



**Rhode Island Small Group**  
*Preferred Provider Organization*

**ADVANTAGE SAVER PPO 4000**  
***CERTIFICATE OF COVERAGE***

**Underwritten by Tufts Insurance Company**

***Tufts Health Plan***  
**705 Mount Auburn Street**  
**Watertown, MA 02472-1508**

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# **Tufts Health Plan Address and Telephone Directory**

**TUFTS HEALTH PLAN**  
705 Mount Auburn Street  
Watertown, MA 02472-1508

Member Services Hours:  
Monday – Thursday 8:00 a.m. - 7:00 p.m.,  
Friday 8:00 a.m. - 5:00 p.m. E.T.

## **IMPORTANT PHONE NUMBERS:**

### ***Emergency Care***

For routine care, always call your *Provider*. Do this before seeking care. If you have an urgent medical need and cannot reach your *Provider*, seek care at the nearest emergency room.

Important Note: If needed, call 911 for emergency medical assistance. If 911 services are not available in your area, call the local number for emergency medical services.

### ***Liability Recovery***

Call the Liability and Recovery Department at 1-888-880-8699, x.1098 for questions about coordination of benefits and workers' compensation. For example, call that Department with questions about how *Tufts Health Plan* coordinates coverage with other health care coverage you may have. This Department is available from 8:00 a.m. – 5:00 p.m. Monday through Friday.

If you have questions about subrogation, call Member Services at 1-800-682-8059.

### ***Member Services Department***

Call our Member Services Department at 1-800-682-8059 for: general questions; benefit questions; and information regarding eligibility for enrollment and billing.

### ***Behavioral Health Services***

You may need information regarding mental health benefits. If so, call the *Tufts Health Plan* Behavioral Health Department at 1-800-208-9565.

### ***Services for Hearing Impaired Members***

You may be hearing impaired. If so, these services are provided:

#### **Telecommunications Device for the Deaf (TDD)**

If you have access to a TDD phone, call 711 or 1-800-868-5850. You will reach the *Tufts Health Plan* Member Services Department.

#### **Massachusetts Relay (MassRelay)**

711 or 1-800-720-3480

#### **Rhode Island Relay**

711 or 1-800-745-5555

## **Tufts Health Plan Address and Telephone Directory, continued**

### **IMPORTANT ADDRESSES:**

#### **Appeals and Grievances Department**

You may need to call us about a concern or appeal. If so, call our Member Services Department at 1-800-682-8059. To submit your appeal or grievance in writing, send your letter to: Or

#### ***Tufts Health Plan***

**Attn: Appeals and Grievances Department  
705 Mount Auburn Street  
P.O. Box 9193  
Watertown, MA 02471-9193**

Or you may submit your appeal or grievance in-person at the above address; or by fax to 617-972-9509

#### **Web site**

You may want more information about *Tufts Health Plan* and or to learn about the self-service options available to you. If so, see the *Tufts Health Plan* Web site at [www.tuftshealthplan.com](http://www.tuftshealthplan.com).

#### **Fraud, Waste and Abuse**

You may have concerns about being billed for services you never received, or that your insurance information has been stolen or used by someone else. To report potential health care fraud and abuse, or if you have questions, please call us at 1-800-682-8059, or email [fraudandabuse@tufts-health.com](mailto:fraudandabuse@tufts-health.com). You can also call our confidential hotline anytime at 877-824-7123 or send an anonymous letter to us at:

#### **Tufts Health Plan**

**Attn: Fraud and Abuse  
705 Mount Auburn Street  
Watertown, MA 02472**

## Translating services for more than 200 languages

For no cost translation in English, call the number on your ID card.

**Arabic** للحصول على خدمة الترجمة المجانية باللغة العربية، يرجى الاتصال على الرقم المدون على بطاقة الهوية الخاصة بك.

**Chinese** 若需免費的中文版本，請撥打 ID 卡上的電話號碼。

**French** Pour demander une traduction gratuite en français, composez le numéro indiqué sur votre carte d'identité.

**German** Um eine kostenlose deutsche Übersetzung zu erhalten, rufen Sie bitte die Telefonnummer auf Ihrer Ausweiskarte an.

**Greek** Για δωρεάν μετάφραση στα Ελληνικά, καλέστε τον αριθμό που αναγράφεται στην αναγνωριστική κάρτας σας.

**Haitian Creole** Pou jwenn tradiksyon gratis nan lang Kreyòl Ayisyen, rele nimewo ki sou kat ID ou.

**Italian** Per la traduzione in italiano senza costi aggiuntivi, è possibile chiamare il numero indicato sulla tessera identificativa.

**Japanese** 日本語の無料翻訳については ID カードに書いてある番号に電話してください。

**Khmer (Cambodian)** សម្រាប់សេវាបកប្រែដោយឥតគិតថ្លៃជា ភាសាខ្មែរ សូមទូរស័ព្ទទៅកាន់លេខដែលមាននៅលើប័ណ្ណសម្គាល់សមាជិករបស់អ្នក។

**Korean** 한국어로 무료 통역을 원하시면, ID 카드에 있는 번호로 연락하십시오.

**Laotian** ສໍາລັບການແປພາສາເປັນພາສາລາວທີ່ບໍ່ໄດ້ເສຍຄ່າໃຊ້ຈ່າຍ, ໃຫ້ໂທຫາເບີທີ່ຢູ່ເທິງບັດປະຈຳຕົວຂອງທ່ານ.

**Navajo** Doo bą́áh ilíní da Diné k'ehjí álnéehgo, hodiilnih béesh bec hani'ée bec néé ho'díłzingo nantinigíí bikáá'.

**Persian.** برای ترجمه رایگان فارسی به شماره تلفن مندرج در کارت شناسایی تان زنگ بزنید.

**Polish** Aby uzyskać bezpłatne tłumaczenie w języku polskim, należy zadzwonić na numer znajdujący się na Pana/i dowodzie tożsamości.

**Portuguese** Para tradução grátis para português, ligue para o número no seu cartão de identificação.

**Russian** Для получения услуг бесплатного перевода на русский язык позвоните по номеру, указанному на идентификационной карточке.

**Spanish** Por servicio de traducción gratuito en español, llame al número de su tarjeta de miembro.

**Tagalog** Para sa walang bayad na pagsasalin sa Tagalog, tawagan ang numero na nasa inyong ID card.

**Vietnamese** Để có bản dịch tiếng Việt không phải trả phí, gọi theo số trên thẻ căn cước của bạn.

**1-800-682-8059**

## Telecommunications Device for the Deaf (TDD)

Call 711 or 1-800-868-5850.

## **Certificate of Insurance**

THIS BOOKLET IS YOUR *CERTIFICATE OF INSURANCE* for health benefits underwritten by Tufts Insurance Company ("TIC"). TIC has entered into an agreement with Tufts Benefit Administrators ("TBA") for TBA to administer health benefits. TBA also makes available a network of *Providers* described in this *Certificate*. Both TIC and Tufts Benefit Administrators ("TBA") do business under the name of *Tufts Health Plan*.

*Network Providers* are hospitals, community-based physicians and other community-based health care professionals. They work in their own offices throughout the *Network Contracting Area*. *Tufts Health Plan* does not provide health care services to *Members*. *Network Providers* provide health care services to *Members*. These *Providers* are independent contractors. They are not the employees or agents of *Tufts Health Plan* for any purposes.

This *Certificate* describes the benefits, exclusions, conditions and limitations provided under the *Group Contract*. It applies to persons covered under the *Group Contract*. It replaces any *Certificate* previously issued to you. Read this *Certificate* for a complete description of benefits and an understanding of how the preferred provider plan works.

## **Introduction**

Welcome to *Tufts Health Plan*. With *Tufts Health Plan*, each time you need health care services, you may choose to obtain your health care from either a *Network Provider (In-Network Level of Benefits)* or any *Non-Network Provider (Out-of-Network Level of Benefits)*.

Your choice will determine the level of benefits you receive for your health care services:

**In-Network Level of Benefits:** If your care is provided by a *Network Provider*, you will be covered at the *In-Network Level of Benefits*.

**Please Note:** *In-Network Level of Benefits* refers to *Covered Services* that are provided by a *Network Primary Care Provider* or other *Network Provider*. According to Rhode Island law §27-20-65, you are required to designate a primary care provider as your usual source of medical care; however, failure to designate a primary care provider will not result in cancellation of coverage.

**Out-of-Network Level of Benefits:** If your care is provided by a *Non-Network Provider*, you will be covered at the *Out-of-Network Level of Benefits*.

### **Covered Services Outside of the 50 United States:**

*Emergency care* services you receive while traveling outside of the 50 United States qualify as *Covered Services*. In addition, *Urgent Care* services you receive while traveling outside of the 50 United States also qualify as *Covered Services*. Any other service, supply, or medication you receive outside of the 50 United States is not covered under this plan.

For more information about these benefit levels and how to receive covered health care services, see Chapter 1. If you have any questions, call the Member Services Department.

**PLEASE READ THIS *CERTIFICATE OF INSURANCE* CAREFULLY.**

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## BENEFIT OVERVIEW

This section describes your *Cost Sharing Amounts, Deductible and Out-of-Pocket Maximum* under this plan.

- Important Terms and Definitions
- Cost Sharing Overview
  - Important information about your *Cost Sharing Amounts*
- Your *Deductible*
  - Important Information about your *Deductible*
- *Out-of-Pocket Maximum*
  - Important Information about your *Out-of-Pocket Maximum*
- Table of benefits, cost sharing, and certain benefit limits

See Chapter 3, *Covered Services* for details about benefits under this plan.

## Benefit Overview, continued

### IMPORTANT TERMS AND DEFINITIONS

All defined terms are italicized and listed in Appendix A.

Below are terms to keep in mind as you read through this Benefit Overview.

**Coinsurance** is the percentage of costs you pay for certain *Covered Services*.

A **Contract Year** is the 12-month period determined by the *Group*. Under this plan, benefit limits, *Deductibles*, *Out-of-Pocket Maximums*, and *Coinsurance* are calculated for a *Contract Year*. A *Contract Year* can be either a calendar year (January 1<sup>st</sup> through December 31<sup>st</sup>) or a plan year (a 12 consecutive month period). For example, a plan year might run from July 1<sup>st</sup> in one calendar year through June 30<sup>th</sup> in the following calendar year. For the *Contract Year* dates that apply to your plan, call Member Services or contact your *Group*.

A **Copayment** is a fee you pay for *Covered Services*. *Copayments* are paid to the *Provider* when you receive care unless the *Provider* arranges otherwise.

A **Cost Sharing Amount** is the cost you must pay for certain *Covered Services*. This amount may consist of *Deductibles*, *Copayments*, and/or *Coinsurance*.

A **Deductible** is the amount you and the enrolled *Members* of your family (if applicable) must pay each *Contract Year* for certain *Covered Services* before payments are made under this *Evidence of Coverage*.

An **Out-of-Pocket Maximum** is the maximum amount a *Member* pays during a *Contract Year* for certain *Covered Services*. The *Out-of-Pocket Maximum* consists of *Cost Sharing Amounts*. It does not include: (1) premiums you pay for this plan; (2) costs above the *Reasonable Charge*; or (3) costs for services that are not *Covered Services* under the *Group Contract*. If you meet the *Out-of-Pocket Maximum* in a *Contract Year*, then you no longer pay *Cost Sharing Amounts* in that *Contract Year* under the terms of this *Evidence of Coverage*.

**In-Network Level of Benefits:** This is the level of benefits that a *Member* receives when *Covered Services* are provided by a *Network Provider*

**Out-of-Network Level of Benefits:** This is the level of benefits that a *Member* receives when *Covered Services* are provided by *Non-Network Providers*

**In-Network Provider:** A *Provider* who has an agreement with *Tufts Health Plan* (either directly or with a provider network with whom we have a contract) to provide *Covered Services* to *Members*. Also called a participating *Provider*.

**Out-of-Network Provider (Non-Network):** A *Provider* who does not have an agreement with *Tufts Health Plan* (either directly or with a provider network with whom we have a contract) to provide *Covered Services* to *Members*. Also called a non-participating *Provider*.

If you have questions, please visit our Website at  
[www.tuftshealthplan.com](http://www.tuftshealthplan.com).  
Or call our Member Services Department at 800-682-8059

## Benefit Overview, continued

### COST SHARING OVERVIEW

Not all *Cost Sharing Amounts* under this plan are listed below.

See the table of cost sharing later in this Benefit Overview .

<b><i>In-Network Level of Benefits – Covered Services received from In-Network Providers</i></b>	
Emergency room	<i>Deductible</i> then \$200 <i>Copayment</i> per visit
<i>Urgent Care</i> visit	Cost sharing varies based on type of <i>Provider</i> and place of service. See the cost sharing table later in this Benefit Overview.
Office visit – <i>Primary Care Provider</i>	<u><i>PCP</i></u> : <i>Deductible</i> then \$40 <i>Copayment</i> per visit
Office visit - Any other <i>Network Provider</i>	<u><i>Provider</i></u> : <i>Deductible</i> then \$40 <i>Copayment</i> per visit
Hospital <i>Inpatient</i> admission	Facility fees: <i>Deductible</i> then \$250 <i>Copayment</i> per admission Physician/surgeon fees: <i>Deductible</i> then covered in full
<i>Day Surgery</i> admission	<u><i>Free standing or other non-hospital setting</i></u> Facility fees: <i>Deductible</i> then \$200 <i>Copayment</i> per admission Physician/surgeon fees: <i>Deductible</i> then covered in full <u><i>Hospital on an Outpatient basis</i></u> Facility fees: <i>Deductible</i> then \$200 <i>Copayment</i> per admission Physician/surgeon fees: <i>Deductible</i> then covered in full

### ***Out-of-Network Level of Benefits – Covered Services received from Out-of-Network Providers***

Unless otherwise stated later in this Benefit Overview, you pay the *Out-of-Network Deductible* and then 40% for *Covered Services* received from *Non-Network Providers*.

### **IMPORTANT INFORMATION ABOUT YOUR COST SHARING AMOUNTS**

You may be charged *Cost Sharing Amounts* for certain *Outpatient* services listed as “covered in full” when these services are provided in conjunction with an office visit.

*Cost Sharing Amounts* for *Urgent Care* services vary depending upon type of *Provider* (*PCP* vs. *Specialist*) and location in which services are rendered (for example, *Provider’s office*, *Limited Service Medical Clinic*, *Urgent Care Center*, or *Emergency room*).

A telemedicine services visit with a *Tufts Health Plan Provider* will apply the same *Cost Sharing Amount* that applies to an in-person office visit with that *Provider*.

In accordance with the Affordable Care Act (ACA), preventive care services -- including women’s preventive health care services, certain prescription medications, and certain over-the-counter medications when prescribed by a licensed *Provider* and dispensed at a pharmacy pursuant to a prescription -- are now covered in full. For more information on what services are now covered in full, please see our website at

<https://tuftshealthplan.com/member/health-information-tools/preventive-care/adult-preventive-screenings>

<https://tuftshealthplan.com/documents/providers/payment-policies/preventive-services>

If you have any questions about whether specific services are considered preventive under the ACA, please call Member Services.

**Benefit Overview, continued**

**YOUR DEDUCTIBLE**

**IN-NETWORK:**

**Individual Deductible** .....\$4,000 each *Contract Year*  
**Family Deductible** .....\$4,000 per *Member*; \$8,000 per family each *Contract Year*

**OUT-OF-NETWORK:**

**Individual Deductible** .....\$8,000 each *Contract Year*  
**Family Deductible** .....\$8,000 per *Member*; \$16,000 per family each *Contract Year*

**IMPORTANT INFORMATION ABOUT YOUR DEDUCTIBLE(s)**

Your *Deductible* applies to all *Covered Services* except as listed in the table of benefits and cost sharing later in this Benefit Overview.

The *Family Deductible* is satisfied with any combination of *Deductible* payments for *Covered Services* for any enrolled *Members*. If any enrolled *Member* in a family meets the *Individual Deductible* before the *Family Deductible* is met; then coverage will begin for that *Member*; (1) subject to any other *Cost Sharing Amounts* that may apply; and (2) any such cost sharing will not count toward the *Family Deductible*.

**The following amounts do not count toward any *Deductibles* under this plan**

- Any amount paid for services, supplies or medications that are not *Covered Services*;
- Costs in excess of the *Reasonable Charge*
- The premium you pay for this plan.
- Any *Deductible* amount paid by the *Member* for a *Covered Service* rendered during the last three (3) months of a *Contract Year* shall be carried forward to the next *Contract Year's Deductible(s)*. Any amount carried forward will not apply toward the next *Contract Year's Out-of-Pocket Maximum*.

Benefit Overview, continued

**YOUR OUT-OF-POCKET MAXIMUM**

**IN-NETWORK**

**Individual Out-of-Pocket Maximum** .....\$6,750 each *Contract Year*  
**Family Out-of-Pocket Maximum** ..... \$6,750 per *Member*; \$13,500 per family each *Contract Year*

**OUT-OF-NETWORK**

**Individual Out-of-Pocket Maximum** ..... \$20,250 each *Contract Year*  
**Family Out-of-Pocket Maximum** ..... \$20,250 per *Member*; \$40,500 per family each *Contract Year*

**IMPORTANT INFORMATION ABOUT YOUR OUT-OF-POCKET MAXIMUM**

Any *Deductible*, *Copayment* or *Coinsurance* amount you pay for *Covered Services* under this plan counts toward your *Out-of-Pocket Maximum*.

Under a family plan, any combination of enrolled *Members* in a family can contribute towards meeting the *Family Out-of-Pocket Maximum*. Once the *Family Out-of-Pocket Maximum* has been met during a *Contract Year*, we begin to pay for *Covered Services* for all enrolled *Members* in a family under the terms of this *Evidence of Coverage*

If any enrolled *Member* in a family meets the *Individual Out-of-Pocket Maximum* before the *Family Out-of-Pocket Maximum* is met; then (1) that *Member* has met his/her *Out-of-Pocket Maximum* requirement; and (2) we will begin to pay for his/her *Covered Services* subject to the terms of this *Evidence of Coverage*.

Please note: In a *Contract Year*, no *Member* is required to pay more in *Cost Sharing Amounts* for *Covered Services* at the *In-Network Level of Benefits* than the out-of-pocket limit set yearly by the IRS for one person.

**The following amounts do not count towards your *Out of Pocket Maximum*:**

- Any amount paid for services, supplies or medications that are not *Covered Services*.
- Costs in excess of the *Reasonable Charge*
- The premium you pay for this plan.

**Benefit Overview, continued**

**Important Note:** The following table provides basic information about your benefits and Cost Sharing Amounts under this plan. Please see Chapter 3 for detailed explanations of *Covered Services*.

COVERED SERVICE	YOUR COST	
	Network Providers	Out-of-Network Providers
Emergency room	Deductible then \$200 Copayment per visit	Same as <i>In-Network Level of Benefits</i>
<p><b><i>Inpatient or Day Surgery Cost Sharing Amounts</i></b> apply if you are admitted as an <i>Inpatient</i> or for <i>Day Surgery</i>. In this case, your Emergency room <i>Copayment</i> will be waived; please call Member Services to request this <i>Copayment</i> waiver.</p> <p><b><i>Observation</i></b> services will take an <b><i>Emergency room Cost Sharing Amount</i></b></p> <p>We recommend that you call <i>Tufts Health Plan</i> within 48 hours after <i>Emergency Care</i> is received.</p> <p>If you are admitted as an <i>Inpatient</i>, we recommend that you or someone acting for you (such as a family member or the attending <i>Provider</i>) call your <i>PCP</i> or <i>Tufts Health Plan</i> within 48 hours.</p> <p>Coverage is the same for <i>Emergency Covered Services</i> whether provided by a <i>Network Provider</i> or a <i>Non-Network Provider</i>.</p>		
Acupuncture	Deductible then \$40 Copayment per visit	Out-of-Network Deductible then 40% Coinsurance
Allergy injections	Deductible then covered in full	
Allergy testing	Deductible then covered in full	
Ambulance services <b>(PA)</b> Ground ambulance services All other covered ambulance services	Deductible then \$50 Copayment per trip Deductible then \$50 Copayment per trip	
<b>Prior Authorization is required for <u>any</u> non-Emergency ambulance service.</b>		<b>Non-Emergency ambulance services are not covered</b>
Autism spectrum disorders – diagnosis and treatment Applied behavioral analysis (ABA) services <b>(PA)</b> When provided by a <i>Paraprofessional</i> When provided by a <i>Board Certified Behavior Analyst (BCBA)</i> Speech, physical, and occupational therapy services <b>(PA)</b>	Deductible then covered in full Deductible then covered in full Deductible then \$40 Copayment per visit	Out-of-Network Deductible then 40% Coinsurance
<p><b>Prescription medications:</b> See “Prescription Drug Benefit” later in this section and in Chapter 3.</p> <p><b>Psychological and psychiatric care:</b> See “Behavioral Health and Substance Use Disorders services” later in this section and in Chapter 3.</p> <p><b>Speech, physical and occupational therapy services provided to treat conditions other than autism:</b> See “Speech, physical and occupational therapy services” later in this section.</p>		

**(PA)** – *Prior authorization* is required for this service or certain services in this benefit category. Please see **Important Information about Covered Services and Prior Authorization** at the beginning of Chapter 3.

**Benefit Overview, continued**

**Important Note:** The following table provides basic information about your benefits and *Cost Sharing Amounts* under this plan. Please see Chapter 3 for details about *Covered Services*.

COVERED SERVICES	YOUR COST	
	Network Providers	Out-of-Network Providers
<b>Behavioral Health And Substance Use Disorder services</b> <b>To contact the <i>Tufts Health Plan</i> Behavioral Health Department, call 1-800-208-9565.</b>		
Behavioral health services		<i>Out-of-Network</i>
<i>Outpatient</i> individual and group therapy services	<i>Deductible</i> then \$40 <i>Copayment</i> per visit	<i>Deductible</i> then 40% <i>Coinsurance</i>
Intermediate care services <b>(PA)</b>	<i>Deductible</i> then covered in full	
<i>Inpatient</i> services, including <i>Medically Necessary</i> services in a residential treatment facility <b>(PA)</b>		
Facility	<i>Deductible</i> then \$250 <i>Copayment</i> per admission	
Professional fees	<i>Deductible</i> then covered in full	
Substance use disorder services		
<i>Outpatient</i> individual and group therapy services	<i>Deductible</i> then \$40 <i>Copayment</i> per visit	
Intermediate care services <b>(PA)</b>	<i>Deductible</i> then covered in full	
<i>Inpatient</i> services, including <i>Medically Necessary</i> services in a residential treatment facility <b>(PA)</b>		
Facility	<i>Deductible</i> then \$250 <i>Copayment</i> per admission	
Professional fees	<i>Deductible</i> then covered in full	
<i>Community Residence (PA)</i>	<i>Deductible</i> then \$250 <i>Copayment</i> per admission	
Medication-assisted treatment, including methadone maintenance, when provided in a medication-assisted treatment clinic	<i>Deductible</i> then covered in full	
<b>We recommend that call <i>Tufts Health Plan</i> within 48 hours after <i>Emergency Care</i> is received.</b> <b>If you are admitted as an <i>Inpatient</i>, we recommend that you or someone acting for you such as a family member or the attending <i>Provider</i>, call your <i>PCP</i> or <i>Tufts Health Plan</i> within 48 hours.</b> <b>Coverage is the same for <i>Emergency Covered Services</i> whether provided by a <i>Network Provider</i> or a <i>Non-Network Provider</i>.</b>		

**(PA)** – *Prior authorization* is required for this service or certain services in this benefit category. Please see **Important Information about Covered Services and Prior Authorization** at the beginning of Chapter 3.

**Benefit Overview, continued**

**Important Note:** The following table provides basic information about your benefits and *Cost Sharing Amounts* under this plan. Please see Chapter 3 for details about *Covered Services*.

COVERED SERVICE	YOUR COST	
	Network Providers	Out-of-Network Providers
Cardiac rehabilitation	<i>Deductible</i> then covered in full	<i>Out-of-Network Deductible</i> then 40% <i>Coinsurance</i>
<b>Cardiac rehabilitation services are provided for up to 36 visits per Contract Year (In-Network and Out-of-Network Levels of Benefits combined.)</b>		
Chemotherapy administration	<i>Deductible</i> then covered in full	<i>Out-of-Network Deductible</i> then 40% <i>Coinsurance</i>
<b>For the costs of medications used in chemotherapy see “Injectable, infused, or inhaled medications” later in this Benefit Overview.</b>		
Chiropractic medicine	<i>Deductible</i> then \$40 <i>Copayment</i> per visit	<i>Out-of-Network Deductible</i> then 40% <i>Coinsurance</i>
Clinical trials – Patient care services provided on an <i>Inpatient</i> or <i>Outpatient</i> basis as part of a qualified clinical trial for the treatment of cancer or other life-threatening diseases or conditions	See applicable <i>Covered Services</i>	
Colonoscopies	See “Diagnostic or preventive screening procedures”	
<i>Day Surgery (PA)</i>	<i>Day Surgery</i> admission *	
Diabetes self-management education services and supplies	Office visit – <i>PCP</i> * Office visit – <i>Provider</i> *	
<b>Diabetic test strips: Covered under “Prescription Drug Benefit”. later in this Benefit Overview. Diabetes supplies covered as <i>Durable Medical Equipment</i>: See DME later in this Benefit Overview</b>		

**(PA)** – *Prior authorization* is required for this service or certain services in this benefit category. Please see **Important Information about Covered Services and Prior Authorization** at the beginning of Chapter 3.

\*See **COST SHARING HIGHLIGHTS** at the beginning of this Benefit Overview.



**Benefit Overview, continued**

**Important Note:** The following table provides basic information about your benefits and *Cost Sharing Amounts* under this plan. Please see Chapter 3 for details about *Covered Services*.

COVERED SERVICE	YOUR COST	
	Network Providers	Out-of-Network Providers
<p><b>Diagnostic imaging(PA)</b></p> <p>General imaging (such as x-rays and ultrasounds)</p> <p style="padding-left: 20px;">In a non-hospital setting, including a <i>Free-standing imaging center</i></p> <p style="padding-left: 20px;">In a hospital setting on an <i>Outpatient</i> basis</p> <p>MRI/MRA, CT/CTA, PET and nuclear cardiology:</p> <p style="padding-left: 20px;">In a non-hospital setting, including a <i>Free-standing imaging center</i></p> <p style="padding-left: 20px;">In a hospital setting on an <i>Outpatient</i> basis</p>	<p><i>Deductible</i> then covered in full</p> <p><i>Deductible</i> then covered in full</p> <p><i>Deductible</i> then covered in full</p> <p><i>Deductible</i> then covered in full</p>	<p><i>Out-of-Network Deductible</i> then 40% <i>Coinsurance</i></p>
<p><b>Certain diagnostic imaging may be covered in full (after <i>Deductible</i> as applicable) when required as part of an active treatment plan for a cancer diagnosis. Please call Member Services for details.</b></p>		
<p>Diagnostic procedure or preventive screenings (for example, colonoscopy, sigmoid-oscopy and procto-sigmoidoscopy) <b>(PA)</b></p> <p>Screening for colon or colorectal cancer in the absence of symptoms, with or without surgical intervention</p> <p>Diagnostic colon or colorectal <b>procedure only</b> (for example, endoscopies or colonoscopies associated with symptoms)</p> <p style="padding-left: 20px;">In a non-hospital setting, including a <i>Free-standing ambulatory surgery center</i></p> <p style="padding-left: 20px;">In a hospital setting on an <i>Outpatient</i> basis</p> <p>Diagnostic colon or colorectal procedure <b>accompanied by treatment/surgery</b> (for example, polyp removal):</p>	<p>Covered in full</p> <p><i>Deductible</i> then covered in full</p> <p><i>Deductible</i> then covered in full</p> <p>See <i>Day Surgery</i> admission*</p>	<p><i>Out-of-Network Deductible</i> then 40% <i>Coinsurance</i></p>

**(PA) – Prior authorization** is required for this service or certain services in this benefit category. Please see **Important Information about Covered Services and Prior Authorization** at the beginning of Chapter 3.

\*See **COST SHARING HIGHLIGHTS** at the beginning of this Benefit Overview.

**Benefit Overview, continued**

**Important Note:** The following table provides basic information about your benefits and *Cost Sharing Amounts* under this plan. Please see Chapter 3 for details about *Covered Services*.

COVERED SERVICE	YOUR COST	
	Network Providers	Out-of-Network Providers
Diagnostic testing (PA) In a non-hospital setting In a hospital setting on an <i>Outpatient</i> basis	Deductible then covered in full Deductible then covered in full	Out-of-Network Deductible then 40% Coinsurance
Durable Medical Equipment (PA)	Deductible then we pay 70% and you pay 30% Coinsurance	Out-of-Network Deductible then 40% Coinsurance
Early intervention services for a <i>Dependent Child</i>	Covered in full	Out-of-Network Deductible then 40% Coinsurance
Extended care (PA)	Deductible then covered in full	
<b>The maximum benefit payable in each Contract Year for Extended care Covered Services is 100 days (In-Network and Out-of-Network Levels of Benefits combined.)</b>		
Family planning (procedures, services, and contraceptives) <i>Day Surgery</i> Office visit	<i>Day Surgery admission*</i> Office visit – <i>PCP*</i> Office visit – <i>Provider*</i>	Out-of-Network Deductible then 40% Coinsurance
<b>Women’s preventive health services are covered in full when provided by In-Network Providers, in accordance with the ACA, including contraceptives and female sterilization procedures.</b>		
Hearing Aids (PA)	Deductible then we pay 70% and you pay 30% Coinsurance	Out-of-Network Deductible then 40% Coinsurance
<b>Coverage is limited to one hearing aid per ear every three (3) years for any Member (In-Network and Out-of-Network Levels of Benefits combined.)</b>		
Hemodialysis	Deductible then covered in full	Out-of-Network Deductible then 40% Coinsurance
Home health care (PA)	Deductible then covered in full	
Hospice care (PA)	Deductible then covered in full	

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\*See **COST SHARING HIGHLIGHTS** at the beginning of this Benefit Overview.

**Benefit Overview, continued**

**Important Note:** The following table provides basic information about your benefits and *Cost Sharing Amounts* under this plan. Please see Chapter 3 for details about *Covered Services*.

COVERED SERVICES	YOUR COST	
	Network Provider	Out-of-Network Providers
Hospital <i>Inpatient</i> services (acute care; facility fee and physician/ surgeon fees) <b>(PA)</b>	Hospital <i>Inpatient</i> admission*	<i>Out-of-Network Deductible</i> then 40% <i>Coinsurance</i>
House calls to diagnose and treat illness or injury	<i>Deductible</i> then covered in full	
Human leukocyte antigen (HLA) testing or histo-compatibility testing <b>(PA)</b>	<i>Deductible</i> then covered in full	
<b>Coverage is limited to one HLA test per lifetime (<i>In-Network</i> and <i>Out-of-Network Levels of Benefits</i> combined).</b>		
Immunizations, including those for travel, that are recommended by the Center for Disease Control (CDC)	Covered in full	<i>Out-of-Network Deductible</i> then 40% <i>Coinsurance</i>
<b>Preventive immunizations, including those for travel, that are recommended by the Center for Disease Control (CDC) are listed on their website at: <a href="https://www.cdc.gov/vaccines/schedules/">https://www.cdc.gov/vaccines/schedules/</a></b>		
Infertility services <b>(PA)</b>	<i>Deductible</i> then we pay 80% and you pay 20% <i>Coinsurance</i>	<i>Out-of-Network Deductible</i> then 40% <i>Coinsurance</i>
Injectable, infused or inhaled medications <b>(PA)</b>	<i>Deductible</i> then \$50 Copayment for a 1-30 day supply	<i>Out-of-Network Deductible</i> then 40% <i>Coinsurance</i>
Laboratory tests <b>(PA)</b> In a non-hospital setting In a hospital setting on an <i>Outpatient</i> basis	<i>Deductible</i> then \$30 <i>Copayment</i> <i>Deductible</i> then \$30 <i>Copayment</i>	
<b>When provided by an <i>In-Network Provider</i>, laboratory tests performed as part of routine preventive care are covered in full, in accordance with the ACA.</b>		
Lead screenings	Covered in full	<i>Out-of-Network Deductible</i> then 40% <i>Coinsurance</i>
Lyme disease - <i>Medically Necessary</i> diagnosis and treatment of chronic Lyme disease	Office visit – <u>PCP</u> * Office visit – <u>Provider</u> *	

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\*See **COST SHARING HIGHLIGHTS** at the beginning of this Benefit Overview.

