



HEALTH PLAN COMMUNITY

Select Member Handbook

McLaren Health Plan Community
HMO Member Handbook – Select Plan

2020

Table of Contents

Welcome to McLaren Health Plan Community	3
Key Contacts	3
Your Privacy	4
Your MHP Community Identification Card.....	4
Choosing a Primary Care Physician (PCP)	5
The Role of Your PCP.....	5
Changing Your PCP	6
Provider Directory.....	6
Your Network.....	6
Do I Need a Referral or Preauthorization?.....	7
Preventive Services	7
Women’s Health	8
Laboratory and Radiology Services.....	8
Emergency Care/Urgent Care.....	8
Specialty & Hospital Care	9
Behavioral Health	9
Out-of-Area Care	9
Prescription Medications	10
Tobacco Cessation Treatment	10
Medical Management Overview	11
Covered Benefits and Exclusions from Coverage	12
Benefit Interpretation and New Technology Evaluation	12
Copayments and Coinsurance	13
Eligibility	13
Enrolling New Dependents.....	13
If You Have Other Health Care Coverage	13
Member Reimbursement.....	14
When Coverage Terminates	14
When Coverage May Be Rescinded	14
Member’s Rights and Responsibilities	15
Patient Bill of Rights Notification.....	16
Patient Advocate	17
Advance Directive	19
Notice of Privacy Practices	20
How to Use Your Rights Under This Notice.....	23
Janet’s Law	24
Fraud, Waste and Abuse: What You Should Know.....	24

McLaren Health Plan Community
HMO Member Handbook – Select Plan

Member Complaint, Grievance and Appeals Procedures.....	25
Regular Internal Appeals	26
Expedited Complaint, Grievance and Appeals	27
External Appeals	27
Expedited External Appeals.....	28

McLaren Health Plan Community

HMO Member Handbook – Select Plan

Welcome to McLaren Health Plan Community

Welcome to McLaren Health Plan Community (MHP Community). We are happy to have you as a member and look forward to helping you with your health care needs. MHP Community and its entire staff are dedicated to providing our valued members with high quality, cost effective health care.

The information in this handbook will help you understand your Select plan benefits and how MHP Community will support your health care needs.

The MHP Community – Select Plan is only available to members who reside in the following counties: Clinton, Eaton, Genesee, Huron, Ingham, Lapeer, Macomb, Saint Clair, Sanilac, Shiawassee, and Tuscola.

Key Contacts

Customer Service: Available to answer your calls Monday through Friday, 8:30 a.m. to 6 p.m. Call 888-327-0671 and a Customer Service representative will help you with questions regarding eligibility, covered benefits, PCP changes and any other questions you may have about MHP Community.

Medical Management: Each member is assigned an MHP Community personal nurse who is available during regular business hours, Monday through Friday, 8:30 a.m. to 5 p.m. Call 888-327-0671 and ask for “your nurse” to assist with questions related to disease management, health assessments and other questions you may have about your health care. You can call us during normal hours or after hours.

Website: Visit McLarenHealthPlan.org for the most current information, including the provider directory, frequently asked questions, healthy reminders and much more. You may obtain a printed copy of any information on our website by calling Customer Service at 888-327-0671.

Language Assistance: If you need help understanding any of the written materials or need interpretation services, call Customer Service at 888-327-0671. Please note, if a provider speaks a language other than English, it is listed in the provider directory.

If you are deaf, hard of hearing, or have speech problems, call 711 and Michigan Relay will assist you. Michigan Relay is available 24 hours a day.

McLaren Health Plan Community

HMO Member Handbook – Select Plan

Your Privacy

MHP Community cares about your privacy. We have a Privacy Notice available to all of our members. We have policies and procedures in place that protect the privacy of your information:

- Every MHP Community workforce member signs a statement when they are hired which requires them to keep member information private.
- Every MHP Community workforce member receives training every year on how to keep information private.
- MHP Community only allows workforce members who are authorized with a password to access electronic information.
- Paper information is stored in secure places.
- Only workforce members who need to manage your care are allowed to see your personal information.
- MHP Community's policies protect your protected health information (PHI), whether in an oral, written or electronic format.
- Information about MHP Community's policies relating to its use and disclosure of PHI, use of authorizations, access to PHI and protection of oral, written and electronic PHI is available in MHP Community's Notice of Privacy Practices, which is located in this handbook and on our website.

Your MHP Community Identification Card

You will receive an MHP Community identification card. Your ID card will include the following information:

1. Contract number
2. Subscriber name
3. Group number
4. Plan ID - Select
5. Applicable copayments, coinsurance and deductibles

Always show your MHP Community ID card when you receive services. Do not let anyone who is not covered use your card. If you have questions about your ID card or need to order an additional card, please call Customer Service at 888-327-0671.

McLaren Health Plan Community

HMO Member Handbook – Select Plan

Choosing a Primary Care Physician (PCP)

When you join MHP Community, you must choose a PCP from the Select Provider directory. **A member under the age of 18 may choose a pediatrician as his or her PCP.** The provider directory will give you a list of PCPs to choose from. This list will include doctors who specialize in family practice, internal medicine and pediatrics.

Your PCP will work closely with you and coordinate your health care needs. Your PCP will be responsible for sending you to a specialist when it is medically necessary. Your responsibility is to always work with your PCP. If you do not select a PCP, or if your PCP does not coordinate your health care needs, eligible medical services that you receive may not be covered. Use these guidelines as a reference when choosing a PCP:

- Availability. Is the doctor accepting new patients? What are the office hours?
- Does the doctor listen well and does he or she spend enough time with you?
- Do you think you could build a good relationship with this doctor?
- What is the doctor’s education and experience?

