Make your Level 1 appeal: contact the Quality Improvement Organization and ask for a *fast-track* appeal. You must act quickly.

How can you contact this organization?

- The written notice you received (*Notice of Medicare Non-Coverage*) tells you how to reach this organization. Or find the name, address, and phone number of the Quality Improvement Organization for your state in Chapter 2.

Act quickly:

- You must contact the Quality Improvement Organization to start your appeal **by noon of the day before the effective date** on the Notice of Medicare Non-Coverage.
- If you miss the deadline, and you wish to file an appeal, you still have appeal rights. Contact your Quality Improvement Organization.

Step 2: The Quality Improvement Organization conducts an independent review of your case.

Legal Term
Detailed Explanation of Non-Coverage. Notice that provides details on reasons for ending coverage.

What happens during this review?

- Health professionals at the Quality Improvement Organization (the *reviewers*) will ask you, or your representative, why you believe coverage for the services should continue. You don't have to prepare anything in writing, but you may do so if you wish.
- The review organization will also look at your medical information, talk with your doctor, and review information that our plan has given to them.
- By the end of the day the reviewers tell us of your appeal, you will get the **Detailed Explanation of Non-Coverage** from us that explains in detail our reasons for ending our coverage for your services.

Step 3: Within one full day after they have all the information they need; the reviewers will tell you their decision.

What happens if the reviewers say yes?

- If the reviewers say *yes* to your appeal, then **we must keep providing your covered services for as long as it is medically necessary.**
- You will have to keep paying your share of the costs (such as deductibles or copayments, if these apply). There may be limitations on your covered services.

What happens if the reviewers say no?

- If the reviewers say *no*, then **your coverage will end on the date we have told you.**
- If you decide to keep getting the home health care, or skilled nursing facility care, or Comprehensive Outpatient Rehabilitation Facility (CORF) services *after* this date when your coverage ends, then **you will have to pay the full cost** of this care yourself.

Step 4: If the answer to your Level 1 appeal is no, you decide if you want to make another appeal.

- If reviewers say *no* to your Level 1 appeal – and you choose to continue getting care after your coverage for the care has ended – then you can make a Level 2 appeal.

Section 8.4 Step-by-step: How to make a Level 2 appeal to have our plan cover your care for a longer time

During a Level 2 appeal, you ask the Quality Improvement Organization to take another look at the decision on your first appeal. If the Quality Improvement Organization turns down your Level 2 appeal, you may have to pay the full cost for your home health care, or skilled nursing facility care, or Comprehensive Outpatient Rehabilitation Facility (CORF) services *after* the date when we said your coverage would end.

Step 1: Contact the Quality Improvement Organization again and ask for another review.

- You must ask for this review **within 60 calendar days** after the day when the Quality Improvement Organization said *no* to your Level 1 appeal. You can ask for this review only if you continued getting care after the date that your coverage for the care ended.

Step 2: The Quality Improvement Organization does a second review of your situation.

- Reviewers at the Quality Improvement Organization will take another careful look at all of the information related to your appeal.

Step 3: Within 14 calendar days of receipt of your appeal request, reviewers will decide on your appeal and tell you their decision.

What happens if the review organization says yes?

- **We must reimburse you** for our share of the costs of care you have received since the date when we said your coverage would end. **We must continue providing coverage** for the care for as long as it is medically necessary.
- You must continue to pay your share of the costs and there may be coverage limitations that apply.

What happens if the review organization says no?

- It means they agree with the decision made to your Level 1 appeal.
- The notice you get will tell you in writing what you can do if you wish to continue with the review process. It will give you the details about how to go on to the next level of appeal, which is handled by an Administrative Law Judge or attorney adjudicator.

Step 4: If the answer is no, you will need to decide whether you want to take your appeal further.

- There are three additional levels of appeal after Level 2, for a total of five levels of appeal. If you want to go on to a Level 3 appeal, the details on how to do this are in the written notice you get after your Level 2 appeal decision.
- The Level 3 appeal is handled by an Administrative Law Judge or attorney adjudicator. Section 9 in this chapter tells more about Levels 3, 4, and 5 of the appeals process.

SECTION 9 Taking your appeal to Level 3 and beyond

Section 9.1 Appeal Levels 3, 4 and 5 for Medical Service Requests

This section may be appropriate for you if you have made a Level 1 appeal and a Level 2 appeal, and both of your appeals have been turned down.

If the dollar value of the item or medical service you have appealed meets certain minimum levels, you may be able to go on to additional levels of appeal. If the dollar value is less than the minimum level, you cannot appeal any further. The written response you receive to your Level 2 appeal will explain how to make a Level 3 appeal.

For most situations that involve appeals, the last three levels of appeal work in much the same way. Here is who handles the review of your appeal at each of these levels.

Level 3 appeal An **Administrative Law Judge or an attorney adjudicator who works for the Federal government** will review your appeal and give you an answer.

- **If the Administrative Law Judge or attorney adjudicator says yes to your appeal, the appeals process *may or may not* be over.** Unlike a decision at a Level 2 appeal, we have the right to appeal a Level 3 decision that is favorable to you. If we decide to appeal it will go to a Level 4 appeal.
 - If we decide *not* to appeal, we must authorize or provide you with the medical care within 60 calendar days after receiving the Administrative Law Judge's or attorney adjudicator's decision.
 - If we decide to appeal the decision, we will send you a copy of the Level 4 appeal request with any accompanying documents. We may wait for the Level 4 appeal decision before authorizing or providing the medical care in dispute.
- **If the Administrative Law Judge or attorney adjudicator says no to your appeal, the appeals process *may or may not* be over.**
 - If you decide to accept this decision that turns down your appeal, the appeals process is over.
 - If you do not want to accept the decision, you can continue to the next level of the review process. The notice you get will tell you what to do for a Level 4 appeal.

Level 4 appeal The **Medicare Appeals Council (Council)** will review your appeal and give you an answer. The Council is part of the Federal government.

- **If the answer is yes, or if the Council denies our request to review a favorable Level 3 appeal decision, the appeals process *may or may not* be over.** Unlike a decision at Level 2, we have the right to appeal a Level 4 decision that is favorable to you. We will decide whether to appeal this decision to Level 5.
 - If we decide *not* to appeal the decision, we must authorize or provide you with the medical care within 60 calendar days after receiving the Council's decision.
 - If we decide to appeal the decision, we will let you know in writing.

- **If the answer is no or if the Council denies the review request, the appeals process may or may not be over.**
 - If you decide to accept this decision that turns down your appeal, the appeals process is over.
 - If you do not want to accept the decision, you may be able to continue to the next level of the review process. If the Council says no to your appeal, the notice you get will tell you whether the rules allow you to go on to a Level 5 appeal and how to continue with a Level 5 appeal.

Level 5 appeal A judge at the **Federal District Court** will review your appeal.

- A judge will review all of the information and decide *yes* or *no* to your request. This is a final answer. There are no more appeal levels after the Federal District Court.

Section 9.2 Appeal Levels 3, 4 and 5 for Part D Drug Requests

This section may be appropriate for you if you have made a Level 1 appeal and a Level 2 appeal, and both of your appeals have been turned down.

If the value of the drug you have appealed meets a certain dollar amount, you may be able to go on to additional levels of appeal. If the dollar amount is less, you cannot appeal any further. The written response you receive to your Level 2 appeal will explain who to contact and what to do to ask for a Level 3 appeal.

For most situations that involve appeals, the last three levels of appeal work in much the same way. Here is who handles the review of your appeal at each of these levels.

Level 3 appeal An **Administrative Law Judge or an attorney adjudicator who works for the Federal government** will review your appeal and give you an answer.

- **If the answer is yes, the appeals process is over.** We must **authorize or provide the drug coverage** that was approved by the Administrative Law Judge or attorney adjudicator **within 72 hours (24 hours for expedited appeals) or make payment no later than 30 calendar days** after we receive the decision.
- **If the answer is no, the appeals process may or may not be over.**
 - If you decide to accept this decision that turns down your appeal, the appeals process is over.
 - If you do not want to accept the decision, you can continue to the next level of the review process. The notice you get will tell you what to do for a Level 4 appeal.

Level 4 appeal The **Medicare Appeals Council** (Council) will review your appeal and give you an answer. The Council is part of the Federal government.

- **If the answer is yes, the appeals process is over.** We must **authorize or provide the drug coverage** that was approved by the Council **within 72 hours (24 hours for expedited appeals)** or **make payment no later than 30 calendar days** after we receive the decision.
- **If the answer is no, the appeals process *may* or *may not* be over.**
 - If you decide to accept this decision that turns down your appeal, the appeals process is over.
 - If you do not want to accept the decision, you may be able to continue to the next level of the review process. If the Council says no to your appeal or denies your request to review the appeal, the notice will tell you whether the rules allow you to go on to a Level 5 appeal. It will also tell you who to contact and what to do next if you choose to continue with your appeal.

Level 5 appeal A judge at the **Federal District Court** will review your appeal.

- A judge will review all of the information and decide *yes* or *no* to your request. This is a final answer. There are no more appeal levels after the Federal District Court.

MAKING COMPLAINTS

SECTION 10 How to make a complaint about quality of care, waiting times, customer service, or other concerns

Section 10.1 What kinds of problems are handled by the complaint process?

The complaint process is *only* used for certain types of problems. This includes problems related to quality of care, waiting times, and the customer service. Here are examples of the kinds of problems handled by the complaint process.

Complaint	Example
Quality of your medical care	<ul style="list-style-type: none">• Are you unhappy with the quality of the care you have received (including care in the hospital)?
Respecting your privacy	<ul style="list-style-type: none">• Did someone not respect your right to privacy or share confidential information?

Complaint	Example
Disrespect, poor customer service, or other negative behaviors	<ul style="list-style-type: none"> • Has someone been rude or disrespectful to you? • Are you unhappy with our Customer Service? • Do you feel you are being encouraged to leave the plan?
Waiting times	<ul style="list-style-type: none"> • Are you having trouble getting an appointment, or waiting too long to get it? • Have you been kept waiting too long by doctors, pharmacists, or other health professionals? Or by our Customer Service or other staff at the plan? <ul style="list-style-type: none"> ◦ Examples include waiting too long on the phone, in the waiting or exam room, or getting a prescription.
Cleanliness	<ul style="list-style-type: none"> • Are you unhappy with the cleanliness or condition of a clinic, hospital, or doctor’s office?
Information you get from us	<ul style="list-style-type: none"> • Did we fail to give you a required notice? • Is our written information hard to understand?
Timeliness (These types of complaints are all related to the <i>timeliness</i> of our actions related to coverage decisions and appeals)	<p>If you have asked for a coverage decision or made an appeal, and you think that we are not responding quickly enough, you can make a complaint about our slowness. Here are examples:</p> <ul style="list-style-type: none"> • You asked us for a <i>fast coverage decision</i> or a <i>fast appeal</i>, and we have said no; you can make a complaint. • You believe we are not meeting the deadlines for coverage decisions or appeals; you can make a complaint. • You believe we are not meeting deadlines for covering or reimbursing you for certain medical items or services or drugs that were approved; you can make a complaint. • You believe we failed to meet required deadlines for forwarding your case to the independent review organization; you can make a complaint.

Section 10.2 How to make a complaint

Legal Terms
<ul style="list-style-type: none">• A Complaint is also called a grievance.• Making a complaint is also called filing a grievance.• Using the process for complaints is also called using the process for filing a grievance.• A fast complaint is also called an expedited grievance.

Section 10.3 Step-by-step: Making a complaint

Step 1: Contact us promptly – either by phone or in writing.

- **Usually, calling Customer Service is the first step.** If there is anything else you need to do, Customer Service will let you know.
- **If you do not wish to call (or you called and were not satisfied), you can put your complaint in writing and send it to us.** If you put your complaint in writing, we will respond to your complaint in writing.
- **You or someone you name can file the grievance. You should mail or fax it to:**

Medical Care

Blue Cross Blue Shield of Michigan
Grievances and Appeals Department
P.O. Box 2627
Detroit, MI 48231-2627
Fax: 1-877-348-2251

Prescription Drugs

Blue Cross Blue Shield of Michigan
Pharmacy Help Desk
Mail Code 512J
P.O. Box 441877
Detroit, MI 48244
Fax: 1-866-601-4428

We must address your grievance as quickly as your health status requires, but no later than 30 days after the receipt date of the oral or written grievance. However, we can take up to 14 more calendar days if we find that some information that may benefit you is missing (such as medical records from out-of-network providers), or if you need time to get information to us for the review. If we decide to take extra days, we will tell you in writing. In certain cases, you have the right to ask for a “fast grievance,” meaning we will answer your grievance within 24 hours. There are only two reasons under which we will grant a request for a fast grievance.

- If you have asked Blue Cross Blue Shield of Michigan to give you a ‘fast decision’ about a service you have not yet received and we have refused.

Chapter 9 What to do if you have a problem or complaint (coverage decisions, appeals, complaints)

- If you do not agree with our request for a 14-day extension to respond to your standard grievance, coverage decision, organization determination or pre-service appeal.
- The **deadline** for making a complaint is 60 calendar days from the time you had the problem you want to complain about.

Step 2: We look into your complaint and give you our answer.

- **If possible, we will answer you right away.** If you call us with a complaint, we may be able to give you an answer on the same phone call.
- **Most complaints are answered within 30 calendar days.** If we need more information and the delay is in your best interest or if you ask for more time, we can take up to 14 more calendar days (44 calendar days total) to answer your complaint. If we decide to take extra days, we will tell you in writing.
- **If you are making a complaint because we denied your request for a fast coverage decision or a fast appeal, we will automatically give you a fast complaint.** If you have a fast complaint, it means we will give you **an answer within 24 hours**.
- **If we do not agree** with some or all of your complaint or don't take responsibility for the problem you are complaining about, we will include our reasons in our response to you.

Section 10.4 You can also make complaints about quality of care to the Quality Improvement Organization

When your complaint is about *quality of care*, you also have two extra options:

- **You can make your complaint directly to the Quality Improvement Organization.** The Quality Improvement Organization is a group of practicing doctors and other health care experts paid by the Federal government to check and improve the care given to Medicare patients. Chapter 2 has contact information.

Or

- **You can make your complaint to both the Quality Improvement Organization and us at the same time.**

Section 10.5 You can also tell Medicare about your complaint

You can submit a complaint about Medicare Plus Blue Group PPO directly to Medicare. To submit a complaint to Medicare, go to www.medicare.gov/MedicareComplaintForm/home.aspx. You may also call 1-800-MEDICARE (1-800-633-4227). TTY/TDD users can call 1-877-486-2048.

CHAPTER 10:

Ending your membership in the plan

SECTION 1 Introduction to ending your membership in our plan

Ending your membership in Medicare Plus Blue Group PPO may be **voluntary** (your own choice) or **involuntary** (not your own choice):

- You might leave our plan because you have decided that you *want* to leave. Sections 2 and 3 provide information on ending your membership voluntarily.
- There are also limited situations where we are required to end your membership. Section 5 tells you about situations when we must end your membership.

If you are leaving our plan, our plan must continue to provide your medical care and prescription drugs and you will continue to pay your cost share until your membership ends.

SECTION 2 When can you end your membership in our plan?

Section 2.1 You can end your membership by enrolling in another plan

You can end your membership in Medicare Plus Blue Group PPO at any time. Notify your group plan administrator, or Customer Service that you would like to disenroll. The administrator will contact us and we will take the necessary steps to cancel your membership. If you do not have a benefits administrator or third-party administrator, contact Customer Service to disenroll.

If you decide to disenroll from our plan and enroll in an individual Medicare Advantage plan, Original Medicare or another employer or union-sponsored Medicare Advantage plan, you may want to verify that your disenrollment from our plan aligns with the time for enrolling in the new plan. This will help you avoid a lapse in health care coverage.

