

## MEMBERS

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Members are required to choose a PCP and are expected to transfer their medical records (if the elected PCP is not their current PCP). If the member does not choose a PCP upon enrollment, Tufts Health Plan will assign a PCP to the member. If new members are receiving ongoing medical care, they are advised to contact their new PCP as soon as their membership becomes effective with Tufts Health Plan. Any new members who are not receiving ongoing care are advised to call their PCP to schedule a routine physical examination. New members are encouraged to receive an initial health assessment within 90 days of the effective date of enrollment. Tufts Health Plan provides each medical group with a monthly eligibility listing report that identifies both new and existing members who have a provider within the group designated as their PCP. The PCP may elect to contact new members who appear on the eligibility listing report.

All Tufts Health Plan SCO members are covered for services under both programs. Tufts Health Plan SCO members have no cost share (i.e., copays, coinsurance, deductibles) or other out-of-pocket costs for covered services.

**Note:** Tufts Medicare Preferred HMO members may choose to receive their elected pharmacy benefits through Tufts Health Plan.

Dominion National provides dental services for Tufts Medicare Preferred HMO members, while Tufts Health Plan SCO members receive dental benefits from providers in the Tufts Health Plan DentaQuest network. Tufts Medicare Preferred HMO members and Tufts Health Plan SCO members receive routine eye care from providers in the Tufts Health Plan EyeMed network. Pharmacy, dental and vision care providers are listed in the [provider directories](#).

Tufts Health Plan follows federal and state privacy regulations, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA), to safeguard the privacy of members' protected health information (PHI). Tufts Health Plan's [Notice of Privacy Practices](#) outlines member privacy rights and describes how Tufts Health Plan collects, uses, and discloses PHI. Refer to the [Legal, Security, and Privacy Practices](#) section of our website for more information.

## Coverage Options

### Tufts Medicare Preferred HMO

Tufts Medicare Preferred HMO offers various medical and prescription drug coverage options for its members. HMO plans cover all Original Medicare benefits as well as supplemental benefits. Individuals may not purchase prescription drug coverage without medical coverage.

In addition to the Tufts Medicare Preferred HMP medical coverage, members may have the Tufts Health Plan Medicare Preferred Dental Plan embedded or the Tufts Health Plan Medicare Preferred Dental Option rider administered by [Dominion National](#). [Members with the dental option rider purchase the rider for an additional monthly premium.](#) **Note:** Certain Medicare-covered services performed by a dentist or oral surgeon are included in the member's medical coverage.

Tufts Health Plan covers all services that the member currently receives under Medicare, as applicable. Limitations may apply to some services. Refer to the [Our Plans](#) section of the Tufts Medicare Preferred website for additional information.

**Note:** Changes to covered services are communicated in writing to network providers and members.

### Tufts Health Plan SCO

Tufts Health Plan SCO covers all services that the member currently receives under MassHealth and Medicare. Limitations may apply to some services. Refer to the [Our Plans](#) section of the Tufts Medicare Preferred website for additional information.

**Note:** Changes to covered services are communicated in writing to network providers and members.

## Eligibility

### Tufts Medicare Preferred HMO

Individuals joining Tufts Medicare Preferred HMO must meet specific requirements, as outlined in 42 CFR 422.50 and outlined in Chapter 2 of the Medicare Managed Care Manual – [Medicare Advantage Enrollment and Disenrollment](#).

### Tufts Health Plan SCO

Enrollment in Tufts Health Plan SCO is voluntary and open to individuals who meet all of the following requirements:

- Age 65 or older
- Live at home or in a long-term care facility
- Eligible for MassHealth Standard  
Note: Members who wish to enroll in the Tufts Health Plan SCO (HMO-SNP) plan must also have Medicare.
- Must reside within the Tufts Health Plan SCO service area

Individuals who meet any of the following criteria are not eligible to join Tufts Health Plan SCO:

- Are subject to a six-month deductible period under MassHealth regulations
- Are residents of an intermediate care facility (ICF) for the intellectually disabled
- Are inpatient in a chronic or rehabilitation hospital
- Have other comprehensive insurance, other than Medicare