Remember to review the provider directory before choosing your PCP. The provider directory will indicate if the PCP is accepting new patients. We continually update our provider directory, so you should call Customer Service at 888-327-0671 to verify a PCP’s status.

The Role of Your PCP

Your PCP is an integral part of your health care. Your PCP should understand your health care needs, direct the care you receive, decide the need for a specialist and determine the hospital you should use when needed. Your PCP should be available to you 24 hours a day, 7 days a week. Your PCP will provide you with a “medical home” where the patient care record will be maintained.

McLaren Health Plan Community

HMO Member Handbook – Select Plan

Changing Your PCP

If you need to change your PCP, please call Customer Service at 888-327-0671. They can assist you with your request and confirm if the PCP you have chosen is accepting new patients. You may also visit our website at [McLarenHealthPlan.org](https://www.McLarenHealthPlan.org) for the current provider directory. The change will be effective the first day of the month following notification to MHP Community. You may start seeing your new PCP when the change becomes effective.

Provider Directory

Many doctors and other providers of health care will be taking care of you. The MHP Community Select provider directory lists health care providers' names, addresses, telephone numbers, specialties and board certification. If you want to know more about a provider's qualifications, such as medical schools attended or residency information, call Customer Service at 888-327-0671. You may also visit [McLarenHealthPlan.org](https://www.McLarenHealthPlan.org) for the current provider directory. If you want a printed copy of anything on our website, call Customer Service.

Your Network

Your Select Plan uses an extensive network of participating providers from whom you will seek care. There are primary care doctors, specialists, hospitals, urgent care clinics, pharmacies, labs – please review the provider directory and familiarize yourself with your Select Plan network. Call Customer Service if you have any questions about where to obtain covered services from participating providers.

MHP Community does not cover services provided by non-participating providers.

Exceptions include:

- Emergency services
- Services preauthorized by MHP

In some cases, non-participating providers practice at facilities that participate with the MHP Select Plan. Please be sure to inquire if the provider from whom you are seeking care is a Select Plan participating provider.

McLaren Health Plan Community

HMO Member Handbook – Select Plan

The MHP Community Select plan is only offered to residents of Clinton, Eaton, Genesee, Huron, Ingham, Lapeer, Macomb, Saint Clair, Sanilac, Shiawassee and Tuscola counties. The network is comprised of participating providers who practice in these counties. As a MHP Community Select member, in-network benefits can only be provided by providers listed within the MHP Community Select provider directory. Any request to see an out-of-network provider within the Select counties or a provider outside of the Select counties must be reviewed by MHP Community prior to receiving services. The only exception would be for emergency/urgent care – see the Emergency/Urgent Care section on page 9 of this handbook.

Do I Need a Referral or Preauthorization?

There are some services that require preauthorization. These requests are subject to medical review by MHP Community who will make an authorization decision and return the referral to the requesting practitioner. Please refer to your Certificate of Coverage or call Customer Service if you have a question about preauthorization requirements.

Any care received by an **out-of-network** provider requires preauthorization. Only those services that are approved by MHP Community **prior** to receiving **out-of-network** care, will be covered. If a preauthorization is denied, you will receive a decision in writing from MHP Community with an explanation for the denial.

Preventive Services

Preventive services are screenings, immunizations, lab tests and other services that help prevent illness or help finding diseases or medical conditions before you experience symptoms. Some services are preventive services only for specified age groups or genders.

Preventive services provided by an **in-network** provider are covered in full without a copayment, coinsurance or deductible.

Review your Certificate of Coverage for more detailed information about services that are preventive services, or visit the USPSTF website at:

www.uspreventiveservicestaskforce.org/Page/Name/uspstf-a-and-b-recommendations/ or www.HealthCare.gov. This information may also be obtained by calling Customer Service at 888-327-0671.

McLaren Health Plan Community

HMO Member Handbook – Select Plan

Women’s Health

Many primary care physicians are trained and able to provide women with an annual well check-up; however it is your right to choose to receive these services from an in-network OB-GYN physician. A referral is not required for these services as long as they are received from an in-network Select OB-GYN physician. Remember to include your PCP in your decision to have your annual well visits from an OB-GYN. This will help your PCP and your OB-GYN work together to provide you with the best possible health care.

Laboratory and Radiology Services

MHP Community covers medically necessary lab work, x-rays and other radiological exams when included as part of your MHP Community benefits. This testing must be performed by participating providers at an in-network facility. Remember to work with your PCP or specialist to ensure that you will be sent to an MHP Community Select participating facility.

Emergency Care/Urgent Care

Emergency care is a covered benefit. If you have a serious medical emergency that you feel is life-threatening, go immediately to the nearest emergency room or call 911. As soon as possible after you are treated at an emergency facility, contact your PCP so he or she is aware of the treatment you received.

If your emergency is not life-threatening, call your PCP before going to the emergency room. He or she will help you determine if your situation requires immediate attention. Your PCP will work with you to make sure you get the care you need.

Emergency care may require a copayment. This copayment will be waived if you are admitted to the hospital.

Medically necessary emergency services are covered at an out-of-network provider; however, you may have to pay the difference between the cost of the service(s) and what MHP Community pays the out-of-network provider. These costs can be significant, which is why it is important for you to understand your liability when using an out-of-network provider.

MHP Community requires notification of all hospital admissions within 24 hours, or as soon thereafter as possible.

McLaren Health Plan Community

HMO Member Handbook – Select Plan

Sometimes urgent illnesses occur when your PCP's office is closed. If you need care that cannot wait until the next day, consult with your PCP through his or her answering service for directions regarding urgent care services. MHP Community has many in-network urgent care clinics from which you can choose to seek services.