**Benefit Overview, continued**

**Important Note:** The following table provides basic information about your benefits and *Cost Sharing Amounts* under this plan. Please see Chapter 3 for details about *Covered Services*.

<b>COVERED SERVICES</b>	<b>YOUR COST</b>	
	<b>Network Provider</b>	<b>Out-of-Network Providers</b>
Mammograms Routine mammograms Diagnostic mammogram In a non-hospital setting In a hospital setting on an <i>Outpatient</i> basis	Covered in full  <i>Deductible</i> then covered in full <i>Deductible</i> then covered in full	<i>Out-of-Network Deductible</i> then 40% <i>Coinsurance</i>
Mastectomy care <i>Inpatient</i> services <i>Outpatient</i> services	<i>Deductible</i> then covered in full. <i>Deductible</i> then covered in full.	<i>Out-of-Network Deductible</i> then 40% <i>Coinsurance</i>
<b>In accordance with Rhode Island law, mastectomy care <i>Covered Services</i> are provided for mastectomy surgery (<i>Prior Authorization</i> is required); and breast reconstruction surgery, breast prostheses and treatment of physical complications for all stages of mastectomy.</b>		
Maternity care <i>Inpatient</i> services <i>Outpatient</i> services Routine Maternity care Non-routine maternity care: <i>PCP</i> or OB/GYN <i>Any other Network Provider</i> All other services	Hospital <i>Inpatient</i> admission*  Covered in full  Office visit – <i>PCP</i> * Office visit – <i>Provider</i> *  See applicable <i>Covered Services</i>	<i>Out-of-Network Deductible</i> then 40% <i>Coinsurance</i>
<b>When provided by <i>In-Network Providers</i>, routine laboratory tests associated with maternity care are covered in full at the <i>In-Network Level of Benefits</i>, in accordance with the ACA</b>		
Nutritional counseling Preventive services All other nutritional counseling services	Covered in full Office visit – <i>Provider</i> *	<i>Out-of-Network Deductible</i> then 40% <i>Coinsurance</i>
<b>When provided by <i>In-Network Providers</i>, certain nutritional counseling services are covered in full in accordance with ACA preventive services requirements, including obesity counseling and healthy diet counseling for adults with hyperlipidemia and other risk factors for cardio-vascular disease and diet-related chronic disease</b>		

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\*See **COST SHARING HIGHLIGHTS** at the beginning of this Benefit Overview.

**Benefit Overview, continued**

**Important Note:** The following table provides basic information about your benefits and *Cost Sharing Amounts* under this plan. Please see Chapter 3 for details about *Covered Services*.

COVERED SERVICE	YOU COST	
	Network Providers	Out-of-Network Providers
Office visits to diagnose and treat illness or injury	Office visit – <u>PCP</u> * Office visit – <u>Provider</u> *	<i>Out-of-Network Deductible</i> then 40% <i>Coinsurance</i>
<b>A telemedicine services visit with a Tufts Health Plan Provider will apply the same Cost Sharing Amount that applies to an in-person office visit with that Provider.</b>		
Oral Health Services (PA) Emergency services: <i>Inpatient</i> services: <i>Day Surgery</i> Services in a <i>Provider’s</i> office	Emergency room* Hospital <i>Inpatient</i> admission* <i>Day Surgery</i> admission* See “ <i>Outpatient</i> surgery in a <i>Provider’s</i> office”	<i>Out-of-Network Deductible</i> then 40% <i>Coinsurance</i>
Orthoses and prosthetic devices (PA)	<i>Deductible</i> then we pay 80% and you pay 20% <i>Coinsurance</i>	<i>Out-of-Network Deductible</i> then 40% <i>Coinsurance</i>
<b>Breast prostheses following mastectomy are covered in full when provided by an <i>In-Network Provider</i>.</b>		
<i>Outpatient</i> surgery in a <i>Provider’s</i> office (PA)	<i>Deductible</i> then covered in full	<i>Out-of-Network Deductible</i> then 40% <i>Coinsurance</i>
Pap test (cervical cancer screening) Routine screening	Covered in full	
Diagnostic cytology testing In a non-hospital setting	<i>Deductible</i> then \$30 <i>Copayment</i>	
In a hospital setting on an <i>Outpatient</i> basis	<i>Deductible</i> then \$30 <i>Copayment</i>	
Preventive health care – in accordance with the ACA and Rhode Island law (including hearing screenings for Members through age 19)	Covered in full	
<b>Any follow-up care determined to be <i>Medically Necessary</i> as a result of a routine physical exam or a routine annual gynecological exam is subject to a <i>Cost Sharing Amount</i>.</b>		

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\*See **COST SHARING HIGHLIGHTS** at the beginning of this Benefit Overview.

**Benefit Overview**, continued

**Important Note:** The following table provides basic information about your benefits and *Cost Sharing Amounts* under this plan. Please see Chapter 3 for details about *Covered Services*.

COVERED SERVICE	YOUR COST	
	Network Providers	Out-of-Network Providers
Private duty nursing in the <i>Member's</i> home <b>(PA)</b>	<i>Deductible</i> then covered in full	<i>Out-of-Network Deductible</i> then 40% <i>Coinsurance</i>
Prostate and colorectal exam		
Routine screening exams	Covered in full	
Diagnostic prostate & colorectal exams		
In a non-hospital setting	<i>Deductible</i> then covered in full	
In a hospital setting on an <i>Outpatient</i> basis	<i>Deductible</i> then covered in full	
Radiation therapy	<i>Deductible</i> then covered in full	
Respiratory therapy or pulmonary rehabilitation	<i>Deductible</i> then covered in full	
Scalp hair prostheses or wigs for cancer or leukemia patients	<i>Deductible</i> then we pay 80% and you pay 20% <i>Coinsurance</i>	
Smoking cessation counseling services	Covered in full	
Special medical formulas		
Low protein foods	<i>Deductible</i> then covered in full per 30 day supply	
Nonprescription enteral formulas <b>(PA)</b>	<i>Deductible</i> then covered in full per 30 day supply	

**(PA)** – *Prior authorization* is required for this service or certain services in this benefit category. For details, please see **Important Information about *Prior Authorization* and *Inpatient Notification*** at the beginning of Chapter 3

**Benefit Overview**, continued

**Important Note** The following table provides basic information about your benefits and *Cost Sharing Amounts* under this plan. Please see Chapter 3 for details about *Covered Services*.

<b>COVERED SERVICE</b>	<b>YOUR COST</b>	
	<b>Network Providers</b>	<b>Out-of-Network Providers</b>
Speech, physical and occupational therapy services (including rehabilitation and <i>Habilitation</i> services) <b>(PA)</b>	<i>Deductible</i> then \$40 <i>Copayment</i> per visit	<i>Out-of-Network Deductible</i> then 40% <i>Coinsurance</i>
<p>Rehabilitative speech therapy services are covered up to 2 evaluations and 30 visits per <i>Contract Year</i> (combined <i>In-Network</i> and <i>Out-of-Network Levels of Benefits</i>).</p> <p>Rehabilitative physical therapy services are covered up to 2 evaluations and 30 visits per <i>Contract Year</i> (combined <i>In-Network</i> and <i>Out-of-Network Levels of Benefits</i>).</p> <p>Rehabilitative occupational therapy services are covered up to 2 evaluations and 30 visits per <i>Contract Year</i> (combined <i>In-Network</i> and <i>Out-of-Network Levels of Benefits</i>).</p> <p><i>Habilitative</i> speech therapy services are covered up to 2 evaluations and 30 visits per <i>Contract Year</i> (combined <i>In-Network</i> and <i>Out-of-Network Levels of Benefits</i>).</p> <p><i>Habilitative</i> physical therapy services are covered up to 2 evaluations and 30 visits per <i>Contract Year</i> (combined <i>In-Network</i> and <i>Out-of-Network Levels of Benefits</i>).</p> <p><i>Habilitative</i> occupational therapy services are covered up to 2 evaluations and 30 visits per <i>Contract Year</i> (combined <i>In-Network</i> and <i>Out-of-Network Levels of Benefits</i>).</p> <p>Visit limits do not apply (1) to the treatment of autism spectrum disorders or (2) to speech, physical or occupational therapy services provided as a part of the Home health care benefit.</p>		
Surgery - Gender reassignment surgery <b>(PA)</b>	Hospital <i>Inpatient</i> admission*	<i>Out-of-Network Deductible</i> then 40% <i>Coinsurance</i>
Surgery – Hematopoietic stem cell transplants and human solid organ transplants <b>(PA)</b>	Hospital <i>Inpatient</i> admission*	
Surgery – <i>Outpatient</i> in a Provider’s office	<i>Deductible</i> then covered in full	
Surgery - Reconstructive surgical procedures, surgical treatment of functional deformity or impairment <b>(PA)</b>	Hospital <i>Inpatient</i> admission*	

**(PA)** – *Prior authorization* is required for this service or certain services in this benefit category. For details, please see **Important Information about *Prior Authorization* and *Inpatient Notification*** at the beginning of Chapter 3

\*See **COST SHARING HIGHLIGHTS** at the beginning of this Benefit Overview.

**Benefit Overview**, continued

**Important Note** The following table provides basic information about your benefits and *Cost Sharing Amounts* under this plan. Please see Chapter 3 for details about *Covered Services*.

COVERED SERVICE	YOUR COST	
	Network Providers	Out-of-Network Providers
Telemedicine services when obtained through Tufts Health Plan’s designated telemedicine vendor (also called “telehealth”) General Medicine Services and Behavioral Health Services Dermatology services	<i>Deductible</i> then covered in full  <i>Deductible</i> then covered in full	See Note
<b>The telemedicine cost sharing at the <i>In-Network Level of Benefits</i> applies <i>only</i> to visits with <i>Tufts Health Plan’s</i> telemedicine vendor. See “Office visits to diagnose and treat illness or injury” for cost sharing that applies to telemedicine visits with <i>Network and Non-Network Providers</i></b>		
<b>Urgent Care</b> In your <i>PCP’s</i> office In a behavioral health/substance use disorder <i>Provider’s</i> office In a non- <i>PCP</i> / specialist <i>Provider’s</i> office In a <i>Limited Services Medical Clinic</i> In a <i>Free-standing Urgent Care Center</i> In a hospital walk-in clinic	Office visit - <u><i>PCP</i></u> * Office visit - <u><i>PCP</i></u> * Office visit - <u><i>Provider</i></u> * Office visit – <u><i>PCP</i></u> * <i>Deductible</i> then covered in full Office visit - <u><i>PCP</i></u> * Office visit - <u><i>Provider</i></u> *	<i>Out-of-Network Deductible</i> then 40% <i>Coinsurance</i>
<b>For Urgent Care services when you are in the <i>Tufts Health Plan Service Area</i>: in most cases you need a referral from your <i>PCP</i> to receive <i>Urgent Care</i> from another <i>Provider</i> (except when you see your <i>PCP</i>, your <i>OB/GYN</i>, or a behavioral health/substance use disorder <i>Provider</i>). See the <i>Urgent Care</i> chart in Chapter 1 under “Follow these guidelines for receiving <i>Urgent Care</i>” for when you need a referral.</b>		

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\*See **COST SHARING HIGHLIGHTS** at the beginning of this Benefit Overview.



**Benefit Overview**, continued

**Important Note** The following table provides basic information about your benefits and *Cost Sharing Amounts* under this plan. Please see Chapter 3 for details about *Covered Services*.

<b>COVERED SERVICE</b>	<b>YOUR COST</b>	
	<b>Network Providers</b>	<b>Out-of-Network Providers</b>
Vision care services		<i>Out-of-Network Deductible then 40% Coinsurance</i>
Routine eye exam (for <i>Members</i> age 19 and older)	\$35 <i>Copayment</i> per visit	
Other visions care services		
Care from an EyeMed optometrist	\$35 <i>Copayment</i> per visit	
Care from a <i>Tufts Health Plan Network</i> ophthalmologist	Office visit – <u><i>Provider</i></u> *	
One pair of eyeglass lenses and standard frames following cataract surgery or other surgery to replace the natural lens of the eye when the <i>Member</i> does not receive an intraocular implant	Covered in full	

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\*See **COST SHARING HIGHLIGHTS** at the beginning of this Benefit Overview.

## Benefit Overview, continued

The following table explains your *Cost Sharing Amounts* and benefit limits for Pediatric Vision Care coverage. Please see Chapter 3, Covered Services for coverage details.

COVERED SERVICES	YOUR COST	
	In-Network Provider	Out-of-Network Provider
<b>Pediatric vision care for <i>Members</i> under age 19</b>		
Routine		
<u>Eye exam</u> : One exam covered every <i>Contract Year</i> . <u>Contact Lens</u> : Fit and follow-up	Deductible and then Covered in full.	<i>Out-of-Network Deductible and Coinsurance</i>
Diagnostic		
<u>Eye Exams</u> : Diagnostic eye exams when <i>Medically Necessary</i>	Deductible and then Covered in full.	<i>Out-of-Network Deductible and Coinsurance</i>
Eyewear		
<u>Lenses</u> : One pair covered every <i>Contract Year</i> .	Deductible and then Covered in full.	<i>Out-of-Network Deductible and Coinsurance</i>
<u>Frames</u> : One pair from a limited collection of frames covered every <i>Contract Year</i> .	Deductible and then Covered in full	<i>Out-of-Network Deductible and Coinsurance</i>
<u>Contact Lenses</u> : Covered once every <i>Contract Year</i> in lieu of eyeglass lenses. Contact lens coverage includes material only.	Deductible and then Covered in full	<i>Out-of-Network Deductible and Coinsurance</i>
Other Vision Services		
See Chapter 3, Covered Services	Deductible and then Covered in full	<i>Out-of-Network Deductible and Coinsurance</i>
Low Vision Services		
After prior authorization from EyeMed, covered low vision services will include: <ul style="list-style-type: none"> <li>• One comprehensive low vision evaluation every five years;</li> <li>• Coverage for items such as high-power spectacles, magnifiers and telescopes; and</li> <li>• Follow-up care of up to four visits in any five-year period.</li> </ul>	Deductible and then Covered in full	<i>Out-of-Network Deductible and Coinsurance</i>

## Benefit Overview, continued

### PRESCRIPTION DRUG Benefit Schedule

**Please note:** Your prescription drug coverage is subject to the *Deductible* listed at the beginning of this Benefit Overview under **Your Deductible**. Please also refer to “Important Information about your *Deductible*” in that section for additional information.

#### **DRUGS OBTAINED AT A RETAIL PHARMACY (for exceptions)**

Covered prescription drugs, including both acute and maintenance drugs when obtained from a *Tufts Health Plan* designated retail pharmacy is listed below: **Also see Infertility Drugs and Oral Chemotherapy Drugs.**

<b>Tier-1 drugs:</b> <i>Deductible</i> then	<b>Tier-2 drugs:</b> <i>Deductible</i> then	<b>Tier-3 drugs:</b> <i>Deductible</i> then	<b>Tier-4 drugs:</b> <i>Deductible</i> then
\$45 <i>Copayment</i> for a 1-30 day supply	\$75 <i>Copayment</i> for a 1-30 day supply	\$100 <i>Copayment</i> for a 1-30 day supply	\$125 <i>Copayment</i> for a 1-30 day supply
\$90 <i>Copayment</i> for a 31-60 day supply	\$150 <i>Copayment</i> for a 31-60 day supply	\$200 <i>Copayment</i> for a 31-60 day supply	
\$135 <i>Copayment</i> for a 61-90 day supply	\$225 <i>Copayment</i> for a 61-90 day supply	\$300 <i>Copayment</i> for a 61-90-day supply	

- Coverage When Drugs Are Not Obtained Through a Tufts Health Plan Designated Retail Pharmacy:**

You may choose to obtain a covered prescription drug at a retail pharmacy that is not a *Tufts Health Plan* designated pharmacy. If so, you will need to pay for the prescription up front and submit a claim for reimbursement. Prescription drug claim forms can be obtained by contacting a Member Specialist. You can also get one at our Web site at [www.tuftshealthplan.com](http://www.tuftshealthplan.com).

<b><u>INFERTILITY DRUGS</u></b>	<i>Deductible</i> then 20% <i>Coinsurance</i> *, for up to a 30-day supply.
* <i>Note:</i> <i>Coinsurance</i> is calculated based on our contracted rate when the prescription is filled. It does not reflect any rebates we may receive at a later date. Rebates, if any, are reflected in your <i>Group's Premium</i> .	

<b><u>ORAL CHEMOTHERAPY DRUGS</u></b>	<i>Deductible</i> then \$50 <i>Copayment</i> for up to a 30-day supply.
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#### **Notes:**

- Certain drugs on our formulary are designated as part of our low cost drug program. Your retail pharmacy copayment for these low cost drugs is \$5 for up to a 30-day supply and \$10 for a 31-90-day supply. Check the plan formulary on our Web site.
- You may fill your prescription in a state that allows you to request a brand drug even though your physician authorized a generic equivalent. In this case, you will also pay the applicable *Tier Cost Sharing Amount*. You will pay the difference in cost between the brand-name drug and the generic drug.
- If the cost of a drug is less than the minimum *Cost Sharing Amount*, you pay only for the cost of the drug.

**Benefit Overview, continued**

**PRESCRIPTION DRUG Benefit Schedule**  
**(Continued)**

**DRUGS OBTAINED THROUGH A MAIL SERVICE PHARMACY**

Most maintenance medications, when mailed to you through a *Tufts Health Plan* designated mail services pharmacy:

<b><u>Tier-1 drugs:</u></b> <i>Deductible then</i>	<b><u>Tier-2 drugs:</u></b> <i>Deductible then</i>	<b><u>Tier-3 drugs:</u></b> <i>Deductible then</i>
\$90 <i>Copayment</i> for a 1-90 day supply	\$225 <i>Copayment</i> for a 1-90 day supply	\$300 <i>Copayment</i> for a 1-90 day supply

See the formulary on our Web site at:

<https://tuftshealthplan.com/member/pharmacy/commercial-plans-pharmacy/pharmacy-programs/ri-4-tier-pharmacy-copayment-program>

Or you may call Member Services

## MENTAL HEALTH PARITY STATEMENT

This plan provides parity in the benefits for mental/behavioral health and substance use services. This means that coverage of benefits for mental/behavioral health and substance use disorders is generally comparable to, and not more restrictive than, the benefits for coverage of physical health.

For example:

- *Cost Sharing Amounts* such as *Deductibles*, *Copayments*, *Coinsurance*, or *Out-of-Pocket Maximums*, are not more restrictive for mental/behavioral health and substance use disorder services than they are for medical/surgical services.
- Limitations on the use of services, such as limits on the number of *Inpatient* days or outpatient visits that are covered, are not more restrictive for mental/behavioral health and substance use disorder services than they are for medical/surgical services.
- Other kinds of treatment limitations, such as requirements for *Medical Necessity* determinations, *Prior Authorization*, or *Inpatient* Notification are applied in comparable ways to both mental/behavioral health and substance use disorder services and medical/surgical services.

# Chapter 1

## How Your Preferred Provider Plan Works

### Eligibility for Benefits

You can obtain health care services from either a *Network Provider (In-Network Level of Benefits)*; or a *Non-Network Provider (Out-of-Network Level of Benefits)*. Your choice will determine the level of benefits you receive for your health care services. We cover only the services and supplies described as *Covered Services* in Chapter 3.

- There are no pre-existing condition limitations under this plan. You are eligible to use your benefits as of your *Effective Date*.
- In accordance with federal law (45 CFR § 148.180), *Tufts Health Plan* does not: (1) adjust *Premiums* based on genetic information; (2) request or require genetic testing; or (3) collect genetic information from an individual prior to, or in connection with, enrollment in a plan, or at any time for underwriting purposes.
- You may be a *Member* living outside of Rhode Island. If so, your coverage may also include benefits required by the laws of your state. For more information, call Member Services.

### In-Network Level of Benefits

You may choose to receive *Covered Services* from a *Network Provider*. If so, you are covered at the *In-Network Level of Benefits* for *Covered Services*. That care includes behavioral health and substance use disorder *Covered Services*; and *Covered Services* at a *Limited Service Medical Clinic* or *Free-standing Urgent Care Center* that participates with *Tufts Health Plan*. Note: see the “*Urgent Care*” section later in this chapter for coverage information about *Urgent Care* services received from *Network Providers*

*Network Providers* are listed in the *Directory of Health Care Providers*. Or visit our web site [tuftshealthplan.com](http://tuftshealthplan.com) and use the **Find a Doctor, Hospital** search function. You may also call Member Services at 1-800-682-8059 or our Behavioral Health Department at 1-800-208-9565.

When a *Network Provider* provides your care, you do not have to submit any claim forms. The *Network Provider* will submit the claim forms to us for you.

**Selecting a Provider.** In order to receive coverage at the *In-Network Level of Benefits*, you must receive care from a *Network Provider*. *Network Providers* are listed in the *Directory of Health Care Providers*. Choose a *Provider* who is in a location near to you.

**Canceling Appointments.** You may have to cancel an appointment with a *Network Provider*. Be sure to give at least 24 hours’ notice. If you do not, and the *Network Provider* bills you, you will have to pay the charges. We will not pay for missed appointments that you did not cancel in advance.

**Changes to Provider network.** We offer *Members* access to an extensive network of physicians, hospitals, and other *Providers*. They are located throughout the *Network Contracting Area*. *Network Providers* may change during the year. This can happen for many reasons. For example, a *Provider* may retire; move out of the *Network Contracting Area*; or fail to continue meeting credentialing standards. Also, *Providers* are independent contractors. They may leave the network if they do not reach agreement on a network contract.

If you have any questions about the availability of a *Provider*, call Member Services.

### Out-of-Network Level of Benefits

You may choose to receive *Covered Services* from a *Non-Network Provider*. This includes behavioral health and substance use disorder *Covered Services*. You will be covered at the *Out-of-Network Level of Benefits* listed in the Benefit Overview. *Tufts Health Plan* will pay up to the *Reasonable Charge* for *Covered Services* you receive from a *Non-Network Provider*. Note: see the “*Urgent Care*” section later in this chapter for coverage information about *Urgent Care* services received from *Non-Network Providers*

When a *Non-Network Provider* provides your care, you must submit a claim form to *Tufts Health Plan*. For more information, see Chapter 6, How to File A Claim and Member Satisfaction.

**If Covered Services Are Not Available from a Network Provider.** If a *Covered Service* is not available from a *Network Provider* you must obtain our approval to go to a *Non-Network Provider*. If approved by us, you will receive the *Covered Service* at the *In-Network Level of Benefits* up to the *Reasonable Charge*.

### If You Receive Covered Services Outside of the 50 United States

*Emergency* care services you receive outside of the 50 United States are *Covered Services*. *Urgent Care* services you receive while traveling outside of the 50 United States also qualify as *Covered Services*. However, any other service, supply, or medication you receive outside of the 50 United States is not covered under this plan. Note: Certain services may be available when you are traveling outside the 50 United States through the *Tufts Health Plan* telemedicine vendor. For more information, visit [www.teledoc.com/tuftshealthplan](http://www.teledoc.com/tuftshealthplan) or call Member Services

## **Prior Authorization and Inpatient Notification**

**Prior Authorization:** Covered Services that require *Prior Authorization* are identified by **(PA)** in Chapter 3, Covered Services; and in the Benefit Overview at the beginning of this document.

- **When you receive services from Network Providers:** They are responsible for obtaining *Prior Authorization* on your behalf for *Covered Services* they provide to you.
- **When you receive services from Non-Network Providers:** You are responsible for making sure *Prior Authorization* is obtained when PA is required. If you receive services that we (or our designee) determine are not *Covered Services*, you will be responsible for the cost of these services.

**Services that you receive in an Emergency do not require Prior Authorization.**

**Inpatient Notification** *Inpatient Notification* is a process that makes *Tufts Health Plan* aware of all *Inpatient* admissions and transfers to another hospital. We will evaluate the anticipated hospital stay. We may also review your proposed medical care and/or verify *Medical Necessity*. We may assess the need for a care management program after discharge or recommend an alternative treatment setting.

- **When you receive services from a Network Hospital:** Your *Network Provider* is responsible for notifying *Tufts Health Plan* on your behalf.
- **When you receive services from a Non-Network hospital:** You are responsible for making sure that *Tufts Health Plan* is notified when you have an inpatient admission or transfer. If you receive services that we (or our designee) determine are not *Covered Services*, you will be responsible for the cost of these services.

**If you are admitted as an Inpatient after receiving Emergency care:**

We ask that you or someone acting for you (such as a family member or the attending *Provider*) call us within 48 hours

*Inpatient Notification* to *Tufts Health Plan* does not guarantee payment to the *Provider*. We are not obligated to pay claims: (1) for persons who are not eligible for coverage; (2) for persons who receive care that is determined not to be *Medically Necessary*, or (3) if the claim is not for a *Covered Service*.

### **More Information**

If a request for coverage is denied, you have a right to appeal. Please see Chapter 6, Member Satisfaction, for information about how to file an appeal.

For questions, contact Member Services at 1-800-682-8059. Or for behavioral health and substance use disorder services, call the *Tufts Health Plan* Behavioral Health Department at 1-800-208-9565.

## **Inpatient and Intermediate Behavioral Health and Substance Use Disorder Services**

**In-Network Level of Benefits:** You may need *Inpatient* or intermediate behavioral health or substance use disorder services. To be covered for these services at the *In-Network Level of Benefits*, you must receive them from a *Network Provider*. There is no need to contact us first. Simply call or go directly to any *Network Provider*. Identify yourself as a *Tufts Health Plan Member*. The *Network Provider* is responsible for providing all *Inpatient* and/or intermediate behavioral health and substance use disorder services. You are not responsible for notifying *Tufts Health Plan* of your admission to a *Network Provider*.

**Out-of-Network Level of Benefits:** You may choose to receive *Inpatient* or intermediate behavioral health or *Inpatient* substance use disorder services from a *Non-Network Provider*. If so, your coverage will be at the *Out-of-Network Level of Benefits*. See the Benefit Overview for *Cost Sharing Amounts*.

*Prior authorization* may be required for certain services. Please call or ask your *Non-Network Provider* to call us. We can let you know in advance whether the services you want to receive are *Covered Services*. Contact the *Tufts Health Plan* Behavioral Health Department at 1-800-208-9565.

## **Emergency and Urgent Care**

**Emergency Care:** Emergency is defined as: An illness or medical condition, whether physical, behavioral, related to substance use disorder, or mental health, that manifests itself by symptoms of sufficient severity (including severe pain.) that the absence of prompt medical attention could reasonably be expected by a prudent layperson, who possesses an average knowledge of health and medicine, to result in:

- serious jeopardy to the physical and/or mental/behavioral health of a *Member* or another person (or with respect to a pregnant *Member*, the *Member's* or her unborn child's physical and/or mental/behavioral health); or
- serious impairment to bodily functions; or
- serious dysfunction of any bodily organ or part; or
- with respect to a pregnant woman who is having contractions, inadequate time to effect a safe transfer to another hospital before delivery, or a threat to the safety of the *Member* or her unborn child in the event of transfer to another hospital before delivery.

Some examples of illnesses or medical conditions requiring *Emergency* care are severe pain, a broken leg, loss of consciousness, vomiting blood, chest pain, difficulty breathing, or any medical condition that is quickly getting much worse.

**To Receive Emergency care.** If you have an *Emergency*, seek care at the nearest *Emergency* facility. If needed, call 911 for emergency medical assistance. 911 services may not be available in your area. In this event, call the local number for emergency medical services.

**Outpatient Emergency care.** If you receive *Emergency* care at a *Network Hospital*, you will pay the *Emergency* room *Cost Sharing Amount* for each visit.

If you receive *Emergency* care from a hospital that is a *Non-Network Provider*, you will pay the *Emergency* room *Cost Sharing Amount* for each visit. *Tufts Health Plan* will pay up to the *Reasonable Charge*. If you receive a bill, please see "Bills from *Providers/Member Reimbursement Process*" in Chapter 6 or call Member Services.

**Inpatient Emergency care.** If you receive *Emergency* care at a *Network Hospital* and are admitted as an *Inpatient*, the *Network Hospital* will notify us. You will pay the *Inpatient Hospital Cost Sharing Amount* for a *Network Hospital*

If you receive *Emergency* care at a hospital that is a *Non-Network Provider* and are admitted as an *Inpatient*:

- We ask that you or someone acting for you (such as a family member or the attending *Provider*) notify us within 48 hours.
- You will be covered at the *In-Network Level of Benefits*. *Tufts Health Plan* will pay up to the *Reasonable Charge*. If you receive a bill, please see "Bills from *Providers/Member Reimbursement Process*" in Chapter 6 or call Member Services for more information about what to do when you receive a bill.

You will be covered at the *Out-of-Network Level of Benefits* **IF**:

- we determine that transfer to a *Network Hospital* is medically appropriate; and
- you refuse the transfer and decide to remain at the *Non-Network Provider*.



## Emergency and Urgent Care

**Urgent Care** is defined as follows: Care provided when your health is not in serious danger, but you need immediate attention for a condition or unforeseen illness or injury, whether medical, physical, behavioral, related to a substance use disorder, or mental health. Examples in which urgent care might be needed are: a broken or dislocated toe; sudden extreme anxiety; a cut that needs stitches but is not actively bleeding; or symptoms of a urinary tract infection.

Note: Care may be provided after the urgent condition is treated and stabilized and the *Member* is safe for transport. This care is not considered *Urgent Care*.

### Follow these guidelines for receiving *Urgent Care*

Place of Service	Network Provider	Non-Network Provider	
		Inside the Tufts HP Service Area	Outside the Tufts HP Service Area
Provider's office (medical or behavioral health/substance use disorders)	You are covered for <i>Urgent Care</i> at the <i>In-Network Level of Benefits</i> .	You are covered for <i>Urgent Care</i> at the <i>Out-of-Network Level of Benefits</i> .	You are covered for <i>Urgent Care</i> at the <i>In-Network Level of Benefits</i> .
Limited Service Medical Clinic or Freestanding Urgent Care Center	You are covered for <i>Urgent Care</i> at the <i>In-Network Level of Benefits</i> .	You are covered for <i>Urgent Care</i> at the <i>Out-of-Network Level of Benefits</i> .	You are covered for <i>Urgent Care</i> at the <i>In-Network Level of Benefits</i> .
Emergency room	You are covered for <i>Urgent Care</i> at the <i>In-Network Level of Benefits</i> .	You are covered for <i>Urgent Care</i> at the <i>In-Network Level of Benefits</i> .	You are covered for <i>Urgent Care</i> at the <i>In-Network Level of Benefits</i> .
Hospital-based walk-in clinic	You are covered for <i>Urgent Care</i> at the <i>In-Network Level of Benefits</i> .	You are covered for <i>Urgent Care</i> at the <i>Out-of-Network Level of Benefits</i> .	You are covered for <i>Urgent Care</i> at the <i>In-Network Level of Benefits</i> .

#### If you are in the Standard or Extended Network Contracting Area:

You may seek *Urgent Care*: in a *Provider's office*; in an Emergency room; in a hospital-based walk-in clinic; in a *Limited Service Medical Clinic*; or at a *Freestanding Urgent Care Center*.

*Urgent Care* services provided within the *Network Contracting Area* by a *Network Provider* are covered at the *In-Network Level of Benefits*.