SECTION 4 Until your membership ends, you must keep getting your medical items, services and drugs through our plan

Until your membership ends, and your new Medicare coverage begins, you must continue to get your medical items, services and prescription drugs through our plan.

- **Continue to use our network providers to receive medical care.**
- **Continue to use our network pharmacies or mail-order to get your prescriptions filled.**
- **If you are hospitalized on the day that your membership ends, your hospital stay will be covered by our plan until you are discharged** (even if you are discharged after your new health coverage begins).

SECTION 5 Medicare Plus Blue Group PPO must end your membership in the plan in certain situations

Section 5.1 When must we end your membership in the plan?

Medicare Plus Blue Group PPO must end your membership in the plan if any of the following happen:

- If you no longer have Medicare Part A and Part B.
- If you move out of the United States or its territories.
- If you are away from our service area for more than six months.
 - If you move or take a long trip, call Customer Service to find out if the place you are moving or traveling to is in our plan's area.
- If you become incarcerated (go to prison).
- If you are no longer a United States citizen or lawfully present in the United States.
- If you lie or withhold information about other insurance you have that provides prescription drug coverage.
- If you intentionally give us incorrect information when you are enrolling in our plan and that information affects your eligibility for our plan. (We cannot make you leave our plan for this reason unless we get permission from Medicare first.)
- If you continuously behave in a way that is disruptive and makes it difficult for us to provide medical care for you and other members of our plan. (We cannot make you leave our plan for this reason unless we get permission from Medicare first.)
- If you let someone else use your membership card to get medical care. (We cannot make you leave our plan for this reason unless we get permission from Medicare first.)
 - If we end your membership because of this reason, Medicare may have your case investigated by the Inspector General.
- If you do not pay the plan premiums. (Contact your group plan administrator, or Customer Service for details.)
- If you are required to pay the extra Part D amount because of your income and you do not pay it, Medicare will disenroll you from our plan and you will lose prescription drug coverage.

Where can you get more information?

If you have questions or would like more information on when we can end your membership, call Customer Service.

Section 5.2 We cannot ask you to leave our plan for any health-related reason

Medicare Plus Blue Group PPO is not allowed to ask you to leave our plan for any health-related reason.

What should you do if this happens?

If you feel that you are being asked to leave our plan because of a health-related reason, call Medicare at 1-800-MEDICARE (1-800-633-4227) 24 hours a day, 7 days a week (TTY 1-877-486-2048).

Section 5.3 You have the right to make a complaint if we end your membership in our plan

If we end your membership in our plan, we must tell you our reasons in writing for ending your membership. We must also explain how you can file a grievance or make a complaint about our decision to end your membership.

CHAPTER 11:

Legal notices

SECTION 1 Notice about governing law

The principal law that applies to this *Evidence of Coverage* document is Title XVIII of the Social Security Act and the regulations created under the Social Security Act by the Centers for Medicare & Medicaid Services, or CMS. In addition, other Federal laws may apply and, under certain circumstances, the laws of the state you live in. This may affect your rights and responsibilities even if the laws are not included or explained in this document.

SECTION 2 Notice about nondiscrimination

We don't discriminate based on race, ethnicity, national origin, color, religion, sex, gender, age, sexual orientation, mental or physical disability, health status, claims experience, medical history, genetic information, evidence of insurability, or geographic location within the service area. All organizations that provide Medicare Advantage Plans, like our plan, must obey Federal laws against discrimination, including Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act, Section 1557 of the Affordable Care Act, all other laws that apply to organizations that get Federal funding, and any other laws and rules that apply for any other reason.

If you want more information or have concerns about discrimination or unfair treatment, please call the Department of Health and Human Services' **Office for Civil Rights** at 1-800-368-1019 (TTY 1-800-537-7697) or your local Office for Civil Rights. You can also review information from the Department of Health and Human Services' Office for Civil Rights at <https://www.hhs.gov/ocr/index.html>.

If you have a disability and need help with access to care, please call us at Customer Service. If you have a complaint, such as a problem with wheelchair access, Customer Service can help.

SECTION 3 Notice about Medicare Secondary Payer subrogation rights

We have the right and responsibility to collect for covered Medicare services for which Medicare is not the primary payer. According to CMS regulations at 42 CFR sections 422.108 and 423.462, Medicare Plus Blue Group PPO, as a Medicare Advantage Organization, will exercise the same rights of recovery that the Secretary exercises under CMS regulations in subparts B through D of part 411 of 42 CFR and the rules established in this section supersede any State laws.

SECTION 4 Additional Notice about Subrogation and Third Party Recovery

If we make any payment to you or on your behalf for covered services, we are entitled to be fully subrogated to any and all rights you have against any person, entity, or insurer that may be responsible for payment of medical expenses and/or benefits related to your injury, illness, or condition.

Once we have made a payment for covered services, we shall have a lien on the proceeds of any judgment, settlement, or other award or recovery you receive (our recovery shall not be limited by the terms and conditions of any such settlement, award, or judgment), including but not limited to the following:

1. Any award, settlement, benefits, or other amounts paid under any workers' compensation law or award;
2. Any and all payments made directly by or on behalf of a third-party tortfeasor or person, entity, or insurer responsible for indemnifying the third-party tortfeasor;
3. Any arbitration awards, payments, settlements, structured settlements, or other benefits or amounts paid under an uninsured or under insured motorist coverage policy; or
4. Any other payments designated, earmarked, or otherwise intended to be paid to you as compensation, restitution, or remuneration for your injury, illness, or condition suffered as a result of the negligence or liability of a third party.

Liability insurance claims are often not settled promptly. We may at our discretion make conditional payments while the liability claim is pending. We may also receive a claim and not know that a liability or other claim is pending. In those situations our payments are 'conditional.' Conditional payments must be refunded to us upon receipt of the insurance liability payment including medical payments or settlement.

You agree to cooperate with us and any of our agents and/or representatives and to take any and all actions or steps necessary to secure our lien, including but not limited to:

1. Responding to requests for information about any accidents or injuries;
2. Responding to our requests for information and providing any relevant information that we have requested; and
3. Participating in all phases of any legal action we commence in order to protect our rights, including, but not limited to, participating in discovery, attending depositions, and appearing and testifying at trial.

In addition, you agree not to do anything to prejudice our rights, including, but not limited to, assigning any rights or causes of action that you may have against any person or entity relating to your injury, illness, or condition without our prior express written consent. Your failure to cooperate shall be deemed a breach of your obligations, and we may institute a legal action against you to protect our rights.

We are also entitled to be fully reimbursed for any and all benefit payments we make to you or on your behalf that are the responsibility of any person, organization, or insurer. Our right of reimbursement is separate and apart from our subrogation right, and is limited only by the amount of actual benefits paid under our plan. You must immediately pay to us any amounts you recover by judgment, settlement, award, recovery, or otherwise from any liable third party, his or her insurer, to the extent that we paid out or provided benefits for your injury, illness, or condition during your enrollment in our plan.

We are not obligated to pursue subrogation or reimbursement either for our own benefit or on your behalf. Our rights under Medicare laws and/or regulations and this *Evidence of Coverage* shall not be affected, reduced, or eliminated by our failure to intervene in any legal action you commence relating to your injury, illness, or condition.

SECTION 5 Notice about member liability calculation

When you receive covered health care services outside of our service area from a Medicare Advantage PPO network provider, the cost of the service, on which your member liability (copayment/coinsurance) is based, will be either:

- The Medicare allowable amount for covered services; or
- The amount either we negotiate with the provider or the local Blue Medicare Advantage plan negotiates with its provider on behalf of our members, if applicable. The amount negotiated may be either higher than, lower than, or equal to the Medicare allowable amount.

Non-participating Health Care Providers Outside Our Service Area

When covered health care services are provided outside of our service area by non-participating health care providers, the amount(s) you pay for such services will be based on either the payment arrangements, described above, for Medicare Advantage PPO network providers, Medicare's limiting charge where applicable or the provider's billed charge. Payments for out-of-network emergency services will be governed by applicable federal and state law.

Out-of-network/non contracted providers are under no obligation to treat Plan members, except in emergency situations. Please call our customer service number or see your Evidence of Coverage for more information, including the cost-sharing that applies to out-of-network services.

CHAPTER 12:

Definitions of important words

Ambulatory Surgical Center – An Ambulatory Surgical Center is an entity that operates exclusively for the purpose of furnishing outpatient surgical services to patients not requiring hospitalization and whose expected stay in the center does not exceed 24 hours.

Annual Enrollment Period – The time period of each year when members can change their health or drug plans or switch to Original Medicare.

Appeal – An appeal is something you do if you disagree with our decision to deny a request for coverage of health care services or prescription drugs or payment for services or drugs you already received. You may also make an appeal if you disagree with our decision to stop services that you are receiving.

Approved Amount – The dollar amount Blue Cross Blue Shield of Michigan has agreed to pay for health care services covered by your plan. It may be more or less than the actual amount a doctor or supplier charges. Any required copayments and deductibles are subtracted from this amount before payment is made.

Balance Billing – When a network provider (such as a doctor or hospital) bills a patient more than the plan’s allowed cost-sharing amount. As a member of Medicare Plus Blue Group PPO, you only have to pay our plan’s cost-sharing amounts when you get services covered by our plan. We do not allow providers to **balance bill** or otherwise charge you more than the amount of cost sharing your plan says you must pay.

Benefit Period – The way that both our plan and Original Medicare measures your use of hospital and skilled nursing facility (SNF) services. A benefit period begins the day you go into a hospital or skilled nursing facility. The benefit period ends when you have not received any inpatient hospital care (or skilled care in a SNF) for 60 days in a row. If you go into a hospital or a skilled nursing facility after one benefit period has ended, a new benefit period begins. There is no limit to the number of benefit periods.

Biological Product – A prescription drug that is made from natural and living sources like animal cells, plant cells, bacteria, or yeast. Biological products are more complex than other drugs and cannot be copied exactly, so alternative forms are called biosimilars. (See also “**Original Biological Product**” and “**Biosimilar**”).

Biosimilar – A biological product that is very similar, but not identical, to the original biological product. Biosimilars are as safe and effective as the original biological product. Some biosimilars may be substituted for the original biological product at the pharmacy without needing a new prescription (See “**Interchangeable Biosimilar**”).

Brand-Name Drug – A prescription drug that is manufactured and sold by the pharmaceutical company that originally researched and developed the drug. Brand-name drugs have the same active-ingredient formula as the generic version of the drug. However, generic drugs are manufactured and sold by other drug manufacturers and are generally not available until after the patent on the brand-name drug has expired.

Cardiac rehabilitation, Phase III – Phase III cardiac rehabilitation programs are considered maintenance programs, do not require physician supervision and monitoring, and are not

considered medically necessary. See the enclosed *Medical Benefits Chart* for more information about cardiac rehabilitation.

Catastrophic Coverage Stage – The stage in the Part D Drug Benefit that begins when you (or other qualified parties on your behalf) have spent \$2,000 for Part D covered drugs during the covered year. During this payment stage, you pay nothing for your covered Part D drugs.

Centers for Medicare & Medicaid Services (CMS) – The Federal agency that administers Medicare.

Chronic-Care Special Needs Plan – C-SNPs are SNPs that restrict enrollment to MA eligible individuals who have one or more severe or disabling chronic conditions, as defined under 42 CFR 422.2, including restricting enrollment based on the multiple commonly co-morbid and clinically linked condition groupings specified in 42 CFR 422.4(a)(1)(iv).

CMS Preclusion List – A list maintained by CMS of individuals or entities that are currently revoked from the Medicare program, or that have engaged in behavior which CMS determines is detrimental to the best interests of the Medicare program. Medicare Advantage plans are prohibited from paying individuals or entities that appear on this list.

Coinsurance – An amount you may be required to pay, expressed as a percentage (for example 20%) as your share of the cost for services or prescription drugs after you pay any deductibles.

Colonoscopy – An examination of the colon by way of a scope inserted into the rectum.

- **Routine or Screening colonoscopy** is an examination of a healthy colon when there is no sign, symptom or disease present. When a routine or screening colonoscopy uncovers a symptom of disease, such as a polyp, it is then considered a diagnostic colonoscopy.
- **Diagnostic colonoscopy** is performed to diagnose and, consequently, establish treatment if the colon is unhealthy (there is a sign, symptom or disease present). Diagnostic colonoscopies are often prescribed when there are colon health concerns such as certain symptoms or medical history. When a sign or symptom is discovered during a screening colonoscopy, the testing may transition to a diagnostic procedure.

Combined Maximum Out-of-Pocket Amount – This is the most you will pay in a year for all Part A and Part B services from both network (preferred) providers and out-of-network (non-preferred) providers.

Complaint – The formal name for making a complaint is **filing a grievance**. The complaint process is used *only* for certain types of problems. This includes problems related to quality of care, waiting times, and the customer service you receive. It also includes complaints if your plan does not follow the time periods in the appeal process.

Comprehensive Outpatient Rehabilitation Facility (CORF) – A facility that mainly provides rehabilitation services after an illness or injury, including physical therapy, social or psychological services, respiratory therapy, occupational therapy and speech-language pathology services, and home environment evaluation services.

Copayment (or copay) – An amount you may be required to pay as your share of the cost for a medical service or supply, like a doctor’s visit, hospital outpatient visit, or a prescription drug. A copayment is a set amount (for example \$10), rather than a percentage.

Cost Sharing – Cost sharing refers to amounts that a member has to pay when services or drugs are received. (This is in addition to the plan’s monthly premium.) Cost sharing includes any combination of the following three types of payments: (1) any deductible amount a plan may impose before services or drugs are covered; (2) any fixed copayment amount that a plan requires when a specific service or drug is received; or (3) any coinsurance amount, a percentage of the total amount paid for a service or drug that a plan requires when a specific service or drug is received.

Cost-Sharing Tier – Every drug on the list of covered drugs is in one of five cost-sharing tiers. In general, the higher the cost-sharing tier, the higher your cost for the drug.

Coverage Determination – A decision about whether a drug prescribed for you is covered by the plan and the amount, if any, you are required to pay for the prescription. In general, if you bring your prescription to a pharmacy and the pharmacy tells you the prescription isn’t covered under your plan, that isn’t a coverage determination. You need to call or write to your plan to ask for a formal decision about the coverage. Coverage determinations are called **coverage decisions** in this document.

Coverage Gap Stage – The stage in the Part D drug benefit where the Medicare Coverage Gap Discount Program provides manufacturer discounts on brand-name drugs and you also receive some coverage for generic drug.

Covered Drugs – The term we use to mean all of the prescription drugs covered by our plan.

Covered Services – The term we use in this *Evidence of Coverage* and the enclosed *Medical Benefits Chart* to mean all of the health care services and supplies that are covered by our plan.

Creditable Prescription Drug Coverage – Prescription drug coverage (for example, from an employer or union) that is expected to pay, on average, at least as much as Medicare’s standard prescription drug coverage. People who have this kind of coverage when they become eligible for Medicare can generally keep that coverage without paying a penalty if they decide to enroll in Medicare prescription drug coverage later.

Custodial Care – Custodial care is personal care provided in a nursing home, hospice, or other facility setting when you do not need skilled medical care or skilled nursing care. Custodial care, provided by people who do not have professional skills or training, includes help with activities of daily living like bathing, dressing, eating, getting in or out of a bed or chair, moving around, and using the bathroom. It may also include the kind of health-related care that most people do themselves, like using eye drops. Medicare doesn’t pay for custodial care.

Customer Service – A department within our plan responsible for answering your questions about your membership, benefits, grievances, and appeals.