Non-urgent or routine care received outside of the MHP Community service area without preauthorization will not be covered. If you seek care for non-emergency conditions while you are out of the service area, you may have to pay for these services.

Specialty & Hospital Care

Your PCP will provide you with a “medical home,” but sometimes you may need to see a specialist or go to the hospital. It is recommended you consult with your PCP who can help direct you to the most effective, high quality care and oversee ongoing coordination of your health. If you think you need a second opinion, you can get one from an **in-network** provider. If you want a second opinion from an **out-of-network** provider, call MHP Community for assistance. All inpatient admissions require preauthorization, other than for maternity or emergency care.

Behavioral Health

MHP Community - Select has **in-network** mental health/substance abuse providers available to assist you. You can find the list of these providers in the MHP Community provider directory by visiting McLarenHealthPlan.org, or contact Customer Service for assistance. Included on this list are psychiatrists, psychologists, social workers and counselors. In order for behavioral health services to be covered, you must seek them from an **in-network** provider. These services will not be covered when provided by an **out-of-network** provider unless MHP Community has preauthorized those services.

Out-of-Area Care

If you are out of the MHP Community Select service area, you are covered for emergency care. If you have an emergency, go to the nearest hospital. All other out-of-area care requires preauthorization by MHP Community.

McLaren Health Plan Community HMO Member Handbook – Select Plan

Prescription Medications

MHP Community administers the pharmacy benefit in conjunction with our pharmacy benefit manager, MedImpact. MHP Community, MedImpact and physicians on our Quality Improvement committee work closely together to provide you with access to the most clinically appropriate, safe and cost-effective medications.

Your pharmacy benefit is based on the plan you are enrolled in and the MHP Community formulary. The formulary is a list of preferred prescription medications. It is a useful reference and educational tool that assists our providers in selecting cost-effective therapies of the highest quality.

When you are prescribed a medication that is available in generic form, MHP Community will cover the generic form of the medication. If you request the brand name instead of the generic alternative, you may be responsible for additional costs or a higher copay. If your physician requests a brand name drug when a generic alternative is available, your physician must request a prior authorization. This request will be made to our pharmacy benefit manager, MedImpact.

There are some medications that are only covered when preauthorized. When a preauthorization is necessary, your physician will fill out a preauthorization request form and send it along with the appropriate documentation to our pharmacy benefit manager, MedImpact. Your provider has a copy of the MHP Community formulary, so he or she will know when a medication requires preauthorization.

Most covered medications can be dispensed in a 90-day supply by mail-order. Most generic medications can be dispensed in a 90-day supply at a retail pharmacy after a minimum 30-day trial of the medication. You must obtain a prescription for a 90-day supply from your physician in order to participate.

If you have any questions regarding your prescription benefit, you may call Customer Service at 888-327-0671.

Tobacco Cessation Treatment

As an MHP Community member, you are entitled to a free stop smoking Quitline. Call 800-784-8669 to enroll. You should also talk to your doctor for more information on how to quit smoking.

McLaren Health Plan Community

HMO Member Handbook – Select Plan

Medical Management Overview

Medical management, along with the PCP, works with you to ensure you receive high quality, cost-effective services. This helps ensure consistent communication between your PCP and any specialists to whom you have been referred.

In order to reach this goal, we have many tools available to use, such as:

- Provider referral process/form
- Member health assessments: “Staying In Touch” welcome survey
- Case Management: Individualized member contact and follow up
- Disease education and support: asthma, diabetes, depression, hypertension, stroke and pregnancy
- Pharmacy services: Formulary maintenance

There may also be instances when the MHP Community’s Chief Medical Director will review a service requested by your PCP to determine whether the service is medically necessary and appropriate. If our Medical Officer determines that the service is not medically necessary or appropriate, you will receive notification in writing of the denial and the reason or criteria on which the decision was based. If you disagree with the decision of the Medical Director you have the right to appeal this decision.

To make these decisions in a fair and consistent manner we use nationally recognized guidelines and criteria. Our Quality Improvement committee reviews these guidelines. The physicians and nurses involved in the medical management process do so based only on the appropriateness of care. They are not rewarded for issuing denials, and are not compensated in any way that would motivate them to make inappropriate coverage decisions or encourage underutilization of services.

Preventive education is extremely important to MHP Community as we strive to help you get the best care available to you. We support member preventive education by distributing Preventive Health Guidelines to our members and our PCPs. We have established call programs in which we contact our members and assist them in getting appropriate screenings scheduled. Our members have access to a stop smoking Quitline. We also send healthy reminder cards and semi-annual newsletters to our members highlighting preventive health information.

Disease management is also offered to our members with chronic illnesses such as asthma and diabetes. This program will offer our members help in developing a customized program to meet their health care needs. We provide education, monitor clinical outcomes, evaluate member health status and teach our members self-management to help improve their health status. If you have any questions about any of medical

McLaren Health Plan Community HMO Member Handbook – Select Plan

management's services, call us at 888-327-0671.

Diabetes services:

Benefits for equipment, supplies and educational training for the treatment of diabetes, are covered when medically necessary and ordered by or under the direction of your PCP.

These include:

- Blood glucose monitors and blood glucose monitors for the legally blind
- Test strips for glucose monitors, visual reading and urine testing strips, lancets and spring-powered lancet devices
- Syringes
- Insulin pumps and medical supplies required for the use of an insulin pump
- Diabetes self-management training to ensure that persons with diabetes are trained on proper self-management and treatment of their diabetic condition

Benefits are available for diabetes equipment that meets the minimum specifications for your needs. If you choose to purchase diabetes equipment that exceeds these minimum specifications, we will pay only the amount that we would have paid for equipment that meets the minimum specifications, and you will be responsible for paying any difference in cost.