*Urgent Care* services received within the *Network Contracting Area* are covered at the *Out-of-Network Level of Benefits* if provided

- in a *Non-Network Provider's office*;
- by a *Non-Network Provider* in a hospital-based walk-in clinic, or
- from a *Limited Service Medical Clinic* or *Freestanding Urgent Care Center* that is not affiliated with *Tufts Health Plan*.

#### If you are outside the Standard or Extended Network Contracting Area:

You may seek *Urgent Care* in a *Provider's office*, a *Limited Service Medical Clinic*, a *Freestanding Urgent Care Center*, a hospital-based walk-in clinic, or the Emergency room.

*Urgent Care* services provided outside of the *Network Contracting Area* are covered at the *In-Network Level of Benefits*.

## **Financial Arrangements between *Tufts Health Plan* and *Network Providers***

**Methods of payment to *Network Providers*.** Our goal in paying *Providers* is to encourage preventive care and active illness management. We strive to be sure that our financial reimbursement system: (1) encourages appropriate access to care; and (2) rewards *Providers* for providing high quality care to our *Members*. We use a variety of mutually agreed upon methods to compensate *Network Providers*.

The *Directory of Health Care Providers* indicates the method of payment for each *Provider*. Regardless of the method of payment, we expect all participating *Providers* to use sound medical judgment when providing care and when determining whether a referral for specialty care is appropriate. This approach encourages the provision of *Medically Necessary* care and reduces the number of unnecessary medical tests and procedures that can be both harmful and costly to *Members*.

Feel free to discuss specific questions with your *Provider* about how he or she is paid.

## **Member Identification Card**

**Introduction.** We give each *Member* a member identification card (Member ID card).

**Reporting errors.** When you receive your Member ID card, check it carefully. If any information is wrong, call Member Services.

**Identifying yourself as a *Tufts Health Plan Member*.** Your Member ID card identifies you as a *Tufts Health Plan Member*. Please: (1) carry your Member ID card at all times; (2) have your Member ID card with you for medical, hospital and other appointments; and (3) show your card to any *Provider* before you receive health care services. When you receive services, tell the staff that you are a *Tufts Health Plan Member*.

**Membership requirement.** You are eligible for benefits if you are a *Member* when you receive care. A Member ID card alone is not enough to get you benefits. If you receive care when you are not a *Member*, you are responsible for the cost.

**Membership identification number.** If you have any questions about your member identification number, call a Member Specialist.

## Utilization Management

**Utilization management.** The purpose of the utilization management program is to control health care costs. It does this by evaluating whether health care services provided to *Members* are: (1) *Medically Necessary*; and (2) provided in the most appropriate and efficient manner. This program sometimes includes prospective, concurrent, and retrospective review of health care services.

We use **prospective review** to determine if proposed treatment is *Medically Necessary*. This review happens before that treatment begins. It is also called “Pre-Service Review”.

We use **concurrent review** to: (1) monitor the course of treatment as it occurs; and (2) to determine when that treatment is no longer *Medically Necessary*.

We use **retrospective review** to evaluate care after it is provided. Sometimes, we use retrospective review to more accurately decide if a *Member’s* health care services are appropriate. It is also called “Post-Service Review”.

### TIMEFRAMES FOR TUFTS HEALTH PLAN TO REVIEW YOUR COVERAGE REQUEST

Type of Review:	Timeframe for Determinations:*
Prospective (Pre-Service) Review.	<ul style="list-style-type: none"> <li>Urgent: Within 72 hours of receiving all necessary information .and prior to expected service date</li> <li>Non-urgent: Within 15 calendar days of receiving all necessary information and prior to expected service date.</li> </ul>
Concurrent Review.	<ul style="list-style-type: none"> <li>Within 24 hours of receipt of the request and at least prior to the end of the current certified period.</li> </ul>
Retrospective (Post-Service) Review.	<ul style="list-style-type: none"> <li>Within 30 calendar days of receipt of a request for payment with all supporting information.</li> </ul>

See Appendix B for determination procedures under the Department of Labor’s (DOL) Regulations.

We may deny your coverage request. If this happens, **you have the right to file an appeal**. See Chapter 6 for information on how to file an appeal.

*Tufts Health Plan* makes coverage determinations. You and your *Provider* make all treatment decisions.

**Note:** You can call *Tufts Health Plan* at these numbers to determine the status or outcome of utilization review decisions:

- Behavioral health or substance abuse utilization review decisions – 1-800-208-9565;
- All other utilization review decisions - 1-800-682-8059.

**Extension of Hospitalization.** All *Inpatient* hospitalizations are monitored. It may be *Medically Necessary* for you to stay in the hospital longer than the originally approved stay. If this happens, *Tufts Health Plan* staff will request additional clinical information from your attending *Provider* or hospital for additional *Medically Necessary* hospital days.

**Note:** After consulting your *Provider*, we may determine that *Inpatient* hospitalization is no longer *Medically Necessary*. If this happens, we will notify you that any additional hospital days will not be covered. You will be responsible for paying for all hospital and *Provider* charges if you choose to stay in the hospital beyond the discharge date.

**Care Management.** Some *Members* with Severe Illnesses or Injuries may need care management. The specialty care management program we: (1) encourage the use of the most appropriate and cost-effective treatment; and (2) support the *Member’s* treatment and progress.

We may identify a *Member* as an appropriate candidate for care management. *Members* may also be referred to the program. We may contact the *Member* and his or her *Network Provider* to discuss a treatment plan and establish goals. A *Tufts Health Plan* Complex Care Manager may suggest alternative services or supplies available to the *Member*.

We may periodically review the *Member’s* treatment plan. We will contact the *Member* and the *Member’s Network Provider* if we identify alternatives to the *Member’s* current treatment plan that:

- qualify as *Covered Services* ;
- are cost effective; and
- are appropriate for the *Member*.

## Utilization Management, continued

A Severe Illness or Injury may be medical or behavioral health related and may include, but are not limited to, the following:

- serious heart or lung disease
- certain neurological diseases r;
- severe traumatic injury
- major depressive disorder
- schizophrenia
- substance use disorders.
- high-risk pregnancy and newborn *Children*;
- AIDS or other immune system diseases
- cancer
- bipolar disorder

### Individual care management (ICM)

In certain circumstances, we may approve an individual care management (“ICM”) plan for a *Member* with a Severe Illness or Injury who is already participating in the care management program. The ICM plan is designed to arrange for the most appropriate health care services and supplies for the *Member*.

As a part of the ICM plan, we may approve coverage for certain alternative services and supplies that do not otherwise qualify as *Covered Services* for that *Member*. This will occur only if *Tufts Health Plan* determines that all of the following conditions are satisfied:

- The *Member’s* condition is expected to require medical treatment for an extended duration;
- The alternative services and supplies are *Medically Necessary* to treat the *Member’s* condition;
- The alternative services and supplies are provided directly to the *Member* with the condition;
- The alternative services and supplies are provided in place of or to prevent more expensive services and supplies. These are services and supplies the *Member* might otherwise have incurred during the current episode of illness;
- The *Member* and an *Authorized Reviewer* agree to the alternative treatment program; and
- The *Member* continues to show improvement in his or her condition as determined periodically by an *Authorized Reviewer*.

*Tufts Health Plan* will periodically monitor the appropriateness of the alternative services and supplies provided to the *Member*. We may decide at any time that these services and supplies no longer satisfy the conditions described above. At that time, we may modify or terminate coverage for the services or supplies provided under the ICM plan. Please note that we may not authorize services or supplies that are specifically excluded under the *Member’s* plan or that fall within the parameters of the Utilization Review program described above and do not meet the relevant Medical Necessity criteria for authorization.

## Chapter 2

### Eligibility, Enrollment, & Continuing Eligibility

#### Eligibility

##### Eligibility Rule

##### **Subscribers**

You are eligible as a *Subscriber* only if you are an employee of a *Group* and you:

- Meet your *Group's* and *Tufts Health Plan's* eligibility rules; and
- Live, work or reside in the *Network Contracting Area*.

##### **Dependents**

Your *Spouse* or your *Child* is eligible as a *Dependent* only if you are a *Subscriber* and your *Spouse* or *Child*:

- Qualifies as a *Dependent*, as defined in this *Certificate*; and
- Meets your *Group's* and *Tufts Health Plan's* eligibility rules; and
- Lives, works or resides in the *Network Contracting Area*.

##### **If you do not live, work or reside in the *Network Contracting Area*:**

You can be covered only if:

- You are a *Spouse* or *Dependent* of a *Subscriber*; or
- You are a *Child*; or
- You are a *Dependent* subject to a Qualified Medical Child Support Order (QMCSO); or
- You are a divorced *Spouse* that *Tufts Health Plan* must cover.

Please be aware that in these situations, care obtained outside the *Network Contracting Area* is only covered at the *Out of Network Level of Benefits*.

##### **Proof of Eligibility**

We may ask you for proof of your and your *Dependents'* eligibility or continuing eligibility. You must give us proof when asked. This may include proof of residence, marital status, birth or adoption of a *Child*, and legal responsibility for health care coverage.

##### **Eligibility Requirements under Rhode Island and Federal Law**

- An eligible *Child* is defined based on his or her relationship with the participant.
- Limiting eligibility is prohibited based on: financial dependency on the *Subscriber*; residency; student status; employment; eligibility for other insurance; or marital status.
- The terms of coverage for a *Child* under this *Group Contract* do not vary based on the age of that *Child*.

## Enrollment

### When to enroll

You may enroll yourself and your eligible *Dependents*, if any, for this coverage only: (1) during the annual *Open Enrollment Period*; or (2) within 30 days of the date you or your *Dependent* is first eligible for this coverage.

Note: You and your *Dependents* may fail to enroll when first eligible. You may be eligible to enroll yourself and your eligible *Dependents* at a later date IF:

- You failed to enroll because you or your eligible *Dependent* were covered under another group health plan or other health care coverage at that time; or
- You acquired a *Dependent* through marriage, birth, adoption, or placement for adoption.

In these cases, you or your eligible *Dependent* may enroll within 30 days after any of the following events:

- Your coverage under the other health coverage ends involuntarily;
- Your marriage; or
- Birth, adoption, or placement for adoption of your *Dependent Child*.

In addition, you or your eligible *Dependent* may enroll within 60 days after either of the following events:

- You or your *Dependent* are eligible under a state Medicaid plan or state children's health insurance program (CHIP) and the Medicaid or CHIP coverage is terminated; or
- You or your *Dependent* becomes eligible for a premium assistance subsidy under a state Medicaid plan or CHIP.

### Effective Date of coverage

Once we accept your application and receive the needed *Premium* your coverage starts on the date your *Group* chooses. Coverage for enrolled *Dependents* starts when coverage for the *Subscriber* coverage starts. Coverage may start at a later date if the *Dependent* becomes eligible after the *Subscriber*. *Dependent* coverage cannot start before the *Subscriber* coverage starts.

You or your enrolled *Dependent* may be an *Inpatient* on your *Effective Date*. If so, your coverage starts on the later of:

- The *Effective Date*; or
- The date we are notified and given the chance to manage your care.

## **Adding Dependents under Family Coverage**

### **When Dependents may be added**

After you enroll, you may apply as follows to add any *Dependents* not currently enrolled in *Tufts Health Plan* only:

- During your *Open Enrollment Period*; or
- Within 30 days after any of the following events:
  - A change in your marital status;
  - The birth of a *Child*;
  - The adoption of a *Child* as of the earlier of: (1) the date the *Child* is placed with you for the purpose of adoption: or (2) the date you file a petition to adopt the *Child*;
  - A court orders you to cover a *Child* through a qualified medical child support order;
  - A *Dependent* loses other health care coverage involuntarily;
  - A *Dependent* moves into the *Network Contracting Area*; or
  - Any other qualifying even IF your plan under the *Group* has an IRS qualified cafeteria plan.

### **How to add Dependents**

You may have *Family Coverage*. If so, fill out a membership application form listing the *Dependents*. Give this form to your *Group* during your *Open Enrollment Period*. Or, give your *Group* the form within 30 days after the date of an event listed above, under "When *Dependents* may be added".

You may not have *Family Coverage*. In this case, ask your *Group* to change your *Individual Coverage* to *Family Coverage*. Then, follow the above procedure.

### **Effective Date of Dependents' coverage**

We may accept your application to add *Dependents*. If so, we will send you a Member ID card for each *Dependent*.

*Effective Dates* will be no later than the date of the *Child's* birth, adoption or placement for adoption or in the case of marriage or loss of prior coverage, the date of the qualifying event.

### **Availability of benefits after enrollment**

*Covered Services* for an enrolled *Dependent* are available as of the *Dependent's Effective Date*. There are no waiting periods. Maternity benefits are available even if the pregnancy began before your *Effective Date*.

Note: We will only pay for *Covered Services* provided on or after your *Effective Date*.

## **Newborn Children and Adoptive Children**

### **Importance of enrolling newborn Children and Adoptive Children**

**Newborn Child:** You must notify *Tufts Health Plan* of the birth of a newborn *Child* and pay the required *Premium* within 31 days after the date of birth. Otherwise, that *Child* will not be covered beyond such 31-day period. No coverage is provided for a newborn *Child* who remains hospitalized beyond that 31-day period and has not been enrolled in this plan.

**Adoptive Child:** You must enroll your *Adoptive Child* within 31 days after the *Child* has been adopted or placed for adoption with you. This is required for that *Child* to be covered from the date of his or her adoption. Otherwise, you must wait until the next *Open Enrollment Period* to enroll the *Child*.

## Continuing Eligibility for *Dependents*

### When coverage ends

*Dependent* coverage for a *Child* ends on the last day of the month in which the *Child's* 26<sup>th</sup> birthday occurs.

Note: This age limit does not apply to a *Child* who qualifies as a *Disabled Dependent* at any age.

### Coverage after termination

When a *Child* loses coverage under this *Certificate*, he or she may be eligible for federal or state continuation. He or she may also be able to enroll in *Individual Coverage*. See Chapter 5 for more information.

## *Disabled Dependents*

### When coverage ends

*Disabled Dependent* coverage ends when:

- The *Dependent* no longer meets the definition of *Disabled Dependent*; or
- The *Subscriber* fails to give us proof of the *Dependent's* disability.

### Coverage after termination

The former *Disabled Dependent* may be eligible to enroll in *Individual Coverage*. See Chapter 5 for more information.

### Rule for former *Spouses* (Also see Chapter 5)

If you and your *Spouse* divorce, your former *Spouse* may continue coverage as a *Dependent* under your *Family Coverage* in accordance with Rhode Island law if the order for continued coverage is included in the judgment when entered.

Note: Coverage for your divorced *Spouse* ends:

- When either you or your divorced *Spouse* remarry;
- Until such time as provided by the judgment for divorce; or
- When your divorced *Spouse* becomes eligible for coverage in a comparable plan through his or her own employment.

### How to continue coverage for former *Spouses*

To continue coverage for a former *Spouse*, call Member Services within 30 days after the divorce decree is issued. Do this to tell us about your divorce. Send us proof of your divorce when asked.



## Keeping *Tufts Health Plan's* records current

You must notify us of any changes that affect your or your *Dependents'* eligibility. The following are examples of these changes:

- Birth, adoption, changes in marital status, or death;
- Your remarriage or the remarriage of your former *Spouse*, when the former *Spouse* is an enrolled *Dependent* under your *Family Coverage*;
- Moving out of the *Network Contracting Area* or temporarily residing out of the *Network Contracting Area* for more than 90 consecutive days;
- Address changes; and
- Changes in an enrolled *Dependent's* status as a *Child* or *Disabled Dependent*.

We have forms to report these changes. The forms are available from your *Group* or Member Services.

## Chapter 3 Covered Services

- **Chapter 3** describes plan benefits and services. See the “Preventive health care” section for information about coverage provided in accordance with the Affordable Care Act and state law.
- See the **Benefit Overview** at the beginning of this document for: *Cost Sharing Amounts* and any benefit limits that apply under this plan

### When health care services are **Covered Services**

Health care services and supplies are **Covered Services** only if they are:

- Listed as *Covered Services* in this chapter;
- Determined to be *Medically Necessary* by us or our designee;
- Consistent with applicable state or federal law;
- Consistent with *Tufts Health Plan’s Medical Necessity Guidelines* in effect at the time the services or supplies are provided.
- Provided to treat an injury, illness or pregnancy, except for preventive care; and
- Obtained within the 50 United States. The only exceptions to this rule are *Emergency* care services or *Urgent Care* services while traveling, which are *Covered Services* when provided outside of the 50 United States

**See our Web site at** <https://tuftshealthplan.com/provider/resource-center#/Commercial/> for **Medical Necessity Guidelines** Click on the category you are looking for, such as “Behavioral Health” or “Guidelines”. Resource documents in these categories are listed alphabetically. Or you may call Member Services.

### **Important Information about Prior Authorization (PA) and Inpatient Notification**

**Prior Authorization: (PA)** appears next to the name of those services requiring *Prior Authorization*

- **When you receive services from Network Providers:** They are responsible for obtaining *Prior Authorization* on your behalf for *Covered Services* they provide to you.
- **When you receive services from Non-Network Providers:** You are responsible for making sure *Prior Authorization* is obtained when PA is required. If you receive services that we (or our designee) determine are not *Covered Services*, you will be responsible for the cost of these services.

**If a request for coverage is denied, you have a right to appeal.** See Chapter 6, How to File a Claim and Member Satisfaction, for information about how to file an appeal.

**Inpatient Notification** is a process that makes *Tufts Health Plan* aware of all *Inpatient* admissions and transfers to another hospital. We will evaluate the anticipated hospital stay. We may also review your proposed medical care and/or verify *Medical Necessity*. We may assess the need for a care management program after discharge or recommend an alternative treatment setting.

- **When you receive services from a Network Hospital:** Your *Network Provider* is responsible for notifying *Tufts Health Plan* on your behalf.
- **When you receive services from a Non-Network hospital:** You are responsible for making sure that *Tufts Health Plan* is notified when you have an inpatient admission or transfer. If you receive services that we (or our designee) determine are not *Covered Services*, you will be responsible for the cost of these services.

**Remember:** if you are admitted to a *Non-Network Hospital* after receiving *Emergency* care; we ask that you or someone acting for you (such as a family member or attending *Provider*) call us within 48 hours.

*Inpatient Notification* does not guarantee payment to the *Provider*. We are not obligated to pay claims:

- (1) for persons who are not eligible for coverage;
- (2) for persons who receive care that is determined not to be *Medically Necessary*; or
- (3) if the claim is not for a *Covered Service*.

For more information, contact Member Services at 1-800-682-8059. Or for behavioral health and substance use disorder services, call the *Tufts Health Plan* Behavioral Health Department at 1-800-208-9565.

## Covered Services, continued

### Emergency Care

- Emergency room (no PCP referral required);

#### Notes:

- The Emergency Room *Cost Sharing Amount* is waived if the Emergency room visit results in immediate hospitalization or *Day Surgery*.
- You may receive *Emergency Covered Services* from a *Non-Network Provider*. In this case, *Tufts Health Plan* will pay up to the *Reasonable Charge*. You pay the applicable *Cost Sharing Amount*. If you are admitted as an *Inpatient* after receiving *Emergency care*; we ask that you or someone acting for you (such as a family member or the attending *Provider*) call us within 48 hours

### Acupuncture

Acupuncture is covered when rendered by a licensed doctor of acupuncture (D. Ac.) or physician (State of Rhode Island licensed MD or DO)\* only. An initial evaluation is allowed for new patients. A new patient is one who has not received any professional services from the physician within the past three years.

- \* Acupuncture services may be rendered by a physician (MD or DO) when the following Rhode Island Department of Health criteria have been met:

- 2.2 Any physician licensed in Rhode Island under the provisions of Chapter 5-37 who seeks to practice medical acupuncture as a therapy shall comply with the following:
  - 2.2.1 Meet the requirements for licensure as a doctor of acupuncture set forth in the *Rules and Regulations for Licensing Doctors of Acupuncture and Acupuncture Assistants* promulgated by the Department of Health; **or**
  - 2.2.2 Successfully complete a course offered to physicians that meets the requirements set forth in these regulations and includes no less than the following:
    - a) a minimum of three hundred (300) hours of formal instruction;
    - b) a supervised clinical practicum incorporated into the formal instruction required in subsection 2.2.2(a) (above).

When Acupuncture services are not covered:

- adjunctive therapies, such as but not limited to moxibustion, herbs, oriental massage, etc.;
- acupuncture when used as an anesthetic during a surgical procedure;
- precious metal needles (e.g., gold, silver, etc.);
- acupuncture in lieu of anesthesia;
- any other service not specifically listed as a covered service.

### Allergy testing, treatment and allergy injections

Allergy testing (including antigens) and treatment, and allergy injections.

### Ambulance services (PA)

- Ground, sea, and helicopter ambulance transportation for *Emergency care*.
  - Air ambulance services means transportation by helicopter or fixed wing plane (for example, Medflight.).
- Non-emergency, *Medically Necessary* ambulance transportation between covered facilities\*.
- Non-emergency ambulance transportation.\* This is covered for *Medically Necessary* care when the *Member's* medical condition prevents safe transportation by any other means.\*

\*Approval by an *Authorized Reviewer* may be required.

**Important Note:** You may be treated by Emergency Medical Technicians (EMTs) or other ambulance staff. At that time, you may refuse to be transported to the hospital or other medical facility. In this case, you will be responsible for the costs of this treatment.

## Covered Services, continued

### Autism spectrum disorders – diagnosis and treatment (PA)

Coverage is provided, in accordance with Rhode Island law, for the diagnosis and treatment of autism spectrum disorders. Autism spectrum disorders include any of the pervasive developmental disorders, as defined by the most recent edition of the Diagnostic and Statistical Manual of Mental Disorders, and include:

- autistic disorder;
- Asperger's disorder;
- pervasive developmental disorders not otherwise specified.

*Tufts Health Plan* provides coverage for the following *Covered Services*. Services with an asterisk (\*) require *Prior Authorization*.

- Applied behavioral analysis services (ABA)\*, supervised by a *Board-Certified Behavior Analyst (BCBA)* who is a licensed health care clinician. For the purposes of this benefit, ABA includes
  - the design, implementation, and evaluation of environmental modification;
  - using behavioral stimuli and consequences;
  - to produce socially significant improvement in human behavior;
  - including the use of direct observation, measurement, and functional analysis of the relationship between the environment and behavior..

For more information about these services, call the *Tufts Health Plan* Behavioral Health Department at 1-800-208-9565.

- Prescription medications: See the prescription drug benefit for *Covered Services*
- Psychological and psychiatric care: See the behavioral health and substance use disorder benefit for *Covered Services*.
- Speech, physical and occupational therapy services\* provided by licensed or certified therapists. There are no visit limits when services are provided under this autism spectrum disorder benefit

Note: Refer to the "Speech, physical and occupational therapy services" benefit later in this chapter for therapy services provided to treat conditions other than autism spectrum disorder.

\* *Prior authorization* is required for certain services in this benefit category

## Covered Services, continued

### Behavioral health and substance use disorder services

(Note: Treatment for the use of tobacco or caffeine is not covered under this benefit. )

#### Outpatient behavioral health services

Outpatient services to diagnose and treat *Mental Disorders*. This includes individual, group and family therapies

Note: Prior Authorization is required for psychopharmacological services and neuropsychological assessment services. These services are covered as “Office visits to diagnose and treat illness or injury” (described earlier in this chapter)

#### Inpatient and intermediate behavioral health services (PA)\*

Inpatient services: *Medically Necessary* behavioral health services for *Mental Disorders* in a facility licensed as a general hospital, mental health hospital, substance use disorder facility or mental health residential treatment facility.

Intermediate behavioral health care services: *Medically Necessary* services that are more intensive than traditional *Outpatient* behavioral health care services. They are less intensive than 24-hour hospitalization. Some examples of covered intermediate behavioral health care services are:

- Level III community-based detoxification;
- Crisis stabilization;
- Intensive *Outpatient* programs;
- Partial hospital programs;
- Adult intensive services (AIS)\*.

\**Tufts Health Plan* covers adult intensive services approved by us and that meet our criteria for participation. AIS is a facility-based behavioral health care program. Adult intensive services are primarily based in the home for qualifying adults with moderate to severe psychiatric conditions. This program must consist of, but is not limited to, the following:

- ongoing *Emergency* or crisis evaluations available 24 hours a day, 7 days a week;
- psychiatric assessment;
- medication evaluation and management;
- care management;
- psychiatric nursing services; and
- individual, group and family therapy.

Under this AIS program, a *Provider* must provide a minimum of 6 contact hours per week.

#### Outpatient substance use disorder services

Outpatient substance use disorder treatment services, including methadone maintenance or methadone treatment related to chemical dependency disorders.

#### Inpatient and Intermediate substance use disorder services (PA)\*

Inpatient substance use disorder detoxification and treatment services in a general hospital, substance use disorder facility, or *Community Residence*.

Intermediate substance use disorder services: These services are more intensive than traditional *Outpatient* substance use disorder services. They are less intensive than 24-hour hospitalization. Some examples of Covered intermediate substance use disorder services are partial hospital programs and intensive *Outpatient* programs. Intermediate substance use disorder services also include adult intensive services (AIS). *Tufts Health Plan* covers adult intensive services approved by us and that meet our criteria for participation. AIS is a facility-based substance use disorder program. Adult intensive services are primarily based in the home for qualifying adults with moderate to severe chemical dependency conditions. This program must consist of, but is not limited to, the following:

- ongoing *Emergency* or crisis evaluations available 24 hours a day, 7 days per week;
- psychiatric and addiction management;
- medication evaluation and management;
- case management;
- addiction nursing services; and
- individual, group and family therapy.

Under this AIS program, a *Provider* must provide a minimum of six contact hours per week.

Substance use disorder treatment in a *Community Residential* care setting. (PA)\*

Important Note: *Inpatient* and *Intermediate* behavioral health and/or substance use disorder services must be obtained at a *Network Provider* in order to be covered at the *In-Network Level of Benefits*. See “*Inpatient and Intermediate Behavioral Health and Substance Use Disorder Services*” in Chapter 1 for more information.

## **Covered Services, continued**

### **Cardiac rehabilitation services**

We cover the following *Outpatient* services for the treatment of documented cardiovascular disease:

- *Outpatient* convalescent rehabilitation services following hospital discharge; and
- *Outpatient* services that address multiple risk reduction, adjustment to illness and therapeutic exercise.

### **Chemotherapy administration**

Administration of chemotherapy. For information about coverage of the medications used in chemotherapy, see “Injectable, infused or inhaled medications” listed later in this chapter.

### **Chiropractic medicine**

Coverage is provided for *Medically Necessary* visits for the purpose of chiropractic treatment or diagnosis, regardless of the place of service.

During each visit, *Members* are covered for spinal manipulation and up to two chiropractic modalities (therapeutic exercise, and/or attended electrical stimulation (EMS) ).

### **Clinical trials - Patient care services provided on an *Inpatient* or *Outpatient* basis as part of a qualified clinical trial for the treatment of cancer or other life-threatening diseases or conditions**

This *Evidence of Coverage* provides coverage for certain experimental/investigational services as required by:

- Rhode Island General Laws Sections § 27-20-60 entitled “Coverage for individuals participating in approved clinical trials”, and
- Rhode Island General Laws Title 27, Chapter 55, entitled “Off Label Use of Prescription Drugs”. (See also “Prescription Drug Benefit – What is covered” later in Chapter 3.)

In accordance with Rhode Island General Law §27-20-60, this coverage is provided for *Members* participating in approved clinical trials.

You are qualified to participate in a clinical trial if:

- You are eligible according to the trial protocol, and
- A *Network Provider* has concluded that your participation would be appropriate; or
- You provide medical and scientific information establishing that your participation in such trial would be appropriate.

RIGL § 27-20-60 describes what an approved clinical trial is. In summary, it means a phase I, phase II, phase III, or phase IV clinical trial that is being done to prevent, detect or treat cancer or a life-threatening disease or condition (a disease or condition from which the likelihood of death is probable unless the course of the disease or condition is interrupted).

To qualify to be a clinical trial it must:

- be federally funded, or
- be conducted under an investigational new drug application reviewed by the Food and Drug Administration, or
- be a drug trial that is exempt from having such an investigational new drug application.

If a *Network Provider* is participating in a clinical trial, and the trial is being conducted in the State in which you reside, then you may be required to participate in the trial through the *Network Provider*.

Coverage under this *Evidence of Coverage* includes routine patient costs for *Covered Services* furnished in connection with participation in the trial. These include *Covered Services* that are typically covered for a patient who is not enrolled in a clinical trial.

The amount you pay is based on the type of service you receive. Please see the Benefit Overview, particularly the following sections:

- For information about office visits, see “Treatment in a Provider’s office”
- For surgical procedures see “Inpatient Services”
- For lab, radiology, and machine tests see “Laboratory Tests” and “Diagnostic Imaging”.
- For prescription drugs, see “Prescription Drug Benefit”

In a clinical trial, this *Evidence of Coverage* does not cover:

- The investigational item, device, or service itself; or
- Items or services provided solely to satisfy data collection and that are not used in the direct clinical management; or
- A service that is clearly inconsistent with widely accepted standards of care.

## Covered Services, continued

### Day Surgery (PA)

Also called ambulatory surgery or surgical day care

- *Outpatient* surgery done under anesthesia in an operating room of a facility licensed to perform surgery.
- You must be expected to be discharged the same day.
- You must be shown on the facility's census as an *Outpatient*.

### Diabetes self-management education, services and supplies

*Covered Services* are provided for the treatment of insulin treated diabetes, non-insulin treated diabetes, or gestational diabetes. In accordance with Rhode Island General Law § 27-18-38, the following coverage is provided when *Medically Necessary* and prescribed by a *Provider*:

- Diabetes self-management education, including medical nutrition therapy.
- Blood glucose monitors and blood glucose monitors for the legally blind (covered under *Durable Medical Equipment* later in this chapter);
- Test strips for glucose monitors and/or visual reading (covered under "Prescription Drug Benefit" later in this chapter);
- Insulin, syringes, injection aids, cartridges for the legally blind, and oral agents for controlling blood sugar (covered under "Prescription Drug Benefit" later in this chapter)
- Insulin pumps (covered under *Durable Medical Equipment* later in this chapter);
- Therapeutic/molded shoes for the prevention of amputation (covered under *Durable Medical Equipment* later in this chapter ); and

Upon the approval of the United States Food and Drug Administration, new or improved diabetes equipment and supplies will be covered when *Medically Necessary* and prescribed by a *Provider*.

### Diagnostic imaging (PA)

Coverage includes general imaging (such as x-rays and ultrasounds). This also includes MRI/MRA, CT/CTA, and PET tests and nuclear cardiology.

**Important Note:** *Prior Authorization* by an *Authorized Reviewer* is required for MRI/MRA, CT/CTA, and PET tests and nuclear cardiology. See information about *Prior Authorization* at the beginning of this chapter.

### Diagnostic or preventive screening procedures

Coverage for preventive screenings (no PCP referrals required):

Routine screenings and exams, including the following, are covered in full. Also see "Preventive health care" later in this chapter

- Preventive screenings for colon and colorectal cancer. Examples include colonoscopy and sigmoidoscopy screenings.
- Routine Pap test (cervical cancer screening).
- Routine mammograms.
- Routine prostate and colorectal exams .

### Coverage for diagnostic procedures & exams (PA)

Diagnostic procedures and exams are subject to *Member Cost Sharing Amounts*. See the *Benefit Overview* at the beginning of this document.

In accordance with guidelines established by the American Cancer Society and the Affordable Care Act, examples include but are not limited to the following:

- Diagnostic procedures, such as diagnostic endoscopy, colonoscopy, and proctosigmoidoscopy procedures.
- Diagnostic cytology, such as diagnostic Pap test.
- Diagnostic mammograms.
- Diagnostic prostate and colorectal examinations and laboratory tests

### Diagnostic testing (PA)

Examples include but are not limited to, ambulatory EKG testing, sleep studies (performed in the home or in a sleep study facility), and diagnostic audiological testing, are covered. Please call Member Services with questions about specific tests.