Daily cost-sharing rate – A daily cost-sharing rate may apply when your doctor prescribes less than a full month’s supply of certain drugs for you and you are required to pay a copayment. A daily cost-sharing rate is the copayment divided by the number of days in a month’s supply. Here is an example: If your copayment for a one-month supply of a drug is \$31, and a one-month’s supply in your plan is 31 days, then your daily cost-sharing rate is \$1 per day.

Deductible – The amount you must pay for health care or prescriptions before our plan pays.

Diagnostic Procedure – Testing to rule out or to confirm a suspected diagnosis because there is a sign or symptom of disease. A diagnostic procedure is not the same as a screening. If a symptom of disease, such as a polyp or other abnormality, is found during a screening procedure, the procedure is then considered diagnostic.

Disenroll or Disenrollment – The process of ending your membership in our plan.

Dispensing Fee – A fee charged each time a covered drug is dispensed to pay for the cost of filling a prescription, such as the pharmacist’s time to prepare and package the prescription.

Drug List – A list of prescription drugs covered by the plan. The drugs on this list are selected by the plan with the help of doctors and pharmacists. The list includes both brand-name and generic drugs.

Dual Eligible Special Needs Plans (D-SNP) – D-SNPs enroll individuals who are entitled to both Medicare (Title XVIII of the Social Security Act) and medical assistance from a state plan under Medicaid (Title XIX). States cover some Medicare costs, depending on the state and the individual’s eligibility.

Durable Medical Equipment (DME) – Certain medical equipment that is ordered by your doctor for medical reasons. Examples include walkers, wheelchairs, crutches, powered mattress systems, diabetic supplies, IV infusion pumps, speech generating devices, oxygen equipment, nebulizers, or hospital beds ordered by a provider for use in the home.

Emergency – A medical emergency is when you, or any other prudent layperson with an average knowledge of health and medicine, believe that you have medical symptoms that require immediate medical attention to prevent loss of life (and, if you are a pregnant woman, loss of an unborn child), loss of a limb, or loss of function of a limb, or loss of or serious impairment to a bodily function. The medical symptoms may be an illness, injury, severe pain, or a medical condition that is quickly getting worse.

Emergency Care – Covered services that are: (1) provided by a provider qualified to furnish emergency services; and (2) needed to treat, evaluate, or stabilize an emergency medical condition.

Evidence of Coverage (EOC) and Disclosure Information – This document, along with your enrollment form and any other attachments, riders, or other optional coverage selected, which explains your coverage, what we must do, your rights, and what you have to do as a member of our plan.

Exception – A type of coverage decision that, if approved, allows you to get a drug that is not on our formulary (a formulary exception), or get a non-preferred drug at a lower cost-sharing level (a tiering exception). You may also request an exception if our plan requires you to try another drug before receiving the drug you are requesting, if our plan requires a prior authorization for a drug and you want us to waive the criteria restriction, or if our plan limits the quantity or dosage of the drug you are requesting (a formulary exception).

“Extra Help” – A Medicare program to help people with limited income and resources pay Medicare prescription drug program costs, such as premiums, deductibles, and coinsurance.

Formulary (List of Covered Drugs) – A list of prescription drugs covered by the plan. The drugs on this list are selected by the plan with the help of doctors and pharmacists. The list includes both brand-name and generic drugs.

Formulary Exception – See Exception.

Generic Drug – A prescription drug that is approved by the Food and Drug Administration (FDA) as having the same active ingredient(s) as the brand-name drug. Generally, a generic drug works the same as a brand-name drug and usually costs less.

Global Core – A Blue Cross and Blue Shield Association program that allows members to receive urgent and emergent care from providers who participate with Blues plans when traveling outside of the United States and its territories. You will typically have to pay the providers and submit the claims yourself to obtain reimbursement for these services.

Grievance – A type of complaint you make about our plan, providers, or pharmacies, including a complaint concerning the quality of your care. This does not involve coverage or payment disputes.

Home Health Aide – A person who provides services that do not need the skills of a licensed nurse or therapist, such as help with personal care (e.g., bathing, using the toilet, dressing, or carrying out the prescribed exercises).

Home Infusion Therapy – Home infusion is an alternative method of delivering medication directly into the body other than orally in lieu of receiving the same treatment in a hospital setting. Types of infusion include, but are not limited to: chemotherapy, hydration, pain management and antibiotic therapy.

Hospice – A benefit that provides special treatment for a member who has been medically certified as terminally ill, meaning having a life expectancy of 6 months or less. We, your plan, must provide you with a list of hospices in your geographic area. If you elect hospice and continue to pay premiums you are still a member of our plan. You can still obtain all medically necessary services as well as the supplemental benefits we offer.

Hospice Care – A special way of caring for people who are terminally ill and providing counseling for their families. Hospice care is physical care and counseling that is given by a team of people who are part of a Medicare-certified public agency or private company. Depending on the situation, this care may be given in the home, a hospice facility, a hospital, or a nursing

home. Care from a hospice is meant to help patients in the last months of life by giving comfort and relief from pain. The focus is on care, not cure.

Hospital-Based Practice – Many provider offices, health centers or hospital-based outpatient clinics owned and operated by hospitals may charge an additional hospital usage fee when you see any provider in the office, health center or clinic. These hospital-based outpatient facilities conveniently offer a variety of providers and services integrated within one complex. From a Medicare perspective, you are being treated within the hospital system rather than a physician’s office, and can be subject to a hospital-based usage fee. Even medical centers and provider offices located a fairly long distance from the main hospital campus can be considered part of the hospital. When you use these hospital-based practices – also known as “provider-based” in Medicare terms – they bill a single service in two parts: one bill for the physician’s care and another bill for the hospital/facility fees. This can result in higher out-of-pocket costs for you. To find out if your providers are part of a hospital-based or provider-based practice, ask your provider. (For more information, see *Outpatient Hospital Services* in the separate *Medical Benefits Chart*.)

Hospital Inpatient Stay – A hospital stay when you have been formally admitted to the hospital for skilled medical services. Even if you stay in the hospital overnight, you might still be considered an outpatient.

In-Network Maximum Out-of-Pocket Amount – The most you will pay for covered Part A and Part B services received from network (preferred) providers. After you have reached this limit, you will not have to pay anything when you get covered services from network providers for the rest of the contract year. However, until you reach your combined out-of-pocket amount, you must continue to pay your share of the costs when you seek care from an out-of-network (non-preferred) provider.

Income Related Monthly Adjustment Amount (IRMAA) – If your modified adjusted gross income as reported on your IRS tax return from 2 years ago is above a certain amount, you’ll pay the standard premium amount and an Income Related Monthly Adjustment Amount, also known as IRMAA. IRMAA is an extra charge added to your premium. Less than 5% of people with Medicare are affected, so most people will not pay a higher premium.

Initial Coverage Stage – This is the stage before your out-of-pocket costs for the year have reached the out-of-pocket threshold amount.

Initial Enrollment Period – When you are first eligible for Medicare, the period of time when you can sign up for Medicare Part A and Part B. If you’re eligible for Medicare when you turn 65, your Initial Enrollment Period is the 7-month period that begins 3 months before the month you turn 65, includes the month you turn 65, and ends 3 months after the month you turn 65.

Interchangeable Biosimilar – A biosimilar that may be used as a substitute for an original biosimilar product at the pharmacy without needing a new prescription because it meets additional requirements related to the potential for automatic substitution. Automatic substitution at the pharmacy is subject to state law.

List of Covered Drugs (Formulary or Drug List) – A list of prescription drugs covered by the plan.

Low Income Subsidy (LIS) – See “Extra Help.”

Mammography (Mammograms) – A *screening* mammogram is an X-ray of the breast used to detect breast changes in women who have no signs or symptoms of breast cancer. Mammograms make it possible to detect tumors that cannot be felt. A *diagnostic* mammogram is an X-ray of the breast that is used to check for breast cancer after a lump or other symptom of breast cancer has been found. A program under which drug manufacturers pay a portion of the plan's full cost for covered Part D brand name drugs and biologics. Discounts are based on agreements between the Federal government and drug manufacturers.

Manufacturer Discount Program – A program under which drug manufacturers pay a portion of the plan's full cost for covered Part D brand name drugs and biologics. Discounts are based on agreements between the Federal government and drug manufacturers.

Medicaid (or Medical Assistance) – A joint Federal and state program that helps with medical costs for some people with low incomes and limited resources. State Medicaid programs vary, but most health care costs are covered if you qualify for both Medicare and Medicaid.

Medically Accepted Indication – A use of a drug that is either approved by the Food and Drug Administration or supported by certain references, such as the American Hospital Formulary Service Drug Information and the Micromedex DRUGDEX Information system.

Medically Necessary – Services, supplies, or drugs that are needed for the prevention, diagnosis, or treatment of your medical condition and meet accepted standards of medical practice.

Medicare – The Federal health insurance program for people 65 years of age or older, some people under age 65 with certain disabilities, and people with End-Stage Renal Disease (generally those with permanent kidney failure who need dialysis or a kidney transplant).

Medicare Advantage Open Enrollment Period – The time period from January 1 to March 31 when members in a Medicare Advantage plan can cancel their plan enrollment and switch to another Medicare Advantage plan or obtain coverage through Original Medicare. If you choose to switch to Original Medicare during this period, you can also join a separate Medicare prescription drug plan at that time. The Medicare Advantage Open Enrollment Period is also available for a 3-month period after an individual is first eligible for Medicare.

Medicare Advantage (MA) Plan – Sometimes called Medicare Part C. A plan offered by a private company that contracts with Medicare to provide you with all your Medicare Part A and Part B benefits. A Medicare Advantage Plan can be i) an HMO, ii) a PPO, iii) a Private Fee-for-Service (PFFS) plan, or iv) a Medicare Medical Savings Account (MSA) plan. Besides choosing from these types of plans, a Medicare Advantage HMO or PPO plan can also be a Special Needs Plan (SNP). In most cases, Medicare Advantage Plans also offer Medicare Part D (prescription drug coverage). These plans are called **Medicare Advantage Plans with Prescription Drug Coverage**.

Medicare-Covered Services – Services covered by Medicare Part A and Part B. All Medicare health plans must cover all of the services that are covered by Medicare Part A and B. The term Medicare-Covered Services does not include the extra benefits, such as vision, dental, or hearing, that a Medicare Advantage plan may offer.

Medicare Health Plan – A Medicare health plan is offered by a private company that contracts with Medicare to provide Part A and Part B benefits to people with Medicare who enroll in the plan. This term includes all Medicare Advantage Plans, Medicare Cost Plans, Special Needs Plans, Demonstration/Pilot Programs, and Programs of All-inclusive Care for the Elderly (PACE).

Medicare Prescription Drug Coverage (Medicare Part D) – Insurance to help pay for outpatient prescription drugs, vaccines, biologicals, and some supplies not covered by Medicare Part A or Part B.

Medigap (Medicare Supplement Insurance) Policy – Medicare supplement insurance sold by private insurance companies to fill *gaps* in Original Medicare. Medigap policies only work with Original Medicare. (A Medicare Advantage Plan is not a Medigap policy.)

Member (Member of our Plan, or Plan Member) – A person with Medicare who is eligible to get covered services, who has enrolled in our plan, and whose enrollment has been confirmed by the Centers for Medicare & Medicaid Services (CMS).

Network - A network is a group of providers or pharmacies that are under contract or arrangement with our organization to deliver the benefit package approved by CMS.

Network Pharmacy – A pharmacy that contracts with our plan where members of our plan can get their prescription drug benefits. In most cases, your prescriptions are covered only if they are filled at one of our network pharmacies.

Network Provider – Provider is the general term for doctors, other health care professionals, hospitals, and other health care facilities that are licensed or certified by Medicare and by the State to provide health care services. **Network providers** have an agreement with our plan to accept our payment as payment in full, and in some cases to coordinate as well as provide covered services to members of our plan. Network providers are also called **plan providers**.

Observation (Outpatient Hospital Observation) – An observation stay is an outpatient hospital stay in which you receive medically necessary Medicare-covered services while a decision is being made about whether further treatment requires you to be admitted as an inpatient or if you are well enough to be discharged to your home. You may stay more than one day during an observation stay. Observation services may be given in the emergency department or another area of the hospital. (Also see *Hospital Inpatient Stay*.)

Occupational Therapy – Therapy given by licensed health care professionals that helps you learn how to perform activities of daily living, such as eating and dressing by yourself.

Organization Determination – A decision our plan makes about whether items or services are covered or how much you have to pay for covered items or services. Organization determinations are called coverage decisions in this document.

Original Biological Product – A biological product that has been approved by the Food and Drug Administration (FDA) and serves as the comparison for manufacturers making a biosimilar version. It is also called a reference product.

Original Medicare (Traditional Medicare or Fee-for-Service Medicare) – Original Medicare is offered by the government, and not a private health plan such as Medicare Advantage Plans and prescription drug plans. Under Original Medicare, Medicare services are covered by paying doctors, hospitals, and other health care providers payment amounts established by Congress. You can see any doctor, hospital, or other health care provider that accepts Medicare. You must pay the deductible. Medicare pays its share of the Medicare-approved amount, and you pay your share. Original Medicare has two parts: Part A (Hospital Insurance) and Part B (Medical Insurance) and is available everywhere in the United States.

Out-of-Network Pharmacy – A pharmacy that does not have a contract with our plan to coordinate or provide covered drugs to members of our plan. Most drugs you get from out-of-network pharmacies are not covered by our plan unless certain conditions apply.

Out-of-Network Provider or Out-of-Network Facility – A provider or facility that does not have a contract with our plan to coordinate or provide covered services to members of our plan. Out-of-network providers are providers that are not employed, owned, or operated by our plan.

Out-of-Pocket Costs – See the definition for cost sharing above. A member's cost-sharing requirement to pay for a portion of services or drugs received is also referred to as the member's out-of-pocket cost requirement.

Out-of-Pocket Maximum – The maximum amount that you pay out-of-pocket during the calendar year, usually at the time services are received, for covered Part A (Hospital Insurance) and Part B (Medical Insurance) services. Plan premiums and Medicare Part A and Part B premiums do not count toward the out-of-pocket maximum.

Out-of-Pocket Threshold – The maximum amount you pay out of pocket for Part D drugs.

PACE plan – A PACE (Program of All-inclusive Care for the Elderly) plan combines medical, social, and long-term services and supports (LTSS) for frail people to help people stay independent and living in their community (instead of moving to a nursing home) as long as possible. People enrolled in PACE plans receive both their Medicare and Medicaid benefits through the plan.

Part A – Generally helps cover services furnished by institutional providers such as hospitals (for inpatient services), skilled nursing facilities, or home health agencies.

Part B – Covers most of the medical services not covered by Part A (such as physician's services and other outpatient services) and certain items (such as durable medical equipment and supplies).

Part B Drugs – Typically an injectable or infusible drug that is not usually self-administered and that is furnished and administered as part of a physician service. If the injection is usually self-administered (e.g., migraine medicines that are injected such as Imitrex) or is not furnished and administered as part of a physician service, it is not covered by Part B. Medicare Part B also covers a limited number of other types of drugs such as nebulizer solutions (albuterol), immunosuppressants, oral anti-cancer medicines, oral anti-nausea medicines, erythropoietins, and some prophylactic vaccines (flu and pneumonia).

Part C – See Medicare Advantage (MA) Plan.

Part D – The voluntary Medicare Prescription Drug Benefit Program.

Part D Drugs – Drugs that can be covered under Part D. We may or may not offer all Part D drugs. Certain categories of drugs have been excluded as covered Part D drugs by Congress. Certain categories of Part D drugs must be covered by every plan.

Part D Late Enrollment Penalty – An amount added to your monthly premium for Medicare drug coverage if you go without creditable coverage (coverage that is expected to pay, on average, at least as much as standard Medicare prescription drug coverage) for a continuous period of 63 days or more after you are first eligible to join a Part D plan.