Benefits are available for diabetes self-management training when it is provided by an **in-network** provider who has appropriate certification to receive reimbursement for these services.

Covered Benefits and Exclusions from Coverage

For a complete list of your covered benefits and exclusions from coverage, please refer to your Certificate of Coverage and schedule of copayments and deductibles. You can also call Customer Service at 888-327-0671 for questions regarding covered and non-covered services.

Benefit Interpretation and New Technology Evaluation

MHP Community realizes that medical technology is constantly advancing and improving. In order to do our best for our members, we have developed a process to evaluate new medical procedures, medications and devices, taking into consideration existing technology. This process includes reviewing information from government agencies, published information and findings from studies. Our Quality Improvement committee is also involved in this review process. Some factors they consider are patient safety, clinical

McLaren Health Plan Community HMO Member Handbook – Select Plan

contraindications, experimental services, clinical efficacy and cost effectiveness. Any benefit changes made as a result of this review will be communicated as appropriate to our members and providers.

Copayments and Coinsurance

Some of your covered benefits have a copayment or coinsurance for which you are responsible. A copayment is a fixed dollar amount, and a coinsurance is a percent of charges. Your copayment amount is due when services are received. Please refer to your Certificate of Coverage, your schedule of copayments and deductibles and applicable riders to determine your copayment and coinsurance amounts for certain covered benefits.

Eligibility

If you have questions regarding eligibility, please contact MHP Community at 888-327-0671.

Enrolling New Dependents

To enroll new dependents, you must apply within 30 days of a qualifying event, such as birth, marriage or adoption. Failure to enroll a new dependent within the correct time period may result in the inability to add the dependent to your plan until the next open enrollment period. Call MHP Community for details about enrolling new dependents.

If You Have Other Health Care Coverage

MHP Community needs to know if you have any other coverage so we can work with the other insurance to coordinate your benefits and ensure that maximum payments are made by each carrier for all allowable expenses. We will also work with automobile and worker's compensation carriers. We reserve the right to recover all costs of services to treat conditions covered by any other insurer. If you have other coverage, please complete and return the form in the back of this handbook or call Customer Service at 888-327-0671.

McLaren Health Plan Community

HMO Member Handbook – Select Plan

Member Reimbursement

There is no reason for you to pay a provider for covered services under your Certificate of Coverage (other than copayments, coinsurance or deductibles), but if circumstances require that you do, and you can prove that you have, MHP Community will reimburse you for those covered services.

- You must provide written proof of the payment within 12 months of the date of service and complete an MHP Community Direct Member Reimbursement form. You can find the form at [McLarenHealthPlan.org](https://www.McLarenHealthPlan.org) or you can obtain the form by calling Customer Service at 888-327-0671.

NOTE: The proof of payment documentation must include the procedure code, diagnosis code, charges, the amount you paid and the provider tax ID number.

- Claims submitted more than 12 months after the date of service will not be paid.

When Coverage Terminates

Your MHP Community coverage will terminate if:

1. You fail to pay all monthly premiums by the due date;
2. You no longer meet eligibility requirements;
3. You move out of the MHP Community service area; or
4. The MHP Community product is decertified by state or federal regulators or is withdrawn from the marketplace by MHP Community in accordance with state and federal laws.

When Coverage May Be Rescinded

Your MHP Community coverage may end retroactive to the date a member commits fraud against MHP Community or a provider, or intentionally misstates or withholds a material fact. This includes:

1. Intentional misrepresentation of the eligibility of a member;
2. Fraudulent use of the MHP Community ID card; or
3. Fraudulent use of the MHP Community system.

McLaren Health Plan Community

HMO Member Handbook – Select Plan

Member's Rights and Responsibilities

As an MHP Community member you have the right to:

- Confidentiality
- Be treated with respect and with recognition of your dignity and the right to privacy including to be free from restraint and seclusion used as a means of coercion, discipline, convenience or retaliation.
- Have access to a primary care provider or provider designee 24 hours a day, 365 days a year for urgent care.
- Receive culturally and linguistically appropriate services.
- Obtain a current provider directory of in-network providers, and access to a choice of specialists within the network who are experienced in treatment of chronic disabilities. Preauthorization by MHP Community is required for some services.
- Obtain OB-GYN and pediatric services from network providers without a referral.
- Continue receiving services from a provider who has been terminated from the plan's network through the episode of care, as long as it remains medically necessary to continue treatment with this provider, including a pregnant female who has the right to continue coverage from a terminated provider that extends to the postpartum evaluation of the member, up to 6 weeks after delivery.
- Receive covered benefits consistent with the member's contract and state and federal regulations.
- Have no "gag rules" from MHP Community. Doctors are free to discuss all medical treatment options, even if they are not covered services.
- Participate in decision-making regarding your health care, including the right to refuse treatment, to obtain a second opinion, and express preferences about treatment options.
- Receive a copy, an amendment or a correction of your medical record upon request.
- Know how MHP Community pays its doctors, allowing members to know if there are financial incentives or disincentives tied to medical decisions; and the right to be provided with a telephone number and address to obtain additional information about compensation methods, if desired.
- Voice complaints or appeals about MHP Community, the care provided, or a decision to deny or limit coverage, without risk of penalty.
- Receive information about the structure and operation of MHP Community, including the services provided, the practitioners and providers, and the members' rights and responsibilities.