## **Covered Services, continued**

### ***Durable Medical Equipment (PA)***

Equipment must meet the following definition: of “*Durable Medical Equipment*”. *Durable Medical Equipment* is a device or instrument of a durable nature that:

- is reasonable and necessary to sustain a minimum threshold of independent daily living;
- is made primarily to serve a medical purpose;
- is not useful in the absence of illness or injury;
- can withstand repeated use;
- can be used in the home.

To be eligible for coverage, the equipment must also be the most appropriate amount, supply or level of service available for the *Member* in question considering potential benefits and harms to that individual. *Tufts Health Plan* determines this. *Tufts Health Plan* may decide that equipment is: (1) non-medical in nature; and (2) used primarily for non-medical purposes. (This may occur even though that equipment has some limited medical use.) In this case, the equipment will not be considered *Durable Medical Equipment*. It will not be covered under this benefit.

Following are examples of covered and non-covered items. They are for illustration only. Call Member Services to see if we cover a certain piece of equipment.

#### **Examples of covered items (This list is not all-inclusive.):**

- The purchase of a manual or electric (non-hospital grade) breast pump or the rental of a hospital grade electric breast pump for pregnant or post-partum *Members*, when prescribed by a physician;
- Gradient stockings (Up to three pairs are covered per calendar year);
- Insulin pumps;
- Oral appliances for the treatment of sleep apnea;
- Oxygen concentrators (stationary and portable);
- *Durable Medical Equipment* devices that are covered under this plan and are *Medically Necessary* for a *Member's Habilitation*;
- Prosthetic devices, except for arms, legs or breasts\*; Note: Breast prostheses and prosthetic arms and legs (in whole or in part) are covered under the “Orthoses and prosthetic devices” benefit.
- power/motorized wheelchairs;
- therapeutic/molded shoes and shoe inserts for a *Member* with severe diabetic foot disease;

We will decide whether to purchase or rent the equipment for you. At the *In-Network Level of Benefits*, this equipment must be purchased or rented from a *Durable Medical Equipment* provider that has an agreement with us to provide such equipment.



## **Covered Services, continued**

### **Durable Medical Equipment (PA), continued**

#### **Examples of non-covered items. (This list is not all-inclusive.)**

- air conditioners, dehumidifiers, HEPA filters and other filters, and portable nebulizers;
- articles of special clothing, mattress and pillow covers, including hypo-allergenic versions;
- bath and toilet aids, including but not limited to, tub seats/benches/stools, raised toilet seats, commodes, and rails;
- bed-related items, including bed trays, bed cradles; bed pans, bed rails, over-the-bed trays, and bed wedges;
- car seats;
- car/van modifications;
- comfort or convenience devices;
- dentures; ear plugs;
- fixtures to real property. Examples are ceiling lifts, elevators, ramps, stair lifts or stair climbers;
- emergency response systems (e.g., LifeAlert)
- exercise equipment and saunas;
- orthoses and prosthetic devices (see "Orthoses and prosthetic devices" about these *Covered Services*);
- heat and cold therapy devices, including but not limited to, hot packs, cold packs, and water pumps with or without compression wrap;
- heating pads, hot water bottles, paraffin bath units, and cooling devices;
- home blood pressure monitors and cuffs;
- hot tubs, jacuzzis, swimming pools, or whirlpools;
- mattresses, except for mattresses used in conjunction with a hospital bed and ordered by a *Provider*. Commercially available standard mattresses not used primarily to treat an illness or injury (e.g., Tempur-Pedic® or Posturepedic® mattresses), even if used in conjunction with a hospital bed, are not covered;
- scalp hair prostheses made specifically for an individual, or a wig, and provided for hair loss due to alopecia areata, alopecia totalis, or permanent loss of scalp hair due to injury;
- wheelchair trays;
- scooters; and
- breast prostheses and prosthetic arms and legs are not covered under this DME benefit. See "Orthoses and prosthetic devices" benefit.

## Covered Services, continued

### Early intervention services

Services provided by early intervention programs that meet standards established by the Rhode Island Department of Human Services. *Medically Necessary* early intervention services include, but are not limited to:

- evaluation and case management
- nursing care
- occupational therapy
- physical therapy
- speech and language therapy
- nutrition
- service plan development and review
- assistive technology services and devices

These services are covered for *Members* from birth until their third birthday.

### Extended care services (PA)

In an extended care facility (these include Medicare-certified *skilled* nursing facilities, rehabilitation hospitals, and chronic hospitals that are ) for:

- skilled nursing services;
- rehabilitative services; or
- chronic disease services.

Notes: *Custodial Care* is not covered.

### Family planning

Coverage is provided for *Outpatient* contraceptive services. This includes consultations, procedures and medical services. These services must be related to the use of all contraceptive methods approved by the United States Food and Drug Administration (FDA).

- Procedures
  - sterilization; and
  - pregnancy terminations.
- Services
  - medical examinations;
  - consultations;
  - birth control counseling
  - genetic counseling.
- Contraceptives
  - cervical caps;
  - implantable contraceptives (e.g., Implanon® (etonogestrel), levonorgestrel implants);
  - intrauterine devices (IUDs);
  - Depo-Provera or its generic equivalent;
  - any other *Medically Necessary* contraceptive device approved by the United States Food and Drug Administration\*.

\*Notes: We cover certain contraceptives under a Prescription Drug Benefit. Those contraceptives include oral contraceptives, over the counter female contraceptives, and diaphragms. If those contraceptives are covered under that benefit, they are not covered here.

### Hearing Aids

Coverage is provided for:

- one hearing aid per ear every three (3) years for *Members* up to age 19. ;
- one hearing aid per ear every three (3) years for *Members* age 19 and older.

## Covered Services, continued

### Hemodialysis

- *Outpatient* hemodialysis, including home hemodialysis; and
- *Outpatient* peritoneal dialysis, including home peritoneal dialysis.

### Home health care (PA)

This is a *Medically Necessary* program to: (1) reduce the length of a hospital stay; or (2) delay or eliminate an otherwise *Medically Necessary* hospital admission. Coverage includes:

- home visits by a *Provider*;
- skilled intermittent nursing care;
- *Medically Necessary* private duty nursing care. A certified home health care agency must provide this care;
- physical therapy;
- speech therapy;
- occupational therapy;
- medical/psychiatric social work;
- nutritional consultation;
- prescription drugs and medication;
- medical and surgical supplies (Examples include dressings, bandages and casts.);
- laboratory tests, x-rays, and E.K.G. and E.E.G. evaluations;
- the use of *Durable Medical Equipment*, and
- the services of a part-time home health aide.

#### Note:

- Home health care services for speech, physical and occupational therapies may follow an injury or illness. If this occurs, the services for rehabilitation are only covered to the extent provided to restore function lost or impaired. This is described under "Speech, physical and occupational therapy services" Home health care services are not subject to the rehabilitation visit limits listed under "Speech, physical and occupational therapy services".
- Sleep studies performed in the home are not covered under this Home health care benefit; these sleep studies are covered as described under the Diagnostic testing benefit.

### Hospice care services (PA)

We will cover the following services for who are terminally ill. (This means having a life expectancy of 6 months or less.):

- *Provider* services;
- nursing care provided by or supervised by a registered professional nurse;
- social work services;
- volunteer services; and
- counseling services (This includes bereavement counseling services for the *Member's* family. This applies for up to one year after the *Member's* death.).

"Hospice care services" are defined as a coordinated licensed program of services provided, during the life of the *Member*, to a terminally ill *Member*. Such services can be provided:

- in a home setting;
- on an *Outpatient* basis; and
- on a short-term *Inpatient* basis, for the control of pain and management of acute and severe clinical problems which cannot, for medical reasons, be managed in a home setting.

### Hospital *Inpatient* services (acute care) (PA)

- Anesthesia;
- Diagnostic tests and lab services
- Dialysis
- Drugs
- Intensive care/coronary care
- Nursing care
- Physical, occupational, speech, and respiratory therapies
- *Provider's* services while hospitalized.
- Radiation therapy
- Surgery
- Semi-private room (private room when *Medically Necessary*)

Note: Also see "Surgery" later in this chapter

## **Covered Services, continued**

### **House calls to diagnose and treat illness or injury or provide follow-up care as appropriate and in accordance with federal and state law.**

A licensed physician or licensed behavioral health provider must provide this care.

### **Human leukocyte antigen testing or histocompatibility locus antigen testing (PA)**

Coverage is provided for human leukocyte antigen testing or histocompatibility locus antigen testing for use in bone marrow transplantation when necessary to establish a *Member's* bone marrow transplant donor suitability. This includes costs of testing for A, B or DR antigens. Testing must be performed at a facility accredited by the American Association of Blood Banks or its successors. Coverage includes costs of testing for A, B or DR antigens

### **Immunizations**

Coverage is provided as recommended by the Advisory Committee on Immunization Practices of the Center for Disease Control and Prevention (CDC) including coverage for travel vaccines.

### **Infertility services (PA)**

In accordance with Rhode Island General Law §27-18-30, this plan covers:

- Diagnosis and treatment of Infertility,
  - Standard fertility-preservation services for *Members* not in active infertility treatment when a *Medically Necessary* medical treatment may directly or indirectly cause iatrogenic infertility. "Standard fertility-preservation services" means procedures consistent with established medical practices and professional guidelines published by the American Society for Reproductive Medicine, the American Society of Clinical Oncology, or other reputable professional medical organizations. "Iatrogenic infertility means an impairment of fertility by surgery, radiation, chemotherapy, or other medical treatment affecting reproductive organs or processes.
- (I.) Diagnosis of Infertility: Diagnostic procedures and tests are provided in connection with an infertility evaluation when approved in advance by an *Authorized Reviewer*.
- (II.) Treatment of Infertility: Infertility is defined as the condition of an otherwise presumably healthy individual who is unable to conceive or sustain a pregnancy during a period of one year. Infertility includes iatrogenic infertility, meaning an impairment of fertility by surgery, radiation, chemotherapy, or other medical treatment affecting reproductive organs or processes.

For purposes of meeting the criteria for infertility, if a person conceives but is unable to carry that pregnancy to live birth, the period of time she attempted to conceive prior to achieving that pregnancy shall be included in the calculation of the one year.

## Covered Services, continued

### Infertility services, continued

The following procedures are *Covered Services* when approved in advance by an *Authorized Reviewer* for *Members* with a diagnosis of infertility who also:

- meet our eligibility requirements, which are based on the Member's medical history; and
- meet the eligibility requirements of our contracting Infertility Services Providers.

Note: With respect to non-Member donors of sperm or eggs, procurement and processing of donor sperm or eggs will be considered *Covered Services* to the extent such costs are not covered by the donor's health care coverage, if any.

A. Assisted Reproductive Technology (ART) procedures include, but are not limited to:

- In-vitro fertilization (IVF) and/or embryo transfer (ET)
- Frozen embryo transfer (FET)
- Gamete Intra-fallopian transfer (GIFT)
- Donor oocyte (DO/IVF)
- Donor embryo/frozen embryo transfer (DE/FET)
- Intracytoplasmic sperm injection (ICSI)
- Assisted hatching (AH)
- Cryopreservation of embryos/blasts
- Cryopreservation of sperm
- Cryopreservation of oocytes (eggs)\*

\*Members who meet the criteria for infertility services and who also (1) have a documented contraindication to pregnancy; (2) are using their own eggs; and, (3) are self-paying for a gestational carrier or surrogate; may be authorized for ovarian stimulation, egg retrieval, and fertilization. *Prior Authorization* is required. For more details on services that are available to a *Member* who meets the definition of infertility, call Member Services and see the Medical Necessity Guidelines for infertility services available at <https://tuftshealthplan.com/documents/providers/guidelines/medical-necessity-guidelines/infertility-svcs-ri>

B. Other related ART treatments, including:

- artificial insemination (intrauterine or intracervical);
- gonadotropin medication (FSH)
- artificial insemination (intrauterine or intracervical) used in conjunction with Gonadotropin medication
- cryopreservation of eggs (less than 90 days); and
- procurement and processing of eggs or inseminated eggs or storage of inseminated eggs when associated with active infertility treatment.

Note: Donor sperm is only covered when the partner has a diagnosis of male factor infertility.

For more information, call Member Services and see our Medical Necessity Guidelines for infertility services at the Web address listed above.

(III.) Preimplantation Genetic Diagnosis (PGD) testing with IVF:

PGD testing is covered when either of the partners is a known carrier for certain genetic disorders. In addition to the Infertility Services provided in connection with Rhode Island law (as described above), PGD testing with IVF may be covered for *Members* who do not have a diagnosis of infertility in certain circumstances when the fetus would be at risk for an inherited genetic disorder associated with severe disability and/or premature death. Prior approval by an *Authorized Reviewer* is required. For more information, please call Member Services and see the Medical Necessity Guideline for "Preimplantation Genetic Diagnosis" on our Web site.

Oral and injectable drug therapies may be used to treat infertility. These therapies are considered *Covered Services* for *Members* with prescription drug coverage. See "Prescription Drug Benefit" later in this chapter for information about drug therapy benefit levels.

## Covered Services, continued

### Injectable, infused or inhaled medications (PA)

Injectable, infused or inhaled medications that are: (1) required for and an essential part of an office visit to diagnose and treat illness or injury; or (2) received at home with drug administration services by a home infusion *Provider*. Medications may include, but are not limited to, total parenteral nutrition therapy, chemotherapy, and antibiotics.

#### Notes:

- There are designated home infusion *Providers* for a select number of specialized pharmacy products and drug administration services. These *Providers* offer clinical management of drug therapies, nursing support, and care coordination to *Members* with acute and chronic conditions. Medications offered by these *Providers* include, but are not limited to, medications used in the treatment of hemophilia, pulmonary arterial hypertension, immune deficiency, and enzyme replacement therapy. Call Member Services or see our Web site for more information on these medications and *Providers*.
- Coverage includes the components required to administer these medications. This includes, but is not limited to, *Durable Medical Equipment*, supplies, pharmacy compounding, and delivery of drugs and supplies.
- Medications listed on our web site as covered under a *Tufts Health Plan* pharmacy benefit are not covered under this "Injectable medications" benefit. For more information, call Member Services. Or, check our Web site at [www.tuftshealthplan.com](http://www.tuftshealthplan.com).

### Laboratory tests (PA)

These include, but are not limited to: blood tests; urinalysis; throat cultures; glycosylated hemoglobin (A1c) tests; genetic testing; and urinary protein/microalbumin and lipid profiles.

#### Notes:

- Laboratory tests must be ordered by a physician, physician assistant, or nurse practitioner; and
- *Prior authorization* is required for certain laboratory tests (e.g., genetic testing).
- Lab tests must be performed at a licensed laboratory.
- In accordance with the ACA, laboratory tests associated with routine preventive care are covered in full when received from a *Network Provider*.

### Lead screenings

Coverage includes lead screening related services, and diagnostic evaluations for lead poisoning in accordance with Rhode Island law.

### Lyme disease

*Medically Necessary* diagnostic testing and, to the extent not covered under a Prescription Drug Benefit, long-term antibiotic treatment of chronic Lyme disease. Treatment for Lyme disease otherwise eligible for coverage under this benefit will not be denied solely because such treatment may be characterized as unproven, *Experimental or Investigative*.

### Mastectomy care

The following services are covered in connection with mastectomy in accordance with Rhode Island law:

- Surgical procedures known as a mastectomy;
- Axillary node dissection;
- Reconstruction of the breast affected by the mastectomy,
- Surgery and reconstruction of the other breast to produce a symmetrical appearance, and
- Prostheses and treatment of physical complications of all stages of mastectomy (including lymphedema).

\* Breast prostheses are covered as described under "Orthoses and prosthetic devices" later in this chapter

*Inpatient* care in hospital for mastectomies is covered for (1) a minimum of 48 hours following a surgical procedure known as a mastectomy; and (2) minimum of 24 hours following an axillary node dissection. Any decision to shorten this minimum coverage shall be made by the attending physician in consultation with and upon agreement by the *Member*. Coverage shall also include a minimum of one (1) home visit conducted by a physician or registered nurse.

Removal of a breast implant is covered when:

- the implant was placed post-mastectomy;
- there is documented rupture of a silicone implant; or
- there is documented evidence of autoimmune disease or infection.

Important: No coverage is provided for the removal of ruptured or intact saline breast implants or intact silicone breast implants except as specified above.

Note: Cosmetic surgery is not covered.

## Covered Services, continued

### Maternity care

Outpatient coverage for routine and non-routine care, including

- Prenatal care, exams, and tests;
- Postpartum care provided in a *Provider's* office.

Note: *Member* cost-sharing will apply to diagnostic tests or diagnostic laboratory tests when they are ordered as part of routine maternity care. See "Diagnostic testing" and "Laboratory tests"

Inpatient coverage includes:

- Hospital and delivery services; and
- Well newborn Child care in the hospital
- Coverage includes Inpatient care in the hospital for mother and newborn Child for at least:
  - 48 hours following a vaginal delivery and
  - 96 hours following a caesarean delivery.

The newborn *Child's* coverage consists of coverage of injury or sickness. This includes necessary care and treatment of medically diagnosed congenital defects and birth abnormalities, as well as routine well-baby care services.

No prior authorization is required for the minimum hospital stay. There is no requirement that the mother give birth in a hospital to qualify for this minimum hospital stay. Hospital length of stay begins at the time of delivery if delivery occurs in a hospital and at time of admission in connection with childbirth if delivery occurs outside the hospital. Any decision to shorten these minimum coverages will be made by the attending health care provider in consultation with the mother. (This may be the attending obstetrician, pediatrician, family practitioner, general practitioner, or certified nurse midwife attending the mother and newborn *Child*.) In addition, the decision must be made in consultation with the mother.

Coverage of the newly-born *Child* will continue for 31 days after birth. For coverage to continue beyond this 31-day period, you must enroll the *Child* as described under "Newborn *Children* and *Adoptive Children*".

Notes: *Covered Services* will include: one (1) home visit by a registered nurse, physician, or certified nurse midwife; and additional *Medically Necessary* home visits, when provided by a licensed health care provider. *Covered Services* will include, but not be limited to: parent education, assistance, and training in breast or bottle feeding; and the performance of any necessary and appropriate clinical tests.

- In accordance with federal law (42 U.S.C. § 300gg-25), *Tufts Health Plan* shall not:
  - (1) deny to the mother or her newborn child eligibility, or continued eligibility, to enroll or to renew coverage under the terms of the plan or coverage, solely for the purpose of avoiding the requirements of this section;
  - (2) provide monetary payments or rebates to mothers to encourage such mothers to accept less than the minimum protections available under this section;
  - (3) penalize or otherwise reduce or limit the reimbursement of an attending provider because such provider provided care to an individual participant or beneficiary in accordance with this section;
  - (4) provide incentives (monetary or otherwise) to an attending provider to induce such provider to provide care to an individual participant or beneficiary in a manner inconsistent with this section; or
  - (5) restrict benefits for any portion of a period within a hospital length of stay required in a manner which is less favorable than the benefits provided for any preceding portion of such stay.

### Medical supplies (PA)

We cover the cost of certain types of medical supplies. Supplies include, but are not limited to ostomy, tracheostomy, and catheter supplies. Note: Contact Member Services with coverage questions.

### Nutritional counseling

Coverage is provided for nutritional counseling when prescribed by a physician and performed by a registered dietitian/nutritionist. Nutritional counseling visits are covered as follows:

- When *Medically Necessary* for the purpose of treating an illness. Please see the Benefit Overview for applicable *Cost Sharing Amount*;
- As preventive services, including preventive obesity screening and counseling services, healthy diet counseling, behavior change and counseling. In accordance with the Affordable Care Act, preventive services that are currently recommended by the U.S. Preventive Services Task Force (USPSTF) are covered in full.

Note: Weight loss programs and clinics are not covered

## **Covered Services, continued**

### **Office visits to diagnose and treat illness or injury**

Coverage includes, but is not limited to, office visits for evaluations and consultations; *Medically Necessary* evaluations and related health care services for acute or *Emergency* gynecological conditions; and visits to a *Limited Service Medical Clinic*. See "Diagnostic imaging", "Diagnostic tests", and "Laboratory tests" for coverage of services associated with these office visits.

### **Oral health services (PA)**

If you want to make sure that a planned service is a *Covered Service*, call Member Services.

- *Emergency care*

X-rays and *Emergency* oral surgery in a *Provider's* office or emergency room. This care must be done to temporarily stabilize damaged tissues or reposition sound, natural and permanent teeth that have moved or have broken due to injury. You must receive this care within 48 hours after the injury. The injury must have been caused by a source outside the mouth.

- *Non-Emergency care*

The following services are covered in an *Inpatient* or *Day Surgery* setting. *Prior Authorization* is required. Hospital / facility, *Provider*, and surgical charges are included.

- Extraction of seven or more permanent teeth during one visit.
- Surgical treatment of skeletal jaw deformities.
- Surgical repair related to Temporomandibular Joint Disorder (TMJ)
- Surgical removal of impacted or un-erupted teeth when embedded in bone

In addition, surgical removal of impacted or un-erupted teeth when embedded in bone is covered in an office setting without *Prior Authorization*.

- Please see instructions at the beginning of this chapter about how to view go to our Web site at to view *Medical Necessity* guidelines on our Web site. See guideline "Dental Procedures Requiring Hospitalization." Or, you may call Member Services

### **Orthoses and prosthetic devices (PA)**

We cover the cost of orthoses and prosthetic devices (including repairs.), as required by Rhode Island law. This includes coverage of breast prostheses as required by federal law. Coverage is provided for the most appropriate model that adequately meets the *Member's* needs. His or her treating *Provider* decides this.

\* Important Note: Breast prostheses provided in connection with a mastectomy are not subject to *Prior Authorization*.

### **Outpatient surgery in a Provider's office (PA)**

**Pap tests** (see "Diagnostic or preventive screening services" and "Preventive health care")



## Covered Services, continued

### Preventive health care

#### **Important Information about Preventive Services:**

Your coverage level under this plan will be different for **preventive services** compared to **diagnostic services**.

Note: Also see “Diagnostic or preventive screening procedures” earlier in this chapter

- Preventive screenings are covered in full (1) In accordance with the Affordable Care Act and current recommendations of the U.S. Preventive Services Task Force (USPSTF) and (2) when received from a *Network Provider*,

For a current list of preventive services, please see our Web site at:

<https://www.tuftshealthplan.com/documents/employers/health-wellness/list-of-preventive-services>

or

<https://www.tuftshealthplan.com/documents/providers/payment-policies/preventive-services>

If you have any questions about whether specific services are considered preventive under the ACA, please call Member Services.

- Diagnostic services are subject to *Member Cost Sharing Amounts*.  
For these *Cost Sharing Amounts*, see the Benefit Overview at the beginning of this document.

### **Preventive care for *Members* through age 19**

Coverage is provided for pediatric preventive care for a *Child* from birth to age 19,

- in accordance with the guidelines established by the American Academy of Pediatrics; and
- as required by Rhode Island General Laws Section § 27-38.1.
- includes coverage for hearing screenings in accordance with state and federal law.

Note: Any follow-up care determined to be *Medically Necessary* as a result of a routine physical exam is subject to a *Cost Sharing Amount*.

### **Preventive care for *Members* age 20 and over**

- Routine physical examinations. These include appropriate immunizations and lab tests as recommended by a *Provider*;
- Routine annual gynecological exam. This includes any follow-up obstetric or gynecological care we decide is *Medically Necessary* as a result based on of that exam;
- Hearing examinations and screenings.

Note: Any follow-up care determined to be *Medically Necessary* as a result of a routine physical exam or a routine annual gynecological exam is subject to a *Cost Sharing Amount*.

## Covered Services, continued

### Private duty nursing services in the *Member's* Home (PA)

Coverage is provided for private duty nursing services that are:

- *Medically Necessary*;
- ordered by a physician;
- received in the *Member's* home for a *Member* who is homebound\*; and
- performed by a certified home health care agency by a licensed nurse (RN or LPN).

\* To be considered homebound, you do not have to be bedridden. However, your condition should be such that there exists a normal inability to leave the home and, consequently, leaving the home would require a considerable and taxing effort. If you leave the home, you may be considered homebound if the absences from the home are infrequent or for periods of relatively short duration, or to receive medical treatment.

Private duty nursing services are only covered when the patient requires continuous skilled nursing observation and intervention. *Prior authorization* is required for these services.

#### **Important Note:**

The following services do not qualify as *Covered Services* under this benefit:

- Services of a private duty nurse:
  - when the primary duties are limited to bathing, feeding, exercising, homemaking, giving oral medications or acting as companion or sitter,
  - who is a member of your household or the cost of any care provided a *Member's* relatives (by blood, marriage or adoption),
  - after the caregiver or patient has demonstrated the ability to carry out the plan of care,
  - provided outside the home (for example, school, nursing facility or assisted living facility),
  - that duplicate or overlap services (for example, when a person is receiving hospice care services or for the same hours of a skilled nursing home care visit), or
  - that are for observation only; or
- Services of a nurse's aide; or
- Care for a person without an available caregiver in the home (twenty-four hour private duty nursing is not covered); or
- Maintenance care when the condition has stabilized (including routine ostomy care or tube feeding administration) or if the anticipated need is indefinite; or
- Respite care (for example, care during a caregiver's vacation) or private duty nursing so that the caregiver may attend work or school.

**Prostate and colorectal exams** (see "Diagnostic and preventive screening procedures" and "Preventive health care")

## **Covered Services, continued**

### **Radiation therapy (PA)**

### **Respiratory therapy or pulmonary rehabilitation services**

### **Scalp hair prostheses or wigs for cancer or leukemia patients**

Scalp hair prostheses or wigs worn for hair loss suffered as a result of the treatment of any form of cancer or leukemia. (See “Durable Medical Equipment” in this chapter.)

### **Smoking cessation counseling sessions**

Coverage is provided for individual, group, and telephonic smoking cessation counseling services that (1) are provided in accordance with current guidelines established by the United States Department of Health and Human Services; and (2) meet the requirements of the Rhode Island Office of the Health Insurance Commissioner Regulation 14.

Note: Coverage is also provided for prescription and over-the-counter smoking cessation agents. For more information, see the “What is covered” provision within the “Prescription Drug Benefit” later in this chapter.

### **Special medical formulas**

Includes nonprescription enteral formulas and low protein foods. A *Provider* needs to prescribe the formula or food for these:

#### **Low protein foods**

When provided to treat inherited diseases of amino acids and organic acids.

#### **Nonprescription enteral formulas**

Coverage is provided for home use for treatment of malabsorption caused by: Crohn's disease; ulcerative colitis; gastroesophageal reflux; chronic intestinal pseudo-obstruction; and inherited diseases of amino acids and organic acids.

### **Speech, physical and occupational therapy services (including rehabilitative services and *Habilitative* services) (PA)**

Coverage is provided for *Habilitative* services that are *Medically Necessary* as required by state and federal law.

Coverage is provided for rehabilitative services when provided to restore function lost or impaired as the result of an accidental injury or sickness and include cognitive rehabilitation or cognitive retraining.

Massage therapy may be covered as a treatment modality. This is the case when done as part of a physical therapy visit that is:

- provided by a licensed physical therapist; and
- in compliance with *Tufts Health Plan's Medical Necessity* guidelines. See information at the beginning of this chapter for how to locate guidelines on the *Tufts Health Plan* Web site. Or call Member Services.

Note: Separate speech, physical and occupational therapy visit limits for *Habilitative* services and rehabilitative services are provided under this benefit.

## Covered Services, continued

**Surgery** – See also Hospital *Inpatient* services (acute care). *Prior Authorization (PA)* is required.

### Gender reassignment surgery and related services

Coverage is provided for gender reassignment surgery, pre-operative and post-operative services related to the surgery, and prescription drugs and behavioral health care services for *Members* undergoing the gender reassignment process.

*Covered Services* include:

- *Inpatient* services, including female to male or male to female gender reassignment surgery and related surgical procedures.
- *Day Surgery* for surgical procedures related to the female to male or male to female gender reassignment surgery. These services are covered as described under “*Day Surgery*” earlier in this chapter.
- *Outpatient* medical care (pre-operative or post-operative) related to gender reassignment surgery. These services are covered as described under “Office visits to diagnose and treat illness or injury”, earlier in this chapter.
- Behavioral health care services (pre-operative or post-operative) related to gender reassignment surgery or the gender reassignment process. These services are covered as described under “Behavioral Health Services”, later in this chapter.
- Prescription medications required as part of the gender reassignment process. These medications are covered as described under the “Prescription Drug Benefit”, later in this chapter.

Services must be authorized in advance by an *Authorized Reviewer*. *Members* must meet specific *Medical Necessity* Guidelines in order for these services to be covered. Gender reassignment surgery and related services only qualify as *Covered Services* when they are obtained within the 50 United States. For more information, please contact Member Services.

### Hematopoietic stem cell transplants and human solid organ transplants

Hematopoietic stem cell transplants and human solid organ transplants which are generally accepted in the medical community for *Members* who are the stem cell or solid organ recipients. When the recipient is a *Member*, the following services related to the procurement of the stem cells or solid organ from the donor are covered, but only to the extent that such services are not covered by any other plan of health benefits or health care coverage:

- evaluation and preparation of the donor; and
- surgical intervention and recovery services related directly to donating the stem cells or solid organ to the *Member*.

Notes:

- We do not cover donor charges of *Members* who donate stem cells or solid organs to non-*Members*.
- We cover a *Member's* donor search expenses for donors related by blood.
- We cover the *Member's* donor search expenses for donors not related by blood when *Medically Necessary*. These services are only covered to the extent such services are not covered by any other plan of health benefits or health care coverage.
- We cover a *Member's* human leukocyte antigen (HLA) testing. See “*Outpatient care*” for more information.

### Reconstructive surgery and procedures and mastectomy surgeries, surgery to treat functional deformity or impairment

Services required to relieve pain or to restore a bodily function impaired as a result of: a congenital defect; birth abnormality; traumatic injury; or covered surgical procedure;

## Covered Services, continued

### Telemedicine services

We cover *Medically Necessary* telemedicine services for the purpose of diagnosis, consultation, or treatment in the same manner as an in-person consultation between you and your *Provider*. Telemedicine Services are provided through real-time interactive, audio, video, or other electronic media communications and substitute for in-person consultation with *Providers* when determined to be medically appropriate. Telemedicine Services are available for both medical services and behavioral health services, including substance use disorders.

Telemedicine services may be obtained from a *Tufts Health Plan Network Provider* with real-time interactive capabilities or through *Tufts Health Plan's* designated telemedicine vendor (services from our vendor may be referred to as "telehealth services". Please visit [www.teledoc.com/tuftshealthplan](http://www.teledoc.com/tuftshealthplan) or contact Member Services for information about our telemedicine vendor and how to access services, including when certain urgent services may be available while you are traveling outside the 50 United States.

When you seek telemedicine services through the *Tufts Health Plan* telemedicine vendor, you will pay the *Cost Sharing Amount* for telemedicine services listed in the Benefit Overview. No *PCP* referral is required.

When you seek telemedicine services from a *Tufts Health Plan Network Provider*, you will pay the same *Cost Sharing Amount*, and follow the same referral rules, that apply to an in-person office visit with that *Provider*.

Additionally, at your choice, audio only consultation services may be available to you when obtained through the *Tufts Health Plan* telemedicine vendor. If you access such audio only consultation services, the same *Cost Sharing Amount* as indicated for telemedicine services in the Benefit Overview will apply.

### Urgent Care in a Free-standing Urgent Care Center

(See "**Follow these guidelines for receiving Urgent Care**" under "Emergency and Urgent Care" in Chapter 1 for more information about referrals for these services)

### Vision care services

Routine eye examination for Members Age 19 and over: Coverage is provided for one routine eye examination every *Contract Year*, *In-Network* and *Out-of-Network Levels* combined.

Note: You must receive routine eye examinations from a *Provider* in the EyeMed Vision Care network in order to be covered at the *In-Network Level of Benefits*. Go to [www.tuftshealthplan.com](http://www.tuftshealthplan.com) or contact Member Services for more information.