Physical Therapy – Includes treatment given by licensed health care professionals to improve the movement and strength of an area of the body, and training on how to use special equipment, such as how to use a walker or get in and out of a wheelchair.

Preferred Cost Sharing – Preferred cost sharing means lower cost sharing for certain covered Part D drugs at certain network pharmacies.

Preferred Network Pharmacy – A network pharmacy that offers covered Part D drugs to members of our plan that may have lower cost sharing levels than at other network pharmacies.

Preferred Provider Organization (PPO) Plan – A Preferred Provider Organization plan is a Medicare Advantage Plan that has a network of contracted providers that have agreed to treat plan members for a specified payment amount. A PPO plan must cover all plan benefits whether they are received from network or out-of-network providers. Member cost sharing will generally be higher when plan benefits are received from out-of-network providers. PPO plans have an annual limit on your out-of-pocket costs for services received from network (preferred) providers and a higher limit on your total combined out-of-pocket costs for services from both network (preferred) and out-of-network (non-preferred) providers.

Premium – The periodic payment to Medicare, an insurance company, or a health care plan for health or prescription drug coverage.

Prescription Drug Benefit Manager – Also known as Pharmacy Benefit Manager (PBM). Our prescription drug benefit manager is a vendor that partners with us to process and pay prescription drug claims.

Prescription Prescriber Block – A policy that gives us the right to withhold plan payment from an otherwise valid prescription, when written by a prescriber, we identify, who meets certain conditions. This policy is a feature of your benefit plan and assists us in preventing fraud, waste, and abuse while protecting the integrity of the prescription drug program and ensuring your safety.

Primary Care Provider (PCP) – The doctor or other provider you see first for most health problems. In many Medicare health plans, you must see your primary care provider before you see any other health care provider.

Prior Authorization – Approval in advance to get services or certain drugs. In the network portion of a PPO, some in-network medical services are covered only if your doctor or other network provider gets prior authorization from our plan. In a PPO, you do not need prior authorization to obtain out-of-network services. However, you may want to check with the plan before obtaining services from out-of-network providers to confirm that the service is covered by your plan and what your cost-sharing responsibility is. Covered services that need prior authorization are marked in the Benefits Chart in Chapter 4. Covered drugs that need prior authorization are marked in the formulary and our criteria are posted on our website.

Prosthetics and Orthotics – Medical devices including, but are not limited to: arm, back and neck braces; artificial limbs; artificial eyes; and devices needed to replace an internal body part or function, including ostomy supplies and enteral and parenteral nutrition therapy.

Quality Improvement Organization (QIO) – A group of practicing doctors and other health care experts paid by the Federal government to check and improve the care given to Medicare patients.

Quantity Limits – A management tool that is designed to limit the use of selected drugs for quality, safety, or utilization reasons. Limits may be on the amount of the drug that we cover per prescription or for a defined period of time.

“Real-Time Benefit Tool” – A portal or computer application in which enrollees can look up complete, accurate, timely, clinically appropriate, enrollee-specific formulary and benefit information. This includes cost sharing amounts, alternative formulary medications that may be used for the same health condition as a given drug, and coverage restrictions (Prior Authorization, Step Therapy, Quantity Limits) that apply to alternative medications.

Rebatable Drug – Certain drugs which are included in a new drug law requiring drug companies to pay a rebate to Medicare if they raise their prices for certain drugs faster than the rate of inflation. The law defines a “Part B rebatable drug” to mean a single source drug or biological product, including certain biosimilar biological products, which are generally injectable and infused drugs or biologicals administered by a physician in a doctor’s office or hospital outpatient setting. The law excludes certain drugs from the definition of Part B rebatable drugs such as Part B preventive vaccines.

Rehabilitation Services – These services include physical therapy, speech and language therapy, and occupational therapy.

Screenings – Preventive tests performed when no specific sign, symptom, or diagnosis is present. Screenings check for disease or signs of disease so that early detection and treatment can be provided for those who test positive for disease. A screening is not the same as a diagnostic procedure. (Also see Diagnostic Procedure.)

Service Area – A geographic area where you must live to join a particular health plan. For plans that limit which doctors and hospitals you may use, it's also generally the area where you can get routine (non-emergency) services. The plan must disenroll you if you permanently move out of the plan's service area.

Skilled Nursing Facility (SNF) Care – Skilled nursing care and rehabilitation services provided on a continuous, daily basis, in a skilled nursing facility. Examples of care include physical therapy or intravenous injections that can only be given by a registered nurse or doctor.

Special Needs Plan – A special type of Medicare Advantage Plan that provides more focused health care for specific groups of people, such as those who have both Medicare and Medicaid, who reside in a nursing home, or who have certain chronic medical conditions.

Specialist – A specialist is a doctor who provides health care services for a specific disease or part of the body. Examples: oncologists, cardiologists, orthopedists, etc.

Speech Therapy – Includes exercises given by licensed health care professionals to regain and strengthen speech and/or swallowing skills.

Standard Cost Sharing – Standard cost sharing is cost sharing other than preferred cost sharing offered at a network pharmacy.

Standard Network Pharmacy – A network pharmacy that offers standard cost sharing.

Step Therapy – A utilization tool that requires you to first try another drug to treat your medical condition before we will cover the drug your physician may have initially prescribed.

Supplemental Security Income (SSI) – A monthly benefit paid by Social Security to people with limited income and resources who are disabled, blind, or age 65 and older. SSI benefits are not the same as Social Security benefits.

Therapeutic Radiology – Therapeutic radiology (also called radiation oncology or radiation therapy) is the treatment of cancer and other diseases with radiation.

Tiering Exception – See “Exception.”

Urgently Needed Services – A plan-covered service requiring immediate medical attention that is not an emergency is an urgently needed service if either you are temporarily outside the service area of the plan, or it is unreasonable given your time, place, and circumstances to obtain this service from network providers with whom the plan contracts. Examples of urgently needed services are unforeseen medical illnesses and injuries, or unexpected flare-ups of existing conditions. However, medically necessary routine provider visits, such as annual checkups, are

not considered urgently needed even if you are outside the service area of the plan or the plan network is temporarily unavailable.

ADDENDUM

*Durable medical equipment coverage
limitations*

Addendum: Durable medical equipment coverage limitations

For the following types of durable medical equipment, Medicare Plus Blue Group limits coverage to the following brands or models:

Continuous Diabetic Blood Glucose Monitors (only available at a network pharmacy):

- FreeStyle Libre
- Dexcom G Series

Traditional Blood Glucose Monitors and Test Strips (available at a network pharmacy*):

- OneTouch[®] Ultra^{®*}
- OneTouch[®] Ultra[®] 2*
- OneTouch[®] Ultra[®] Mini*
- OneTouch Verio^{®*}
- OneTouch Verio Flex[®] blood glucose monitoring system*
- OneTouch Verio IQ[®] blood glucose monitoring system*
- OneTouch Verio[®] test strips OneTouch Verio Reflect^{®*}
- OneTouch
- FreeStyle
- Glucocard
- Contour
- Foracare
- EasyMax
- Prodigy
- Accu-Chek

Appendix

Exhibit 1 State Health Insurance Assistance Programs

State:	Alabama	State:	California
Local:	1-334-242-5743	Local:	1-916-419-7500
Toll-free:	1-877-425-2243	Toll-free:	1-800-510-2020
Website:	www.alabamaageline.gov	TTY:	1-800-735-2929
Address:	RSA Tower 201 Monroe Street Suite 350 Montgomery, AL 36104	Website:	www.aging.ca.gov/HICAP/
		Address:	California Department of Aging 2880 Gateway Oaks Drive, Suite 200 Sacramento, CA 95833
State:	Alaska	State:	Colorado
Local:	1-907-269-3666	Local:	1-303-894-7499
Toll-free:	1-800-478-9996	Toll-free:	1-800-930-3745
Website:	dhss.alaska.gov/dsds/pages/ medicare/default.aspx	Website:	doi.colorado.gov
Address:	Senior and Disability Services 1835 Bragaw Street Suite 350 Anchorage, AK 99508	Address:	Colorado Division of Insurance 1560 Broadway Suite 850 Denver, CO 80202
State:	Arizona	State:	Connecticut
Local:	1-602-542-4446	Local:	1-860-424-5055
Toll-free:	1-800-432-4040	TTY:	1-860-247-0775
Website:	des.az.gov/medicare- assistance	Website:	portal.ct.gov/ aginganddisability
Address:	DES Division of Aging and Adult Services 1789 W. Jefferson Street Site Code 950A Phoenix, AZ 85007	Address:	Department of Aging and Disability Services 55 Farmington Avenue, 12 th floor Hartford, CT 06105
State:	Arkansas		
Local:	1-501-371-2782		
Toll-free:	1-800-224-6330		
Website:	www.shiipar.com		
Address:	1 Commerce Way Little Rock, AR 72202		

State: Delaware
Local: 1-302-674-7364
TTY: 1-800-336-9500
Website: insurance.delaware.gov/divisions/dmab
Address: Insurance Commissioner
 1351 West North Street
 Suite 101
 Dover, DE 19904

State: District of Columbia
Local: 1-202-727-8370
TTY: 711
Website: dcoa.dc.gov/service/health-insurance-counseling
Address: Department of Aging and
 Community Living
 500 K Street, NE
 Washington, D.C. 20002

State: Florida
Toll-free: 1-800-963-5337
TTY: 1-800-955-8770
Website: www.floridashine.org
Address: Department of Elder Affairs
 SHINE Program
 4040 Esplanade Way
 Suite 270
 Tallahassee, FL 32399

State: Georgia
Local: 1-404-657-5258
Toll-free: 1-866-552-4464
TTY: 1-404-657-1929
Website: aging.georgia.gov/georgia-ship
Address: Georgia SHIP
 47 Trinity Ave. SW
 Atlanta, GA 30334

State: Guam
Local: 1-671-735-7421
TTY: 1-671-735-7416
Website: <http://dphss.guam.gov/division-of-senior-citizens-2/>
Address: Division of Senior Citizens
 University Castle Mall
 130 University Drive
 Suite 8
 Mangilao, GU 96913

State: Hawaii
Toll-free: 1-888-875-9229
Oahu: 1-808-586-7299
TTY: 1-866-810-4379
Website: www.hawaiiiship.org
Address: Executive Office on Aging
 No. 1 Capitol District
 250 South Hotel Street
 Suite 406
 Honolulu, HI 96813

State: Idaho
Local: 1-208-334-4250
Toll-free: 1-800-247-4422
Website: doi.idaho.gov/shiba/
Address: Idaho Department of
 Insurance
 700 West State Street
 3rd Floor
 P.O. Box 83720
 Boise, ID 83720

State: Illinois
Local: 1-800-252-8966
TTY: 711
Website: ilaging.illinois.gov/SHIP.html
Address: Illinois Department on Aging
 One Natural Resources Way
 Suite 100
 Springfield, IL 62702

State: Indiana
Local: 1-800-452-4800
TTY: 1-866-846-0139
Website: www.medicare.in.gov
Address: SHIP
 311 W. Washington Street
 Suite 300
 Indianapolis, IN 46204

State: Louisiana
Local: 1-225-342-5301
Toll-free: 1-800-259-5300
Website: www.lds.la.gov/consumers/senior-health-shiip
Address: Louisiana Dept. of Insurance
 P.O. box 94214
 Baton Rouge, LA 70802

State: Iowa
Local: 1-800-351-4664
TTY: 1-800-735-2942
Website: shiip.iowa.gov/
Address: SHIIP–SMP
 Iowa Insurance Division
 1963 Bell Avenue
 Suite 100
 Des Moines, IA 50315

State: Maine
Local: 1-207-287-9200
Toll-free: 1-800-262-2232
TTY: 711
Website: <https://www.maine.gov/dhhs/oads>
Address: Office of Aging & Disability
 Services
 11 State House Station
 41 Anthony Avenue
 Augusta, ME 04333

State: Kansas
Local: 1-785-296-4986
Toll-free: 1-800-432-3535
TTY: 1-785-291-3167
Website: <https://kdads.ks.gov/kdads-commissions/aging-and-disability-resource-centers>
Address: Kansas Department for Aging
 and Disability Services
 New England Building
 503 S. Kansas Ave.
 Topeka, KS 66603

State: Maryland
Local: 1-410-767-1100
Toll-free: 1-800-243-3425
TTY: 711
Website: aging.maryland.gov/Pages/state-health-insurance-program.aspx
Address: Maryland Department of
 Aging
 301 W. Preston Street
 Suite 1007
 Baltimore, MD 21201

State: Kentucky
Local: 1-502-564-6930
Toll-free: 1-877-293-7447 (option 2)
Website: Chfs.ky.gov/agencies/dail/Pages/ship.aspx
Address: Cabinet for Health and
 Family Services
 275 E. Main Street 3E-E
 Frankfort, KY 40621

State:	Massachusetts	State:	Missouri
Local:	1-617-727-7750	Toll-free:	1-800-390-3330
Toll-free:	1-800-243-4636	TTY:	711
Website:	https://www.mass.gov/orgs/executive-office-of-elder-affairs	Website:	www.missouriship.org
Address:	Executive Office of Elder Affairs One Ashburton Place, 3 rd floor Boston, MA 02108	Address:	MO SHIP 601 N Nifong Blvd Suite 3A Columbia, MO 65203
State:	Michigan	State:	Montana
Toll-free:	1-800-803-7174	Local:	1-406-444-4077
TTY:	711	Toll-free:	1-800-551-3191
Website:	www.mmapinc.org	Website:	dphhs.mt.gov/sltc/aging/SHIP
Address:	Michigan Medicare / Medicaid Assistance Program 6105 W. St. Joseph Hwy Suite 103 Lansing, MI 48917	Address:	Senior and Long-Term Care Division 1100 N Last Chance Gulch, 4 th Floor Helena, MT 59601
State:	Minnesota	State:	Nebraska
Local:	1-651-431-2500	Toll-free:	1-800-234-7119
TTY:	1-800-627-3529	Local:	1-402-471-2841
Website:	https://mn.gov/board-on-aging/connect-to-services/healthy-aging/	TTY:	711
Address:	Minnesota Board on Aging P.O. Box 64976 St. Paul, MN 55164	Website:	https://doi.nebraska.gov/ship-smp
State:	Mississippi	Address:	SHIP 2717 S. 8 th Street Suite 4 Lincoln, NE 68508
Toll-free:	1-844-822-4622	State:	Nevada
Website:	www.mississippiaccessstocare.org	Local:	1-775-687-4210
Address:	Mississippi Department of Human Services Division of Aging and Adult Services 1170 Lakeland Dr. Jackson, MS 39216	Website:	https://adsd.nv.gov/
		Address:	Nevada Aging and Disability Services Division 3308 Goni Rd., Building I Suite 181 Carson City, NV 89706

State: New Hampshire
Local: 1-603-271-9000
Toll-free: 1-800-852-3345
TTY: 1-800-735-2964
Website: www.dhhs.nh.gov/programs-services/adult-aging-care/servicelink
Address: New Hampshire Department of Health and Human Services
 129 Pleasant Street
 Concord, NH 03301

State: New Jersey
Local: 1-800-792-8820
TTY: 711
Website: <https://www.state.nj.us/humanservices/doas>
Address: Division of Aging Services
 New Jersey Department of Human Services
 P.O. Box 715
 Trenton, NJ 08625

State: New Mexico
Local: 1-505-476-4799
Toll-free: 1-800-432-2080
TTY: 1-505-476-4937
Website: www.nmaging.state.nm.us
Address: New Mexico Aging and Long-Term Services Department
 2550 Cerrillos Road
 Santa Fe, NM 87505