## Enrollment

### Tufts Medicare Preferred HMO

Members [enrolling](#) in Tufts Medicare Preferred HMO may use one of the following methods:

- [Online enrollment tool](#)
- Mail or fax a completed enrollment form to Tufts Health Plan
- Call Tufts Health Plan at 800.890.6600 (TTY 711) 7 days a week, 8 a.m.–8 p.m. (Apr. 1 - Sept 30, representatives are available Monday–Friday, 8 a.m.–8 p.m.)
- Attend a local [informational meeting](#) with a licensed Medicare Agent
- Enroll through Medicare by calling 1.800.MEDICARE (1.800.633.4227) (TTY 1.877.486.2048) 24 hours a day, 7 days a week or online via the CMS [Medicare Online Enrollment Center](#)

Completed election forms received by Tufts Health Plan on or before the last day of the month will generally be effective the first day of the next calendar month.

## Enrollment Rules

Tufts Medicare Preferred HMO includes limits on when and how often individuals can change the way they obtain Medicare for the HMO plan, in accordance with the CMS Medicare Managed Care Manual, Chapter 2 – [Medicare Advantage Enrollment and Disenrollment](#). Switching from one plan to another plan Tufts Health Plan offers, or to a plan offered by another MAO, is considered a change.

## Enrollment Periods and Effective Dates

**Initial Coverage Election Period (ICEP):** The time during which an individual who is newly eligible for Medicare Advantage can make an initial election to enroll in a Medicare Advantage Plan. This period begins 3 months before the individual's first entitlement to both Medicare Part A and Part B, and ends on the last day of the month preceding entitlement to both Part A and Part B, or the last day of the individual's Part B enrollment period (whichever date is later).

The initial enrollment period for Part B is the 7-month period that begins 3 months before the month that an individual meets the eligibility requirements for Part B and ends 3 months after the month of eligibility.

**Initial Enrollment Period for Part D (IEP for Part D):** The time during which an individual is first eligible to enroll in a Part D plan. Generally an individual is eligible to enroll in a Part D plan when the individual is entitled to Part A or the individual is enrolled in Part B and permanently resides in the service area of a Part D plan.

**Annual Enrollment Period (AEP):** The time from October 15 through December 7 each year when individuals enrolled in Medicare will have an opportunity to change the way they participate in Medicare and to add or drop Medicare prescription drug coverage effective January 1st.

**Medicare Advantage Open Enrollment Period (MA OEP):** From January 1 through March 31 each year, anyone enrolled in a Medicare Advantage Plan (except a Medicare Savings Account (MSA) or other Medicare health plan type) may enroll in another MA plan or disenroll from their current plan and return to Original Medicare. MA OEP also applies to new Medicare beneficiaries who are enrolled in a MA plan during their ICEP; this MA OEP occurs during the month of entitlement to Part A and Part B to the last day of the 3<sup>rd</sup> month of entitlement. Individuals may make only one election during the MA OEP. Individuals may add or drop Part D coverage during the MA OEP. Individuals enrolled in either MA-PD or MA-only plans can switch to: MA-PD, MA-only or Original Medicare (with or without stand-alone Part D plan).

The effective date for an MA OEP election is the first of the month following receipt of the enrollment request. The MA OEP does not provide an opportunity for an individual enrolled in Original Medicare to join a MA plan, nor does it allow for Part D changes for individuals enrolled in Original Medicare, including those enrolled in stand-alone Part D plans. If individuals join a Medicare Prescription Drug Plan, they will be automatically disenrolled from Tufts Medicare Preferred HMO and returned to Original Medicare.

**Note:** Generally, individuals cannot make any other changes during the year unless they meet special exceptions (e.g., if a member moves out of the plan's service area or has both Medicare and Medicaid coverage). If a member has Medicare and Medicaid coverage, they may change to another plan at any time. If a member lives in a long-term care facility (such as a nursing home) they can also change to another plan at any time.

If an individual joins another Medicare plan, including a Medicare Prescription Drug Plan, they will be disenrolled from Tufts Medicare Preferred HMO when enrollment in the new plan begins.

