

**Local No. 4 SEIU**  
**Health & Welfare Fund**

**HealthLink PPO Plan**  
Summary Plan Description 2024

[Information for Inside Front Cover of Booklet]

## Important Information

### Claims

When you use the services of providers in the PPO Network, the providers will generally file your claims for benefits for you. However, if you need to file a healthcare claim form, you will find information about claims forms and the claims process in Section 11. Keep in mind that the Plan does not cover services for your dependent spouses and children.

### If You Need Additional Information

| <i>For this benefit information</i>                     | <i>Contact</i>                            | <i>By</i>  |
|---|---|--|
| General Plan Information                                | The Fund Office                           | Calling 1-773-385-9300, or writing to:<br>LOCAL NO. 4 SEIU Health & Welfare Fund<br>2229 S. Halsted St., Ste. 122<br>Chicago, Illinois 60608   |
| Healthcare Benefit Providers<br>(PPO Providers)         | Healthlink                                | Calling 1-800-624-2356 or visiting their<br>website <a href="http://www.healthlink.com">www.healthlink.com</a> (use client code:<br>Open Access III); Healthlink 24-hour nurse<br>hotline 1-866-647-6113 |
| Pre-Certification                                       | Hines & Associates                        | Calling 1-888-872-7926 or visiting their<br>website <a href="http://www.precertcare.com">www.precertcare.com</a>   |
| Prescription Drug Retail<br>Providers                   | Optum                                     | Calling 1-888-354-0090   |
| Prescription Drug Mail<br>Order Information or Refills  | Optum                                     | Calling 1-888-354-0090   |
| 24-Hour Nurse Hotline, or<br>General Health Information | Wellness Support Nurse<br>Assistance Line | Calling 1-866-647-6113   |
| Discount Vision Care<br>Program                         | VSP                                       | Calling 1-800-877-7195   |
| Discount Dental Program                                 | Aegis Premier Dental                      | Calling 1-888-881-2307   |
| Navigators – Affordable<br>Care Act                     | The SEIU Benefits<br>Center               | Calling 1-855-744-6878   |

## **IMPORTANT NOTICE**

This booklet contains a summary in English of your Plan rights and benefits under the SEIU Healthcare IL Home Care Health Plan. If you have difficulty understanding any part of this booklet, contact our office at 773-385-9300 for assistance or at 2229 S. Halsted St., Ste. 122, Chicago, IL 60608. Office hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday.

## **NOTICIA IMPORTANTE**

Este folleto contiene un sumario en Ingles de sus derechos y beneficios bajo el Plan. Si tiene dificultad en entender cualquier parte de este folleto póngase en contacto con el Local No. 4 SEIU Health & Welfare Fund, 2229 S. Halsted St., Ste. 122, Chicago, Illinois 60608. Las horas de oficina son de 8:30 a.m. a 5:00 p.m., de Lunes a Viernes. Para obtener asistencia también puede llamar a las oficinas al, (773) 385-9300.

## **WAŻNE**

Ta broszura zawiera streszczenie w języku angielskim Państwa praw i korzyści wynikających z tego Planu. W przypadku trudności ze zrozumieniem jakiegokolwiek części tej broszury prosimy o kontakt z Local No. 4 SEIU Health & Welfare Fund, 2229 S. Halsted St., Ste. 122, Chicago, Illinois 60608. Biuro czynne codziennie od poniedziałku do piątku od 8:30 do 5:00. Pomoc można uzyskać telefonicznie pod numerem (773) 385-9300.

## LOCAL NO. 4 SEIU HEALTH & WELFARE FUND

2229 S. Halsted St., Ste. 122  
Chicago, Illinois 60608  
Telephone: 773-385-9300

### LETTER TO ALL PLAN PARTICIPANTS

The Trustees of your Health & Welfare Fund are pleased to furnish you with this Summary Plan Description and Plan Document booklet explaining your Plan of Benefits as of January 1, 2024. This booklet replaces and supersedes any prior benefit booklets or explanatory material. You should read this booklet carefully so that you will know what benefits you are entitled to receive from the Plan.

This Plan has been drafted to comply with the provisions of the Patient Protection and Affordable Care Act of 2010 (PPACA or ACA), in keeping with the guidance that has been provided to date about those provisions. The Plan will be amended as needed when additional guidance is issued.