State: New York
Local: 1-800-701-0501
Toll-free: 1-800-342-9871
Website: <https://aging.ny.gov/programs/medicare-and-health-insurance>
Address: Office for the Aging
 2 Empire State Plaza
 5thFloor
 Albany, NY 12223

State: North Carolina
Local: 1-855-408-1212
Website: www.ncdoi.com/SHIIP
Address: NC Department of Insurance
 1201 Mail Service Center
 Raleigh, NC 27699-1201

State: North Dakota
Local: 1-701-328-2440
Toll-free: 1-888-575-6611
TTY: 1-800-366-6888
Website: <https://www.insurance.nd.gov/consumers/medicare>
Address: North Dakota Insurance Department
 600 E. Boulevard Ave.
 Bismarck, ND 58505

State: Ohio
Local: 1-614-644-2658
Toll-free: 1-800-686-1578
Website: Insurance.ohio.gov/consumers
Address: Ohio Department of Insurance
 50 W. Town Street
 3rd Floor, Suite 300
 Columbus, OH 43215

State: Oklahoma
Local: 1-405-521-2828
Toll-free: 1-800-522-0071
Website: www.oid.ok.gov/consumers/information-for-seniors/senior-health-insurance-counseling-program-ship/
Address: Oklahoma Insurance Department
 400 NE 50th Street
 Oklahoma City, OK 73105

State: Oregon
Toll-free: 1-800-722-4134
TTY: 711
Website: shiba.oregon.gov/Pages/index.aspx
Address: Oregon SHIBA
 500 Summer St. NE, E15
 Salem, OR 97301

State: Pennsylvania
Local: 1-717-783-1550
Toll-free: 1-800-783-7067
Website: www.aging.pa.gov
Address: Pennsylvania Department of Aging
 555 Walnut Street
 5th Floor
 Harrisburg, PA 17101

State: Puerto Rico (San Juan)
Local: 1-787-721-6121
Toll-Free: 1-888-884-8721
Website: agencias.pr.gov/agencias/oppea/educacion/Pages/ship.aspx
Address: Office of the Procurator for the Elderly
 Central Office – San Juan
 P.O. Box 191179
 San Juan, PR 00919

State: Rhode Island
Local: 1-401-462-3000
Toll-free: 1-888-884-8721
TTY: 1-401-462-0740
Website: oha.ri.gov
Address: Office of Healthy Aging
 25 Howard Ave
 Building 57
 Cranston, RI 02920

State: South Carolina
Local: 1-803-734-9900
TTY: 1-800-868-9095
Website: www.aging.sc.gov/Pages/default.aspx
 or
getcaresc.com
Address: South Carolina Department on Aging
 1301 Gervais Street
 Suite 350
 Columbia, SC 29201

State: South Dakota Eastern
Local: 1-605-773-5990
Toll-free: 1-800-536-8197
Website: <https://dhs.sd.gov/en>
Address: South Dakota Department of Human Services
 3800 E Highway 34
 Hillsvie Plaza
 c/o 500 East Capitol Ave.
 Pierre, SD 57501

State: South Dakota Central
Toll-free: 1-877-331-4834
Website: <https://dhs.sd.gov/en>
Address: South Dakota Department of Human Services
 3800 East Highway 34
 Hillsvie Plaza
 c/o 500 East Capitol Ave.
 Pierre, SD 57501

State: South Dakota Western
Toll-free: 1-877-286-9072
Website: <https://dhs.sd.gov/en>
Address: South Dakota Department of Human Services
 3800 East Highway 34
 Hillsvie Plaza
 c/o 500 East Capitol Ave.
 Pierre, SD 57501

State: Tennessee
Local: 1-615-862-8828
Toll-free: 1-877-801-0044
Website: <https://www.tn.gov/aging/our-programs/state-health-insurance-assistance-program--ship-.html>
Address: Tennessee Commission on Aging and Disability
 502 Deaderick Street
 9th Floor
 Nashville, TN 37243

State: Texas
Local: 1-512-424-6500
TTY: 1-512-424-6597
Website: hhs.texas.gov/services/health/medicare
Address: North Austin Complex
 4601 W. Guadalupe St.
 Austin, TX 78751

State: Utah
Local: 1-801-538-3910
Toll-free: 1-877-424-4640
Website: www.daas.utah.gov/
Address: Utah Department of Health and Human Services
 Aging and Adult Services
 288 N. 1460 West
 Salt Lake City, UT 84116

State: Vermont
Local: 1-802-241-0294
Toll-free: 1-800-642-5119
TTY: 711
Website: www.asd.vermont.gov/services/ship
Address: Adult Services Division
 Director
 HC 2 South
 280 State Drive
 Waterbury, VT 05671

State: Virgin Islands
St. Thomas: 1-340-774-2991, opt. 9
Website: ltg.gov.vi/departments/vi-ship-medicare
Address: VI State Health Insurance Program/Medicare
 5049 Kongens Gade
 St. Thomas, VI 00802

State: Virgin Islands
St. Croix: 1-340-773-6449, opt. 9
Website: ltg.gov.vi/departments/vi-ship-medicare/
Address: VI State Health Insurance Plan/Medicare
 1131 King Street
 Suite 101
 Christiansted, St. Croix, VI 00820

State: Virginia
Local: 1-804-662-9333
Toll-free: 1-800-552-3402
TTY: 1-800-552-3402
Website: www.vda.virginia.gov/vicap.htm
Address: Division for Community Living
 Office for Aging Services
 1610 Forest Avenue
 Suite 100
 Henrico, VA 23229

State: Washington
Toll-free: 1-800-562-6900
TDD: 1-360-586-0241
Website: www.insurance.wa.gov/statewide-health-insurance-benefits-advisors-shiba
Address: Office of the Insurance Commissioner
 P.O. Box 40255
 Olympia, WA 98504

State: West Virginia
Local: 1-304-558-3317
Toll-free: 1-877-987-3646
Website: www.wvship.org
Address: West Virginia SHIP / SMP
 1900 Kanawha Blvd. East
 Charleston, WV 25305

State: Wisconsin
Toll-free: 1-800-242-1060
TTY: 711
Website: <https://longtermcare.wi.gov/Pages/Home.aspx>
Address: Board on Aging & Long-Term Care
 1402 Pankratz Street,
 Suite #111
 Madison, WI 53704

State: Wyoming
Local: 1-307-856-6880
Toll-free: 1-800-856-4398
Website: <https://www.wyomingseniors.com/services/wyoming-state-health-insurance-information-program>
Address: Wyoming Senior Citizens, Inc.
 106 West Adams Ave.
 Riverton, WY 82501

Exhibit 2 Quality Improvement Organizations

State: Alabama
Organization: Acentra Health
Toll-free: 1-888-317-0751
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
 5201 W. Kennedy Blvd.
 Suite 900
 Tampa, FL 33609

State: Arkansas
Organization: Acentra Health
Toll-free: 1-888-315-0636
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
 5201 W. Kennedy Blvd.
 Suite 900
 Tampa, FL 33609

State: Alaska
Organization: Acentra Health
Toll-free: 1-888-305-6759
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
 5201 W. Kennedy Blvd.
 Suite 900
 Tampa, FL 33609

State: California
Organization: Livanta, LLC
Toll-free: 1-877-588-1123
TTY: 1-855-887-6668
Website: www.livantaqio.com
Address: Livanta LLC
 BFCC-QIO Program
 10820 Guilford Rd.
 Suite 202
 Annapolis Junction, MD
 20701

State: Arizona
Organization: Livanta, LLC
Local: 1-877-588-1123
TTY: 1-855-887-6668
Website: www.livantaqio.com
Address: Livanta LLC
 BFCC-QIO Program
 10820 Guilford Rd.
 Suite 202
 Annapolis Junction, MD
 20701

State: Colorado
Organization: Acentra Health
Toll-free: 1-888-317-0891
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
 5201 W. Kennedy Blvd.
 Suite 900
 Tampa, FL 33609

State: Connecticut
Organization: Acentra Health
Toll-free: 1-888-319-8452
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
 5201 W. Kennedy Blvd.
 Suite 900
 Tampa, FL 33609

State: Florida
Organization: Acentra Health
Toll-free: 1-888-317-0751
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
 5201 W. Kennedy Blvd.
 Suite 900
 Tampa, FL 33609

State: Delaware
Organization: Livanta, LLC
Toll-free: 1-888-396-4646
TTY: 1-888-985-2660
Website: www.livantaqio.com
Address: Livanta LLC
 BFCC-QIO Program
 10820 Guilford Rd.
 Suite 202
 Annapolis Junction, MD
 20701

State: Georgia
Organization: Acentra Health
Toll-free: 1-888-317-0751
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
 5201 W. Kennedy Blvd.
 Suite 900
 Tampa, FL 33609

State: District of Columbia
Organization: Livanta, LLC
Toll-free: 1-888-396-4646
TTY: 1-888-985-2660
Website: www.livantaqio.com
Address: Livanta LLC
 BFCC-QIO Program
 10820 Guilford Rd.
 Suite 202
 Annapolis Junction, MD
 20701

State: Hawaii
Organization: Livanta, LLC
Toll-free: 1-877-588-1123
TTY: 1-855-887-6668
Website: www.livantaqio.com
Address: Livanta LLC
 BFCC-QIO Program
 10820 Guilford Rd.
 Suite 202
 Annapolis Junction, MD
 20701

State: Idaho
Organization: Acentra Health
Toll-free: 1-888-305-6759
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
 5201 W. Kennedy Blvd.
 Suite 900
 Tampa, FL 33609

State:	Illinois	State:	Kansas
Organization:	Livanta, LLC	Organization:	Livanta, LLC
Toll-free:	1-888-524-9900	Toll-free:	1-888-755-5580
TTY:	1-888-985-8775	TTY:	1-888-985-9295
Website:	www.livantaqio.com	Website:	www.livantaqio.com
Address:	Livanta LLC BFCC-QIO Program 10820 Guilford Rd. Suite 202 Annapolis Junction, MD 20701	Address:	Livanta LLC BFCC-QIO Program 10820 Guilford Rd. Suite 202 Annapolis Junction, MD 20701
State:	Indiana	State:	Kentucky
Organization:	Livanta, LLC	Organization:	Acentra Health
Toll-free:	1-888-524-9900	Toll-free:	1-888-317-0751
TTY:	1-888-985-8775	TTY:	711
Website:	www.livantaqio.com	Website:	www.acentraqio.com
Address:	Livanta LLC BFCC-QIO Program 10820 Guilford Rd. Suite 202 Annapolis Junction, MD 20701	Address:	Acentra Health 5201 W. Kennedy Blvd. Suite 900 Tampa, FL 33609
State:	Iowa	State:	Louisiana
Organization:	Livanta, LLC	Organization:	Acentra Health
Toll-free:	1-888-755-5580	Toll-free:	1-888-315-0636
TTY:	1-888-985-9295	TTY:	711
Website:	www.livantaqio.com	Website:	www.acentraqio.com
Address:	Livanta LLC BFCC-QIO Program 10820 Guilford Rd. Suite 202 Annapolis Junction, MD 20701	Address:	Acentra Health 5201 W. Kennedy Blvd. Suite 900 Tampa, FL 33609
State:		State:	Maine
Organization:		Organization:	Acentra Health
Toll-free:		Toll-free:	1-888-319-8452
TTY:		TTY:	711
Website:		Website:	www.acentraqio.com
Address:		Address:	Acentra Health 5201 W. Kennedy Blvd. Suite 900 Tampa, FL 33609

State: Maryland
Organization: Livanta, LLC
Toll-free: 1-888-396-4646
TTY: 1-888-985-2660
Website: www.livantaqio.com
Address: Livanta LLC
BFCC-QIO Program
10820 Guilford Rd.
Suite 202
Annapolis Junction, MD
20701

State: Minnesota
Organization: Livanta, LLC
Toll-free: 1-888-524-9900
TTY: 1-888-985-8775
Website: www.livantaqio.com
Address: Livanta LLC
BFCC-QIO Program
10820 Guilford Rd.
Suite 202
Annapolis Junction, MD
20701

State: Massachusetts
Organization: Acentra Health
Toll-free: 1-888-319-8452
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
5201 W. Kennedy Blvd.
Suite 900
Tampa, FL 33609

State: Mississippi
Organization: Acentra Health
Toll-free: 1-888-317-0751
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
5201 W. Kennedy Blvd.
Suite 900
Tampa, FL 33609

State: Michigan
Organization: Livanta, LLC
Toll-free: 1-888-524-9900
TTY: 1-888-985-8775
Website: www.livantaqio.com
Address: Livanta LLC
BFCC-QIO Program
10820 Guilford Rd.
Suite 202
Annapolis Junction, MD
20701

State: Missouri
Organization: Livanta, LLC
Toll-free: 1-888-755-5580
TTY: 1-888-985-9295
Website: www.livantaqio.com
Address: Livanta LLC
BFCC-QIO Program
10820 Guilford Rd.
Suite 202
Annapolis Junction, MD
20701

State: Montana
Organization: Acentra Health
Toll-free: 1-888-317-0891
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
5201 W. Kennedy Blvd.
Suite 900
Tampa, FL 33609

State: New Hampshire
Organization: Acentra Health
Toll-free: 1-888-319-8452
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
5201 W. Kennedy Blvd.
Suite 900
Tampa, FL 33609

State: Nebraska
Organization: Livanta, LLC
Toll-free: 1-888-755-5580
TTY: 1-888-985-9295
Website: www.livantaqio.com
Address: Livanta LLC
BFCC-QIO Program
10820 Guilford Rd.
Suite 202
Annapolis Junction, MD
20701

State: New Jersey
Organization: Livanta, LLC
Toll-free: 1-866-815-5440
TTY: 1-866-868-2289
Website: www.livantaqio.com
Address: Livanta LLC
BFCC-QIO Program
10820 Guilford Rd.
Suite 202
Annapolis Junction, MD
20701

State: Nevada
Organization: Livanta, LLC
Toll-free: 1-877-588-1123
TTY: 1-855-887-6668
Website: www.livantaqio.com
Address: Livanta LLC
BFCC-QIO Program
10820 Guilford Rd.
Suite 202
Annapolis Junction, MD
20701

State: New Mexico
Organization: Acentra Health
Toll-free: 1-888-315-0636
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
5201 W. Kennedy Blvd.
Suite 900
Tampa, FL 33609

State: New York
Organization: Livanta, LLC
Toll-free: 1-866-815-5440
TTY: 1-866-868-2289
Website: www.livantaqio.com
Address: Livanta LLC
BFCC-QIO Program
10820 Guilford Rd.
Suite 202
Annapolis Junction, MD
20701

State: Ohio
Organization: Livanta, LLC
Toll-free: 1-888-524-9900
TTY: 1-888-985-8775
Website: www.livantaqio.com
Address: Livanta LLC
BFCC-QIO Program
10820 Guilford Rd.
Suite 202
Annapolis Junction, MD
20701

State: North Carolina
Organization: Acentra Health
Toll-free: 1-888-317-0751
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
5201 W. Kennedy Blvd.
Suite 900
Tampa, FL 33609

State: Oklahoma
Organization: Acentra Health
Toll-free: 1-888-315-0636
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
5201 W. Kennedy Blvd.
Suite 900
Tampa, FL 33609

State: North Dakota
Organization: Acentra Health
Toll-free: 1-888-317-0891
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
5201 W. Kennedy Blvd.
Suite 900
Tampa, FL 33609

State: Oregon
Organization: Acentra Health
Toll-free: 1-888-305-6759
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
5201 W. Kennedy Blvd.
Suite 900
Tampa, FL 33609

State: Pennsylvania
Organization: Livanta, LLC
Toll-free: 1-888-396-4646
TTY: 1-888-985-2660
Website: www.livantaqio.com
Address: Livanta LLC
 BFCC-QIO Program
 10820 Guilford Rd.
 Suite 202
 Annapolis Junction, MD
 20701