If a member leaves their current plan and does not join a plan that offers Medicare Prescription Drug Coverage or a Medicare Prescription Drug Plan, and they do not have prescription drug coverage that offers the same or better benefits as the basic Medicare Prescription Drug Coverage, the member may have to pay a Medicare Part

D late enrollment penalty (LEP) if they decide to join later, resulting in a higher monthly premium.

### Tufts Health Plan SCO

A qualified individual may voluntarily enroll in Tufts Health Plan SCO at any time during the year. Membership is effective on the first calendar day of the month following the approval of the member's enrollment and renewal occurs on the anniversary of the member's effective date.

## Disenrollment

### Tufts Medicare Preferred HMO

Tufts Health Plan may not, either orally or in writing or by any action or inaction, request or encourage any Tufts Medicare Preferred HMO member to disenroll. While a MAO may contact members to determine the reason for disenrollment, the MAO may not discourage members from disenrolling after they indicate their desire to do so. The MAO must apply disenrollment policies in a consistent manner for similar members in similar circumstances.

Disenrollment is effective on the first calendar day of the month following the month in which the notice is received. Disenrollment requests received during AEP become effective when the new plan's coverage begins on January 1 of the following year.

### Voluntary Disenrollment by Member

Tufts Medicare Preferred HMO members may voluntarily disenroll in accordance with the approved election periods noted in the enrollment rules. To disenroll from a plan, members must do one of the following:

- Hand-deliver, mail or fax a signed written [form](#) to Tufts Health Plan
- Call 1.800.MEDICARE (800.633.4227) (TTY: 877.486.2048)
- Join another Medicare Advantage PDP or Prescription Drug Plan during a valid enrollment period to be automatically disenrolled from Tufts Medicare Preferred HMO coverage.

**Note:** If a Tufts Medicare Preferred HMO member verbally requests to disenroll, Tufts Health Plan must instruct the member to make the request through one of the methods described above.

### Required Involuntary Disenrollment

Tufts Health Plan must disenroll a Tufts Medicare Preferred HMO member in the following situations:

- The member has a change in residence (including incarceration) that makes them ineligible to be a member of Tufts Medicare Preferred HMO. An HMO member disenrolled under this provision has a special election period to elect a different Medicare Advantage Plan or to return to Original Medicare. A member who fails to make an election will be deemed to have elected Original Medicare.
- The member loses entitlement to either Medicare Part A or Part B
- The member dies
- The Tufts Medicare Preferred HMO contract is terminated, or if the member resides in an area where the plan is no longer offered. A Tufts Medicare Preferred HMO member disenrolled under this provision has a special election period (SEP) to elect a different Medicare Advantage Plan or to return to Original Medicare. A member who fails to make an election is deemed to have elected Original Medicare.
- The member fails to pay their Part D-IRMAA and CMS notifies the plan to effectuate the disenrollment
- The member is not lawfully present in the United States.

### Optional Involuntary Disenrollment

Tufts Health Plan may disenroll a Tufts Medicare Preferred HMO member from a Medicare Advantage Plan in the following situations:

- Premiums are not paid on a timely basis
- The member engages in disruptive behavior
- The member provides fraudulent information on an election form, permits abuse of a Tufts Medicare Preferred HMO enrollment card, or the member engages in other fraudulent conduct with respect to the program.

## Disenrollment Procedures for Employer Group Health Plans

When an employer group terminates its contract with an MAO, or determines that an enrollee in its program is no longer eligible to participate in the employer group plan, Tufts Medicare Preferred HMO may disenroll beneficiaries by following the procedure in either Option 1 or Option 2:

- **Option 1:** Enroll the individual in another Medicare Advantage Plan (i.e., individual plan) offered by the same MAO unless the beneficiary makes another choice. The individual must be eligible to enroll in this plan, including residing in the plan's service area. The individual plan selected for this option must be the same type of plan.
- **Option 2:** Disenroll the individual from the employer/union-sponsored Medicare Advantage Plan to Original Medicare following prospective notice.