McLaren Health Plan Community HMO Member Handbook – Select Plan

- Make recommendations regarding your rights and responsibilities.
- Have your protected health information kept confidential by MHP Community and the PCP.
- Be free from other discrimination prohibited by state and federal regulations.

As an MHP Community member you have the responsibility to:

- Schedule appointments in advance and be on time; cancel an appointment with the doctor's office as soon as possible.
- Use the hospital emergency room only for acute or emergency care, not for routine care. This means following the protocol and using the emergency room only when medically necessary, and contacting the PCP prior to a visit to the emergency room.
- Become a partner with the PCP in planning individual health care and completing treatments, including supplying the information (to the extent possible) to practitioners, providers and MHP Community that is necessary to deliver the services needed.
- Follow plans and instructions for care that you have agreed to with all your treating health care Providers and practitioners.
- Understand your health problems, and participate in developing mutually agreed upon treatment goals to the degree possible.
- Notify MHP Community's Customer Service immediately of any change in address or telephone number.
- Allow MHP Community to assist with health care and services to which you are entitled, and notify MHP Community of any problem related to health care, benefits, etc.
- Forward suggestions to MHP Community in writing or contact Customer Service for assistance.
- Carry the MHP Community member ID card at all times.

Patient Bill of Rights Notification

As a member of MHP Community, you have certain rights as specified by a Michigan law called the Patient Bill of Rights. This notice will explain those rights and will help you understand the health coverage provided by MHP Community:

1. **MHP Community Service Area** – As a state licensed HMO, MHP Community is licensed to enroll individuals within the MHP Community "Service Area" as defined by the Department of Insurance and Financial Services.
2. **MHP Community Certificate of Coverage** – In order for you to understand your

McLaren Health Plan Community HMO Member Handbook – Select Plan

health care benefits, you will be provided with a copy of the applicable MHP Community Certificate of Coverage (including the Schedule of Copayments and Deductibles and any Riders.) These documents contain information regarding covered benefits, prescription drug coverage (with information about requirements for the use of generic drugs), a description of emergency health coverage and benefits, and out of area coverage and benefits. It also details your financial responsibility, if any, for copayments, coinsurance, deductibles and any other out-of-pocket expenses. It also tells you how to file a member grievance or appeal.

3. **Continuity of Treatment** – If an in-network provider terminates from the MHP Community Select network, MHP Community will do either of the following; arrange for the continuation of treatment by that provider or assist the member in selecting a new provider to continue with the treatment.
4. As a member of MHP Community, you have the right to request and receive additional information about MHP Community, which would include:
 - **Provider information** – You are entitled to receive a copy of the MHP Community Select provider directory, which will give you information about our in-network physicians – names, locations, telephone numbers and specialty. It will also specify which physicians are accepting new patients.
 - **Physician credentials** – You are entitled to receive information about in-network physicians, including: degrees received, professional qualifications, board certification status, certification date, if applicable, medical school attended, residency completion and identification of the affiliated facilities where the physician has privileges for any treatment, illness or procedure you identify.
 - **Physician status/discipline** – If you have questions about disciplinary actions taken against your doctor or want to know about any formal complaints against your doctor, please visit the Department of Insurance and Financial Services' website at www.7.dleg.state.mi.us/free/.
 - **Specific benefits** – You are entitled to information concerning any requirements, limitations, restrictions or exclusions including, but not limited to, information regarding the MHP Community drug formulary, services or benefits.

Patient Advocate

Many people today are worried about the medical care they will receive should they become terminally ill and are unable to communicate. You may now state your wishes regarding your health care in writing while you are still healthy and able to make such decisions. We are giving you this information to tell you about your right to make your

McLaren Health Plan Community HMO Member Handbook – Select Plan

own decisions about your medical treatment. As a competent adult, you have the right to accept or refuse any medical treatment. “Competent” means you have the ability to understand your medical condition and the medical treatments for the condition, to weigh the possible benefits and risks of each such treatments, and then decide whether you want to accept treatment or not.

As long as you are competent, you are the only person who can decide what medical treatment you want to accept or reject. You will be given information and advice about the pros and cons of different kinds of treatment and you can ask questions about your options. Only you can say “yes” or “no” to any treatment offered. You can say “no,” even if the treatment you refuse might keep you alive longer and even if others want you to have it.

If you are not able to make your own decisions about medical care, someone else will have to make those decisions for you. If you haven’t stated your wishes in writing, no one will know what you would want. There may be difficult questions that will need to be answered, and when your wishes are not known, your family or the courts may have to decide what to do.

While you are competent, you can name someone to make medical treatment decisions for you should you ever be unable to make them for yourself. To be certain that the person you name has the legal right to make those decisions, you must fill out a form called either a Durable Power of Attorney for Health Care or a Patient Advocate Designation. By completing this form, you are giving this person the right to give your written or spoken instructions about what medical treatment you want and don’t want to receive. You can choose anyone to be your Patient Advocate who is at least 18 years old. You may pick a family member or a friend or any other person you trust. But you should make sure that person is willing to serve by signing an acceptance form. It’s a good idea to have a backup choice in case the first person is unwilling or unable to act when the time comes.

You can get a Patient Advocate Designation form from a hospital, nursing home, hospice, or home health care agencies. These are available to people free of charge. Many lawyers also prepare Patient Advocate Designations for their clients. The forms are not all alike, so you should pick the one that best suits your situation.

You must fill in the name of the advocate and sign the form in front of two witnesses; however, under Michigan law there are some people who cannot be your witnesses. Your family members cannot witness your signature; neither can anyone who could be your heir, who is named to receive something in your will, or who is an employee of a company

McLaren Health Plan Community HMO Member Handbook – Select Plan

who insures your life or health. Friends or co-workers are often good people to ask to be witnesses since they see you often and can, if necessary, swear that you acted voluntarily and were of sound mind when you made out the form.