#### Other vision care services: (PA)

Coverage is provided for eye examinations and necessary treatment of a medical condition. *Prior Authorization* is required for certain services.

#### Notes:

- A *PCP* referral is not required to receive medical treatment from an EyeMed Vision Care optometrist practicing within the scope of his/her license.
- You must obtain a *PCP* referral to receive services from a Tufts Health Plan Provider (eye specialist /ophthalmologist). Otherwise services will not be covered.
- One pair of eyeglass lenses and standard frames will be covered following a *Member's* cataract surgery or other surgery to replace the natural lens of the eye, when the *Member* does not receive an intraocular implant.

## Covered Services, continued

### Pediatric vision care for *Members* under age 19

Note: See the following table for a description of the Pediatric vision benefit. For these pediatric services, “under age 19” means the last day of the month in which a *Member* turns 19 years old.

Diagnostic Benefits
<p><b><u>Eye exam:</u></b></p> <ul style="list-style-type: none"> <li>• New patient exam;</li> <li>• Established patient exam;</li> <li>• Routine ophthalmologic exam with refraction for new or established patient.</li> </ul> <p><b><u>Contact Lens Fit and Follow-Up:</u></b></p> <ul style="list-style-type: none"> <li>• Standard Contact Lens Fit and Follow-Up;</li> <li>• Premium Contact Lens Fit and Follow-Up.</li> </ul>
Eyewear Benefits
<p><b><u>Lenses</u></b></p> <ul style="list-style-type: none"> <li>• Single vision lenses;</li> <li>• Conventional (lined) bifocal lenses;</li> <li>• Conventional (lined) trifocal lenses; and</li> <li>• Lenticular lenses.</li> </ul> <p><b><u>Notes:</u></b></p> <ul style="list-style-type: none"> <li>• Lenses include choice of glass or plastic lenses, all lens powers (single vision, bifocal, trifocal, lenticular), solid and gradient tinting.</li> <li>• Polycarbonate lenses are covered in full (In-Network) for Children.</li> <li>• All lenses include scratch resistant coating with no additional charge</li> </ul> <p><b><u>Frames</u></b> (from a limited collection of frames)</p> <p><b><u>Contact Lenses</u></b> (coverage includes material only)</p> <ul style="list-style-type: none"> <li>• Extended wear disposables</li> <li>• Daily wear disposables</li> <li>• Medically Necessary/Conventional.</li> </ul>

**IMPORTANT NOTE:** Contact lenses may be determined to be *Medically Necessary* in the treatment of the following conditions: Keratoconus, Pathological Myopia, Aphakia, Anisometropia, Aniseikonia, Aniridia, Corneal Disorders, Post-traumatic Disorders, and Irregular Astigmatism. *Medically Necessary* contact lenses are dispensed in lieu of other eyewear.

Important Network Provider information: Be sure and call **EyeMed** at 866-504-5908 for the names of *Network Providers* and to receive a prior authorization number

Other Vision Services	
<p><b><u>Optional lenses and treatments:</u></b></p> <ul style="list-style-type: none"> <li>• Tint (Fashion &amp; Gradient &amp; Glass-Grey)</li> <li>• Standard Plastic Scratch and Coating</li> <li>• Standard Polycarbonate – Children under 19</li> <li>• Standard Anti-Reflective Coating</li> </ul>	<ul style="list-style-type: none"> <li>• UV Treatment</li> <li>• Polarized</li> <li>• Photocromatic/Transitions Plastic</li> <li>• Oversized</li> </ul>
Low Vision Services	
<p>Low vision is a significant loss of vision but not total blindness. Ophthalmologists and optometrists specializing in low vision care can evaluate and prescribe optical devices and provide training and instruction to maximize the remaining usable vision for <i>Members</i> with low vision. Note: See “Benefits Overview”</p>	

**Important Network Provider information:** Be sure and call EyeMed at 866-504-5908 for the names of *Network Providers* and to receive a prior authorization number.

## **Covered Services, continued**

### **Prescription Drug Benefit**

#### **Introduction**

This section describes the prescription drug benefit. These topics are included here. They explain your prescription drug coverage:

- How prescription drugs are covered
- What is covered
- What is not covered
- *Tufts Health Plan* Pharmacy Management Programs;
- ;Filling Your Prescription.
- Filling prescriptions for maintenance medications

#### **How prescription drugs are covered**

Prescription drugs may be considered *Covered Services*. This occurs only if they comply with the *Tufts Health Plan Pharmacy Management Programs* section below and are:

- listed below under *What is Covered*;
- approved by the United States Food and Drug Administration (FDA);
- provided to treat an injury, illness, or pregnancy; and
- *Medically Necessary*.

We have a current list of covered drugs. See our Web site at [www.tuftshealthplan.com](http://www.tuftshealthplan.com). You can also call our Member Services Department.

The *Prescription Drug Coverage Table* below describes your prescription drug benefit amounts.

- Tier-1 drugs have a lowest level *Cost Sharing Amount*; many generic drugs are on Tier-1.
- Tier-2 drugs have a middle level *Cost Sharing Amount*.
- Tier-3 drugs have a higher level *Cost Sharing Amount*.
- Tier-4 drugs have the highest level *Cost Sharing Amount*.

Note: Prescribed, orally administered anticancer medications used to kill or slow the growth of cancerous cells are covered. See the Benefits Overview for *Cost Sharing Amounts*.

## Covered Services, continued

### Prescription Drug Benefit – continued

#### What is covered

We cover the following under this Prescription Drug Benefit:

- Prescribed drugs that by law require a prescription and are not listed under *What is Not Covered* (See “Important Notes” below.).
- Test strips for glucose monitors and/or visual aid reading, insulin, syringes, injection aids, cartridges for the legally blind, and oral agents for controlling blood sugar levels.
- Generic and brand contraceptives, including oral contraceptives, diaphragms, and other self-administered hormonal contraceptives (e.g., patches, rings) that by law require a prescription, and FDA-approved over-the-counter female contraceptives (e.g., female condoms or contraceptive spermicides) when prescribed by a licensed *Provider* and dispensed at a pharmacy pursuant to a prescription, are covered as follows\*. Certain brand name contraceptives may be subject to *Prior Authorization*.
  - Generic contraceptives are covered in full.
  - Brand name contraceptives without a generic equivalent are covered in full.
  - Brand name contraceptives with a generic equivalent are subject to the applicable *Tier Copayment*. The only exception to this is when the generic equivalent is deemed by your physician to be medically inappropriate for you. In this case, the brand name contraceptive will be covered in full. The prescriber’s statement of medical necessity is required.

\* Note: This Prescription Drug Benefit only describes contraceptive coverage for oral contraceptives, diaphragms, and other self-administered hormonal contraceptives (e.g., patches, rings) that by law require a prescription, and FDA-approved over-the-counter female contraceptives when prescribed by a licensed *Provider* and dispensed at a pharmacy pursuant to a prescription. See “Family planning” above for information about other covered contraceptive drugs and devices.

- Fluoride for *Children*
- Injectables and biological serum included in the list of covered drugs on our Web site. For more information, call Member Services. Also, see our Web site at [www.tuftshealthplan.com](http://www.tuftshealthplan.com).
- Prefilled sodium chloride for inhalation (This is covered both by prescription and over-the-counter).
- Off-label use of FDA-approved prescription drugs used in the treatment of cancer or disabling or life-threatening chronic diseases which have not been approved by the FDA for that indication, provided, however, that such a drug is recognized for such treatment:
  - in one of the standard reference compendia;
  - in the medical literature; or
  - by the Commissioner of Insurance.
- Compounded medications. These are only covered if at least one active ingredient requires a prescription by law and is FDA-approved.
- Over-the-counter drugs included in the list of covered drugs on our Web site. For more information, call Member Services. Also, see our Web site at [www.tuftshealthplan.com](http://www.tuftshealthplan.com).
- Prescription and over-the-counter smoking cessation agents. These must be recommended and prescribed by a *Provider*.

Note: Certain prescription drug products may be subject to one of the *Tufts Health Plan* Pharmacy Management Programs described in this section.



## Covered Services, continued

### Prescription Drug Benefit - continued

#### What is not covered

We do not cover the following under this Prescription Drug Benefit:

- Drugs that by law do not require a prescription (unless listed as covered in the *What is Covered* section above).
- Prescription and over-the-counter homeopathic medications.
- Drugs not listed on the “Tufts Health Plan Prescription Drug List”. See the list at [www.tuftshealthplan.com](http://www.tuftshealthplan.com). Also, you can call Member Services for more information.
- Vitamins and dietary supplements (except prescription prenatal vitamins and fluoride for *Children*).
- Drugs classified as Schedule I controlled substances by the FDA (e.g., marijuana)
- Topical and oral fluorides for adults.
- Medications for the treatment of idiopathic short stature.
- Cervical caps, IUDs, implantable contraceptives (Implanon® (etonorgestrel), levonorgestrel implants, Depo-Provera or its generic equivalent (These are covered under your *Outpatient* care benefit earlier in this Chapter.)
- Experimental drugs: drugs that cannot be marketed lawfully without the approval of the FDA and such approval has not been granted at the time of their use or proposed use or such approval has been withdrawn.
- Non-drug products such as therapeutic or other prosthetic devices, appliances, supports, or other non-medical products. These may be provided as described earlier in this chapter.
- Immunization agents. These may be provided under “Preventive health care” above.
- Drugs for asymptomatic onychomycosis, except for *Members* with diabetes, vascular compromise, or immune deficiency status.
- Acne medications, unless *Medically Necessary*.
- Compounded medications, if no active ingredients require a prescription by law.
- Prescriptions filled through an internet pharmacy that is not a Verified Internet Pharmacy Practice Site certified by the National Association of Boards of Pharmacy.
- Prescription medications once the same active ingredient or a modified version of an active ingredient that is therapeutically equivalent to a covered prescription medication becomes available over-the-counter. In this case, the specific medication may not be covered. Also, the entire class of prescription medications may also not be covered. For more information, call Member Services. You can also check our Web site at [www.tuftshealthplan.com](http://www.tuftshealthplan.com). **Note:** This restriction on prescription drugs does not apply to prescription and over-the-counter smoking cessation agents.
- Prescription medications when packaged with non-prescription products.
- Oral non-sedating antihistamines.
- Compounding kits that are not FDA-approved and include ingredients that are readily available may not be covered. For more information, call Member Services or check our Web site at [www.tuftshealthplan.com](http://www.tuftshealthplan.com).

## **Covered Services, continued**

### **Prescription Drug Benefit - continued**

#### **Tufts Health Plan Pharmacy Management Programs**

In order to provide safe, clinically appropriate, cost-effective medications under this Prescription Drug Benefit, we have developed these Pharmacy Management Programs:

##### **Quantity Limitations Program**

We limit the quantity of selected medications *Members* can receive in a given time period. We do this for cost, safety and/or clinical reasons.

##### **Split Fill Program**

This program applies only to certain medications. Medications in the Split Fill Program are dispensed in split fills with less than a month's supply of the medication filled at a time. You will be responsible for paying a pro-rated *Cost Sharing Amount* instead of the full 1-30-day supply *Cost Sharing Amount*.

##### **Medication Synchronization (Med sync)**

In accordance with Rhode Island state law, this program permits and applies a prorated daily cost sharing rate to covered maintenance prescription drugs that are:

- dispensed by a *Tufts Health Plan Network* pharmacy;
- in a quantity less than a thirty (30) days' supply;
- used for the management or treatment of a chronic, long-term condition.

Limitation: Medication synchronization is limited to one per *Contract Year* per maintenance prescription drug.

Excluded prescription drugs: Prescription drugs excluded from this program include, but are not limited to, controlled substances, pain medications and antibiotics.

##### **Prior Authorization Program:**

We restrict the coverage of certain drug products. These are drugs with a narrow indication for usage, may have safety concerns and/or are extremely expensive. We require the prescribing *Provider* to obtain prior approval from us for such drugs.

##### **Step Therapy PA Program**

Step therapy is a type of prior authorization program (usually automated). This program uses a step-wise approach. It requires the use of the most therapeutically appropriate and cost-effective agents first. After that, **other** medications may be covered. *Members* must try one or more medications on a lower step to treat a certain medical condition first. After that, a medication on a higher step may be covered for that condition.

##### **Non-Covered Drugs:**

*Tufts Health Plan* covers over 4,500 drugs. However, a small number of drugs (less than 1%) are not covered. This is because there are safe, effective and more affordable alternatives available. Drugs may not be covered for safety reasons, if they are new on the market, if they become available over-the-counter, or if a generic version of a drug becomes available. These non-covered drugs are listed in Appendix C. All of the alternative drug products are approved by the U.S. Food and Drug Administration (FDA). They are widely used and accepted in the medical community to treat the same conditions as the medications that are not covered. For up-to-date information on these non-covered drugs and their suggested alternatives, please call *Member Services*, or see the web site at [www.tuftshealthplan.com](http://www.tuftshealthplan.com).

##### **New-To-Market Drug Evaluation Process:**

New-to-market drug products are reviewed for safety, clinical effectiveness and cost by the *Tufts Health Plan's* Pharmacy and Therapeutics Committee. We then make a coverage determination based on the Committee's recommendation.

A new drug product will not be covered until this process is completed. This is usually within six (6) months of the drug product's availability.

The formulary exception process is described in the next section.

## Covered Services, continued

### Prescription Drug Benefit – continued

#### Formulary Exceptions

Your *Provider* may feel it is *Medically Necessary* for you to take medications that:

- (1) are not on the formulary; or
  - (2) are restricted under any of the *Tufts Health Plan Pharmacy Management Programs*.
- An exception request may be submitted for any of our pharmacy management programs.
  - Prescribers may submit a formulary exception request to *Tufts Health Plan* using our Massachusetts Standard Form for Medication Prior Authorization Requests. This form may be submitted in one of the following ways:
    - By fax, submit the form to 617-673-0988
    - By phone, contact us at 617-972-1071
    - By mail, submit the form to:
      - Tufts Health Plan
      - Pharmacy Utilization Management Department
      - 705 Mt Auburn St
      - Watertown, MA 02472
  - We will review your request; then we will notify you and your *Provider* of our coverage determination **within 72 hours after receiving the request**. Exception requests are reviewed on a case by case basis. Your *Provider* will be asked to provide medical reasons and any other important information about why you need an exception. We will determine if a request is consistent with our *Medical Necessity* Guidelines. Please see the definition of *Medical Necessity* in Appendix A: Glossary and Terms and Definitions for an explanation of how we develop our Guidelines.
  - You or your prescribing physician may request an **expedited exception process based on exigent circumstances**.
    - We will notify you and your prescribing *Provider* of our determination **no later than 24 hours after receiving the request**
    - Exigent circumstances exist when:
      - is suffering from a health condition that may seriously jeopardize his or her life, health or ability to regain maximum function; or
      - is undergoing a current course of treatment using a non-formulary drug.
  - We will notify you and your *Provider* about our decision.
    - If the request for a non-covered or new to market drug is approved; then the medication will be covered on the highest tier (e.g., Tier 3 on a 3 tier formulary; Tier 4 on a 4 tier formulary).
    - If the request for coverage of a drug under another program is approved, a tier copayment will be assigned as appropriate.
- Please call Member Services if you have questions about which tier your medication is on.
- If the request is denied, you and your *Provider* have the right to appeal.

Your appeal can be submitted in one of the following ways:

By phone, call Member Services at 1-800-682-8059

By mail, submit your appeal in writing to:

*Tufts Health Plan*  
Attn: Appeals and Grievances Department  
705 Mt. Auburn St.  
P.O. Box 9193  
Watertown MA 02471-9193

In person, come to *Tufts Health Plan* at the address above.

Please see Chapter 6, "Member Satisfaction," for information regarding member appeals, including expedited appeals.

## **Covered Services, continued**

### **Prescription Drug Benefit – continued**

#### **Formulary Exceptions, continued**

##### **Our formulary is effective January 1st of each year.**

The drugs on our formulary may change periodically as needed, for example:

- due to safety reasons,
- if a prescription drug becomes available over-the-counter,
- when a new drug comes to market, or
- if a generic version of a drug becomes available.

##### **Tufts Health Plan Web site has a list of covered drugs with their tiers.**

We may change a drug's tier during the year. For example:

- If a brand drug's patent expires, we may change the drug's status by either:
  - moving the brand drug from Tier-2 to Tier-3, or
  - moving the brand drug to our non-covered drug list when a generic alternative becomes available.
- Members who are affected will be notified at least 30 days in advance of such changes
- Many generic drugs are available on Tier-1.

##### **You may have questions about your prescription drug benefit.**

You may want to know the tier of a particular drug. You might like to know if your medication is part of a Pharmacy Management Program. For these questions,

- Check our Web site at [www.tuftshealthplan.com](http://www.tuftshealthplan.com); or
- Call Member Services at 1-800-682-8059

### **Filling your prescription**

#### **Where to fill prescriptions:**

You can fill your prescriptions at any pharmacy. You must fill your prescriptions at a *Tufts Health Plan* designated pharmacy in order to receive coverage at the *In-Network Level of Benefits*. *Tufts Health Plan* designated pharmacies include: Many of the pharmacies in Massachusetts and Rhode Island. They also include additional pharmacies nationwide.

#### **How to fill prescriptions:**

- When you fill a prescription, provide your Member ID to any *Tufts Health Plan* designated pharmacy and pay your *Cost Sharing Amount*.
- The cost of your prescription may be less than your *Copayment*. In this case, you will pay for the actual cost of the prescription.
- If you have any problems using this benefit, call the *Tufts Health Plan* Member Services Department.

**Important:** If you fill a prescription at a non-*Tufts Health Plan* designated pharmacy, call the Member Services Department. They will explain how to submit your prescription drug claims for reimbursement.

#### **Filling prescriptions for maintenance medications:**

You may need to take a *maintenance* medication. If so, we offer you two choices for filling your prescription:

- You may obtain your maintenance medication directly from a *Tufts Health Plan* designated retail pharmacy; or
- You may have most maintenance medications\* mailed to you. This is done through a *Tufts Health Plan* designated mail services pharmacy.

\*These drugs may not be available to you through a *Tufts Health Plan* designated mail services pharmacy:

- Medications for short term medical conditions;
- Certain controlled substances and other prescribed drugs that may be subject to exclusions or restrictions; or
- Medications that are part of our Quantity Limitations program.

**Note:** See the Benefits Overview earlier in this document for prescription drug *Cost Sharing Amounts*

## Exclusions from Benefits

This chapter lists services (and categories of services), supplies, and medications that are excluded (not covered) under this *Evidence of Coverage*. **The following are not covered even if they are prescribed or recommended by a *Provider*.** The exclusion headings used here are intended to group similar services, treatments, items, or supplies together. Actual exclusions appear underneath each heading.

### General Exclusions

The following are excluded from coverage under this *Evidence of Coverage*:

1.
  - A service, supply or medication which is not *Medically Necessary*.
  - A service, supply or medication which is not a *Covered Service*.
  - A service, supply or medication received outside the *Service Area*, except as described under “How the Plan Works” in Chapter 1.
  - A service, supply or medication that is not essential to treat an injury, illness, or pregnancy, except for preventive care services.
  - A service, supply, or medication if there is a less intensive level of service, supply, or medication or more cost-effective alternative which can be safely and effectively provided, or;
  - A service, supply, or medication can be safely and effectively provided to you in a less intensive setting.
  - A service, supply, or medication that is primarily for your, or another person’s, personal comfort or convenience.
  - Services related to *non-Covered Services*. This does not apply to complications of pregnancy terminations.
  - Any services, supplies or medications required by a third party that which are not otherwise *Medically Necessary* (examples of a third party are an employer, an insurance company, a school, or court).
  - Any services for which you are not legally required to pay. Services for which you would not be charged if you had no health plan.
2. Any services that is provided to a non-Member, except as described in Chapter 3 for the following:
  - Bereavement counseling services under **Hospice care services**;
  - Costs of procurement and processing of donor sperm, egg, or embryos, under **Infertility services** (coverage is only to the extent such costs are not covered by the donors health coverage, if any); and
  - Organ donor charges under **Transplants (human solid organ and hematopoietic stem cells)** in Chapter 3.
3. Any services provided to you by your relative (by blood or marriage) unless the relative is a *Tufts Health Plan Provider* and the service is authorized by your *PCP*. Please note: if you are a *Tufts Health Plan Provider*, you cannot provide or authorize services for yourself or be your own *PCP* for yourself or a member of your immediate family (by blood or marriage).
- 4 We do not cover the cost of services (including tuition-based programs) that offer educational, vocational, recreational or personal development activities, including, but not limited to: therapeutic schools, camps, wilderness or ranch programs, sports or performance enhancement programs, spas/resorts, leadership or behavioral coaching, or Outward Bound. We will provide coverage for *Medically Necessary Outpatient* or intermediate behavioral health services provided by licensed behavioral health *Providers* while the *Member* is in a tuition-based program, subject to plan rules, including any network requirements or *Cost Sharing*.
5. Any additional fee a *Provider* may charge as a condition of access, or any amenities that access fee is represented to cover is excluded (refer to the *Directory of Health Care Providers* to see if your *Provider* charges such a fee.)
6. Any care for conditions that (a) have benefits available under worker’s compensation or other government programs (except Medicaid) or (b) must be treated in a public facility under state or local law, are excluded.
7. Any drug, medicines, materials, or supplies for use outside of the hospital or any other facility, except as described in this chapter. Medications and other products that can be purchased over-the-counter except as described earlier in this chapter
8. Any examinations, evaluations or services for educational purposes. This includes physical therapy, speech therapy, and occupational therapy, except as provided earlier in this chapter. Vocational rehabilitation services and vocational retraining. Also, services to treat learning disabilities and behavioral problems in a school-based setting
9. All *Non-Conventional Medicine* services, (a) provided independently or together with conventional medicine, AND (b) all related testing, laboratory testing, services, supplies, procedures, and supplements associated with this type of medicine, are excluded.

## Exclusions from Benefits, continued

The following are not covered even if they are prescribed or recommended by a *Provider*. The exclusion headings used here are intended to group similar services, treatments, items, or supplies together. Actual exclusions appear underneath each heading.

### Dental care

The following dental care services, treatments, and supplies:

- Alteration of teeth.
- Care related to deciduous (baby) teeth.
- Dental supplies.
- Dentures.
- Orthodontia, even when it is an adjunct to other surgical or medical procedures.
- Periodontal treatment.
- Preventive dental care.
- Restorative services including, but not limited to, crowns, fillings, root canals, and bondings.
- Skeletal jaw surgery, except as provided under **Oral health services** in Chapter 3.
- Splints and oral appliances (except for sleep apnea, as stated under **Durable Medical Equipment** in Chapter 3), including those for TMJ disorders.
- Surgical removal or extraction of teeth, except as provided under **Oral health services** in Chapter 3.
- TMJ disorder-related therapies, including TMJ appliances, occlusal adjustment, or other TMJ appliance-related therapies.

## Exclusions from Benefits, continued

### Experimental or Investigative

A drug, device, medical treatment or procedure (collectively "treatment") that is *Experimental or Investigative* is not covered. If a treatment is *Experimental or Investigative*, we will not pay for any related treatments provided to the *Member* for the purpose of furnishing the *Experimental or Investigative* treatment. In accordance with requirements of Rhode Island and federal law, this exclusion does not apply to the following.

- Approved clinical trials; i.e., new therapies conducted to prevent, detect, or treat cancer or other life-threatening diseases or conditions
- Long-term antibiotic treatment of chronic Lyme disease
- Off-label uses of prescription drugs for the treatment of cancer or disabling or life-threatening chronic diseases

### Family planning or maternity care

- Contraceptives, female sterilization and pregnancy termination procedures and services.
- Costs associated with home births or with services provided by a doula.
- Over-the-counter contraceptive agents, except as described under **Family planning** in Chapter 3.
- Purchase of an electric hospital-grade breast pump; donor breast milk.
- Reversal of voluntary sterilization

### Infertility services

- Infertility services for:
  - *Members* who do not meet the definition of Infertility as described earlier in this chapter;
  - experimental infertility procedures;
  - reversal of voluntary sterilization;
  - costs associated with donor recruitment and compensation;
  - infertility services which are necessary for conception as a result of voluntary sterilization, or following an unsuccessful reversal of a voluntary sterilization; and
  - donor sperm and associated laboratory services in the absence of diagnosed male factor infertility in the partner.
- The costs of surrogacy, which means all costs incurred by a fertile woman to achieve a pregnancy as a surrogate or gestational carrier for an infertile *Member*. These costs include, but are not limited to: (1) use of donor egg and gestational carrier; (2) costs for drugs necessary to achieve implantation in a surrogate, embryo transfer, and cryopreservation of embryos; and; and (3) costs for maternity care if the surrogate is not a *Member*.
  - A surrogate is a person who carries and delivers a child for another either through artificial insemination or surgical implantation of an embryo.
  - A gestational carrier is a surrogate with no biological connection to the embryo/child.
- Long-term (longer than 90 days) cryopreservation (freezing, storage and thawing) sperm or embryo unless:
  - a *Member* is in active infertility treatment; or
  - a *Member* is not in active infertility treatment and a *Medically Necessary* medical treatment may directly or indirectly cause iatrogenic infertility (impairment of fertility by surgery, radiation, chemotherapy, or other medical treatment affecting reproductive organs or processes).

Note: *Prior Authorization* is required for these cryopreservation services.

### Surgery

Surgery services are covered as described in Chapter 3. Excluded surgery services include:

- Circumcisions performed in any setting other than a hospital, *Day Surgery*, or a *Provider's* office
- Cosmetic (to change or improve appearance) surgery
- Hair removal (for example, electrolysis, laser hair removal), except when *Medical Necessary* (1) to treat an underlying skin condition or (2) for skin preparation for genital surgery that has been approved by an *Authorized Reviewer* under **Gender reassignment surgery and procedures**
- Liposuction or brachioplasty
- Removal of tattoos
- Reversal of gender reassignment surgery
- Rhinoplasty, except as provided under **Reconstructive surgery and procedures** in Chapter 3
- Treatment of spider veins; removal or destruction of skin tags; treatment of vitiligo

## Exclusions from Benefits, continued

Therapies (including related services, procedures, appliances, medications or supplies)

Therapy services are covered as described in Chapter 3. Excluded services include:

- Biofeedback, except for the treatment of urinary incontinence
- Hypnotherapy
- Massage therapies, cognitive rehabilitation programs and cognitive retraining programs, except as described under **Physical, occupational and speech therapy services** in Chapter 3.
- Neuromuscular stimulation; neuromuscular stimulators and supplies
- Psychoanalysis

Transplants

Transplants are not covered except as described in Chapter 3.

Transportation

Transportation, including, but not limited to, transportation by chair car, wheelchair van, or taxi, except as described in "Ambulance services" in this chapter.

Vision care

- Eyeglasses, lenses or frames, except as described earlier in this chapter; refractive eye surgery (This includes radial keratotomy.) for conditions which can be corrected by means other than surgery. Routine eye exams. Except as described earlier in this chapter, *Tufts HP* will not pay for contact lenses or contact lens fittings.
- The following pediatric vision care services, treatments, and supplies:
- Services and materials not meeting accepted standards of optometric practice.
- Special lens designs or coatings other than those described as *Covered Services*.
- Replacement of lost or stolen eyewear.
- Plano (non-prescription) lenses and/or contact lenses.
- Two pairs of eyeglasses in lieu of bifocals.
- Insurance of contact lenses.
- Orthoptic or vision training, subnormal vision aids and any associated supplemental testing;
- Aniseikonic lenses;

The following pediatric vision care services, treatments, and supplies:

- Aniseikonic lenses;
- Any eye or vision examination or corrective eyewear required by a *Member* as a condition of employment.
- Contact lenses insurance.
- Lost or broken lenses, frames, glasses, or contact lenses will not be replaced except in the next benefit frequency when covered vision materials would next become available. See Pediatric vision care for *Members* under age 19 in Chapter 3.
- Orthoptic or vision training, subnormal vision aids and any associated supplemental testing;
- Plano (non-prescription) lenses and/or contact lenses.
- Replacement of lost or stolen eyewear.
- Safety eyewear.
- Services and materials not meeting accepted standards of optometric practice.
- Services rendered after the date a *Member* ceases to be covered under the plan, except when covered vision materials ordered before coverage ended are delivered; and the services rendered to the *Member* are within 31 days from the date of such order.
- Special lens, designs, or coatings other than those described as *Covered Services*.
- Two pairs of eyeglasses in lieu of bifocals.



## Exclusions from Benefits, continued

### Other Exclusions under this plan

- Blood, blood donor fees, blood storage fees, or blood substitutes, blood banking, cord blood banking, and blood products are not covered.. The following are exceptions:
  - Blood processing;
  - Blood administration;
  - Factor products (monoclonal and recombinant) for Factor VIII deficiency (classic hemophilia), Factor IX deficiency (Christmas factor deficiency), and von Willebrand disease (*Prior authorization* is required for these services.);
  - Intravenous immunoglobulin for treatment of severe immune disorders, certain neurological conditions, infectious conditions, and bleeding disorders (*Prior authorization* is required for these services.).
- *Custodial Care*
- Devices and procedures intended to reduce snoring. These include but are not limited to, laser-assisted uvulopalatoplasty, somnoplasty, and snore guards.
- Facility charges or related services if the procedure being performed is not a *Covered Service*, except as provided under **Oral health services** in Chapter 3
- Laboratory tests ordered by a *Member* (online or through the mail), even if they are performed at a licensed laboratory.
- *Inpatient* and *Outpatient* weight-loss programs and clinics; relaxation therapies; services by a personal trainer; and exercise classes (diagnostic services related to any of these excluded programs or procedures are also excluded)
- Lodging related to receiving any medical service.
- Multi-purpose general electric devices, including, but not limited to, laptop computers, desktop computers, personal assistive devices (PDAs), tablets, and smartphones. All accessories for multi-purpose general electric devices including USB devices and direct connect devices (for example, speakers, microphones, cables, cameras, batteries, etc.) Internet and modern connection or access including, but not limited to, Wi-Fi®, Bluetooth®, Ethernet and all related accessories.
- Nutritional counseling, except as described under **Nutritional counseling** in Chapter 3
- Routine foot care. Examples includes: trimming of corns and calluses; treatment of flat feet or partial dislocations in the feet; orthopedic shoes and related items that are not part of a brace or other non-orthotic support devices for the feet. Note: This exclusion does not apply to routine foot care for *Members* diagnosed with diabetes.
- Service or therapy animals and related supplies

## Chapter 4

### When Coverage Ends

#### Reasons coverage ends

This coverage is guaranteed renewable to the extent required by federal law (45 C.F.R. 148.122), and may only non-renew or cancel coverage under the plan for the following reasons, when applicable: non-payment of premiums, fraud, market exit, movement outside of the *Service Area*, or cessation of bona-fide association membership. Specifically, your coverage (including federal COBRA coverage) ends when any of the following occurs:

- You lose eligibility because you no longer meet your *Group's* or *Tufts Health Plan's* eligibility rules;
- You no longer live, work or reside in the *Network Contracting Area*;  
You choose to drop coverage;
- You commit an act of physical or verbal abuse unrelated to your physical or mental condition which poses a threat to any *Provider*, any *Tufts Health Plan Member*, *Tufts Health Plan* or any *Tufts Health Plan* employee;  
You commit an act of misrepresentation or fraud; or
- Your *Group Contract* with us ends. (For more information, see "Termination of a *Group Contract*" later in this chapter.)

\* Note: Please see "If you do not live, work or reside in the *Network Contracting Area*" below and in Chapter 2 for more information.

#### Benefits after termination

If you are totally disabled when your coverage ends, you may be able to continue your coverage as described in "Extension of Benefits" later in this chapter. Otherwise, we will not pay for services you receive after your coverage ends even if:

- you were receiving *Inpatient* or *Outpatient* care when your coverage ended; or
- you had a medical condition (known or unknown), including pregnancy, that requires medical care after your coverage ends.