State: Puerto Rico
Organization: Livanta, LLC
Toll-free: 1-866-815-5440
TTY: 1-866-868-2289
Website: www.livantaqio.com
Address: Livanta LLC
 BFCC-QIO Program
 10820 Guilford Rd.
 Suite 202
 Annapolis Junction, MD
 20701

State: Rhode Island
Organization: Acentra Health
Toll-free: 1-888-319-8452
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
 5201 W. Kennedy Blvd.
 Suite 900
 Tampa, FL 33609

State: South Carolina
Organization: Acentra Health
Toll-free: 1-888-317-0751
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
 5201 W. Kennedy Blvd.
 Suite 900
 Tampa, FL 33609

State: South Dakota
Organization: Acentra Health
Toll-free: 1-888-317-0891
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
 5201 W. Kennedy Blvd.
 Suite 900
 Tampa, FL 33609

State: Tennessee
Organization: Acentra Health
Toll-free: 1-888-317-0751
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
 5201 W. Kennedy Blvd.
 Suite 900
 Tampa, FL 33609

State: Texas
Organization: Acentra Health
Toll-free: 1-888-315-0636
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
 5201 W. Kennedy Blvd.
 Suite 900
 Tampa, FL 33609

State: Utah
Organization: Acentra Health
Toll-free: 1-888-317-0891
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
5201 W. Kennedy Blvd.
Suite 900
Tampa, FL 33609

State: Vermont
Organization: Acentra Health
Toll-free: 1-888-319-8452
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
5201 W. Kennedy Blvd.
Suite 900
Tampa, FL 33609

State: Virgin Islands
Organization: Livanta, LLC
Toll-free: 1-866-815-5440
TTY: 1-866-868-2289
Website: www.livantaqio.com
Address: Livanta LLC
BFCC-QIO Program
10820 Guilford Rd.
Suite 202
Annapolis Junction, MD
20701

State: Virginia
Organization: Livanta, LLC
Toll-free: 1-888-396-4646
TTY: 1-888-985-2660
Website: www.livantaqio.com
Address: Livanta LLC
BFCC-QIO Program
10820 Guilford Rd.
Suite 202
Annapolis Junction, MD
20701

State: Washington
Organization: Acentra Health
Toll-free: 1-888-305-6759
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
5201 W. Kennedy Blvd.
Suite 900
Tampa, FL 33609

State: West Virginia
Organization: Livanta, LLC
Toll-free: 1-888-396-4646
TTY: 1-888-985-2660
Website: www.livantaqio.com
Address: Livanta LLC
BFCC-QIO Program
10820 Guilford Rd.
Suite 202
Annapolis Junction, MD
20701

State: Wisconsin
Organization: Livanta, LLC
Toll-free: 1-888-524-9900
TTY: 1-888-985-8775
Website: www.livantaqio.com
Address: Livanta LLC
BFCC-QIO Program
10820 Guilford Rd.
Suite 202
Annapolis Junction, MD
20701

State: Wyoming
Organization: Acentra Health
Toll-free: 1-888-317-0891
TTY: 711
Website: www.acentraqio.com
Address: Acentra Health
5201 W. Kennedy Blvd.
Suite 900
Tampa, FL 33609

Exhibit 3 State Medicaid Agencies

Information on Medicaid by state is available at this website:
<https://www.medicaid.gov/about-us/contact-us/contact-state-page.html>

State: Alabama
Agency: Alabama Medicaid Agency
Local: 1-334-242-5000
Website: www.medicaid.alabama.gov
Address: Alabama Medicaid Agency
P.O. Box 5624
Montgomery, AL 36103

State: Alaska
Agency: Alaska Medicaid Program
Toll-free: 1-800-478-7778
Website: health.alaska.gov/dpa/pages/medicaid/default.aspx
Address: Division of Public Assistance
Senior Benefits
855 W. Commercial Drive
Wasilla, AK 99654

State: Arizona
Agency: Arizona Health Care Cost Containment System (AHCCCS)
Local: 1-800-654-8713
TTY: 1-800-842-6520
Website: www.azahcccs.gov
Address: Arizona Health Care Cost Containment System (AHCCCS)
801 East Jefferson St.
Phoenix, AZ 85034

State: Arkansas
Agency: Arkansas Medicaid Program
Local: 1-501-682-1001
Toll-free: 1-800-482-8988
Website: humanservices.arkansas.gov/divisions-shared-services/medical-services/
Address: Arkansas Division of Medical Services
Donaghey Plaza
P.O. Box 1437
Little Rock, AR 72203

State: California
Agency: Medi-Cal
Out-of-State: 1-916-636-1980
Toll-free: 1-800-541-5555
Website: https://www.dhcs.ca.gov/services/medi-cal/Pages/Medi-Cal_EHB_Benefits.aspx
Address: Medi-Cal Eligibility Division
P.O. Box 997417, MS 4607
Sacramento, CA 95899

State: Colorado
Agency: Health First Colorado
Toll-free: 1-800-221-3943
TTY: 711
Website: www.healthfirstcolorado.com
Address: Colorado Department of Health Care
Policy & Financing
1570 Grant Street
Denver, CO 80203

State:	Connecticut	State:	Florida
Agency:	Husky Health Connecticut	Agency:	Florida Medicaid Program
Local:	1-855-686-6632	Local:	1-850-300-4323
Toll-free:	1-866-492-5276	TTY:	711 / 1-800-955-8771
Website:	portal.ct.gov/HUSKY/How-to-Contact-Us	Website:	https://www.myflfamilies.com/services/public-assistance
Address:	HUSKY Health Program c/o Department of Social Services 55 Farmington Avenue Hartford, CT 06105	Address:	ACCESS Central Mail Center P.O. Box 1770 Ocala, FL 34478
State:	Delaware	State:	Georgia
Agency:	Delaware Medicaid Program	Agency:	Georgia Department of Community Health Georgia Medicaid Program
Local:	1-302-255-9500	Toll-free:	1-404-657-5468
Toll-free:	1-800-372-2022	Website:	medicaid.georgia.gov/
Website:	dhss.delaware.gov/dmma	Address:	Georgia Department of Community Health 2 Martin Luther King Jr. Dr. SE Atlanta, GA 30334
Address:	Delaware Health and Social Services 1901 N. DuPont Highway New Castle, DE 19720		
State:	District of Columbia	State:	Guam
Agency:	DC Medicaid Program	Agency:	Medicaid Assistance Program
Local:	1-202-671-4200	Local:	1-671-735-7356 / 2/5
TTY:	711	TTY:	1-671-735-7302
Website:	dhs.dc.gov/page/apply-recertify-benefits	Website:	dphss.guam.gov/division-of-public-welfare/
Address:	Department of Human Services 64 New York Avenue, NE 6 th Floor Washington, DC 20002	Address:	Department of Public Health and Social Services 123 Chalan Kareta Mangilao, GU 96913

State: Hawaii
Agency: Hawaii Department of Human Services Med-Quest
Oahu Local: 1-808-524-3370
Neighbor Islands: 1-800-316-8005
TTY: 711
Website: medquest.hawaii.gov/
Address: Department of Human Services Director’s Office
P.O. Box 3490
Honolulu, HI 96811

State: Hawaii
Agency: Med-Quest
Waipahu Section: 1-808-587-3521
Website: medquest.hawaii.gov/
Address: Med-Quest
Oahu Section
P.O. Box 3490
Honolulu, HI 86820

State: Hawaii
Agency: Med-Quest
Kapolei Unit: 1-808-692-7364
Website: medquest.hawaii.gov/
Address: Med-Quest
Kapolei Unit
P.O. Box 29920
Honolulu, HI 96820

State: Hawaii
Agency: Med-Quest
East Hawaii Section: 1-808-933-0339
Website: medquest.hawaii.gov/
Address: East Hawaii Section
88 Kanoelehua Ave.
Room 107
Hilo, HI 96720

State: Hawaii
Agency: Med-Quest
West Hawaii Section: 1-808-327-4970
Website: medquest.hawaii.gov/
Address: Med-Quest
West Hawaii Section
Lanikai Professional Center
75-5591 Palani Road
Suite 3004
Kailua-Kona, HI 96740

State: Hawaii
Agency: Med-Quest
Lanai Unit: 1-808-565-7102
Website: medquest.hawaii.gov/
Address: Med-Quest
Lanai Unit
P.O. Box 631374
Lanai City, HI 96763

State: Hawaii
Agency: Med-Quest
Maui Section: 1-808-243-5780
Website: medquest.hawaii.gov/
Address: Med-Quest
Maui Section
Millyard Plaza
210 Imi Kala Street
Suite 101
Wailuku, HI 96793

State: Hawaii
Agency: Med-Quest
Molokai Unit: 1-808-553-1758
Website: medquest.hawaii.gov/
Address: Med-Quest
Molokai Unit
P.O. Box 1619
Kaunakakai, HI 96748

State: Hawaii
Agency: Med-Quest
Kauai Unit: 1-808-241-3575
Website: medquest.hawaii.gov/
Address: Med-Quest
 Kauai Unit
 Dynasty Court
 4473 Pahee Street
 Suite A
 Lihue, HI 96766

State: Idaho
Agency: Idaho Medicaid Program
Local: 1-877-456-1233
Website: healthandwelfare.idaho.gov/services-programs/medicaid-health/about-medicaid-elderly-or-adults-disabilities
Address: Self Reliance Programs
 P.O. Box 83720
 Boise, ID 83720

State: Illinois – Chicago Office
Agency: Illinois Medicaid Program
Local: 1-800-843-6154
TTY: 1-866-324-5553
Website: www.dhs.state.il.us/page.aspx?item=33698
Address: Department of Human
 Services – Chicago Office
 401 South Clinton Street
 7th floor
 Chicago, IL 60607

State: Illinois – Springfield Office
Agency: Illinois Medicaid Program
Local: 1-800-843-6154
TTY: 1-866-324-5553
Website: www.illinois.gov/hfs/Pages/default.aspx
Address: Department of Human
 Services – Springfield Office
 100 S. Grand Avenue East
 Springfield, IL 62704

State: Indiana
Agency: Indiana Medicaid Program
Toll-free: 1-800-403-0864
Website: www.in.gov/medicaid/
Address: Family & Social Services
 Administration (FSSA)
 Document Center
 P.O. Box 1810
 Marion, IN 46952

State: Iowa
Agency: Iowa Medicaid Program
 IA Health Link
Local: 1-800-338-8366
Des Moines area: 1-515-256-4606
TTY: 1-800-735-2942
Website: dhs.iowa.gov/
Address: Iowa Department of Human
 Services
 Member Services
 P.O. Box 36510
 Des Moines, Iowa 50315

State: Kansas
Agency: KanCare Medicaid for Kansas
Local: 1-800-792-4884
Website: www.kancare.ks.gov
Address: KanCare Clearinghouse
 P.O. Box 3599
 Topeka, KS 66601

State: Kentucky
Agency: Kentucky Medicaid Program
Local: 1-502-564-5497
Toll-free: 1-800-372-2973
TTY: 711
Website: chfs.ky.gov/agencies/dms/Pages/default.aspx
Address: Department for Medicaid Services
 275 E. Main St.
 Frankfort, KY 40621

State: Louisiana
Agency: Louisiana Medicaid Program
Local: 1-225-342-9500
Website: ldh.la.gov
Address: Louisiana Department of Health
 P. O. Box 629
 Baton Rouge, LA 70821

State: Maine
Agency: MaineCare
Local: 1-207-287-3707
TTY: 711
Website: www.maine.gov/dhhs/oms
Address: Office of MaineCare Services
 109 Capitol Street
 Augusta, ME 04333

State: Maryland
Agency: Maryland Medical Assistance Program
Toll-free: 1-410-767-6500
Assistance Program: 1-877-463-3464
Website: mmcp.health.maryland.gov/Pages/home.aspx
Address: Maryland Department of Health
 201 W. Preston St.
 Baltimore, MD 21201

State: Massachusetts
Agency: MassHealth
Local: 1-800-841-2900
TTY: 1-800-497-4648
Website: www.mass.gov/topics/masshealth
Address: Health Insurance Processing Center
 P.O. Box 4405
 Taunton, MA 02780

State: Michigan
Agency: Michigan Medicaid Program
MI Enrolls: 1-800-975-7630
Beneficiary Helpline: 1-800-642-3195
TTY: 1-800-263-5897
Website: www.michigan.gov/mdhhs/assistance-programs/medicaid
Address: Michigan Department of Health & Human Services
 333 S. Grand Ave.
 P.O. Box 30195
 Lansing, MI 48909

State: Minnesota
Agency: Minnesota Medicaid Program
Local: 1-651-431-2670
Toll-free: 1-800-366-5411
Website: mn.gov/dhs/
Address: Minnesota Health Care Programs
 Member and Provider Services
 P.O. Box 64993
 St. Paul, MN 55164

State: Mississippi
Agency: Mississippi Medicaid Program
Local: 1-601-359-6050
Toll-free: 1-800-421-2408
TDD: 1-228-206-6062
Website: www.medicaid.ms.gov
Address: Mississippi Division of Medicaid
 550 High Street
 Suite 1000
 Jackson, MS 39201

State: Nebraska
Agency: Nebraska Medicaid Program
Local: 1-402-471-3121
Lincoln: 1-402-323-3900
Omaha: 1-402-595-1258
TTY: 1-800-833-7352
Website: dhhs.ne.gov/Pages/Medicaid-Clients.aspx
Address: Nebraska Department of Health & Human Services
 P.O. Box 95026
 Lincoln, NE 68509

State: Missouri
Agency: MO HealthNet Division
Local: 1-573-751-3425
TTY: 711
Website: mydss.mo.gov/mhd
Address: The State of Missouri MO HealthNet Division
 615 Howerton Court
 P.O. Box 6500
 Jefferson City, MO 65109

State: Nevada
Agency: Nevada Medicaid Program
Local: 1-877-638-3472
TTY: 711
Website: dwss.nv.gov
Address: Nevada Medicaid Customer Service
 P.O. Box 30042
 Reno, NV 89520

State: Montana
Agency: Montana Medicaid Program
Montana Public Assistance Hotline: 1-888-706-1535
TTY: Relay: Dial 711 then 1-888-706-1535
Website: <https://dphhs.mt.gov/MontanaHealthcarePrograms/MemberServices>
Address: Human and Community Services
 P.O. Box 202925
 Helena, MT 59620

State: New Hampshire
Agency: New Hampshire Medicaid Program
Local: 1-603-271-4451
Toll Free: 1-844-275-3447
TTY: 1-800-735-2964
Website: www.dhhs.nh.gov/ombp/medicaid
Address: Division of Medicaid Services
 NH Department of Health & Human Services
 129 Pleasant Street
 Concord, NH 03301

State: New Jersey
Agency: New Jersey Medicaid Program NJ FamilyCare
Local: 1-800-356-1561
TTY: 711
Website: www.njfamilycare.org
Address: NJ Department of Human Services
 Division of Medical Assistance & Health Services
 P.O. Box 712
 Trenton, NJ 08625

State: New Mexico
Agency: New Mexico Medicaid Program Centennial Care
Local: 1-800-283-4465
Website: www.hsd.state.nm.us
Address: NM Human Services Department
 P.O. Box 2348
 Santa Fe, NM 87504

State: New York
Agency: New York Medicaid Program
Local: 1-800-541-2831
TTY: 711
Website: health.ny.gov/health_care/medicaid/
Address: New York State Department of Health Corning Tower
 Empire State Plaza, Corner Tower, State Street
 Albany, NY 12237