You should give copies of the completed forms to your doctor and/or health care facility so that they can be placed in your medical records.

It is also a good idea to put your wishes in writing to give to your Patient Advocate. This will help in case it is necessary for these decisions to be made. If you want your Patient Advocate to be able to refuse treatment and let you die, you have to say so specifically in the Patient Advocate Designation form. Remember, it is the Patient Advocate's job to follow your instructions.

Advance Directive

If you do not want to name a Patient Advocate, you can write what is called an "Advance Directive." This is a written statement of your choices about medical treatments. This could be a very valuable document, because it will help those taking care of you to understand your treatment choices. Your PCP may also have an Advance Directive form. Should you become unable to make your own decisions regarding medical treatment, the Advance Directive will give written notice of your wishes to health care workers treating you.

You don't have to fill out a Patient Advocate Designation or Advance Directive form and you don't have to tell anybody your wishes about medical treatment. No one can force you to fill out these forms. You will still get the medical treatment you choose now, while you are competent. If you become unable to make decisions, but you've made sure that your family and friends know what you want, they will be able to follow your wishes. Without instructions, family and friends may still be able to agree on your medical treatment. If they don't agree, the court may have to name a guardian to make those decisions for you.

If you do fill out these forms, you may change them at any time in writing or orally. You should review your Patient Advocate Designation form or Advance Directive at least once a year to make sure it still accurately states how you want to be treated, and includes the name of the person you want to make decisions for you.

McLaren Health Plan Community
HMO Member Handbook – Select Plan

Notice of Privacy Practices
for McLaren Health Plan, Inc. and MHP Community

MCLAREN HEALTH PLAN, INC. AND MCLAREN HEALTH PLAN COMMUNITY ARE AFFILIATED COVERED ENTITIES. THIS NOTICE DESCRIBES HOW PERSONAL AND MEDICAL INFORMATION ABOUT MEMBERS OF THOSE PLANS MAY BE USED AND DISCLOSED AND HOW A MEMBER CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Understanding the Type of Information We Have. We get information about you when you enroll in our health plans that is referred to as Protected Health Information or PHI. It includes your date of birth, gender, ID number, and other personal information. We also get bills and reports from your doctor and other data about your medical care which are also PHI.

Our Privacy Commitment to You. We care about your privacy. The PHI we use or disclose is private. We are required to give you this Notice of Privacy Practices and describe how your PHI may be used and disclosed. Only people who have both the need and the legal right may see your PHI. Many uses and disclosures require your permission or authorization. For example, most uses and disclosures of psychotherapy notes (where appropriate), uses and disclosures of PHI for marketing purposes and disclosure that constitute a sale of PHI require your authorization. Other uses and disclosures not described in this Notice of Privacy Practices will be made only with your permission or authorization.

Uses and Disclosures That Usually Do Not Require Your Authorization:

- **Treatment.** We may disclose medical information about you to coordinate your health care. For example, we may notify your doctor about care you get in an emergency room.
- **Payment.** We may use and disclose information so the care you get can be properly billed and paid for. For example, we may ask an emergency room for details before we pay the bill for your care.
- **Health Care Operations.** We may need to use and disclose information for our health care operations. For example, we may use information for enrollment purposes or to review the quality of care you get.

McLaren Health Plan Community

HMO Member Handbook – Select Plan

- **As Required by Law.** We will release information when we are required by law to do so. Examples of such releases would be for law enforcement or national security purposes, subpoenas, or other court orders, communicable disease reporting, disaster relief, review of our activities by government agencies, to avert a serious threat to health or safety, or in other kinds of emergencies.

With Your Permission. In most cases, if you give us permission in writing, we may use and disclose your personal information to the extent you have given us authorization. If you give us permission, you have the right to change your mind and revoke it. This must be in writing, too. We cannot take back any uses or disclosures already made with your **permission.**

Note: We are prohibited from and will not use your genetic information for underwriting purposes even with your permission or authorization.

Your Privacy Rights

You have the following rights regarding your PHI that we maintain.

Your Right to Inspect and Copy. In most cases, you have the right to look at or get copies of your records. You may be charged a fee for the cost of copying your records.

Your Right to Amend. You may ask us to change your records that are in our possession if you feel that there is a mistake. We can deny your request for certain reasons, but we must give you a written reason for our denial.

Your Right to a List of Disclosures. You have the right to ask for a list of disclosures made after April 14, 2003. This list will not include the times that information was disclosed for treatment, payment, or health care operations. The list will not include information provided directly to you or your family, or information that was disclosed with your authorization.

Your Right to Request Restrictions on Our Use or Disclosure of your PHI. You have the right to ask for limits on how your PHI is used or disclosed. We are not required to agree to such requests.

McLaren Health Plan Community

HMO Member Handbook – Select Plan

Your Right to Receive Notification of a Breach. If our actions result in a breach of your unsecured PHI we will notify you of that breach.

Your Right to Request Confidential Communications. You have the right to ask that we share information with you in a certain way or in a certain place. For example, you may ask us to send you information at your work address instead of your home address.

Genetic Information. Genetic information is health information. We are prohibited from and do not use or disclose your genetic information for underwriting purposes.

Who to Contact. To exercise any of your rights, to obtain additional copies of this Notice or if you have any questions about this Notice please write to:

ATT: Privacy Officer
McLaren Health Plan Community
P.O. Box 1511
Flint, MI 48501-1511

Additional Information:

Find the Notice on Our Website: You can also view this Notice of Privacy Practices on our website at McLarenHealthPlan.org.