Be sure to keep this booklet with your other important papers so that you can refer to it when necessary. Share the information in this booklet with your family members and let them know where you keep it filed.

Please contact the Fund Administrator if you have any questions regarding your benefits.

Sincerely,

### BOARD OF TRUSTEES

#### **Important Notice**

This booklet is intended to give you an accurate summary of the benefits and provisions of the Plan of Benefits adopted by the Trustees. This booklet is effective January 1, 2024 and it replaces any prior explanation booklets. This booklet also serves as the official Plan Document, which contains a detailed description of the rules, limitations, exclusions, terms, benefits, and provisions of your Benefit Plan. This booklet amends and supersedes any prior Summary Plan of Description and Plan Document.

Only the full Board of Trustees is authorized to interpret the Plan of Benefits described in this booklet. No agent, representative, officer, or other person from the Union or from any Employer has any authority to speak for the Trustees. If you have questions concerning your eligibility or if you want other information, the only person authorized to answer such questions for the Board of Trustees is the Fund Administrator. The Fund Administrator refers matters that are not clear or that require interpretation to the Board of Trustees. Benefits under the Plan will be paid only when the Board of Trustees or persons delegated by the Board decide, in their sole discretion, that you are entitled to such benefits. Neither the Fund Administrator nor any other person has the authority to act contrary to the written terms of this governing Plan Document.

**LOCAL NO. 4 SEIU HEALTH & WELFARE FUND**

2229 S. Halsted St., Ste. 122  
Chicago, IL 60608  
Telephone: (773) 385-9300

**BOARD OF TRUSTEES**

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| Myra Glassman<br>SEIU Healthcare Illinois & Indiana<br>2229 S. Halsted St.<br>Chicago, Illinois 60608  | Ephraim Vilenski<br>Propay HR<br>2201 W. Main St<br>Evanston, Illinois 60202                  |

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Chicago, IL 60606

**FUND ATTORNEY**

Asher, Gittler & D'Alba, Ltd.  
200 W. Jackson Blvd., Suite 1900  
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## Section 1 – Plan of Benefits

In order for you to receive the maximum amount of benefits, you must contact Hines & Associates at 888-827-7926 or [www.precertcare.com](http://www.precertcare.com) to have certain medical treatments, procedures, surgeries, and inpatient and outpatient hospital stays pre-certified. Claims will be denied if no precertification is on file. See in Section 4.3 for other Plan benefits that require precertification.

| BENEFIT—MEMBER ONLY                | MAXIMUM BENEFIT       |
|------------------------------------|-----------------------|
| Life Insurance                     | \$5,000               |
| Accidental Death and Dismemberment | \$5,000 Principal Sum |

| Medical Benefits  |  |  |
|---|--|--|
|   | PPO/In-Network   | Non-PPO/Out-of-Network   |
| <b>Calendar Year Deductible</b> <ul style="list-style-type: none"> <li>Deductible does not apply to Covered Expenses incurred for office visits or routine physicals, or preventive care.</li> <li>Deductible does apply to all Covered.</li> </ul> | \$500  | \$1,000  |
| <b>Calendar Year Out-of-Pocket Maximum</b> (Out-of-Pocket maximum includes payments made for copayments, deductibles and coinsurance of Covered Expenses except for non-surgical TMJ treatment.)  | \$4,500  | No Maximum   |
| <b>Calendar Year Out-of-Pocket Maximum for In-Network Prescription Drug</b>   | \$2,100  | No Maximum   |
| <b>Pre-Certification Non-Compliance Penalty</b>   | \$100  | \$100  |
| <b>Hospital Emergency Room</b>  | \$300 copayment (waived if admitted to Hospital)   |  |
| <b>Urgent Care</b>  | \$50 copayment   | Plan pays 50%; deductible applies  |
| <b>In-Patient Hospitalization</b> (Room and board based on semi-private room rates)   | Plan pays 80%; deductible applies  | Plan pays 50%; deductible applies  |
| <b>Observation</b>  | Plan pays 80%; deductible applies  | Plan pays 50%; deductible applies  |
| <b>Surgical Expense Benefit</b>   | Plan pays 80%; deductible applies  | Plan pays 50%; deductible applies  |
| <b>Skilled Nursing Facility</b>   | Plan pays 80%, subject to 90-day Calendar Year maximum (In & Out of Network benefits combined); deductible applies | Plan pays 50%, subject to 90-day Calendar Year maximum (In & Out of Network benefits combined); deductible applies |