## Tufts Health Plan SCO

### Voluntary Disenrollment

Members may voluntarily disenroll at any time for any reason for Tufts Health Plan SCO members with a valid election. Disenrollment is effective on the first calendar day of the month following the month in which the notice is received. To voluntarily disenroll from the plan, members must do one of the following:

- Hand-deliver, mail or fax a signed written notice to Tufts Health Plan
  - Call 1.800.MEDICARE (1.800.633.4227) (if individual is Medicare-eligible)
  - Join another SCO plan from another Medicare Advantage Organization
- Note:** If a member verbally requests to disenroll, Tufts Health Plan will instruct the member to make the request in writing.

### Involuntary Disenrollment

Occasionally, it is necessary for Tufts Health Plan to involuntarily disenroll a Tufts Health Plan SCO member. Reasons for involuntary disenrollment may include:

- Loss of MassHealth eligibility. Tufts Health Plan can help members apply to regain their eligibility by contacting the applicable MassHealth Enrollment Center.
- Member remains outside the service area for more than six consecutive months

**Note:** Membership cannot be cancelled due to the status of the member's health.

## Member Education

Tufts Health Plan's member education outreach includes literature that helps certain prospective and active members understand how to utilize their health insurance benefits. Members receive an identification card in addition to benefit materials containing information on plan benefits, cost-sharing amounts, exclusions, and plan policies and procedures, including the evidence of coverage (EOC), which is made available to the member upon enrollment and annually thereafter.

## Member Identification Cards

Members are encouraged to carry their Tufts Medicare Preferred HMO or Tufts Health Plan SCO ID card at all times. If a member has enrolled but has not received their ID card, the pink copy of the election form may be used as temporary identification.

## Health Risk Assessment

As part of the Health Risk Assessment program, newly enrolled members are provided a Health Needs Questionnaire. Completing the questionnaire is voluntary. The purpose of the program is to profile members' health risk status at enrollment and share information regarding member risk with members' health care providers. Tufts Health Plan ultimately expects the sharing of information to lead to better management of care, which will result in improved health outcomes. Members are also screened for eligibility for additional care management services.

Newly enrolled SCO members receive a Health Risk Assessment within 30 days of enrollment and a re-assessment annually thereafter. The content of the assessment identifies medical, functional, cognitive, psychosocial and mental health needs of the member. Information from the Health Risk Assessment is used in the development of and updates to the members' Individualized Care Plan.

## Advance Directives

The federal Patient Self-Determination Act requires certain facilities, including MAOs, to document whether or not a member has executed an advance directive. An advance directive is a written instruction relating to the provision of health care when the member is unable to communicate their wishes regarding medical treatment. This document is sometimes called a living will, healthcare proxy, or durable power of attorney for healthcare. A sample [appointment of representative \(AOR\)](#) form is distributed to new Tufts Health Plan members.

Tufts Health Plan maintains written policies and procedures that provide for community education regarding advance directives. Members receive educational materials upon enrollment that define advance directives, emphasizing that advance directives are designed to enhance an incapacitated individual's control over medical treatment decisions. Applicable state law concerning advance directives is also included in the materials.

To ensure compliance with the provisions of the federal Patient Self-Determination Act, Tufts Health Plan requires that providers document whether a member has executed an advance directive and that the advance directive must be a prominent part of the member's medical record.

## Member Rights and Responsibilities

Tufts Health Plan makes a Member Rights and Responsibilities statement available to members. This document explains the member's responsibility to adhere to Tufts Health Plan policies and informs members that they have certain rights regarding their care, such as access to and participation in decisions about their care. Members may refer to their [Evidence of Coverage \(EOCs\)](#) or contact Senior Products Customer Relations at 800.701.9000 for additional information on this statement.

### Know the Member's Rights and Responsibilities

As part of our strong commitment to quality care and customer service, Tufts Health Plan wants members to remain informed about their rights and responsibilities. We developed the following list to help members be fully informed of their membership rights and responsibilities. Additional information about the grievance process, policies, procedures, and member records can be found in members' EOCs.