Changes to this Notice. We reserve the right to revise this Notice. A revised Notice will be effective for PHI we already have about you as well as any information we may receive in the future. We are required by law to comply with whatever Notice is currently in effect. Any changes to our Notice will be published on our website at McLarenHealthPlan.org.

[Notice of Privacy Practices - MHPCC20151106 - Rev. 12/2015]

McLaren Health Plan Community

HMO Member Handbook – Select Plan

How to Use Your Rights Under This Notice

If you want to use your rights under this notice you may call us or write to us. Your request must be in writing, and we will help you prepare your written request if you wish.

Complaints to the Federal Government. If you believe that your privacy rights have been violated, you have the right to file a complaint with the federal government. You may write to:

**Office of Civil Rights
Dept. of Health and Human Services
200 Independence Avenue, SW
Washington, D.C. 20201**

Phone: 866-627-7748

TTY: 886-788-4989

Email: ocrprivacy@hhs.gov

You will not be penalized for filing a complaint with the federal government.

Complaints and Communication to Us. If you want to exercise your rights under this notice or if you wish to communicate with us about privacy issues or if you wish to file a complaint, you can write to:

**ATT: Privacy Office
McLaren Health Plan
P.O. Box 1511
Flint, MI 48501-1511**

You will not be penalized for filing a complaint. You have the right to receive an additional copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice. Please call Customer Service at 888-327-0671 or write to us to request a copy.

McLaren Health Plan Community HMO Member Handbook – Select Plan

Janet’s Law

On October 21, 1998, President Clinton signed into law the “Women’s Health & Cancer Rights Act of 1998.” This Act is also known as Janet’s Law.

Your McLaren Certificate of Coverage explains the medical and surgical benefits in connection with a mastectomy as provided by this Act. If you have had a mastectomy and wish to elect breast reconstruction in connection with the mastectomy, please note that the following coverage is available to you:

- Reconstruction of the breast on which the mastectomy has been performed
- Surgery and reconstruction of the other breast to produce a symmetrical appearance
- Prostheses, if prosthetic devices are listed as a covered benefit in your Certificate of Coverage
- Care for physical complications from all stages of the mastectomy including lymph edemas.

The above-described coverage must be provided in a manner determined in consultation with you and your attending physician. Please note that the above-described coverage is subject to any applicable deductibles, coinsurance, and copayments as provided in your Certificate of Coverage and Schedule of Copayments and Deductibles. If you have any questions call Customer Service at 888-327-0671.

Fraud, Waste and Abuse: What You Should Know

Fraud is defined as doing something intentionally that may cause harm to McLaren. Examples of member fraud would include intentionally giving wrong information to a doctor or filing a claim that contains any false or misleading information.

Abuse is when something is done that causes unnecessary cost to McLaren. Examples of member abuse would be using the Emergency Room for routine or non-emergent care or requesting services or equipment that are not medically necessary. Waste is asking for services and medications that are not needed and result in extra costs, such as when you have a cold and want your doctor to prescribe an antibiotic.

Health care Providers can also commit fraud. Examples would include doctors who provide services or prescribe drugs that are not medically necessary or send out bills for services that they did not provide.

McLaren Health Plan Community HMO Member Handbook – Select Plan

If you think another person or a medical Provider might be committing fraud or abuse, call MHP Community's Fraud and Abuse Hotline at 866-866-2135. You may also notify us in writing (anonymous notification is also acceptable) to:

**ATT: Compliance Officer
MHP Community
P.O. Box 1511
Flint, MI 48501-1511**

Or by email at: MHPcompliance@mcclaren.org

Member Complaint, Grievance and Appeals Procedures

At MHP Community, we want to hear your comments so that we can make our services better for our Members. We want you to be able to receive answers to any questions that you have about MHP Community. We also want to provide you ways of reaching fair solutions to any problems that you may have with MHP Community. When you have any comments or concerns, please call Customer Service at 888-327-0671. You can also send your comments or concerns in writing to:

ATT: Member
Grievance MHP
Community
G-3245 Beecher
Road Flint, MI 48532

Customer Service will assist you in documenting your complaint/grievance. We have 30 calendar days to complete our investigation and resolution to your complaint/grievance. You will receive notification either orally or in writing within three (3) calendar days of the determination of the complaint/grievance.

If you are dissatisfied with the resolution of a grievance/complaint other than adverse determination, you may appeal to MHP Community in writing or by phone by contacting the Appeals Coordinator, so long as the appeal is received and can be resolved within 35 days from the initial date of the grievance/complaint. Appeals relating to adverse determinations will be made following the internal appeal process.

If you are dissatisfied with MHP Community's decision related to your

McLaren Health Plan Community HMO Member Handbook – Select Plan

grievance/complaint on appeal, you may appeal in accordance with the External Appeals section of this handbook.

Regular Internal Appeals

An appeal is the process used to handle a complaint regarding an adverse benefit determination or termination of coverage. An adverse determination means health care services have been reviewed and denied, reduced or terminated. An untimely response to a request may become an adverse determination. Members or their authorized representative have 180 days from the date of the notification letter to file a written appeal.

You can send your appeal request along with any additional information to:

**ATT: Member Appeals MHP Community
G-3245 Beecher Road
Flint, MI 48532**

Covered benefits continue pending resolution of the appeal. If you wish to have someone else act as your authorized representative to file your appeal, you will need to complete MHP Community's authorized representative form which can be found on our website at McLarenHealthPlan.org or you may call Customer Service at 888-327-0671 for a copy to be mailed to you.