State: North Carolina
Agency: North Carolina Medicaid Program
Local: 1-888-245-0179
Website: www.medicaid.ncdhhs.gov/
Address: North Carolina Division of Medical Assistance
 2501 Mail Service Center
 Raleigh, NC 27699

State: North Dakota
Agency: North Dakota Medicaid Program
Local: 1-701-328-2310
TTY: 711 / 1-800-366-6888
Website: <https://www.hhs.nd.gov/adults-and-aging>
Address: Medical Services Division
 North Dakota Department of Human Services
 600 E. Boulevard Ave.,
 Dept. 325
 Bismarck, ND 58505-0250

State: Ohio
Agency: Ohio Department of Medicaid
Local: 1-800-324-8680
TTY: 1-800-750-0750
Website: www.ohiomh.com
Address: Ohio Department of Medicaid
 505 South High Street
 Suite 200
 Columbus, OH 43215

State: Oklahoma
Agency: SoonerCare
Local: 1-800-987-7767
TDD: 711
Website: www.okhca.org
Address: Oklahoma Health Care Authority
 4345 N. Lincoln Blvd.
 Oklahoma City, OK 73105

State: Oregon
Agency: Oregon Health Plan
Local: 1-503-947-2340
TTY: 711
Website: <https://www.oregon.gov/oha/Pages/index.aspx>
Address: Oregon Health Authority
 Director’s Office
 500 Summer Street NE, E-20
 Salem, OR 97301

State: Pennsylvania
Agency: Pennsylvania Medical Assistance Program
Local: 1-800-692-7462
TTY: 1-800-451-5886
Website: www.dhs.pa.gov
Address: Department of Human Services
 P.O. Box 2675
 Harrisburg, PA 17105

State: Puerto Rico
Agency: Puerto Rico Department of Health Medicaid Program
Local: 1-787-765-2929, Ext. 6700
TTY: 1-787-625-6955
Website: www.medicaid.pr.gov/
Address: Programa Medicaid
 Departamento de Sauld
 P.O. Box 70184
 San Juan, PR 00936

State: Rhode Island
Agency: HealthSourceRI
Local: 1-855-840-4774
TTY: 1-888-657-3173
Website: www.healthsourceri.com/medicaid
Address: HealthSource RI Walk-In Center
 401 Wampanoag Trail East
 Providence, RI 02915

State: South Carolina
Agency: South Carolina Medicaid Program
Local: 1-888-549-0820
TTY: 1-888-842-3620
Website: www.scdhhs.gov
Address: SCDHHS
 P.O. Box 8206
 Columbia, SC 29202

State: South Dakota
Agency: Healthy Connections
Local: 1-605-773-3165
TTY: 711
Website: dss.sd.gov/medicaid
Address: South Dakota Department of Social Services
 700 Governors Drive
 Pierre, SD 57501

State: Tennessee
Agency: TennCare
Local: 1-855-259-0701
TTY: 1-877-779-3103
Website: www.tn.gov/tenncare.html
Address: TennCare Connect
 P.O. Box 305240
 Nashville, TN 37230

State: Texas
Agency: Texas Medicaid Program
Local: 1-512-424-6500
TTY: 1-800-735-2989 /
 512-424-6597
Website: [www.hhs.texas.gov/
 services/health/medicaid-
 chip](http://www.hhs.texas.gov/services/health/medicaid-chip)
Address: Texas Health and Human
 Services
 P. O. Box 13247
 Austin, TX 78711

State: Utah
Agency: Utah Medicaid Program
Local: 1-801-538-6155
Toll-free: 1-800-662-9651
TTY: 711
Website: medicaid.utah.gov/
Address: Utah Department of Health
 Division of Medicaid and
 Health Financing
 P.O. Box 143106
 Salt Lake City, UT 84114

State: Vermont
Agency: Green Mountain Care
Local: 1-802-879-5900
TTY: 711
Website: [www.greenmountaincar
 e.org](http://www.greenmountaincare.org)
Address: Green Mountain Care Health
 Access Member Services
 Department of Vermont
 Health Access
 280 State Dr. NOB 1 South
 Waterbury, VT 05671

State: Virgin Islands - St. Thomas
Agency: Medical Assistance Program
St. Thomas: 1-340-774-0930
Website: [www.dhs.gov.vi/index.php/
 office-of-medicaid/](http://www.dhs.gov.vi/index.php/office-of-medicaid/)
Address: Department of Human
 Services – St. Thomas
 1303 Hospital Ground Knud
 Hansen Complex Building A
 St. Thomas, VI 00802

State: Virgin Islands - St. Croix
Agency: Healthy Connections
St. Croix: 1-340-718-2980
Website: [www.dhs.gov.vi/index.php/
 office-of-medicaid/](http://www.dhs.gov.vi/index.php/office-of-medicaid/)
Address: Department of Human
 Services
 St. Croix
 3011 Golden Rock
 Christiansted
 St. Croix, VI 00820

State: Virginia
Agency: Department of Medical
 Assistance Services (DMAS)
Toll-free: 1-833-522-5582
TTY: 1-888-221-1590
Website: www.dmas.virginia.gov
Address: Cover Virginia
 P.O. Box 1820
 Richmond, VA 23219

State: Washington
Agency: Apple Health
Local: 1-800-562-3022
TTY: 711
Website: <https://www.hca.wa.gov/>
Address: Washington State Health Care
 Authority
 P.O. Box 45531
 Olympia, WA 98504

State: West Virginia
Agency: Bureau for Medical Services
Local: 1-304-558-1700
Toll-free: 1-877-716-1212
TTY: 711
Website: dhhr.wv.gov/bms/pages/default.aspx
Address: West Virginia Bureau for
Medical Services
350 Capitol St.
Room 251
Charleston, WV 25301

State: Wisconsin
Agency: Wisconsin Medicaid Program
Local: 1-608-266-1865
TTY: 711 / 1-800-947-3529
Website: www.dhs.wisconsin.gov/medicaid/index.htm
Address: Department of Health
Services
1 West Wilson Street
Madison, WI 53703

State: Wyoming
Agency: EqualityCare
Local: 1-307-777-7531
TTY: 711
Website: health.wyo.gov/healthcarefin/medicaid/
Address: Wyoming Department of
Health
122 W. 25th St.
4th Floor West
Cheyenne, WY 82001

Exhibit 4 State Pharmaceutical Assistance Programs

Additional information about State Pharmaceutical Assistance Programs can be found at these websites:

www.medicare.gov/plan-compare/#/pharmaceutical-assistance-program/states

www.needymeds.org/state_programs.taf

State:	Alabama
Program Name:	AIDS Drug Assistance Program (ADAP)
Toll-free:	1-800-252-1818
TTY:	711
Website:	www.alabamapublichealth.gov/hiv/adap.html
Address:	Alabama AIDS Drug Assistance Program Office of HIV Prevention and Cure Alabama Department of Public Health The RSA Tower 201 Monroe Street Montgomery, AL 36104

State:	Alaska - Anchorage
Program Name:	AIDS Drug Assistance Program (ADAP)
Local:	1-907-263-2050
Helpline:	1-800-478-AIDS (2437)
Website:	www.alaskanids.org
Address:	Alaskan AIDS Assistance Association – Anchorage 1057 W. Fireweed Lane Suite 102 Anchorage, AK 99503

State:	Alaska - Juneau
Program Name:	AIDS Drug Assistance Program (ADAP)
Juneau:	1-907-500-7465
Helpline:	1-800-478-2437
Website:	www.dhss.alaska.gov/dph/epi/hivstd/pages/hiv.aspx
Address:	Southeast Office of Alaskan AIDS Assistance Association 225 Front Street Suite 103-A Juneau, AK 99801

State:	Arizona
Program Name:	AIDS Drug Assistance Program (ADAP)
Local:	1-602-542-1025
TTY:	1-800-334-1540
Website:	www.azdhs.gov/phs/hiv/adap
Address:	Arizona Department of Health Services Office of Disease Integration and Services 150 N. 18 th Ave. Phoenix, AZ 85007

State: Arkansas
Program Name: AIDS Drug Assistance Program (ADAP)
Local: 1-501-661-2408
Toll-free: 1-800-462-0599
Website: www.healthy.arkansas.gov/programs-services/topics/infectious-disease
Address: Arkansas Department of Health
 Infectious Disease Branch
 4815 W. Markham St.
 Slot 33
 Little Rock, AR 72205

State: California
Program Name: Prescription Drug Discount Program
Toll-free: 1-800-977-2273 / 1-916-552-9200
Website: <https://www.dhcs.ca.gov/provgovpart/pharmacy/Pages/Main.aspx>
Address: California Department of Health Care Services
 Pharmacy Benefits Division
 MS 4604
 P.O. Box 997413
 Sacramento, CA 95899

State: California
Program Name: AIDS Drug Assistance Program (ADAP)
Local: 1-833-422-4255
Website: www.cdph.ca.gov/Programs/CID/DOA/Pages/OAmain.aspx
Address: Office of AIDS – California Department of Public Health
 MS 7700 P.O. Box 997426
 Sacramento, CA 95899

State: Colorado
Program Name: State Drug Assistance Program (SDAP)
Local: 1-303-692-2000
Website: cdphe.colorado.gov/state-drug-assistance-program
Address: Colorado Department of Public Health and Environment -DCEED-
 -STI/HIV-A3
 4300 Cherry Creek Drive South
 Denver, CO 80246

State: Connecticut
Program Name: CT Aids Drug Assistance Program (CADAP)
Toll-free: 1-800-424-3310
Website: ctdph.magellanrx.com
Address: State of Connecticut
 Department of Public Health
 c/o Magellan Rx
 P.O. Box 13001
 Albany NY 12212

State: District of Columbia
Program Name: DC AIDS Drug Assistance Program (DC ADAP)
Local: 1-202-442-5955
Website: dchealth.dc.gov/node/137072
Address: Administration for HIV/AIDS
 DC Department of Health
 2201 Shannon Place SE
 Washington, D.C. 20020

State: Delaware
Program Name: Delaware Prescription Assistance Program
Toll-free: 1-800-996-9969
Website: <https://dhss.delaware.gov/dhss/dmma/dpap.html>
Address: DXC DPAP
P.O. Box 950
New Castle, DE 19720

State: Delaware
Program Name: Delaware Chronic Renal Disease Program
Toll-free: 1-800-372-2022
Website: www.dhss.delaware.gov/dhss/dss/crdprog.html
Address: DHSS - Division of Social Services – CRDP
Lewis Bldg., DHSS Campus
Herman Holloway Sr. Campus
1901 N. DuPont Hwy.
New Castle, DE 19720

State: Florida
Program Name: AIDS Drug Assistance Program (ADAP)
Toll-free: 1-800-352-2437
Website: www.floridahealth.gov/diseases-and-conditions/aids/adap
Address: Florida Department of Health
HIV/AIDS Section
4052 Bald Cypress Way
Tallahassee, FL 32399

State: Florida
Program Name: Florida Discount Drug Card Program
Toll-free: 1-866-341-8894
TTY: 711
Website: www.floridadiscountdrugcard.com/index.aspx
Address: No Address

State: Georgia
Program Name: HIV Care (Ryan White Part B) Program
Local: 1-404-657-2700
Website: dph.georgia.gov/hiv-care
Address: Georgia Department of Public Health
Health Protection Office of HIV/AIDS
200 Piedmont Ave., SE
Atlanta, GA 30334

State: Guam
Program Name: AIDS Drug Assistance Program (ADAP)
Local: 1-671-635-7494
Website: dphss.guam.gov/ryan-white-hiv-aids-program/
Address: Bureau Communicable Disease Control-STD/HIV/
Viral Hepatitis Program
520 West Santa Monica Ave.
Dededo, GU 96929

State: Hawaii
Program Name: HIV Drug Assistance Program (HDAP)
Local: 1-808-733-9360
Website: <https://health.hawaii.gov/harmreduction/>
Address: Department of Health - STD/AIDS Prevention Branch
 3627 Kilauea Ave. #306
 Honolulu, HI 96816

State: Idaho
Program Name: Idaho Prescription Drug Assistance
Local: 1-208-364-1829
Toll-free: 1-800-926-2588
Website: <https://healthandwelfare.idaho.gov/providers/pharmacy-providers/idaho-medicaid-pharmacy-program/>
Address: 211 Idaho CareLine
 P. O. Box 83720
 Boise, ID 83720

State: Idaho
Program Name: Ryan White Part B AIDS Drug Assistance Program (ADAP)
Local: 1-208-334-5612
Website: <https://healthandwelfare.idaho.gov/health-wellness/diseases-conditions/hiv>
Address: Department of Health & Welfare
 HIV Care & Treatment - Ryan White Program
 450 W. State St.
 P.O. Box 83720
 Boise, ID 83720

State: Illinois
Program Name: AIDS Drug Assistance Program (ADAP)
Local: 1-217-782-4977
Website: www.dph.illinois.gov/topics-services/diseases-and-conditions/hiv-aids/ryan-white-care-and-hopwa-services
Address: Illinois Department of Public Health Office of Health Protection - HIV/AIDS
 525- 535 W. Jefferson St.
 Springfield, IL 62761

State: Indiana
Program Name: HIV Services Program (HSP)
Local: 1-371-233-1325
Toll-free: 1-800-382-9480
Website: www.in.gov/health/hiv-std-viral-hepatitis/hiv-services/hiv-services-program/
Address: Indiana State Department of Health
 2 North Meridian St.
 Indianapolis, IN 46204

State: Indiana
Program Name: HoosierRx
Toll-free: 1-866-267-4679
Website: <https://www.in.gov/medicaid/members/member-programs/hoosierRx/>
Address: HoosierRx
 402 W. Washington
 Rm. 372
 Indianapolis, IN 46204

State: Iowa
Program Name: AIDS Drug Assistance Program (ADAP)
Toll-free: 1-800-362-2178
TTY: 1-800-735-2942
Website: <https://hhs.iowa.gov/public-health/hiv-stis-and-hepatitis>
Address: Iowa Department of Public Health
 1305 E. Walnut St.
 Des Moines, IA 50319

State: Louisiana
Program Name: Louisiana Health Access Program (LA HAP)
Local: 1-504-568-7474
Website: ldh.la.gov/page/924
Address: Louisiana Department of Health STD/HIV/Hepatitis Program
 1450 Poydras St.
 Suite 2136
 New Orleans, LA 70112

State: Kansas
Program Name: AIDS Drug Assistance Program (ADAP)
Local: 1-785-296-1086
Website: www.kdhe.ks.gov/359/AIDS-Drug-Assistance-Program-ADAP
Address: Kansas Division of Public Health
 1000 SW Jackson
 Suite 540
 Topeka, KS 66612

State: Maine
Program Name: Maine AIDS Drug Assistance Program (ADAP)
Local: 1-207-287-3747
Website: adap.directory/maine
Address: Maine Ryan White Program
 40 State House Station
 Augusta, ME 04330

State: Kentucky
Program Name: KY AIDS Drug Assistance Program (KADAP)
Toll-free: 1-502-564-6539 /
 1-800-420-7431
Website: <https://www.chfs.ky.gov/agencies/dph/dehp/hab/Pages/default.aspx>
Address: Kentucky Department for Public Health, HIV/AIDS Services Program
 275 E. Main St. HS2E-C
 Frankfort, KY 40621

State: Maryland
Program Name: Maryland AIDS Drug Assistance Program
Local: 1-410-767-6500
Toll-free: 1-877-463-3464
Website: health.maryland.gov/phpa/OIDPCS/CHP/pages/Home.aspx
Address: Maryland Department of Health
 201 W. Preston St.
 Baltimore, MD 21201