#### Continuation and converted plans

Once your coverage ends, you may be eligible to continue your coverage with your *Group*. Or, you may be able to enroll in a converted coverage plan. See Chapter 5 for more information.

## When a *Member* is No Longer Eligible

### Loss of eligibility

Your coverage ends on the date you no longer meet your *Group's* or *Tufts Health Plan's* eligibility rules.

**Important Note:** Your coverage will terminate retroactively. This is done back to the date you are no longer eligible for coverage.

### If you do not live, work or reside in the *Network Contracting Area*

If you do not live, work or reside in the *Network Contracting Area*, you can be covered only if:

- you are a *Child* ; or
- you are a *Dependent* subject to a Qualified Medical Child Support Order (QMCSO); or
- you are a divorced *Spouse* that *Tufts Health Plan* must cover.

Note: In these situations, care obtained outside the *Network Contracting Area* is only covered at the *Out of Network Level of Benefits*.

Before you no longer live, work or reside in the *Network Contracting*, tell your *Group* or call Member Services before you no longer live, work or reside there. For more information about coverage available to you when you no longer live, work or reside in the *Network Contracting Area*, contact Member Services.

### *Dependent Coverage*

An enrolled *Dependent's* coverage ends when the *Subscriber's* coverage ends, or when the *Dependent* no longer meets the definition of *Dependent*, whichever occurs first. See Chapter 2, "Continuing Eligibility for *Dependents*", for more information.

### You choose to drop coverage

Coverage ends if you decide you no longer want coverage and you meet any qualifying event your *Group* requires. To end your coverage, notify your *Group*. You must do this at least 30 days before the date you want your coverage to end. You must pay *Premiums* up through the day your coverage ends.

## Membership Termination for Acts of Physical or Verbal Abuse

### Acts of physical or verbal abuse

We may terminate your coverage if you commit acts of physical or verbal abuse which:

- are unrelated to your physical or mental condition;
- pose a threat to any *Provider*, any *Tufts Health Plan Member*, or *Tufts Health Plan* or any *Tufts Health Plan* employee.

## Membership Termination or Rescission for Misrepresentation or Fraud

### Policy

We may terminate your coverage for misrepresentation or fraud. If your coverage is terminated for misrepresentation or fraud, we may not allow you to re-enroll for coverage with us under any other plan (such as an individual plan or another employer's plan) or type of coverage (for example, coverage as a *Dependent* or *Spouse*).

### Acts of misrepresentation or fraud

Examples of misrepresentation or fraud include:

- false or misleading information on your application;
- enrolling as a *Spouse* someone who is not your *Spouse*;
- receiving benefits for which you are not eligible;
- abuse of the benefits under this plan, including the resale or transfer of supplies, medication, or equipment provided to you as Covered Services
- keeping for yourself payments made by *Tufts Health Plan* that were intended to be used to pay a *Provider*;
- submission of any false paperwork, forms, or claims information;\_or
- allowing someone else to use your Member ID.

## Membership Termination or Rescission for Misrepresentation or Fraud, continued

### Date of termination

If we terminate your coverage for misrepresentation or fraud, your coverage will end as of a later date chosen by us. Rescission is a cancellation or discontinuance of coverage that has retroactive effect. It includes a cancellation or discontinuance that voids benefits paid. During the first two years of coverage, we reserve the right to rescind your coverage and deny payment of claims retroactive to your *Effective Date* for any false or misleading information on your application. In accordance with federal law, we shall not rescind coverage except with 30 days prior notice to each enrolled participant who would be affected and may not rescind your coverage except in cases of fraud or intentional misrepresentation of material fact.

### Payment of claims

We will pay for all *Covered Services* you received between:

- your *Effective Date*; and
- your termination date, as chosen by us. In cases of rescission, we retroactively terminate your coverage back to a date no earlier than your *Effective Date*.

We may use any *Premium* you paid for a period after your termination date to pay for any *Covered Services* you received after your termination date.

If the *Premium* is not enough to pay for that care, *Tufts Health Plan*, at its option, may:

- pay the *Provider* for those services and ask you to pay us back; or
- not pay for those services. In this case, you will have to pay the *Provider* for the services.

The *Premium* may be more than is needed to pay for *Covered Services* you received after your termination date. In this case, we will refund the excess to your *Group*.

Despite the above provisions related to *Member* termination for misrepresentation or fraud:

- the validity of the *Group Contract* will not be contested, except for non-payment of *Premiums*, after the *Group Contract* has been in force for two years from its date of issue; or
- no statement made for the purpose of effecting insurance coverage with respect to a *Member* under this *Group Contract* shall be used to avoid the insurance with respect to which such statement was made or to reduce benefits thereunder after that *Member's* insurance under this *Group Contract* has been in force for a period of two years during his or her lifetime, nor unless such statement is contained in a written instrument signed by the person making such statement and a copy of that instrument is or has been furnished to him or her.

## Termination of a *Group Contract*

### End of *Tufts Health Plan's* and *Group's* relationship

Coverage will terminate if the relationship between your *Group* and *Tufts Health Plan* ends for any reason, including:

- your *Group's* contract with *Tufts Health Plan* terminates;
- your *Group* fails to pay *Premiums* on time\*;
- *Tufts Health Plan* stops operating; or
- your *Group* stops operating.

\* Note: In accordance with the provisions of the *Group Contract*, the *Group* is entitled to a one-month grace period for the payment of any *Premium* due, except for the first month's *Premium*. During that one-month grace period, the *Group Contract* will continue to stay in force. However, upon termination of the *Group Contract*, the *Group* will be responsible for the payment of *Premium*, prorated based on the actual date of the termination. That termination date will be at the end of the grace period, unless the *Group* notifies us of an earlier termination date.

## **Extension of Benefits**

If you are totally disabled on the date the *Group Contract* ends, you will continue to receive *Covered Services* for 12 months.

The following conditions apply:

- the *Covered Services* must be:
  - *Medically Necessary*,
  - provided while the total disability lasts, and
  - directly related to the condition that caused the *Member* to be totally disabled on that date; and
- all of the terms, conditions, and limitations of coverage under the *Group Contract* will apply during the extension of benefits.

The extension of benefits will end on the earliest of:

- the date the total disability ends;
- the date you become eligible for coverage under another plan; or
- 12 months after your extended benefits began.

## **Transfer to Other Group Health Plans**

### **Conditions for transfer**

You may transfer from *Tufts Health Plan* to any other health plan offered by your *Group* only during your *Group's Open Enrollment Period* or as of the date your *Group* no longer offers *Tufts Health Plan*.

Note: Both your *Group* and the other health plan must agree.

## Chapter 5

### Continuation of *Group Contract* Coverage and Conversion Privilege

#### Federal Continuation Coverage (COBRA)

##### Rules for federal COBRA continuation

Under the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), you may be eligible to continue coverage after *Group* coverage ends if you were enrolled in *Tufts Health Plan* through a *Group* which has 20 or more eligible employees and you experience a qualifying event (see list below) which would cause you to lose coverage under your *Group*.

##### Qualifying Events

A *Member's Group* coverage under the *Group Contract* may end because he or she experiences a qualifying event.. A qualifying event is defined as:

- the *Subscriber's* death;
- termination of the *Subscriber's* employment for any reason other than gross misconduct;
- reduction in the *Subscriber's* work hours;
- the *Subscriber's* divorce or legal separation;
- the *Subscriber's* entitlement to Medicare; or
- the *Subscriber's* or *Spouse's* enrolled *Dependent* ceases to be a *Dependent Child*.

If a *Member* experiences a qualifying event, he or she may be eligible to continue *Group* coverage as a *Subscriber* or an enrolled *Dependent* under federal COBRA law as described below.

##### When federal COBRA coverage is effective

A *Member* who is eligible for federal COBRA continuation coverage is called a "qualified beneficiary." A qualified beneficiary must be given an election period of 60 days to choose whether to elect federal COBRA continuation coverage. This period is measured from the later of the date the qualified beneficiary's coverage under the *Group Contract* ends (see the list of qualifying events described above) or the date the plan provides the qualified beneficiary with a COBRA election notice.

A qualified beneficiary's federal COBRA continuation coverage becomes effective retroactive to the start of the election period, if he or she elects and pays for that coverage.

##### Cost of Coverage

In most cases, you are responsible for payment of 102% of the cost of coverage for the federal COBRA continuation coverage. (See "Important Note" in the "Duration of Coverage" table below for information about when you may be responsible for payment of more than 102% of the cost of COBRA coverage.) For more information, contact your *Group*.

##### Duration of Coverage

Qualified beneficiaries are eligible for federal COBRA continuation coverage, in most cases, for a period of 18 or 36 months from the date of the qualifying event, depending on the type of qualifying event. Generally, COBRA coverage is available for a maximum of 18 months for qualifying events due to employment termination or reduction of work hours. Certain qualifying events, or a second qualifying event during the initial period of coverage, may permit a qualified beneficiary to receive a maximum of 36 months of COBRA continuation coverage. For more information, see the "Duration of Coverage" table below.

FEDERAL COBRA - DURATION OF COVERAGE		
Qualifying Event(s)	Qualified Beneficiaries	Maximum Period of Coverage
<ul style="list-style-type: none"> <li>• Termination of <i>Subscriber's</i> employment for any reason other than gross misconduct.</li> <li>• Reduction in the <i>Subscriber's</i> work hours.</li> </ul>	<i>Subscriber, Spouse, and Dependent Children</i>	18 months*
<i>Subscriber's</i> divorce, legal separation, entitlement to Medicare, or death.	<i>Spouse and Dependent Children</i>	36 months
<i>Subscriber's</i> or <i>Spouse's</i> enrolled <i>Dependent</i> ceases to be a <i>Dependent Child</i> .	<i>Dependent Child</i>	36 months

**\*Important Note:** If a qualified beneficiary is determined under the federal Social Security Act to have been disabled within the first 60 days of federal COBRA continuation coverage for these qualifying events, then that qualified beneficiary and all of the qualified beneficiaries in his or her family may be able to extend COBRA coverage for up to an additional 11 months. You may be responsible for payment of up to 150% of the cost of COBRA coverage for this additional period of up to 11 months.

## **Federal Continuation Coverage (COBRA), continued**

### **When coverage ends**

Federal COBRA continuation coverage will end at the end of the maximum period of coverage. However, coverage may end earlier if:

- coverage costs are not paid on a timely basis.
- your Group ceases to maintain any group health plan.
- after the COBRA election, the qualified beneficiary obtains coverage with another group health plan that does not contain any exclusion or pre-existing condition of such beneficiary. However, if other group health coverage is obtained prior to the COBRA election, COBRA coverage may not be discontinued, even if the other coverage continues after the COBRA election.
- after the COBRA election, the qualified beneficiary becomes entitled to federal Medicare benefits. However, if Medicare is obtained prior to COBRA election, COBRA coverage may not be discontinued, even if the other coverage continues after the COBRA election.

### **Coverage under an *Individual Contract***

If *Group* coverage ends, the *Member* may be eligible to enroll in coverage under an *Individual Contract* offered through the Rhode Island Health Benefits Exchange called Health Source R.I. For more information, contact Health Source R.I. either by phone at 1-855-840-HSRI (4774) or on its Web site ([www.healthsourceri.com](http://www.healthsourceri.com))

## The Uniformed Services Employment and Reemployment Rights Act (USERRA)

The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

Under USERRA:

- You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service, and (1) you ensure that your employer receives advance written or verbal notice of your service; (2) you have five years or less of cumulative service in the uniformed service while with that particular employer; (3) you return to work or apply for reemployment in a timely manner after conclusion of service; and (4) you have not been separated from service with a disqualifying discharge or under other than honorable conditions. If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service, or, in some cases, a comparable job.
- If you are a past or present member of the uniformed service, have applied for membership in the uniformed service, or are obligated to service in the uniformed service, then an employer may not deny you initial employment, reemployment, retention in employment, promotion, or any benefit of employment because of this status. In addition, an employer may not retaliate against any assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.
- If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your *Dependents* for up to 24 months while in the military.
- If you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (for example, pre-existing condition exclusions) except for service-connected illnesses or injuries.
- Service members may be required to pay up to 102% of the premium for the health plan coverage. If coverage is for less than 31 days, the service member is only required to pay the employee share, if any, for such coverage.
- USERRA coverage runs concurrently with COBRA and other state continuation coverage.
- The U.S. Department of Labor, Veterans' Employment and Training Service is authorized to investigate and resolve complaints of USERRA violations.

For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its Web site at [www.dol.gov/vets](http://www.dol.gov/vets). If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice for representation. You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA. The rights listed here may vary depending on the circumstances.

For more information, please contact your *Group*.



## Chapter 6

### How to File a Claim and *Member Satisfaction*

#### How to File a Claim

##### **Network Providers**

You may get care from a *Network Provider*. If so, you do not have to submit claim forms. The *Network Provider* will submit claim forms to us for you. We will make payment directly to the *Network Provider*.

##### **Non-Network Providers**

You may get care from a *Non-Network Provider*. If so, it may be necessary to file a claim form. Claim forms are available from the *Group* or *Tufts Health Plan* (See "To Get Claim Forms" and "Time Limit for Providing Claim Forms" below).

##### **Hospital Admission or Day Surgery**

You may get care from a hospital that is a *Non-Network Provider*. In this case, have the hospital complete a claim form. The hospital should submit the claim form directly to us. If you are responsible for any part of the hospital bill, we will send you an explanation of benefits statement. The explanation of benefits will tell you how much you owe the *Non-Network Hospital*.

##### **Outpatient Medical Expenses**

When you receive care from a *Non-Network Provider*, you are responsible for completing claim forms. (Check with the *Non-Network Provider* to see if he or she will submit the claim directly to us. If not, you must submit the claim form directly to us.)

If you sign the appropriate section on the claim form, we will make payment directly to the *Non-Network Provider*. If you are responsible for any portion of the bill, we will send you an explanation of benefits statement. The explanation of benefits will tell you how much you owe the *Non-Network Provider*.

If you do not sign the appropriate section on the claim form, we will make payment directly to you. If you have not already paid, you will be responsible for paying the *Non-Network Provider* for the services you received. If you are responsible for any part of the bill, we will send you an explanation of benefits statement. The explanation of benefits statement will tell you how much you owe the *Non-Network Provider*.

##### **To Get Claim Forms**

You can get claim forms from the *Group*. Or, you can call Member Services.

##### **Where to Forward Medical Claim Forms**

Send completed claim forms to:

***Tufts Health Plan***  
**Claims Department**  
**P.O. Box 9185**  
**Watertown, MA 02471-9185**

You should submit separate claim forms for each family member.

##### **Pharmacy Expenses**

You may obtain a prescription at a non-designated or out of network pharmacy. If so, you must pay for the prescription up front. Then, submit a claim for reimbursement. You can get a pharmacy claim forms by calling Member Services. Or, see our Web site at [www.tuftshealthplan.com](http://www.tuftshealthplan.com).

##### **Time Limit for Providing Claim Forms**

We will provide the *Member* making a claim, or to the *Group* for delivery to such person, the claim forms we furnish for filing proof of loss for *Covered Services* obtained at the *Out-of-Network Level of Benefits*. If we do not provide such forms within 15 days after we received notice of any claim under the *Group Contract*, the *Member* making that claim will be deemed to have met the requirements under that *Group Contract* for proof of loss, upon submitting to us within the time fixed in the *Group Contract* for filing proof of loss, written proof covering the occurrence, character and extent of the loss for which claim is made.

## **Member Satisfaction Process**

*Tufts Health Plan* has a multi-level Member Satisfaction process including:

- Internal Inquiry;
- *Member Grievance Process*;
- Internal *Member Appeals*; and
- External review by an independent review organization (IRO) designated by the Rhode Island Office of the Health Insurance Commissioner.

Mail all grievances and appeals to us:

**Tufts Health Plan**  
**Attn: Appeals and Grievances Dept.**  
**705 Mt. Auburn Street**  
**P.O. Box 9193**  
**Watertown, MA 02471-9193**

You can also call us at **1-800-682-8059**. Or you may submit your appeal or grievance in person at the above address.

### **Internal Inquiry**

Call a Member Specialist to discuss concerns you have about your health care coverage. We will make every effort to resolve your concerns. You may choose to file a grievance or appeal. If you do this, you will receive written acknowledgement and written resolution in accordance with the timelines outlined below.

### **Member Grievance Process**

A grievance is a formal complaint about actions taken by *Tufts Health Plan* or a *Tufts Health Plan Provider*. There are two types of grievances: administrative grievances and clinical grievances. The two types of grievances are described below.

It is important that you contact us as soon as possible to explain your concern. Grievances may be filed either verbally or in writing. You may choose to file a grievance verbally. If you do this, please call *Tufts Health Plan* Member Services. That person will document your concern and forward it to an Appeals and Grievances Specialist in the Appeals and Grievances Department. To accurately reflect your concerns, you may want to put your grievance in writing. Then, send it to the address at the beginning of this section. Your explanation should include:

- your name and address;
- your Member ID number;
- a detailed description of your concern. This includes relevant dates, any applicable medical information, and *Provider* names; and
- any supporting documentation.

**Important Note:** The *Member Grievance Process* does not apply to requests for a review of a denial of coverage. If you are seeking such a review, please see the “Internal *Member Appeals*” section below.

### **Administrative Grievances**

An administrative grievance is a complaint about a *Tufts Health Plan* employee, department, policy, or procedure, or about a billing issue.

### **Administrative Grievance Timeline**

- You may file your grievance verbally or in writing. If you do this, we will notify you by mail. We will notify you within five (5) business days after receiving your grievance, that your verbal grievance or letter has been received. That notification will provide you with the name, address, and telephone number of the Appeals and Grievances Specialist coordinating the review of your grievance.
- We will review your grievance and will send you a letter regarding the outcome. As allowed by law, we will send that letter within thirty (30) calendar days of receipt.
- The time limits in this process may be waived or extended beyond the time allowed by law. This will be done by mutual written agreement between you or your authorized representative and *Tufts Health Plan*.

## **Member Satisfaction Process, continued**

### **Clinical Grievances**

A clinical grievance is a complaint about the quality of care or services that you have received. You may have concerns about your medical care. If so, you should discuss them directly with your *Provider*. You may not be satisfied with your *Provider's* response. If so, you may contact Member Services to file a clinical grievance.

- You may file your grievance verbally or in writing. We will notify you, within five (5) business days after receiving your grievance, that your verbal grievance or grievance letter has been received. That notification will provide you with the name, address, and telephone number of the Quality Management Intake Coordinator who is coordinating the review of your grievance.
- We will review your grievance and will send you a letter regarding the outcome. As allowed by law, we will send that letter within thirty (30) calendar days of receipt.
- The time limits in this process may be waived or extended beyond the time allowed by law. This would be done by mutual written agreement between you or your authorized representative and *Tufts Health Plan*.

### **Internal Member Appeals**

An appeal is a request for a review of a denial of coverage for a service or supply that has been reviewed and denied by *Tufts Health Plan* based on:

- Medical Necessity (an adverse medical necessity determination); or
- a denial of coverage for a specifically excluded service or.

The *Tufts Health Plan* Appeals and Grievances Department will coordinate a review of all of the information submitted upon appeal. That review will consider your benefits as detailed in this *Certificate*.

It is important that you or your *Provider* contact us as soon as possible to explain your concern. You have 180 days from the date you were notified of the denial of benefit coverage or claim payment.

Appeals may be filed either verbally or in writing. You may file a verbal appeal. To do this, call Member Services. That person will document your concern and forward it to an Appeals and Grievances Specialist in the Appeals and Grievance Department. To accurately reflect your concerns, you may want to put your appeal in writing. Then, send it to the address listed earlier in this section. Or you may submit your appeal or grievance in-person at the address at the beginning of this chapter.

Your explanation should include:

- your name and address;
- your Member ID number;
- a detailed description of your concern. This includes relevant dates, any applicable medical information, and *Provider* names; and
- any supporting documentation.

### **Appeals Timeline**

- Within 48 hours of receiving your appeal we will notify you in writing. Our letter will include
  - the name, address, and number of the Appeals and Grievances Specialist coordinating the review of your appeal; and
  - a summary of our understanding of your concerns.
- We will review your appeal, make a decision, and send you a decision letter within thirty (30) calendar days of receipt.

Note: If you need help, Rhode Island's health insurance consumer assistance program, RIREACH, can help you. Contact RIREACH at 1-855-747-3224.

### **When Medical Records are Necessary**

Your appeal may require the review of medical records. In this event, we will send you a form. You must sign that form to authorize your *Providers* to release to *Tufts Health Plan* medical information relevant to your appeal. You must sign and return the form to us before we can begin the review process. If you do not sign and return the form to us within thirty (30) calendar days of the date you filed your appeal, we may issue a response to your request without reviewing the medical records. You will have access to any medical information and records relevant to your appeal in our possession and control.

Please note: prior to issuing any adverse benefit determination, our review process will comply with Rhode Island law 27-18.9-7 (b)(3).

## **Member Satisfaction Process, continued**

### **Who Reviews Appeals?**

Appeals of a medical necessity determination will be reviewed by a licensed practitioner:

- in the same or similar specialty as typically treats the medical condition, procedure or treatment under review; and
- who did not participate in any of the prior decisions on the case; and
- who has not participated in your direct care

A committee within the Appeals and Grievances Department will review appeals involving non-Covered Services.

### **Appeal Response Letters**

The letter you receive from *Tufts Health Plan* will include identification of the specific information considered for your appeal and an explanation of the basis for the decision. A response letter regarding an adverse medical necessity appeal determination will include: the specific information upon which the adverse medical necessity appeal determination was based; our understanding of your presenting symptoms or condition; diagnosis and treatment interventions, and the specific reasons such medical evidence fails to meet the relevant medical review criteria; alternative treatment options offered, if any; applicable clinical practice guidelines and review criteria; the title and credentials of the individual who reviewed the case; notification of the steps to request external review by an independent review organization designated by the Rhode Island Office of the Health Insurance Commissioner; and the availability of translation services and consumer assistance programs.

### **Expedited Appeals**

We recognize that there are circumstances that require a quicker turnaround than the thirty (30) calendar days allotted for the standard appeals process. We will expedite an appeal when there is an ongoing service about to terminate or a service to be delivered imminently whereby a delay in treatment would seriously jeopardize your life and health or jeopardize your ability to regain maximum function. We may also process an appeal for a non-covered drug with a quicker turnaround.

Additionally, we will expedite your appeal if a medical professional determines it involves emergent health care services. (Defined as services provided in the event of the sudden onset of a medical, mental/behavioral health, or substance use disorder or other health care condition manifesting itself by acute symptoms of a severity (e.g., severe pain) where the absence of immediate medical attention could be reasonably expected to result in placing your health in serious jeopardy, serious impairment to bodily or mental functions, or serious dysfunction of any body organ or part). If your request meets the criteria for an expedited review, you may also file a request for a simultaneous external appeal.

If you feel your request meets the criteria cited above, you or your attending *Provider* should contact Member Services. Under these circumstances, you will be notified of our decision as soon as possible, taking into account the medical exigencies, but no later than seventy-two (72) hours after the receipt of your request.

### **External Review**

*Tufts Health Plan* provides for independent external review of final adverse medical necessity determinations.

The Rhode Island Office of the Health Insurance Commissioner (OHIC) has designated independent review organizations (IROs) who perform independent external reviews. Assignment of IROs to perform these external reviews is on a rotational basis as directed by the OHIC.

Please note that these IROs are not connected in any way with *Tufts Health Plan*. Also, appeals for coverage of services excluded from coverage under your plan are not eligible for external review.

To initiate an external appeal, you must send a letter to us within four (4) months of the receipt of your internal appeal adverse determination letter. In your letter requesting an external appeal, you must include any additional information that you would like the IRO to consider.

There is no filing fee and no minimum dollar claim amount required to request an external appeal.

## **Member Satisfaction Process, continued**

### **External Review, continued**

You will have at least five (5) business days for standard appeals or twenty-four (24) hours for expedited appeals to submit additional information for your external review to *Tufts Health Plan*.

*Tufts Health Plan* considers all medical exigencies when handling an external review and will process the request as expeditiously as possible. No later than six (6) business days for standard appeals and two (2) business days of receipt of your written request, *Tufts Health Plan* will forward the complete review file, including the criteria utilized in rendering its decision, to the IRO . .

The IRO's external review shall be based on the following:

- the review criteria used by *Tufts Health Plan* to make the internal appeal determination;
- the medical necessity for the care, treatment or service for which coverage was denied; and
- the appropriateness of the service delivery for which coverage was denied.

The IRO shall notify you and your *Provider* of record of its external appeal decision to uphold or overturn the appeal:

- no more than 10 calendar days from receipt of all the information necessary to complete the review for standard appeals (within 72 hours from receipt of the request for expedited appeals); and
- not greater than forty-five (45) calendar days after receipt of the request for external review.

The decision of the IRO is binding. However, any person who is not satisfied with the IRO's final decision is entitled to judicial review in a court of competent jurisdiction.

If the IRO overturns *Tufts Health Plan's* appeal decision, we will send you a written notice within five (5) business days of receipt of the written decision from the IRO . This notice will:

- include an acknowledgement of the decision of the IRO ;
- advise of any procedures that you need to take in order to obtain the requested coverage or services;
- advise you of the date by which payment will be made or authorization for services will be issued by *Tufts Health Plan*; and
- include the name and phone number of the person at *Tufts Health Plan* who will assist you with final resolution of the appeal.

## **Bills from *Providers/Member Reimbursement Process***

Occasionally, you may receive a bill from a *Non-Network Provider* for *Covered Services*. Before paying the bill, contact the Member Services Department.

If you do pay the bill, you must send the Member Reimbursement Medical Claims Department:

- A completed, signed Member Reimbursement Medical Claim Form. You can obtain this form from our Web site. You can also get one by contacting our Member Services Department; and
- the documents required for proof of service and payment. Those documents are listed on the Member Reimbursement Medical Claim Form.

The address for the Member Reimbursement Medical Claims Department is listed on the Member Reimbursement Medical Claim Form.

Note: You must contact *Tufts Health Plan* regarding your bill(s) or send your bill(s) to us within 90 days from the date of service, or as soon as reasonably possible. If you do not, the bill cannot be considered for payment, unless you are legally incapacitated. In no event, except in cases of legal incapacitation, can bills be considered for payment after a period of one (1) year.

If you receive *Covered Services* from a *Non-Network Provider*, we will pay up to the *Reasonable Charge* for the services within 30 days of receiving a completed Member Reimbursement Medical Claim Form and all required supporting documents. Incomplete requests and requests for services rendered outside of the United States may take longer. Reimbursements will be sent to the *Subscriber* at the address *Tufts Health Plan* has on file.

We reserve the right to be reimbursed by the *Member* for payments made due to our error.

### **IMPORTANT NOTE:**

Certain services you receive from *Non-Network Providers* at an in-network setting within our *Network Contracting Area* are reimbursable. Some examples of these types of *Non-Network Providers* include:

- radiologists, pathologists, and anesthesiologists who work at *Network Hospitals*; and
- *Emergency room* specialists.

You may receive a bill from a *Non-Network Provider*. If this happens, please follow the member reimbursement process described above.

### **Notice to Michigan Residents**

*Tufts Health Plan* will promptly process a complete and proper claim for *Covered Services* made by a *Member*. However, in the event there are delays in processing claims, the *Member* shall have no greater rights to interest or other remedies against *Tufts Health Plan's* third party administrator, Tufts Benefit Administrators, Inc., than as otherwise afforded to him or her by law.

### **Limitation on Actions**

You cannot bring an action at law or in equity to recover on this *Group Contract* prior to the expiration of sixty (60) days after a claim has been filed in accordance with the requirements stated under "How to File a Claim" earlier in this chapter. You cannot bring such action at all unless you bring it within three (3) years from the expiration of the time within which a claim must be filed as listed under "Bills from *Providers/Member Reimbursement Process*" earlier in this chapter.

## Chapter 7

### Other Plan Provisions

#### Subrogation

##### **Tufts Health Plan's right of subrogation**

You may have a legal right to recover some or all of the costs of your health care from someone else (a "Third Party"). "Third Party" means any person or company that is, could be, or is claimed to be responsible for the costs of injuries or illness to you. This includes such costs to any *Dependent* covered under this plan.

*Tufts Health Plan* may cover health care costs for which a Third Party is responsible. In this case, we may require that Third Party to repay us the full cost of all such benefits provided by this plan. Our rights of recovery apply to any recoveries made by you or on your behalf from any source. This includes, but is not limited to:

- payment made by a Third Party;
- payments made by any insurance company on behalf of the Third Party;
- any payments or rewards under an uninsured or underinsured motorist coverage policy;
- any disability award or settlement;
- medical payments coverage under any automobile policy;
- premises or homeowners' medical payments coverage;
- premises or homeowners' insurance coverage; and
- any other payments from a source intended to compensate you for Third Party injuries.

We have the right to recover those costs in your name. We can do this with or without your consent, directly from that person or company. Our right has priority, except as otherwise provided by law. We can recover against the total amount of any recovery, regardless of whether all or part of the recovery is for medical expenses or the recovery is less than the amount needed to reimburse you fully for the illness or injury.

##### **Personal Injury Protection/MedPay Benefits**

You may be entitled to benefits under your own or another individual's automobile coverage, regardless of fault. These benefits are commonly referred to as Personal Injury Protection (PIP) and Medical Payments (MedPay) benefits. Our coverage is secondary to both PIP and MedPay benefits. If we pay benefits before PIP or MedPay benefits have been exhausted, we may recover the cost of those benefits as described above.

##### **Tufts Health Plan's right of reimbursement**

This provision applies in addition to the rights described above. You may recover money by suit, settlement, or otherwise. If this happens, you are required to reimburse us for the cost of health care services, supplies, medications, and expenses for which we paid or will pay. This right of reimbursement attaches when we have provided health care benefits for expenses where a Third Party is responsible and you have recovered any amounts from any sources. This includes, but is not limited to:

- payments made by a Third Party;
- payments made by any insurance company on behalf of the Third Party;
- any payments or awards under an uninsured or underinsured motorist coverage policy;
- any disability award or settlement;
- medical payments coverage under any automobile policy;
- premises or homeowners medical payments coverage;
- premises or homeowners insurance coverage; and
- any other payments from a source intended to compensate you when a Third Party is responsible.

We have the right to be reimbursed up to the amount of any payment received by you. This is regardless of whether: (a) all or part of the payment to you was designated, allocated, or characterized as payment for medical expenses; or (b) the payment is for an amount less than that necessary to compensate you fully for the illness or injury.

##### **Member cooperation**

You further agree:

- to notify us promptly and in writing when notice is given to any Third Party or representative of a Third Party of the intention to investigate or pursue a claim to recover damages or obtain compensation;
- to cooperate with us and provide us with requested information;
- to do whatever is necessary to secure our rights of subrogation and reimbursement under this *Plan*;
- to assign us any benefits you may be entitled to receive from a Third Party. Your assignment is up to the cost of health care services and supplies, and expenses, that we paid or will pay for your illness or injury;
- to give us a first priority lien on any recovery, settlement, or judgment or other source of compensation which may be had by any Third Party. You agree to do this to the extent of the full cost of all benefits associated with Third Party responsibility;
- to do nothing to prejudice our rights as set forth above. This includes, but is not limited to, refraining from making any settlement or recovery which specifically attempts to reduce or exclude the full cost of all benefits provided by this *Plan*;

## **Subrogation, continued**

### **Member cooperation, continued**

- to serve as a constructive trustee for the benefit of this Plan over any settlement or recovery funds received as a result of Third Party responsibility;
- that we may recover the full cost of all benefits provided by this Plan without regard to any claim of fault on your party, whether by comparative negligence or otherwise;
- that no court costs or attorney fees may be deducted from our recovery;
- that we are not required to pay or contribute to paying court costs or attorney's fees for the attorney hired by you to pursue your claim or lawsuit against any Third Party ; and
- that in the event you or your representative fails to cooperate with *Tufts Health Plan*, you shall be responsible for all benefits provided by this *Plan* in addition to costs and attorney's fees incurred by *Tufts Health Plan* in obtaining repayment.