### Member Rights

Members have the right to:

- Receive information about Tufts Health Plan including its services, health plan staff and their qualifications, contractual relationships, benefits, member rights and responsibilities, healthcare providers, policies, and procedures
- Choose covered services for which they are eligible
- Be informed by their physician or other healthcare provider regarding their diagnosis, treatment, and prognosis in terms that are understandable
- Receive sufficient information from their healthcare providers to enable them to give informed consent before beginning any medical procedure or treatment
- Have a candid discussion of appropriate or medically necessary treatment options for their condition, regardless of cost or benefit coverage
- Participate with practitioners in decisions regarding their healthcare
- Be treated courteously, respectfully and with recognition of their dignity and need for privacy
- Be free from abuse, neglect, and exploitation
- Refuse treatment, drugs or other procedures recommended by Tufts Health Plan providers to the extent permitted by law and to be informed of the potential medical consequences of refusing treatment
- Be covered for emergency services in cases where a prudent layperson, acting reasonably, would believe that an emergency medical condition exists
- Have reasonable access to essential medical services

- Decline participation in or disenroll from services offered by Tufts Health Plan
- Expect that all communications and records pertaining to their healthcare are treated as confidential in accordance with Tufts Health Plan's Notice of Privacy Practices
- Select a doctor from Tufts Health Plan's directory of healthcare providers who is accepting new patients and expect the physician to provide covered healthcare services
- Obtain a copy of their medical records from their providers, in accordance with the law
- Use the Tufts Health Plan member satisfaction process described in their benefit document (which include timeliness for responding to and resolving complaints and quality issues) to voice a concern or complaint about the organization or the care it arranges and to appeal coverage decisions
- Make recommendations regarding the organization's members' rights and responsibilities policy

## Member Responsibilities

Members have a responsibility to:

- Treat network providers and their staff with the same respect and courtesy that members expect for themselves
- Ask questions and seek clarification to understand their illness or treatment
- Cooperate with Tufts Health Plan so that we may administer member benefits in accordance with their benefit document
- Obtain services from an in-network provider except in a medical emergency, (e.g., a serious injury, or onset of a serious condition that prevents them from calling their PCP in advance)  
**Note:** This applies to HMO and EPO members as well as POS and PPO members seeking coverage at the authorized level of benefits.
- Follow plans and instructions for care that they have agreed to with their practitioners
- Obtain appropriate authorization(s) from their Tufts Health Plan PCP before seeking care, except in the case of urgent/emergency care  
**Note:** This applies to HMO and EPO members, as well as POS members seeking coverage at the authorized level of benefits
- Keep scheduled appointments with healthcare providers or give adequate cancellation notice
- Express concerns or complaints through the Tufts Health Plan member satisfaction process described in their benefit document
- Familiarize themselves with their Tufts Health Plan benefits, policies and procedures by reading distributed materials and by calling Member Services with any questions
- Supply, to the extent possible, information needed by their healthcare providers and Tufts Health Plan and to the practitioners who provide their care
- Participate in understanding their health problems and developing mutually agreed-upon treatment goals, to the degree possible

## Confidentiality of Protected Health Information

Tufts Health Plan follows federal and state privacy regulations, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA), to safeguard the privacy of members' protected health information (PHI). Tufts Health Plan's [Notice of Privacy Practices](#) outlines member privacy rights and describes how Tufts Health Plan collects, uses, and discloses PHI. Refer to the [Legal, Security, and Privacy Practices](#) section of our website for more information.

## Member Appeals and Grievances

Members have the right to file a complaint if they have concerns or problems related to their coverage or care. Appeals and grievances are two different types of member complaints. CMS defines appeals and grievances in the [Parts C & D Enrollee Grievances, Organization/Coverage Determinations, and Appeals Guidance](#). For Tufts Health Plan SCO, additional guidance is located in the [Addendum to the Parts C & D Enrollee Grievances, Organization/Coverage Determinations, and Appeals Guidance for Applicable Integrated Plans](#).

Tufts Health Plan and its contracting providers must not treat members unfairly or discriminate against them because they initiate a complaint. Refer to the [Member Appeals and Grievances](#) chapter for more information on member appeals.