State: Massachusetts
Program Name: Massachusetts HIV Drug Assistance Program (HDAP)
Local: 1-617-502-1700
Toll-free: 1-800-228-2714
Website: accesshealthma.org/drug-assistance/hdap/
Address: AccessHealth MA
 Attn: HDAP
 The Schraff's Center
 529 Main Street, Suite 301
 Boston, MA 02129

State: Massachusetts
Program Name: Massachusetts Prescription Advantage
Toll-free: 1-800-243-4636
TTY: 1-877-610-0241
Website: www.mass.gov/prescription-drug-assistance
Address: Prescription Advantage
 P.O. Box 15153
 Worcester, MA 01615

State: Michigan
Program Name: Michigan Drug Assistance Program (MIDAP)
Toll-free: 1-888-826-6565
Website: <https://www.michigan.gov/mdhhs/keep-mi-healthy/chronicdiseases/hivsti/michigan-drug-assistance-program/michigan-drug-assistance-program>
Address: HIV Care Section Division of HIV and STI Programs
 Michigan Department of Health & Human Services
 P.O. Box 30727
 Lansing, MI 48909

State: Minnesota
Program Name: Program HH services
Toll-free: 1-651-431-2398 / 1-800-657-3761
TTY: 1-800-627-3529
Website: mn.gov/dhs/people-we-serve/children-and-families/health-care/hiv-aids/programs-services/
Address: HIV Programs
 Department of Human Services
 P.O. Box 64972
 St. Paul, MN 55164

State: Mississippi
Program Name: AIDS Drug Assistance Program (ADAP)
Local: 1-601-362-4879
Toll-free: 1-866-458-4948
Website: <https://msdh.ms.gov/page/14,13047,150.html>
Address: Care & Services Division-
 Office of STD/HIV
 Department of Health -
 ADAP
 P.O. Box 1700
 Jackson, MS 39215

State: Missouri
Program Name: AIDS Drug Assistance Program (ADAP)
Local: 1-573-751-6439
Website: www.health.mo.gov/living/healthcondiseases/communicable/hiv aids/casemgmt.php
Address: Bureau of HIV, STD, and Hepatitis
 Missouri Department of Health and Senior Services
 912 Wildwood
 P.O. Box 570
 Jefferson City, MO 65102

State: Missouri
Program Name: Missouri Rx Plan
Local: 1-573-751-3425
Address: Missouri RX Plan MO
 HealthNet Division (MHD)
 615 Howerton Court
 P.O. Box 6500
 Jefferson City, MO 65102

State: Montana
Program Name: AIDS Drug Assistance Program (ADAP)
Local: 1-406-444-3565
Website: <https://dphhs.mt.gov/publichealth/hivstd/index>
Address: Public Health/Human Services
 HIV/STD
 Cogswell Building
 Room C-211
 1400 Broadway
 P.O. Box 202951
 Helena, MT 59620

State: Montana
Program Name: Montana Big Sky Rx Program
Toll-free: 1-866-369-1233
Website: <https://dphhs.mt.gov/MontanaHealthcarePrograms/BigSky>
Address: Big Sky Rx Program
 P.O. Box 202915
 Helena, MT 59620

State: Nebraska
Program Name: Ryan White AIDS/HIV Program
Local: 1-402-471-2101
Website: <https://dhhs.ne.gov/Pages/HIV-Prevention.aspx>
Address: Nebraska Department of Health & Human Services
 P.O. Box 95026
 Lincoln, NE 68509

State: Nevada
Program Name: Nevada Senior Rx
Toll-free: 1-800-307-4444
Website: <https://adsd.nv.gov/Programs/Seniors/SeniorRx/SrRxProg/>
Address: Aging & Disability Services
 Division - Senior Rx Dept.
 Health & Human Services
 3310 Goni Road
 Building H
 Carson City, NV 89706

State: Nevada
Program Name: Ryan White HIV/AIDS Part B Program (RWPB)
Local: 1-800-232-4636
Toll-free: 1-755-684-5900
Website: <https://dpbh.nv.gov/Programs/HIV-Ryan/Eligibility/>
Address: Office of HIV/AIDS
 2290 S. Jones
 Suite 110
 Las Vegas, Nevada 89146

State: New Hampshire
Program Name: Ryan White CARE Program
Toll-free: 1-603-271-4496
TDD: 1-800-735-2964
Website: <https://www.dhhs.nh.gov/programs-services/disease-prevention/infectious-disease-control/nh-ryan-white-care-program>
Address: DHHS - NH CARE Program
 29 Hazen Drive
 Concord, NH 03301

State: New Jersey
Program Name: AIDS Drug Distribution Program (ADDP)
Toll-free: 1-877-613-4533
Website: www.nj.gov/health/hivstdtb/hiv-aids/medications.shtml
Address: New Jersey Dept. of Health
 AIDS Drug Distribution Program (ADDP)
 Health Insurance Continuation Program (HICP)
 P.O. Box 360
 Trenton, NJ 08625

State: New Jersey
Program Name: New Jersey Pharmaceutical Assistance to the Aged and Disabled Program (PAAD)
Local: 1-800-792-9745
Website: <https://www.state.nj.us/humanservices/doas/services/l-p/paad/>
Address: Division of Aging Services
 P.O. Box 715
 Trenton, NJ 08625

State: New Mexico
Program Name: HIV/AIDS Treatment and Services
Local: 1-505-476-3628
Website: <http://nmhealth.org/about/phd/idb/hats/>
Address: HIV Services Program
 1190 St. Francis Drive
 Suite S-1200
 Santa Fe, NM 87502

State: New York
Program Name: AIDS Drug Assistance Program (ADAP)
Toll-free: 1-800-542-2437 / 1-844-682-4058
Out of State: 1-518-459-1641
Website: <https://www.health.ny.gov/diseases/aids/general/resources/adap/>
Address: HIV Uncured Care Programs
 Department of Health
 Empire Station
 P.O. Box 2052
 Albany, NY 12220

State: New York
Program Name: Elderly Pharmaceutical Insurance Coverage (EPIC)
Local: 1-800-332-3742
TTY: 1-800-290-9138
Website: https://www.health.ny.gov/health_care/epic/
Address: EPIC
P.O. Box 15018
Albany, NY 12212

State: North Carolina
Program Name: HIV Medication Assistance Program (HMAP)
Toll-free: 1-919-733-9161
Website: <https://epi.dph.ncdhhs.gov/cd/hiv/hmap.html>
Address: Communicable Disease Branch
Epidemiology Section
Division of Public Health
N.C. Dept. of Health and Human Services
1902 Mail Service Center
Raleigh, NC 27699

State: North Dakota
Program Name: AIDS Drug Assistance Program (ADAP)
Local: 1-701-328-2310
Toll-free: 1-800-472-2622
TTY: 711
Website: www.hhs.nd.gov/health/diseases-conditions-and-immunization/north-dakota-ryan-white-part-b-program
Address: North Dakota Department of Health
Division of Disease Control
600 East Blvd. Ave. Dept 325
Bismarck, ND 58505

State: Ohio
Program Name: Ohio HIV Drug Assistance Program (OHDAP)
Toll-free: 1-800-777-4775
Website: <https://odh.ohio.gov/know-our-programs/Ryan-White-Part-B-HIV-Client-Services/AIDS-Drug-Assistance-Program/Ohio-HIV-Drug-Assistance-Program>
Address: Ohio HIV Drug Assistance Program (OHDAP)
Ohio Department of Health
246 N. High St.
Columbus, OH 43215

State: Ohio
Program Name: Ohio Rx Best Program
Local: 1-513-257-0517
Toll-free: 1-866-923-7879
TTY: 711
Address: P.O. Box 408
Twinsburg, OH 44087

State: Oklahoma
Program Name: HIV Drug Assistance Program (HDAP)
Local: 1-405-426-8400
Website: <https://www.oklahoma.gov/health/services/personal-health/sexual-health-and-harm-reduction-service/community-resources---partners.html>
Address: Oklahoma State Department of Health
Sexual Health and Harm Reduction Services
123 Robert S. Kerr Ave.
Suite 1702
Oklahoma City, OK 73102

State: Oregon
Program Name: CAREAssist – AIDS Medical Care and Drug Assistance Program
Local: 1-971-673-0144
Oregon AIDS Hotline: 1-800-777-2437
Website: <https://www.oregon.gov/oha/ph/diseasesconditions/hivstdviralhepatitis/hivcaretreatment/careassist/pages/index.aspx>
Address: CAREAssist Program
 800 NE Oregon, Suite 1105
 Portland, OR 97232

State: Pennsylvania
Program Name: Special Pharmaceutical Benefits Program
 HIV/AIDS Drug Assistance
Toll-free: 1-800-922-9384
Website: <https://www.health.pa.gov/topics/programs/HIV/Pages/Special-Pharmaceutical-Benefits.aspx>
Address: Department of Health
 Special Pharmaceutical Benefits Program
 P.O. Box 8808
 Harrisburg, PA 17105

State: Pennsylvania
Program Name: PACE Program - Pharmaceutical Assistance
Toll-free: 1-800-225-7223
TTY: 1-800-222-9004
Website: <https://www.aging.pa.gov/aging-services/prescriptions/Pages/default.aspx>
Address: PACE/PACENET
 P.O. Box 8806
 Harrisburg, PA 17105

State: Puerto Rico
Program Name: Ryan White Part B HIV/AIDS Program
Local: 1-787-765-2929
Website: <https://www.salud.gov.pr/CMS/137>
Address: Departamento de Salud
 OSCASET
 Programa Ryan White Parte B/ADAP
 P.O. Box 70184
 San Juan, PR 00936

State: Rhode Island
Program Name: Rhode Island Prescription Assistance for the Elderly (RIPAE)
Local: 1-401-462-3000
TTY: 1-401-462-0740
Website: oha.ri.gov/what-we-do/access/health-insurance-coaching/drug-cost-assistance
Address: Office of Health Aging
 25 Howard Ave,
 Bldg., 57
 Cranston, RI 02920

State: South Carolina
Program Name: AIDS Drug Assistance Program (ADAP)
Toll-free: 1-800-856-9954
Website: <https://scdhec.gov/aids-drug-assistance-program>
Address: SC ADAP
 DHEC Constituent Services
 2600 Bull Street
 Columbia, SC 29201

State: South Dakota
Program Name: Ryan White Part B CARE Program
Toll-free: 1-800-592-1861 /
 1-605-773-3737
Website: doh.sd.gov/topics/diseases-conditions/communicable-infectious-diseases/reportable-communicable-diseases/hiv aids/ryan-white-part-b-program/
Address: South Dakota Department of Health, Ryan White Part B CARE Program
 615 E. 4th St.
 Pierre, SD 57501

State: Tennessee
Program Name: Ryan White HIV Drug Assistance Program (HDAP)
Toll-free: 1-615-741-7500 /
 1-800-525-2437
Website: <https://www.tn.gov/health/health-program-areas/std/std/ryan-white-part-b-program.html>
Address: TN Dept. of Health
 HIV/STD Program
 Ryan White Part B Services
 710 James Robertson Pkwy.
 4th Floor Andrew Johnson Tower
 Nashville, Tennessee 37243

State: Texas
Program Name: Texas HIV Medication Program
Toll-free: 1-737-255-4300 /
 1-800-255-1090
Website: <https://www.dshs.state.tx.us/hivstd/meds/default.shtm>
Address: Texas HIV Medication Program
 Attn: MSJA, MC 1873
 P.O. Box 149347
 Austin, TX 78714

State: Utah
Program Name: AIDS Drug Assistance Program (ADAP)
Local: 1-801-538-6197
Website: <https://ptc.health.utah.gov/treatment/ryan-white/>
Address: Utah Dept. of Health, Bureau of Epidemiology
 288 North 1460 West
 Box 142104
 Salt Lake City, UT 84114

State: Vermont
Program Name: Vermont Medication Assistance Program (VMAP)
Toll-free: 1-802-951-4005
Website: www.healthvermont.gov/disease-control/hiv/hiv-care
Address: Vermont Department of Health, Vermont Medication Assistance Program
 108 Cherry St. - P.O. Box 70
 Burlington, VT 05402

State: Virgin Islands
Program Name: U.S. Virgin Islands Department of Human Services Senior Citizens Affairs Pharmaceutical Assistance to the Aged
St. Thomas: 1-340-774-0930
St. Croix: 1-340-718-2980
St. John: 1-340-776-6334
Website: www.dhs.gov.vi
Address: John Moorehead Complex (Old Hospital)
 Communicable Diseases Clinic
 Building I
 St. Thomas, VI 00802

State: Virginia
Program Name: Virginia Medication Assistance Program (VA MAP)
Toll-free: 1-855-362-0658
Website: <https://www.vdh.virginia.gov/disease-prevention/vamap/>
Address: Virginia Department of Health
 109 Governor St.
 Richmond, VA 23219

State: Washington
Program Name: Washington Prescription Drug Program (WPDP)
Toll-free: 1-800-913-4311
Website: <https://www.hca.wa.gov/about-hca/programs-and-initiatives/prescription-drug-program/how-participate>
Address: Washington State Health Care Authority
 626 8th Ave. SE
 Olympia, WA 98501

State: West Virginia
Program Name: West Virginia Rx
Toll-free: 1-877-388-9879
Website: <https://westvirginiarxcard.com/>
Address: West Virginia Rx Patient Eligibility
 1520 Washington St. East
 Charleston, WV 25311

State: West Virginia
Program Name: Ryan White Part B Program
Local: 304-232-6822
Website: <https://oeeps.wv.gov/rwp/pages/default.aspx>
Address: Jay Adams, HIV Care Coordinator
 P.O. Box 6360
 Wheeling, WV 26003

State: Wisconsin
Program Name: Wisconsin SeniorCare
Toll-free: 1-800-657-2038
TTY: 711
Website: <https://www.dhs.wisconsin.gov/seniorcare/index.htm>
Address: Department of Health Services
1 West Wilson St.
Madison, WI 53703

State: Wisconsin
Program Name: AIDS/HIV Drug Assistance Program (ADAP)
Toll-free: 1-608-261-6952 /
1-800-991-5532
Website: <https://www.dhs.wisconsin.gov/hiv/index.htm>
Address: Division of Public Health
Attn: ADAP
P.O. Box 2659
Madison, WI 53701

State: Wyoming
Program Name: HIV Services Program
Toll-free: 1-307-777-7382 /
1-866-571-0944
Website: <https://health.wyo.gov/publichealth/communicable-disease-unit/hiv/>
Address: Wyoming Department of Health
401 Hathaway Building
Cheyenne, WY 82002

Medicare Plus Blue Group PPO Customer Service

- Call **1-866-684-8216**
Calls to this number are free. Available from 8:30 a.m. to 5 p.m. Eastern time, Monday through Friday. From October 1 through March 31, hours are from 8 a.m. to 9 p.m. Eastern time, seven days a week. Customer Service also has free language interpreter services available for non-English speakers.
- TTY **711**
Calls to this number are free. Available from 8:30 a.m. to 5 p.m. Eastern time, Monday through Friday. From October 1 through March 31, hours are from 8 a.m. to 9 p.m. seven days a week.
- Fax 1-866-458-9342
- Write Blue Cross Blue Shield of Michigan
Medicare Plus Blue Group PPO
Customer Service Inquiry Department – Mail Code X521
600 E. Lafayette Blvd.
Detroit, MI 48226-2998
- Website **www.bcbsm.com/medicare**

Michigan Medicare Assistance Program

Michigan Medicare Assistance Program is a state program that gets money from the Federal government to give free local health insurance counseling to people with Medicare.

- Call **1-800-803-7174**
Available from 9:00 a.m. to 4:30 p.m. Eastern time, Monday through Friday.
- TTY **711**
- Write Michigan Medicare Assistance Program
6105 West St. Joseph Hwy., Suite 103
Lansing, MI 48917-4850
- Website **www.mmapinc.org**

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