### **Workers' compensation**

Employers provide workers' compensation insurance for their employees. Employers do this to protect them in case of work-related illness or injury.

If you have a work-related illness or injury, you and your employer must ensure that all medical claims related to the illness or injury are billed to your employer's workers' compensation insurer. We will not provide coverage for any injury or illness for which it determines that the *Member* is entitled to benefits pursuant to: (1) any workers' compensation statute or equivalent employer liability; or (2) indemnification law. This is the case whether or not the employer has obtained workers' compensation coverage as required by law.

We may pay for costs of health care services or medications for any work-related illness or injury. If we do this, we have the right to recover those costs from you, the person, or company legally obligated to pay for such services, or from the *Provider*. If your *Provider* bills services or medications to us for any work-related illness or injury, contact the Liability and Recovery Department at 1-888-880-8699, x. 1098.

### **Subrogation Agent**

We may contract with a third party to administer subrogation recoveries. In such case, that subcontractor will act as our agent.

### **Constructive Trust**

By accepting benefits from *Tufts Health Plan*, you hereby agree that if you receive any payment from any responsible party as a result of an injury, illness, or condition, you will serve as a constructive trustee over the funds that constitute such payment. This is the case whether the payment of such benefits is made to you directly or made on your behalf, for example to a *Provider*. Failure to hold such funds in trust will be deemed a breach of your fiduciary duty to *Tufts Health Plan*.

## **Coordination of This Group Contract's Benefits with Other Benefits**

### **Applicability**

- A. This Coordination of Benefits ("COB") provision applies to This Plan when an employee or the employee's covered dependent has health care coverage under more than one Plan. "Plan" and "This Plan" are defined below.
- B. If this COB provision applies, the order of benefit determination rules should be looked at first. Those rules determine whether the benefits of "This Plan" are determined before or after those of another plan. The benefits of "This Plan":
  - (1) shall not be reduced when, under the order of benefit determination rules, "This Plan" determines its benefits before another plan; but
  - (2) may be reduced when, under the order of benefits determination rules, another plan determines its benefits first. The above reduction is described in the "Effect on the Benefits of "This Plan" " section below.

### **Definitions**

- A. "Plan" is any of the following which provides benefits or services for, or because of, medical or dental care or treatment:
  - (1) Group insurance or group-type coverage whether insured or uninsured. This includes prepayment, group practice or individual practice coverage. It also includes coverage other than school accident-type coverage.
  - (2) Coverage under a governmental plan, or coverage required to be provided by law. This does not include a state plan under Medicaid (Title XIX, Grants to States for Medical Assistance Programs, of the United States Social Security Act, as amended from time to time). Each contract or other arrangement for coverage under (1) or (2) is a separate plan. Also, if an arrangement has two parts and COB rules apply only to one of the two, each of the parts is a separate plan.
- B. "This Plan" is the part of the *Group Contract* that provides benefits for health care expenses.



## Coordination of This *Group Contract's* Benefits with Other Benefits, continued

### Definitions, continued

- C. "Primary Plan/Secondary Plan:" The order of benefit determination rules state whether "This Plan" is a Primary Plan or Secondary Plan as to another plan covering the person. When "This Plan" is a Primary Plan, its benefits are determined before those of the other plan and without considering the other plan's benefits. When "This Plan" is a Secondary Plan, its benefits are determined after those of the other plan and may be reduced because of the other plan's benefits. When there are more than two plans covering the person, "This Plan" may be a Primary Plan as to one or more other plans, and may be a Secondary Plan as to a different plan or plans.
- D. "Allowable Expense" means a necessary, reasonable and customary item of expense for health care; when the item of expense is covered at least in part by one or more plans covering the person for whom the claim is made. The difference between the cost of a private hospital room and the cost of a semi-private hospital room is not considered an Allowable Expense under the above definition unless the patient's stay in a private hospital room is medically necessary either in terms of generally accepted medical practice, or as specifically defined in the plan. When a plan provides benefits in the form of services, the reasonable cash value of each service rendered will be considered both an Allowable Expense and a benefit paid.
- E. "Claim Determination Period" means a calendar year. However, it does not include any part of a year during which a person has no coverage under "This Plan", or any part of a year before the date this COB provision or a similar provision takes effect.

### Order of Benefit Determination Rules

- A. General. When there is a basis for a claim under "This Plan" and another plan, "This Plan" is a Secondary Plan which has its benefits determined after those of the other plan, unless:
  - (1) The other plan has rules coordinating its benefits with those of "This Plan"; and
  - (2) Both those rules and "This Plan's" rules, in Subsection B below, require that "This Plan's" benefits be determined before those of the other plan.
- B. Rules. "This Plan" determines its order of benefits using the first of the following rules which applies:
  - (1) Non-Dependent/Dependent.
    - (a) Subject to Subparagraph (b) of this paragraph, the plan that covers the person other than as a dependent, for example as an employee, member, subscriber, policyholder or retiree, is the primary plan and the plan that covers the person as a dependent is the secondary plan.
    - (b)(i) If the person is a Medicare beneficiary, and, as a result of the provisions on Title XV111 of the Social Security Act and implementing regulations, Medicare is:
      - (I) Secondary to the plan covering the person as a dependent; and
      - (II) Primary to the plan covering the person as other than a dependent (e.g., a retired employee),
    - (b)(ii) Then the order of benefits is reversed so that the plan covering the person as an employee, member, subscriber, policyholder or retiree is the secondary plan and the other plan covering the person as a dependent is the primary plan.
  - (2) Dependent Child/Parents Not Separated or Divorced. Except as stated in Paragraph B(3) below, when "This Plan" and another plan cover the same child as a dependent of different person, called "parents:"
    - (a) The benefits of the plan of the parent whose birthday falls earlier in a year are determined before those of the plan of the parent whose birthday falls later in that year; but
    - (b) If both parents have the same birthday, the benefits of the plan which covered the parents longer are determined before those of the plan which covered the other parent for a shorter period of time.
  - (3) Dependent Child/Separated or Divorced. If two or more plans cover a person as a dependent child of divorced or separated parents, benefits for the child are determined in this order:
    - (a) First, the plan of the parent with custody of the child;
    - (b) Then, the plan of the spouse of the parent with the custody of the child; and
    - (c) Then, the plan of the parent not having custody of the child.
    - (d) Finally, the plan of the non-custodial parent's spouseHowever, if the specific terms of a court decree state that one of the parents is responsible for the health care expenses of the child, and the entity obligated to pay or provide the benefits of the plan of that parent has actual knowledge of those terms, the benefits of that plan are determined first. The plan of the other parent shall be the Secondary Plan. This paragraph does not apply with respect to any Claim Determination Period or Plan year during which any benefits are actually paid or provided before the entity has that actual knowledge.
  - (4) Joint Responsibility. If a court decree states that both parents are responsible for the dependent child's health care expenses or health care coverage, the provisions of Paragraph B(2) of this section shall determine the order of benefits.

## Coordination of This *Group Contract's* Benefits with Other Benefits, continued

### Order of Benefit Determination Rules, continued

- (5) Joint Custody. If the specific terms of a court decree state that the parents shall share joint custody, without stating that one of the parents is responsible for the health care expenses of the child, the plans covering the child shall follow the order of benefit determination rules outlined above in Paragraph B(2) of this section.
- (6) Parental and Spousal Coverage.
  - (a) For a dependent child who has coverage under either or both parents' plans, the rule in Paragraph B(9) applies.
  - (b) In the event the dependent child's coverage under the spouse's plan began on the same date as the dependent child's coverage under either or both parents' plans, the order of benefits shall be determined by applying the birthday rule in Paragraph B(2) to the dependent child's parent(s) and the dependent's spouse.
- (7) Active/Inactive Employee. The benefits of a plan which covers a person as an employee who is neither laid off nor retired (or as that employee's dependent) are determined before those of a plan which covers that person as a laid off or retired employee (or as that employee's dependent). If the other plan does not have this rule, and if, as a result, the plans do not agree on the order of benefits, this Rule (5) is ignored. This rule does not apply if the rule in Paragraph B(1) can determine the order of benefits.
- (8) COBRA or State Continuation.
  - (a) If a person whose coverage is provided pursuant to COBRA or under a right of continuation pursuant to state or other federal law is covered under another plan, the plan covering the person as an employee, member, subscriber or retiree or covering the person as a dependent of an employee, member, subscriber or retiree is the primary plan and the plan covering that same person pursuant to COBRA or under a right of continuation pursuant to state or other federal law is the secondary plan.
  - (b) If the other plan does not have this rule, and if, as a result, the plans do not agree on the order of benefits, this Rule (8) is ignored.
  - (c) This rule does not apply if the rule in Paragraph B(1) can determine the order of benefits.
- (9) Longer/Shorter Length of Coverage.
  - (a) If the preceding rules do not determine the order of benefits, the plan that covered the person longer is the primary plan and the plan that covered the person for the shorter period of time is the secondary plan.
  - (b) To determine the length of time a person has been covered under a plan, two successive plans shall be treated as one if the covered person was eligible under the second plan within twenty-four (24) hours after coverage from the first ended.
  - (c) The start of a new plan does not include:
    - (i) A change in the amount or scope of the plan's benefits;
    - (ii) A change in the entity which pays, provides or administers the plan's benefits; or
    - (iii) A change from one type of plan to another (such as from single employer to that of multiple employer plan).
  - (d) The person's length of time covered under a plan is measured from the person's first date of coverage under the plan. If the date is not readily available, the date the person first became a member of the group shall be used as the date from which to determine the length of time the person's coverage under the present plan has been in force

### Effect on the Benefits of "This Plan"

- A. When This Section Applies. This section applies when, in accordance with the "Order of Benefit Determination Rules" section above, "This Plan" is a Secondary Plan as to one or more other plans. In that event the benefits of "This Plan" may be reduced under this section. Such other plan or plans are referred to as "the other plans" in B immediately below.
- B. Reduction in "This Plan"'s Benefits. The benefits of "This Plan" will be reduced when the sum of:
  - (1) The benefits that would be payable for the Allowable Expenses under "This Plan" in the absence of this COB provision; and
  - (2) The benefits that would be payable for the Allowable Expenses under the other plans, in the absence of provisions with a purpose like that of this COB provision, whether or not claim is made, exceeds those Allowable Expenses in a Claim Determination Period. In that case, the benefits of "This Plan" will be reduced so that they and the benefits payable under the other plans do not total more than those Allowable Expenses. When the benefits of "This Plan" are reduced as described above, each benefit is reduced in proportion. It is then charged against any applicable benefit limit of "This Plan".

### Right to Receive and Release Needed Information

Certain facts are needed to apply these COB rules. *Tufts Health Plan* has the right to decide which facts it needs. It may get needed facts from or give them to any other organization or person. *Tufts Health Plan* need not tell, or get the consent of, any person to do this. Each person claiming benefits under "This Plan" must give *Tufts Health Plan* any facts it needs to pay the claim. After you enroll, **you must notify us of new coverage, termination of other coverage, or if you are enrolled in any high deductible health plan with a health savings account (HSA).**

## Coordination of This *Group Contract's* Benefits with Other Benefits, continued

### Facility of Payment

A payment made under another plan may include an amount which should have been paid under "This Plan". If it does, *Tufts Health Plan* may pay that amount to the organization which made that payment. That amount will then be treated as though it were a benefit paid under "This Plan". *Tufts Health Plan* will not have to pay that amount again. The term "payment made" means reasonable cash value of the benefits provided in the form of services, in which case "payment made" means reasonable cash value of the benefits provided in the form of services.

### Right of Recovery

If the amount of the payments made by *Tufts Health Plan* is more than it should have paid under this COB provision, it may recover the excess from one or more of:

- A. The persons it has paid or for whom it has paid;
- B. Insurance companies; or
- C. Other organizations.

The "amount of the payments made" includes the reasonable cash value of any benefits provided in the form of services.

### For more information

Contact the Liability and Recovery Department at 1-888-880-8699, x.1098. You can also call Member Services. That person can transfer your call to the Liability and Recovery Department.

### Medicare Eligibility

When a *Subscriber* or an enrolled *Dependent* reaches age 65, that person may become entitled to Medicare based on his or her age. That person may also become entitled to Medicare under age 65 due to disability or end stage renal disease.

#### Tufts Health Plan will pay benefits before Medicare:

- for you or your enrolled *Spouse*, if you or your *Spouse* is age 65 or older, if you are actively working and if your employer has 20 or more employees;
- for you or your enrolled *Dependent*, for the first 30 months you or your *Dependent* is eligible for Medicare due to end stage renal disease; or
- for you or your enrolled *Dependent*, if you are actively working, you or your *Dependent* is eligible for Medicare under age 65 due to disability, and your employer has 100 or more employees.

#### Tufts Health Plan will pay benefits after Medicare:

- if you are age 65 or older and are not actively working;
- if you are age 65 or older and your employer has fewer than 20 employees;
- after the first 30 months you are eligible for Medicare due to end stage renal disease; or
- if you are eligible for Medicare under age 65 due to disability, but are not actively working or are actively working for an employer with fewer than 100 employees.

**Note:** In any of the circumstances described above, you will receive benefits for *Covered Services* that Medicare does not cover.

### Use and Disclosure of Medical Information

*Tufts Health Plan* mails a separate *Notice of Privacy Practices* to all *Subscribers*. This notice explains how we use and disclose your medical information. If you have questions or would like another copy of our *Notice of Privacy Practices*, please call Member Services. Information is also available on our Web site at [www.tuftshealthplan.com](http://www.tuftshealthplan.com).

Relationships between *Tufts Health Plan* and *Providers*

#### **Tufts Health Plan and Providers**

*Tufts Health Plan* arranges health care services. We do not provide health care services. We have agreements with *Providers* practicing in their private offices throughout the *Network Contracting Area*. These *Providers* are independent. They are not *Tufts Health Plan* employees, agents or representatives. *Providers* are not authorized to change this *Certificate* or assume or create any obligation for *Tufts Health Plan*.

We are not liable for acts, omissions, representations or other conduct of any *Provider*.

### Circumstances beyond *Tufts Health Plan's* Reasonable Control

*Tufts Health Plan* shall not be responsible for a failure or delay in arranging for the provision of services in cases of circumstances beyond the reasonable control of *Tufts Health Plan*. Such circumstances include, but are not limited to: major disaster; epidemic; strike; war; riot; and civil insurrection. In such circumstances, we will make a good faith effort to arrange for the provision of services. In doing so, we will take into account the impact of the event and the availability of *Network Providers*.

## **Group Contract**

### **Acceptance of the terms of the Group Contract**

By signing and returning the membership application form, you: (1) apply for *Group* coverage; and (2) agree, on behalf of yourself and your enrolled *Dependents*, to all the terms and conditions of the *Group Contract*, including this *Certificate*.

#### Notes:

- The validity of the *Group Contract* cannot be contested, except for non-payment of *Premium*, after it has been in force for two years from its date of issue.
- A copy of the *Group's* application will be attached to the *Group Contract* when issued. All statements made by the *Group* or by *Members* in that application shall be deemed representations and not warranties.
- No agent has authority to change the *Group Contract* or waive any of its provisions. In addition, no change in the *Group Contract* shall be valid unless approved by an officer of *Tufts Health Plan* and evidenced by an amendment to the *Group Contract* signed by us. Please note, though, that any such amendment that reduces or eliminates coverage must be requested in writing by the *Group* or signed by the *Group*.

### **Payments for coverage**

We will bill your *Group* and your *Group* will pay *Premiums* to us for you. We are not responsible if your *Group* fails to pay the *Premium*. This is true even if your *Group* has charged you (for example, by payroll deduction) for all or part of the *Premium*.

Note: Your *Group* may fail to pay the *Premium* on time. If this happens, we may cancel your coverage in accordance with the *Group Contract* and applicable state law. For more information on the notice to be provided, see "Termination of the *Group Contract*" in Chapter 4.

We may change the *Premium*. If the *Premium* is changed, the change will apply to all *Members* in your *Group*.

### **Changes to this Certificate**

We may change this *Certificate*. Changes do not require your consent. An amendment to this *Certificate* describing the changes will be sent to you. It will include the effective date of the change. Changes will apply to all benefits for services received on or after the effective date with one exception.

Exception: A change will not apply to you if you are an *Inpatient* on the effective date of the change until the earlier of your discharge date, or the date *Annual Coverage Limitations* are used up.

Note: If changes are made, they will apply to all *Members* in your *Group*. They will not apply just to you.

### **Notice**

Notice to Members: When we send a notice to you, it will be sent to your last address on file with us.

Notice to Tufts Health Plan: *Members* should address all correspondence to:  
*Tufts Health Plan*, 705 Mount Auburn Street, P.O. Box 9173, Watertown, MA 02471-9173.

### **Enforcement of terms**

We may choose to waive certain terms of the *Group Contract*, if applicable. This includes the *Certificate*. This does not mean that we give up our rights to enforce those terms in the future.

### **When this Certificate Is Issued and Effective**

This *Certificate* is issued and effective on your *Group Anniversary Date* on or after January 1, 2020. It supersedes all previous *Certificates*. We will issue a copy of the *Certificate* to the *Group* and to all *Subscribers* enrolled under this plan.

## Appendix A

### Glossary of Terms and Definitions

This section defines the terms used in this *Certificate*.

#### **Adverse Benefit Determination**

This means any of the following, in accordance with federal law (29 C.F.R. 2560.50[66]): a denial, reduction, or termination of, or a failure to provide or make payment (in whole or in part) for, a benefit including any such denial, reduction, termination, or failure to provide or make payment that is based on a determination of a participant's or beneficiary's eligibility to participate in a plan, and including, with respect to group health plans, a denial, reduction, or termination of, or a failure to provide or make payment (in whole or in part) for, a benefit resulting from the application of any utilization review, as well as a failure to cover an item or service for which benefits are otherwise provided because it is determined to be experimental or investigational or not medically necessary or appropriate. Adverse Benefit Determination also includes a Rescission, as this term is defined in Chapter 4, "When Coverage Ends."

#### **Adoptive Child**

A *Child* is an *Adoptive Child* as of the date he or she:

- is legally adopted by the *Subscriber*; or
- is placed for adoption with the *Subscriber*. This means that the *Subscriber* has assumed a legal obligation for the total or partial support of a *Child* in anticipation of adoption. The *Child* is no longer considered placed for adoption if the legal obligation ceases.,

Note: A foster child is considered an *Adoptive Child* as of the date of placement for adoption.

#### **Anniversary Date**

The date when the *Group Contract* first renews. Then, each successive annual renewal date.

#### **Annual Coverage Limitations**

Annual dollar or time limitations on *Covered Services*.

#### **Authorized Reviewer**

*Authorized Reviewers* review and approve certain services and supplies to *Members*. They are *Tufts Health Plan's* Chief Medical Officer (or equivalent) or someone he or she names.

#### **Board-Certified Behavior Analyst (BCBA)**

A *Board-Certified Behavior Analyst (BCBA)* meets the qualifications of the Behavior Analyst Certification Board (BACB) by achieving a master's degree, training, experience and other requirements. *BCBAs* must also be individually licensed by the Rhode Island Department of Health as a healthcare provider/clinician, and credentialed by *Tufts HP*. A *BCBA* professional conducts behavioral assessments, designs and supervises behavior analytic interventions, and develops and implements assessment and interventions for *Members* with diagnoses of autism spectrum disorders. *BCBAs* may supervise the work of Board-Certified Assistant Behavior Analysts and other *Paraprofessionals* who implement behavior analytic interventions.

## Terms and Definitions, continued

### Certificate

This document, and any future amendments, which describes the health benefits under the *Group Contract*.

### Child

The following individuals until the last day of the month in which the *Child's* 26<sup>th</sup> birthday occurs:

- The *Subscriber's* or *Spouse's* natural child, stepchild, or *Adoptive Child* who qualifies as a *Dependent* for federal tax purposes; or
- Any other *Child* for whom the *Subscriber* has legal guardianship.

### Coinsurance

The *Member's* share of costs for *Covered Services* not provided by *Network Providers*. For services provided by a *Non-Network Provider*, the *Member's* share is a percentage of the *Reasonable Charge*

Note: The *Member's* share percentage is based on the *Network Provider* payment at the time the claim is paid. It does not reflect any later adjustments, payments, or rebates that are not calculated on an individual claim basis.

See "Benefit Overview" at the front of this *Certificate* for more information.

## Terms and Definitions, continued

### Community Hospital

Any *Network Hospital* other than a *Tertiary Hospital*.

### Community Residence

Any home or other living arrangement which is established, offered, maintained, conducted, managed, or operated by any person for a period of at least 24 hours, where, on a 24-hour basis, direct supervision is provided for the purpose of providing rehabilitative treatment, habilitation, psychological support, and/or social guidance for three or more persons with substance use disorder or *Mental Disorders*, or persons with developmental disabilities or cognitive disabilities such as brain injury. Examples include, but are not limited to, group homes, halfway homes, and fully-supervised apartment programs. Semi-independent living programs, foster care, and parent deinstitutionalization subsidy aid programs are not considered *Community Residences* under this *Certificate*.

### Contract Year

The 12-month period determined by the *Group* in which benefit limits, *Deductibles*, *Out-of-Pocket Maximum*, and *Coinsurance* are calculated under this plan. A *Contract Year* can be either a calendar year or a plan year.

- Calendar year: Coverage based on a calendar year runs from January 1<sup>st</sup> through December 31<sup>st</sup> within a year.
- Plan year: Coverage based on a plan year runs during a period of 12 consecutive months that are not a calendar year. As an example, a plan year can run from July 1<sup>st</sup> in one calendar year through June 30<sup>th</sup> in the following calendar year).

For more information about the type of *Contract Year* that applies to your plan, call Member Services. You can also contact your employer.

### Copayment

The *Member's* payment for certain *Covered Services* provided by either a *Network Provider* or a *Non-Network Provider*.

### Cost Sharing Amount

The cost you pay for certain *Covered Services*. This amount may consist of *Deductibles*, *Copayments*, and/or *Coinsurance*.

## Terms and Definitions, continued

### Covered Service

The services and supplies for which we will pay. They must be:

- described in Chapter 3 of this *Certificate* (They are subject to the "Exclusions from Benefits" section in Chapter 3.); and
- *Medically Necessary*.

These services include *Medically Necessary* coverage of pediatric specialty care (This includes behavioral health care.) by *Providers* with recognized expertise in specialty pediatrics.

### Custodial Care

- Care provided primarily to assist in the activities of daily living. Examples include bathing, dressing, eating, and maintaining personal hygiene and safety;
- care provided primarily for maintaining the *Member's* or anyone else's safety, when no other aspects of treatment require an acute hospital level of care;
- services that could be provided by people without professional skills or training; or
- routine maintenance of colostomies, ileostomies, and urinary catheters; or
- adult and pediatric day care.

In cases of behavioral health care or substance use disorder care, *Inpatient* care or intermediate care provided primarily:

- for maintaining the *Member's* or anyone else's safety; or
- for the maintenance and monitoring of an established treatment program,

when no other aspects of treatment require an acute hospital level of care or intermediate care.

Note: *Custodial Care* is not covered by *Tufts Health Plan*.

### Day Surgery

Any surgical procedure(s) provided to a *Member* at a facility licensed by the state to perform surgery. The *Member* must be expected to depart the same day, or in some instances, within 24 hours. This is also called "Ambulatory Surgery" or "Surgical Day Care".

### Deductible

For each *Contract Year*, the amount paid by the *Member* for certain *Covered Services* before any payments are made under this *Certificate*. See the Benefit Overview at the front of this *Certificate* for the Deductible that may apply to you

Any amount paid by the *Member* for a *Covered Service* rendered during the last 3 months of a *Contract Year* shall be carried forward to the next *Contract Year's Deductible*.) Any amount carried forward will not apply to the next *Contract Year's Out of Pocket Maximum*.

Note: The amount credited towards the *Member's Deductible* is based on the *Network Provider* negotiated rate at the time the services are rendered. It does not reflect any later adjustments, payments, or rebates that are not calculated on an individual claim basis.

### Dependent

The *Subscriber's Spouse, Child, or Disabled Dependent*.



## Terms and Definitions, continued

### Developmental

Refers to a delay in the expected achievement of age-appropriate fine motor, gross motor, social, or language milestones that is not caused by an underlying medical illness or condition.

### Directory of Health Care Providers

A separate booklet which lists Network physicians. It also lists their affiliated *Network Hospital(s)*, and certain other *Network Providers*. Note: This directory is updated from time to time to reflect changes in *Network Providers*. For information about the *Providers* listed in the *Directory of Health Care Providers*, you can call Member Services. Or, you can check our Web site at [www.tuftshealthplan.com](http://www.tuftshealthplan.com).

### Disabled Dependent

The *Subscriber's* or *Spouse's* natural child, stepchild, or *Adoptive Child* of any age who:

- is medically determined to have a physical or mental health impairment or has a disability which can be expected to result in death, or can be expected to last for a period of not less than 12 months; and
- who is financially dependent on the *Subscriber*.

### Durable Medical Equipment

Devices or instruments of a durable nature that:

- are reasonable and necessary to sustain a minimum threshold of independent daily living;
- are made primarily to serve a medical purpose;
- are not useful in the absence of illness or injury;
- can withstand repeated use; and
- can be used in the home.

### Effective Date

The date, according to our records, when you become a *Member* and are first eligible for *Covered Services*.

## Terms and Definitions, continued

### Emergency

An illness or medical condition, whether physical, behavioral, related to substance use disorder, or mental health, that manifests itself by symptoms of sufficient severity (This includes severe pain.) that the absence of prompt medical attention could reasonably be expected by a prudent layperson, who possesses an average knowledge of health and medicine, to result in:

- serious jeopardy to the physical and / or mental/behavioral health of a *Member* or another person (or with respect to a pregnant *Member*, the *Member's* or her unborn child's physical and/or mental/behavioral health); or
- serious impairment to bodily functions; or
- serious dysfunction of any bodily organ or part; or
- with respect to a pregnant woman who is having contractions, inadequate time to effect a safe transfer to another hospital before delivery, or a threat to the safety of the *Member* or her unborn child in the event of transfer to another hospital before delivery.

Some examples of illnesses or medical conditions requiring *Emergency* care are severe pain, a broken leg, loss of consciousness, vomiting blood, chest pain, difficulty breathing, or any medical condition that is quickly getting much worse.

### Experimental or Investigative

A service, supply, treatment, procedure, device, or medication (collectively "treatment") is considered *Experimental or Investigative* and therefore not *Medically Necessary* if **any** of the following apply:

- the drug or device cannot be lawfully marketed without the approval of the U.S. Food and Drug Administration and approval for marketing has not been given at the time the drug or device is furnished or to be furnished;
- the treatment, or the "informed consent" form used with the treatment, was reviewed and approved by the treating facility's institutional review board or other body serving a similar function, or federal law requires such review or approval;
- reliable scientific evidence shows that the treatment is the subject of ongoing Phase I or Phase II clinical trials; is the research, experimental, study or investigative arm of ongoing Phase III clinical trials; or is otherwise under study to determine its safety, efficacy, toxicity, maximum tolerated dose, or its efficacy as compared with a standard means of treatment or diagnosis; or
- evaluation by an independent health technology assessment organization has determined that the treatment is not proven safe;
- even if approved for lawful marketing by the U.S. Food and Drug Administration, reliable scientific evidence does not support that the treatment is effective in improving health outcomes or that appropriate patient selection has been determined;
- the peer-reviewed published literature regarding the treatment is predominantly non-randomized, historically controlled, case controlled, or cohort studies; or there are few or no well-designed randomized, controlled trials; or
- there is no scientific or clinical evidence that the treatment is at least as beneficial as any established, evidence-based alternatives.

This definition is fully explained in the corresponding Medical Necessity Guidelines

## Terms and Definitions, continued

### Family Coverage

Coverage for a *Subscriber* and his or her *Dependents*.

### Free-standing ambulatory surgery center or imaging center

A free standing ambulatory surgery center or imaging center is a facility not affiliated with a hospital or a hospital system.

### Free-standing Urgent Care Center

A medical facility that provides treatment for *Urgent Care* services (see definition of *Urgent Care*). A *Free-standing Urgent Care Center* primarily treats patients who have an injury or illness that requires immediate care but is not serious enough to warrant a visit to an emergency room. A *Free-standing Urgent Care Center* offers an alternative to certain emergency room visits for a *Member* who is not able to visit his or her *Primary Care Provider* or health care *Provider* in the time frame that is felt to be warranted by their condition or symptoms. A *Free-standing Urgent Care Center* does not provide *Emergency* care, and is not appropriate for people who have life-threatening conditions. *Members* experiencing these conditions should go to an emergency room. *Free-standing Urgent Care Centers* are not part of a hospital or a hospital system; and they are not *Limited Service Medical Clinics*. To find a *Free-standing Urgent Care Center* in our network, please visit our website at [www.tuftshealthplan.com](http://www.tuftshealthplan.com), and click on "Find a Doctor".

### Group

An employer or other legal entity with which we have an agreement to provide group coverage. An employer *Group* subject to the Employee Retirement Income Security Act of 1974 (ERISA), as amended, is the ERISA plan sponsor. The *Group* is your agent. It is not *Tufts Health Plan's* agent.

### Group Contract

The agreement between *Tufts Health Plan* and the *Group* under which:

- we agree to provide *Group* coverage; and
- the *Group* agrees to pay a *Premium* to us on your behalf.

The *Group Contract* includes this *Certificate* and any amendments.

### Habilitation, Habilitative

Health care services provided in accordance with the federal Affordable Care Act (ACA) in order for a person to attain, maintain or prevent deterioration of a life skill or function never learned or acquired due to a disabling condition. These services may include physical and occupational therapy, speech-language pathology services in various *Inpatient* and *Outpatient* settings.

### Individual Coverage

Coverage for a *Subscriber* only (no *Dependents*).

### In-Network Level of Benefits

The level of benefits that a *Member* receives when *Covered Services* are provided by a *Network Provider*. See Chapter 1 for more information.

### Inpatient

A patient who is admitted to a hospital or other facility licensed to provide continuous care and is classified as an *Inpatient* for all or a part of the day.

### Inpatient Notification (formerly known as "Preregistration")

*Tufts Health Plan's* process of validating all information required for all *Inpatient* admissions and transfers. *Inpatient Notification* is not a guarantee of payment. See Chapter 1 for more information.

## Terms and Definitions, continued

### Limited Service Medical Clinic

A walk-in medical clinic licensed to provide limited services, generally based in a retail store. Care is provided by a nurse practitioner or physician assistant. A *Limited Service Medical Clinic* offers an alternative to certain emergency room visits for a *Member* who requires less emergent care or who is not able to visit his or her *Primary Care Provider* in the time frame that is felt to be warranted by their condition or symptoms. Some examples of common illnesses a *Limited Service Medical Clinic* can treat include strep throat, or eye, ear, sinus, or bronchial infections. The services provided by a *Limited Service Medical Clinic* are only available to patients of ages 24 months or older. A *Limited Service Medical Clinic* does not provide *Emergency* or wound care, or treatment for injuries. It is not appropriate for people who need x-rays or stitches or who have life-threatening conditions. *Members* experiencing these conditions should go to an emergency room.

### Medically Necessary

A service or supply that is:

- appropriate, in terms of type, amount, frequency, level, setting and duration to the *Member's* diagnosis or condition; or
- informed by generally accepted medical or scientific evidence and consistent with general accepted practice parameters.

In determining coverage for *Medically Necessary Services*, we use *Medical Necessity Guidelines* which are:

- developed with input from practicing physicians in the *Network Contracting Area*;
- developed in accordance with the standards adopted by national accreditation organizations;
- updated at least biennially or more often as new treatments, applications and technologies are adopted as generally accepted professional medical practice; and
- scientific evidence-based, if practicable.

Our *Medical Necessity Guidelines* are available on our Web site at  
<https://tuftshealthplan.com/provider/resource-center#///Commercial//>

- Click on the category you are looking for, such as "Behavioral Health" or "Guidelines".
- Resource documents in these categories are listed alphabetically.