You may request copies of information relevant to your appeal, free of charge, by contacting Customer Service at 888-327-0671. If you request such information, MHP Community will provide you with any additional information that it may later consider relevant to your appeal without requiring you to make a separate request. We will also provide you with any new or additional rationale for a denial of your claim or appeal. You will be given a reasonable opportunity to respond to such new information or rationale.

Members have the right to ask MHP Community to arrange a meeting with the appeal review committee. Members or an authorized representative may attend the meeting in person or by telephone. A person not involved in the initial decision can review the appeal. The person who reviews the appeal will be of similar specialty.

MHP Community has 30 calendar days to complete the internal appeal process. You will receive written notification of the final determination within three (3) calendar days after the decision is made. We may also notify you orally.

McLaren Health Plan Community HMO Member Handbook – Select Plan

Expedited Complaint, Grievance and Appeals

If your treating physician advises us that he or she believes that due to your medical status, resolution of your complaint/grievance and/or appeal within MHP Community's normal time frames would seriously jeopardize your life or health or ability to regain maximum function, the expedited complaint/grievance or appeals process may be utilized.

A request for an expedited complaint/grievance or appeal should be made by telephoning MHP Community at 888-327-0671.

MHP Community will make a determination concerning your expedited complaint/grievance or appeal and communicate that to you and your physician as expeditiously as the medical condition requires, but no later than seventy-two (72) hours after receipt. Most McLaren decisions for an expedited complaint/grievance or appeal will be communicated to you and/or your physician by telephone. If so, you and your physician will be provided with written confirmation of this decision within two (2) calendar days after the telephone notification.

If your physician substantiates either orally or in writing that you have a medical condition where the time frame for completion of an McLaren expedited internal appeal would seriously jeopardize your life or health or would jeopardize your ability to regain maximum function, you or your authorized representative may file a request for an expedited external review at the same time you or your authorized representative files a request for an expedited McLaren complaint/grievance or appeal. You will need to follow the procedure explained below under the heading, "Expedited External Appeals."

External Appeals

If after your appeal we continue to deny payment, Coverage, or the service requested, or you do not receive a timely decision, you can ask for an external appeal with the State of Michigan, Department of Insurance and Financial Services (DIFS). You must do this within sixty (60) days of receiving MHP Community's appeal decision. MHP Community will provide the form required to file an external appeal.

These requests should be mailed to:

**Office of General Counsel – Health Care Appeals Section
Department of Insurance and Financial Service
PO Box 30220
Lansing, MI 48909-7720**

McLaren Health Plan Community

HMO Member Handbook – Select Plan

Delivery service:

**Office of General Counsel – Health Care Appeals Section
Department of Insurance and Financial Services
530 W. Allegan Ste., 7th Floor
Lansing, MI 48933-1521**

Toll Free Telephone: 877-999-6442

FAX: 517-284-8838

Web: www.michigan.gov/difs

Phone: 877-999-6442

When appropriate, DIFS will request a recommendation by an independent review organization. The independent review organization is not part of MHP Community. DIFS will issue a final order.

Expedited External Appeals

If after your expedited complaint/grievance or appeal we continue to deny Coverage or the service requested, you can ask for an expedited external appeal with the State of Michigan, Department of Insurance and Financial Services (DIFS). You must do this within ten (10) days of receiving MHP Community's appeal decision. MHP Community will provide the form required to file an expedited external appeal.

These requests should be mailed or faxed to:

**Office of General Counsel – Health Care Appeals Section
Department of Insurance and Financial Service
PO Box 30220
Lansing, MI 48909-7720**

McLaren Health Plan Community HMO Member Handbook – Select Plan

Coordination of Benefits Form

Two Person <input type="checkbox"/>	Vision _____	Hearing _____	Dental <input type="checkbox"/>	_____
Family <input type="checkbox"/>	Other _____	(please describe): _____		
SECTION 3: DEPENDENT INFORMATION				
Members (other than Subscriber above) covered under the contract above. If there are more than five, list them on the other side.				
<u>Name</u>	<u>Self</u>	<u>Spouse</u>	<u>Child</u>	<u>Birth Date</u>
SECTION 4: DIVORCE/CUSTODY INFORMATION				
Fill out this section only if you have children and/or step-children covered by other health care coverage through court order (i.e. divorce, separation, etc.) List the covered children below. If there are more than three, list them on the other side.				
<u>Name</u>	<u>Responsible Parent</u>			
	<u>Father</u>	<u>Mother</u>	<u>Other</u>	
If no court order exists, which parent has custody?				
Name of Insured Person for Child's Coverage (First & Last)				Birth Date
Employer	Street Address		City	State Zip Code
Insurance Company	Street Address		City	State Zip Code
Group Policy Number:	Effective Date:	Cancellation Date:		
SECTION 5: MEDICARE INFORMATION				
Name of Member Covered by Medicare (self)		Name of Member Covered by Medicare (spouse if applicable)		
Medicare ID Number	Sex M F	Medicare ID Number	Sex M F	
Effective Date of Medicare Part A: _____ Part B: _____ Part D: _____		Effective Date of Medicare Part A: _____ Part B: _____ Part D: _____		
Please return this form to McLaren Health Plan/Health Advantage Recovery Department:				
P.O. Box 1511, Flint MI 48501-1511 Or Fax to (810) 733-9652				



HEALTH PLAN COMMUNITY
McLarenHealthPlan.org

MHPCC20131209-SELECT

G-3245 Beecher Rd. • Flint, Michigan 48532-1511 • 888-327-0671 • Fax 833-540-8648