If you prefer, call Member Services at 1-800-682-8059. Or call our Behavioral Health Department at 1-800-208-9565.

## Terms and Definitions, continued

### Member

A person enrolled in *Tufts Health Plan* under the *Group Contract*. Also referred to as “you”.

### Mental Disorders

Any mental disorder and substance use disorder that is listed in the most recent revised publication or the most updated volume of either the Diagnostic and Statistical Manual of Mental Disorders (DSM) published by the American Psychiatric Association or the International Classification of Disease Manual (ICD) published by the World Health Organization. *Mental Disorders* do not include tobacco and caffeine in the definition of substance.

### Network Contracting Area

The geographic area within which we have developed or arranged for a network of *Providers* to afford *Members* with adequate access to *Covered Services*.

Note: For information about *Providers* in the *Network Contracting Area*, call Member Services or check our Web site at [www.tuftshealthplan.com](http://www.tuftshealthplan.com).

### Network Hospital

A hospital which has an agreement either with *Tufts Health Plan* directly or with a *provider* network with whom we have a contract to provide certain *Covered Services* to *Members*. *Network Hospitals* are independent. They are not owned by *Tufts Health Plan*. *Network Hospitals* are not *Tufts Health Plan*'s agents or representatives, and their staff are not *Tufts Health Plan*'s employees. *Network Hospitals* are subject to change.

### Network Provider

A *Provider* who has an agreement either with *Tufts Health Plan* directly or with a provider network with whom we have a contract to provide *Covered Services* to *Members*. *Network Providers* are located throughout the *Network Contracting Area*.

### Non-Network Provider

A *Provider* who does not have an agreement either with *Tufts Health Plan* directly or with a provider network with whom we have a contract to provide *Covered Services* to *Members*.

## Terms and Definitions, continued

### **Non-Conventional Medicine**

A group of diverse medical and health care systems, practices, and products that are not presently considered to be part of conventional medicine and are generally not based on scientific evidence. Since these services are not based on scientific evidence, they do not meet the *Tufts Health Plan* definition of *Medical Necessity* and are not covered. Providers of these non-covered services may be contracting or non-contracting traditional medical providers. These services may be offered in connection with a traditional office visit. Providers of *Non-Conventional Medicine* services often request payment up front because health insurance typically does not cover these services.

Common terminology used to refer to these types of services include, but are not limited to, "alternative medicine," "complementary medicine," "integrative medicine," "functional health medicine," and may be described as "treating the whole person", the "entire individual", or the "inner self", and may refer to re-balancing hormones or finding underlying causes that lead to bodily dysfunction. Examples of *Non-Conventional Medicine* and related services include, but are not limited to:

- holistic, naturopathic, energy medicine (e.g. Reiki, Ayurvedic, magnetic fields);
- manipulative and body-based practices (e.g. reflexology, yoga, exercise therapy, tai-chi);
- mind-body medicine (e.g. hypnotherapy, meditation, stress management);
- whole medicine systems (e.g. naturopathy, homeopathy);
- biologically based practices (e.g. herbal medicine, dietary supplements, probiotics); and
- other related practices when provided in connection with *Non-Conventional Medicine* services (e.g. animal therapy, art therapy, dance therapy, sleep therapy, light therapy, energy-balancing, breathing exercises).

### **Observation**

The use of hospital services to treat and/or evaluate a condition that should result in either a discharge within forty-eight (48) hours or a verified diagnosis and concurrent treatment plan. At times, an observation stay may be followed by an *Inpatient* admission to treat a diagnosis revealed during the period of observation.

### **Open Enrollment Period**

The period each year when *Tufts Health Plan* and the *Group* allow eligible persons to apply for *Group* coverage in accordance with the *Group Contract*.

### **Out-of-Network Level of Benefits**

The level of benefits that a *Member* receives when *Covered Services* are provided by a *Non-Network Provider*. See Chapter 1 for more information.

### **Outpatient**

A patient who receives care other than on an *Inpatient* basis. This includes services provided in:

- a *Provider's* office;
- a *Day Surgery* or ambulatory care unit; and
- an Emergency room or *Outpatient* clinic.

Note: You are also an *Outpatient* when you are in a facility for *Observation*.

## Terms and Definitions, continued

### Out-of-Pocket Maximum

The maximum amount of money paid by a *Member* during a *Contract Year* for certain *Covered Services*.

- It does not include costs in excess of the *Reasonable Charge*
- or costs for health care services that are not *Covered Services* under the *Group Contract*.

See “Benefit Overview” *Certificate* for detailed information about your *Out-of-Pocket Maximum*.

### Paraprofessional

As it pertains to the treatment of autism and autism spectrum disorders, a *Paraprofessional* is an individual who performs applied behavioral analysis (ABA) services under the supervision of a *Board-Certified Behavioral Analyst (BCBA)* who is a licensed health care clinician. As required by Rhode Island law, Board-Certified Assistant Behavioral Analysts (BCaBAs) are considered *Paraprofessionals*.

### Premium

The total monthly cost of *Individual* or *Family Coverage* that is paid to *Tufts Health Plan*.

### Primary Care Provider

A *Network Provider* who is a general practitioner, family practitioner, physician assistant, nurse practitioner, internist, pediatrician, or obstetrician/gynecologist who provides primary care services.

### Prior Authorization

A process we use to decide if a health care service or supply qualifies as a *Covered Service* and is *Medically Necessary*. *Prior Authorization* is required before obtaining care for certain *Covered Services*. These *Covered Services* are identified by **(PA)** in the Benefit Overview at the beginning of this document. This process is handled by *Tufts Health Plan’s* Chief Medical Officer or someone we designate.

Network Providers who provide care to you are responsible for obtaining Prior Authorization when it is required.

When you see a *Non-Network Provider*, you are responsible for making sure *Prior Authorization* is obtained when it is required. If you receive services that we (or our designee) determine are not *Covered Services*, you will be responsible for the cost of these services.

To request *Prior Authorization* or to confirm that your *Provider* obtained *Prior Authorization*, please call us. For behavioral health and/or substance use disorder services, call our Behavioral Health department at 1-800-208-9565. For all other services, call Member Services at 1-800-682-8059.

Also see **Important Information about *Prior Authorization and Inpatient Notification*** at the beginning of Chapter 3

If a request for coverage is denied, you have a right to appeal. Please see Chapter 6, Member Satisfaction, for information about how to file an appeal.

## Terms and Definitions, continued

### Provider

A health care professional or facility licensed in accordance with applicable law, including, but not limited to, hospitals, Limited Service Medical Clinics and urgent care centers, if available; physicians, doctors of osteopathy, physician assistants, licensed nurse midwives, certified registered nurse anesthetists, certified registered nurse practitioners, optometrists, podiatrists, psychiatrists, psychologists, licensed alcohol and drug counselor I; licensed mental health counselors, licensed independent clinical social workers, licensed psychiatric nurses who are certified as clinical specialists in psychiatric and mental health nursing, tobacco treatment specialists, licensed speech-language pathologists, licensed marriage and family therapists; and licensed audiologists.

We will only cover services of a *Provider*, if those services are listed as *Covered Services* and within the scope of the *Provider's* license.

### Reasonable Charge

The lesser of:

- the amount charged by the *Non-Network Provider*; or
- the amount that we determine to be reasonable. We decide this amount based on nationally accepted means and amounts of claims payment. These means and amounts include, but are not limited to: Medicare fee schedules and allowed amounts; CMS medical coding policies; AMA CPT coding guidelines; nationally recognized academy and society coding; and clinical guidelines.

Note: The amount the *Member* pays in excess of the *Reasonable Charge* is not included in the *Deductible*, *Coinsurance* or *Out-of-Pocket Maximum*.

With respect to *Emergency care*, *Reasonable Charge* is the highest of: (1) the median amount negotiated with in-network providers for the emergency service; or (2) the amount for the emergency service calculated using the same method the plan generally uses to determine payments for out-of-network services (such as the usual, customary and reasonable (UCR) amount); or (3) the amount that would be paid under Medicare for the emergency service (collectively, minimum payment standards).

### Skilled

A type of care that is *Medically Necessary*. This care must be provided by, or under the direct supervision of, licensed medical personnel. *Skilled* care is provided to achieve a medically desired and realistically achievable outcome.

### Spouse

The *Subscriber's* legal spouse, according to the law of the state in which you reside.

*Spouse* also includes the spousal equivalent of the *Subscriber* who is the registered domestic partner, civil union partner, or other similar legally recognized partner of the *Subscriber* who resides in a state or municipal jurisdiction that provides such legal recognition/spousal equivalent rights.

### Subscriber

The person:

- who is employed by the *Group*;
- who enrolls in *Tufts Health Plan* and signs the membership application form on behalf of himself or herself and any *Dependents*; and
- in whose name the *Premium* is paid in accordance with a *Group Contract*.



## Terms and Definitions, continued

### Tufts Health Plan

Tufts Insurance Company (TIC) which is authorized to offer POS and PPO products. TIC has entered into an agreement with Tufts Benefit Administrators, Inc. (TBA) for TBA to administer the health benefits and make available a network of *Providers* described in this *Certificate*.

Both TIC and TBA do business under the name *Tufts Health Plan*. *Tufts Health Plan* is also called “we”, “us”, and “our”.

### Urgent Care

Care provided when your health is not in serious danger, but you need immediate attention for a condition or an unforeseen illness or injury, whether medical, physical, behavioral, related to a substance use disorder, or mental health. Examples of illnesses or injuries in which urgent care might be needed are: a broken or dislocated toe; a cut that needs stitches but is not actively bleeding; sudden extreme anxiety; or symptoms of a urinary tract infection.

Note: Care may be provided after the *Urgent* condition is treated and stabilized and the *Member* is safe for transport. This care is not considered *Urgent Care*.

## Appendix B - ERISA Information

### ERISA RIGHTS

If your plan is an ERISA plan, you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA), as amended. Most plans are ERISA plans, but not all. Please contact your plan administrator to determine if your plan is an ERISA plan.

ERISA provides that all plan participants shall be entitled to receive information about their plan and benefits, continue group health plan coverage, and prudent actions by plan fiduciaries.

#### Receiving Information About Your Plan and Benefits

ERISA provides that all plan participants shall be entitled to:

- Examine, without charge, at the plan administrator's office and at other specified locations, all documents governing the plan, including insurance contracts and collective bargaining agreements, and a copy of the latest annual report (Form 5500 Series) filed by the plan with the U.S. Department of Labor and available at the Public Disclosure Room of the Employee Benefits Security Administration (EBSA).
- Obtain, upon written request to the plan administrator, copies of documents governing the operation of the plan, including insurance contracts and collective bargaining agreements, and copies of the latest annual report (Form 5500 Series) and updated summary plan description. The plan administrator may make a *Reasonable Charge* for the copies.
- Receive a summary of the plan's annual financial report. The plan administrator is required by law to furnish each participant with a copy of this summary annual report.

#### Continuing Group Health Plan Coverage

ERISA provides that all plan participants shall be entitled to:

- Continue health care coverage for yourself, spouse or dependents if there is a loss of coverage under the plan as a result of a qualifying event. You or your dependents may have to pay for such coverage. Review your summary plan description and the documents governing the plan on the rules governing your continuation coverage rights under the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA).
- Review your summary plan description and the documents governing the plan on the rules governing your continuation coverage rights under the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA).
- Reduction or elimination of exclusionary periods of coverage for preexisting conditions under a group health plan, if you have creditable coverage from another plan. You should be provided a certificate of creditable coverage, free of charge, from your group health plan or health insurance issuer when you lose coverage under the plan, when you become entitled to elect COBRA continuation coverage, when your COBRA continuation coverage ceases, if you request it before losing coverage, or if you request it up to 24 months after losing coverage. Without evidence of creditable coverage, you may be subject to a preexisting condition exclusion for 12 months (18 months for late enrollees) after your enrollment date in your coverage.

Note: This plan does not include any preexisting condition exclusion.

(continued on next page)

## **ERISA RIGHTS, continued**

### **Prudent Actions by Plan Fiduciaries**

In addition to creating rights for plan participants, ERISA imposes duties upon the people who are responsible for the operation of the plan. The people who operate your plan, called "fiduciaries" of the plan, have a duty to do so prudently and in the interest of you and other plan participants and beneficiaries. No one, including your employer, your union, or any other person, may fire you or otherwise discriminate against you in any way to prevent you from obtaining a plan benefit or exercising your rights under ERISA.

### **Enforcing Your Rights**

If your claim for a plan benefit is denied or ignored, in whole or in part, you have a right to know why this was done, to obtain copies of documents relating to the decision without charge, and to appeal any denial, all within certain time schedules.

Under ERISA, there are steps you can take to enforce the above rights. For instance, if you request a copy of plan documents or the latest annual report from the plan and do not receive them within 30 days, you may file suit in a federal court. In such a case, the court may require the plan administrator to provide the materials and pay you a daily penalty until you receive the materials, unless the materials were not sent because of reasons beyond the control of the administrator. If you have a claim for benefits which is denied or ignored, in whole or in part, you may file suit in a state or federal court. In addition, if you disagree with the plan's decision or lack thereof concerning the qualified status of a domestic relations order or a medical child support order, you may file suit in federal court. If it should happen that plan fiduciaries misuse the plan's money, or if you are discriminated against for asserting your rights, you may seek assistance from the U.S. Department of Labor, or you may file suit in a federal court. The court will decide who should pay court costs and legal fees. If you are successful, the court may order the person you have sued to pay these costs and fees. If you lose, the court may order you to pay these costs and fees, for example, if it finds your claim is frivolous.

### **Assistance with Your Questions**

If you have any questions about your plan, you should contact the plan administrator. If you have any questions about this statement or about your rights under ERISA, or if you need assistance in obtaining documents from the plan administrator, you should contact the nearest office of the Employee Benefits Security Administration, U.S. Department of Labor, listed in your telephone directory or the Division of Technical Assistance and Inquiries, Employee Benefits Security Administration, U.S. Department of Labor, 200 Constitution Avenue N.W., Washington, D.C. 20210. You may also obtain certain publications about your rights and responsibilities under ERISA by calling the Employee Benefits Security Administration.

## PROCESSING OF CLAIMS FOR PLAN BENEFITS

The Department of Labor's (DOL) Employee Benefits Security Administration has published benefit determination procedure regulations for employee benefit plans governed under ERISA. The regulations set forth requirements with respect to the processing of claims for plan benefits, including urgent care claims, pre-service claims, post-service claims and review of claims denials.

### **Who can submit a claim?**

The DOL Regulations apply to claims submitted by ERISA participants or their beneficiaries. In accordance with the regulations, *Tufts Health Plan* permits an authorized representative (referred to here as the "authorized claimant") to act on your behalf in submitting a claim or obtaining a review of a claim decision. An authorized claimant can be any individual (including, for example, a family member, an attorney, etc.) whom you designate to act on your behalf with respect to a claim for benefits.

### **How do I designate an Authorized Claimant?**

An authorized claimant can be designated at any point in the claims process – at the pre-service, post service or appeal level. Please contact a *Tufts Health Plan* Member Representative at the number on your ID card for the specifics on how to appoint an authorized claimant.

### **Types of claims**

There are several different types of claims that you may submit for review. *Tufts Health Plan's* procedures for reviewing claims depends upon the type of claim submitted (urgent care claims, pre-service claims, post-service claims, and concurrent care decisions).

**Urgent care claims:** An "urgent care claim" is a claim for medical care or treatment where the application of the claims review procedure for non-urgent claims: (1) could seriously jeopardize your life, health or ability to regain maximum function, or (2) based upon your provider's determination, would subject you to severe pain that cannot adequately be managed without the care or treatment being requested. For urgent care claims, we will respond to you within 72 hours after receipt of the claim. If we determine that additional information is needed to review your claim, we will notify you within 24 hours after receipt of the claim and provide you with a description of the additional information needed to evaluate your claim. You have 48 hours after that time to provide the requested information. We will evaluate your claim within 48 hours after the earlier of our receipt of the requested information, or the end of the extension period given to you to provide the requested information.

**Concurrent care decisions:** A "concurrent care decision" is a determination relating to the continuation/reduction of an ongoing course of treatment to be provided over a period of time or number of treatments. If we have already approved an ongoing course of treatment for you and considers reducing or terminating the treatment, we will notify you sufficiently in advance of the reduction or termination of treatment to allow you to appeal the decision and obtain a determination before the treatment is reduced or terminated. If you request to extend an ongoing course of treatment that involves urgent care, we will respond to you within 24 hours after receipt of the request (provided that you make the request at least 24 hours prior to the expiration of the ongoing course of treatment). If you reach the end of a pre-approved course of treatment before requesting additional services, the "pre-service" or "post-service" time limits will apply.

## **PROCESSING OF CLAIMS FOR PLAN BENEFITS, continued**

### **Types of claims, continued**

**Pre-Service Claim:** A “pre-service claim” is a claim that requires approval of the benefit in advance of obtaining the care. For pre-service claims, we will respond to you within 72 hours for an urgent request and within 15 days for a non-urgent request after receipt of the claim. If we determine that an extension is necessary for a non-urgent request due to matters beyond our control, we will notify you within 15 days informing you of the circumstances requiring the extension and the date by which we expect to render a decision (up to an additional 15 days). If you make a pre-service claim, but do not submit enough information for us to make a determination, we will notify you within 15 days and describe the information that you need to provide to us. You will have no less than 45 days from the date you receive the notice to provide the requested information.

**Post-Service Claim:** A “post-service claim” is a claim for payment for a particular service after the service has been provided. For post-service claims, we will respond to you within 30 days after receipt of the claim. If we determine that an extension is necessary due to matters beyond our control, we will notify you within 30 days informing you of the circumstances requiring the extension and the date by which we expect to render a decision (up to an additional 15 days). If you make a post-service claim, but do not submit enough information for us to make a determination, we will notify you within 30 days and describe the information that you need to provide to us. You will have no less than 45 days from the date you receive the notice to provide the requested information.

If your request for coverage is denied, you have the right to file an appeal. See Chapter 6 for information on how to file an appeal.

## **STATEMENT OF RIGHTS UNDER THE NEWBORNS’ AND MOTHERS’ HEALTH PROTECTION ACT**

Under federal law, group health plans and health insurance issuers offering group health insurance coverage generally may not restrict benefits for any hospital length of stay in connection with childbirth for the mother or newborn child to less than 48 hours following a vaginal delivery, or less than 96 hours following a delivery by cesarean section. However, the plan or issuer may pay for a shorter stay if the attending provider (e.g., your physician, nurse midwife, or physician assistant), after consultation with the mother, discharges the mother or newborn earlier.

Also, under federal law, plans or issuers may not set the level of benefits or out-of-pocket costs so that any later portion of the 48-hour (or 96-hour) stay is treated in a manner less favorable to the mother or newborn than any earlier portion of the stay.

In addition, a plan or issuer may not, under federal law, require that a physician or other health care provider obtain authorization for prescribing a length of stay or up to 48 hours (or 96 hours). For more information, please see Maternity Care in Chapter 3 or call member Services.

## **FAMILY AND MEDICAL LEAVE ACT OF 1993**

**Note:** The Family and Medical Leave Act only applies to groups with 50 or more employees.

Under the Family and Medical Leave Act of 1993 (FMLA), if an employee meets the eligibility requirements, that employee is legally allowed to take up to 12 weeks of unpaid leave during any 12-month period for one or more of the following reasons:

- for the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- to take medical leave when the employee is unable to work because of a serious health condition.

The FMLA was amended to add two new leave rights related to military service, effective January 16, 2009:

- **Qualifying Exigency Leave:** Eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” due to the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. Effective October 28, 2009, deployment to a foreign country was added as a requirement for exigency leave.
- **Military Caregiver Leave:** An eligible employee who is the spouse, son, daughter parent or next of kin of a covered member of the armed services who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the member of the armed services. The employee is entitled to a combined total of 26 weeks for all types of FMLA leave in the single 12-month period. Effective March 8, 2013, the definition of “covered service member” was expanded to include certain veterans.

In order to be eligible, the employee must have worked for his or her employer for a total of 12 months and worked at least 1,250 hours over the previous 12 months.

A covered employer is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. In some instances, the employer may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

An employee should contact his or her employer for details about FMLA and to make payment arrangements, if applicable. Additional information is also available from the U.S. Department of Labor: (1-866-487-9243, TTY: 1-877-899-5627 or <http://www.dol.gov/esa/whd/fmla/finalrule/FMLAPoster.pdf>).

## NOTICE OF PRIVACY PRACTICES

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.

Tufts Health Plan is committed to safeguarding the privacy of our members' protected health information ("PHI"). PHI is information which:

- identifies you (or can reasonably be used to identify you); and
- relates to your physical or mental health or condition, the provision of health care to you or the payment for that care.

We are required by law to maintain the privacy of your PHI and to provide you with notice of our legal duties and privacy practices with respect to your PHI. This Notice of Privacy Practices describes how we may collect, use, and disclose your PHI, and your rights concerning your PHI. This Notice applies to all members of Tufts Health Plan's insured health benefit plans (including HMO plans; Tufts Health Plan Medicare Preferred plans; and insured POS and PPO plans. It also applies to all members of health plans insured by Tufts Insurance Company (a Tufts Health Plan affiliate)). Unless your employer has notified you otherwise, this Notice of Privacy Practices also applies to all members of self-insured group health plans that are administered by a Tufts Health Plan entity.

### How We Obtain PHI

As a managed care plan, we engage in routine activities that result in our being given PHI from sources other than you. For example, health care providers – such as physicians and hospitals – submit claim forms containing PHI to enable us to pay them for the covered health care services they have provided to you.

### How We Use and Disclose Your PHI

We use and disclose PHI in a number of ways to carry out our responsibilities as a managed care plan. The following describes the types of uses and disclosures of PHI that federal law permits us to make without your specific authorization:

- **Treatment:** We may use and disclose your PHI to health care providers to help them treat you. For example, our care managers may disclose PHI to a home health care agency to make sure you get the services you need after discharge from a hospital.
- **Payment Purposes:** We use and disclose your PHI for payment purposes, such as paying doctors and hospitals for covered services. Payment purposes also include activities such as: determining eligibility for benefits; reviewing services for medical necessity; performing utilization review; obtaining premiums; coordinating benefits; subrogation; and collection activities.

## NOTICE OF PRIVACY PRACTICES

- **Health Care Operations:** We use and disclose your PHI for health care operations. For example, this includes coordinating/managing care; assessing and improving the quality of health care services; reviewing the qualifications and performance of providers; reviewing health plan performance; conducting medical reviews; and resolving grievances. It also includes business activities such as: underwriting; rating; placing or replacing coverage; determining coverage policies; business planning; obtaining reinsurance; arranging for legal and auditing services (including fraud and abuse detection programs); and obtaining accreditations and licenses. We do not use or disclose PHI that is genetic information for underwriting purposes.
- **Health and Wellness Information:** We may use your PHI to contact you with information about: appointment reminders; treatment alternatives; therapies; health care providers; settings of care; or other health-related benefits, services and products that may be of interest to you. For example, we might send you information about smoking cessation programs, or we might send a mailing to subscribers approaching Medicare eligible age with materials describing our senior products and an application form.
- **Organizations That Assist Us:** In connection with treatment, payment and health care operations, we may share your PHI with our affiliates and third party “business associates” that perform activities for us or on our behalf, for example, our pharmacy benefit manager. We will obtain assurances from our business associates that they will appropriately safeguard your information.



## NOTICE OF PRIVACY PRACTICES, continued

### How We Use and Disclose Your PHI – continued

- **Plan Sponsors:** If you are enrolled in Tufts Health Plan through your current or former place of work, you are enrolled in a group health plan. We may disclose PHI to the group health plan's sponsor – usually your employer – for plan administration purposes. A plan sponsor of an insured health benefit plan must certify that it will protect the PHI in accordance with law.
- **Public Health and Safety; Health Oversight:** We may disclose your PHI: to a public health authority for public health activities, such as responding to public health investigations; when authorized by law, to appropriate authorities, if we reasonably believe you are a victim of abuse, neglect or domestic violence; when we believe in good faith that it is necessary to prevent or lessen a serious and imminent threat to your or others' health or safety; or to health oversight agencies for certain activities such as: audits; disciplinary actions; and licensure activity.
- **Legal Process; Law Enforcement; Specialized Government Activities:** We may disclose your PHI in the course of legal proceedings; in certain cases, in response to a subpoena, discovery request or other lawful process; to law enforcement officials for such purposes as responding to a warrant or subpoena; or for specialized governmental activities such as national security.
- **Research; Death; Organ Donation:** We may disclose your PHI to researchers, provided that certain established measures are taken to protect your privacy. We may disclose PHI, in certain instances, to coroners, medical examiners and in connection with organ donation.
- **Workers' Compensation:** We may disclose your PHI when authorized by workers' compensation laws.
- **Family and Friends:** We may disclose PHI to a family member, relative, or friend – or anyone else you identify – as follows: (i) when you are present prior to the use of disclosure and you agree; or (ii) when you are not present (or you are incapacitated or in an emergency situation) if, in the exercise of our professional judgment and in our experience with common practice, we determine that the disclosure is in your best interests. In these cases, we will only disclose the PHI that is directly relevant to the person's involvement in your health care or payment related to your health care.
- **Personal Representatives:** Unless prohibited by law, we may disclose your PHI to your personal representative, if any. A personal representative is a person who has legal authority to act on your behalf regarding your health care or health care benefits. For example, an individual named in a durable power of attorney or a parent or guardian of an unemancipated minor are personal representatives.
- **Communications:** We will communicate information containing your PHI to the address or telephone number we have on record for the subscriber of your health benefits plan. Also, we may mail information containing your PHI to the subscriber. For example, communication regarding member requests for reimbursement may be addressed to the subscriber. We will not make separate mailings for enrolled dependents at different addresses, unless we are requested to do so and agree to the request. See below "Right to Receive Confidential Communications: for more information on how to make such a request.

## NOTICE OF PRIVACY PRACTICES, continued

- **Required by Law:** We may use or disclose your PHI when we are required to do so by law. For example, we must disclose your PHI to the U.S. Department of Health and Human Services upon request if they wish to determine whether we are in compliance with federal privacy laws.

If one of the above reasons does not apply, we will not use or disclose your PHI without your written permission (“authorization”). You may give us written authorization to use or disclose your PHI to anyone for any purpose. You may later change your mind and revoke your authorization in writing. However, your written revocation will not affect actions we’ve already taken in reliance on your authorization. Where state or other federal laws offer you greater privacy protections, we will follow those more stringent requirements. For example, under certain circumstances, records that contain information about: alcohol abuse treatment; drug abuse prevention or treatment; AIDS-related testing or treatment; or certain privileged communications, may not be disclosed without your written authorization. In addition, when applicable, we must have your written authorization before using or disclosing medical or treatment information for a member appeal. See below “Who to Contact for Questions or Complaints” if you would like more information.

## NOTICE OF PRIVACY PRACTICES, continued

### How We Protect PHI Within Our Organization

Tufts Health Plan protects oral, written and electronic PHI throughout our organization. We do not sell PHI to anyone. We have many internal policies and procedures designed to control and protect the internal security of your PHI. These policies and procedures address, for example, use of PHI by our employees. In addition, we train all employees about these policies and procedures. Our policies and procedures are evaluated and updated for compliance with applicable laws.

### Your Individual Rights

The following is a summary of your rights with respect to your PHI:

- **Right of Access to PHI:** You have the right to inspect and get a copy of most PHI Tufts Health Plan has about you, or a summary explanation of PHI if agreed to in advance by you. Requests must be made in writing and reasonably describe the information you would like to inspect or copy. If your PHI is maintained electronically, you will also have the right to request a copy in electronic format. We have the right to charge a reasonable cost-based fee for paper or electronic copies as established by state or federal law. Under certain circumstances, we may deny your request. If we do so, we will send you a written notice of denial describing the basis of our denial. You may request that we send a copy of your PHI directly to another person that you designate. Your request must be in writing, signed by you, and clearly identify the person and the address where the PHI should be sent.
- **Right to Request Restrictions:** You have the right to ask that we restrict uses or disclosures of your PHI to carry out treatment, payment and health care operations,; and disclosures to family members or friends. We will consider the request. However, we are not required to agree to it and, in certain cases, federal law does not permit a restriction. Requests may be made verbally or in writing to Tufts Health Plan.
- **Right to Receive Confidential Communications:** You have the right to ask us to send communications of your PHI to you at an address of your choice or that we communicate with you in a certain way. For example, you may ask us to mail your information to an address other than the subscriber's address. We will accommodate your request if: you state that disclosure of your PHI through our usual means could endanger you; your request is reasonable; it specifies the alternative means or location; and it contains information as to how payment, if any, will be handled. Requests may be made verbally or in writing to Tufts Health Plan.
- **Right to Amend PHI:** You have the right to have us amend most PHI we have about you. We may deny your request under certain circumstances. If we deny your request, we will send you a written notice of denial. This notice will describe the reason for our denial and your right to submit a written statement disagreeing with the denial. Requests must be in writing to Tufts Health Plan and must include a reason to support the requested amendment.

## NOTICE OF PRIVACY PRACTICES, continued

- **Right to Receive an Accounting of Disclosures:** You have the right to a written accounting of the disclosures of your PHI that we made in the last six years prior to the date you request the accounting. However, except as otherwise provided by law, this right does not apply to: (i) disclosures we made for treatment, payment or health care operations; (ii) disclosures made to you or people you have designated; (iii) disclosures you or your personal representative have authorized; (iv) disclosures made before April 14, 2003; and (v) certain other disclosures, such as disclosures for national security purposes. IF you request an accounting more than once in a 12-month period, we may charge you a reasonable fee. All requests for an accounting of disclosures must be made in writing to Tufts Health Plan.
- **Right to authorized other use and disclosure:** You have the right to authorize any use or disclosure of PHI that is not specified within this notice. For example, we would need your written authorization to use or disclose your PHI for marketing, for most uses or disclosures of psychotherapy notes, or if we intended to sell your PHI. You may revoke an authorization at any time, in writing, except to the extent that we have taken an action in reliance on the use or disclosure indicated in the authorization.
- **Right to receive a privacy breach notice:** You have the right to receive written notification if we discover a breach of your unsecured PHI, and determine through a risk assessment that notification is required.
- **Right to this notice:** You have a right to receive a paper copy of this Notice from us on request.

## NOTICE OF PRIVACY PRACTICES, continued

### Your Individual Rights – continued

- **How to Exercise Your Rights:** To exercise any of the individual rights described above or for more information, please call a Member Services Coordinator at 1-800-462-0224 (TDD: 1-800-815-8580) or write to:

Compliance Department  
Tufts Health Plan  
705 Mount Auburn Street  
Watertown, MA 02472-1508

### Effective Date of Notice

This Notice takes effect August 1, 2013. We must follow the privacy practices described in this Notice while it is in effect. This Notice will remain in effect until we change it. This Notice replaces any other information you have previously received from us with respect to privacy of your medical information.

### Changes to this Notice of Privacy Practices

We may change the terms of this Notice at any time in the future and make the new Notice effective for all PHI that we maintain – whether created or received before or after the effective date for the new Notice. Whenever we make an important change, we will publish the updated Notice on our Web site at [www.tuftshealthplan.com](http://www.tuftshealthplan.com). In addition, we will use one of our periodic mailings to inform subscribers about the updated Notice.

### Who to Contact for Questions or Complaints

If you would like more information or a paper copy of this Notice, please contact a Member Services Coordinator at the number listed above. You can also download a copy from our Web site at [www.tuftshealthplan.com](http://www.tuftshealthplan.com). If you believe your privacy rights may have been violated, you have a right to complain to Tufts Health Plan by calling the Privacy Officer at 1-800-208-9549 or writing to:

Privacy Officer  
Compliance Department  
Tufts Health Plan  
705 Mount Auburn Street  
Watertown, MA 02472-1508

You also have a right to complain to the Secretary of Health and Human Services. We will not retaliate against you for filing a complaint.

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