| <b>Medical Benefits</b>  |   |   |
|--|---|---|
|  | <b>PPO/In-Network</b>   | <b>Non-PPO/Out-of-Network</b>   |
| <b>Home Health Care</b>  | Plan pays 80%; deductible applies   | Plan pays 50%; deductible applies   |
| <b>Hospice Care</b>  | Plan pays 80%; deductible applies   | Plan pays 50%; deductible applies   |
| <b>Dialysis</b>  | Plan pays 80%; deductible applies   | Plan pays 50%; deductible applies   |
| <b>Chemotherapy and Immunotherapy Services</b>   | Plan pays 80%; deductible applies   | Plan pays 50%; deductible applies   |
| <b>Physician's Office Visit</b>  | \$20 copayment  | Plan pays 50%; deductible applies   |
| <b>Preventive Services</b>   | Plan pays 100%  | Plan pays 50%; deductible applies   |
| <b>Chiropractic Care</b>   | Plan pays 50%; limited to 20 visits per calendar year (In & Out of Network benefits combined); deductible applies | Plan pays 50%; limited to 20 visits per calendar year (In & Out of Network benefits combined) deductible applies  |
| <b>Physical Therapy</b>  | Plan pays 80%; limited to 20 visits per calendar year (In & Out of Network benefits combined); deductible applies | Plan pays 50%; limited to 20 visits per calendar year (In & Out of Network benefits combined); deductible applies |
| <b>Occupational Therapy</b>  | Plan pays 80%; limited to 20 visits per calendar year (In & Out of Network benefits combined); deductible applies | Plan pays 50%; limited to 20 visits per calendar year (In & Out of Network benefits combined); deductible applies |
| <b>Speech Therapy</b>  | Plan pays 80%; limited to 20 visits per calendar year (In & Out of Network benefits combined); deductible applies | Plan pays 50%; limited to 20 visits per calendar year (In & Out of Network benefits combined); deductible applies |
| <b>Non-Surgical TMJ Treatment</b>  | Plan pays 50%; deductible applies   | Plan pays 50%; deductible applies   |
| <b>Podiatry</b>  | Plan pays 50%; deductible applies   | Plan pays 50%; deductible applies   |
| <b>Mental and Nervous Disorders</b>  | Deductible applies  | Deductible applies  |
| <b>Inpatient</b>   | Plan pays 80%   | Plan pays 50%   |
| <b>Outpatient</b>  | Plan pays 80%   | Plan pays 50%   |
| <b>Inpatient and Outpatient Chemical Dependency</b>  | Plan pays 80%; deductible applies   | Plan pays 50%; deductible applies   |
| <b>Durable Medical Equipment</b>   | Plan pays 80%; deductible applies   | Plan pays 50%; deductible applies   |
| <b>All Other Covered Expenses and Supplies</b> (e.g. ambulance services, imaging & treatments) | Plan pays 80%; deductible applies   | Plan pays 50%; deductible applies   |
| <b>Prescription Drug Benefits – Optum</b>  |   |   |

| <b>Medical Benefits</b>                          |   |                   |                               |                   |
|--|---|-------------------|-------------------------------|-------------------|
|  | <b>PPO/In-Network</b>   |                   | <b>Non-PPO/Out-of-Network</b> |                   |
|  | <b>Retail Pharmacy</b>  |                   | <b>Mail Order Pharmacy</b>    |                   |
| <b>Medication Type</b>                           | <b>Medication Cost Range</b>  | <b>Member Pay</b> | <b>Medication Cost Range</b>  | <b>Member Pay</b> |
| <b>Generics</b>                                  | \$0 - \$15  | \$1 Copayment     | \$0 - \$45                    | \$3 Copayment     |
|  | Greater than \$15   | 40% member pay    | Greater than \$45             | 40% member pay    |
| <b>Brands</b> without direct generic alternative | \$0 - \$30  | \$8 Copayment     | \$0 - \$90                    | \$24 Copayment    |
|  | Greater than \$30   | 40% member pay    | Greater than \$90             | 40% member pay    |
| <b>Brands</b> with direct generic alternatives   | All Costs   | 40% member pay    | All Costs                     | 40% member pay    |
| <b>Specialty Drug</b>                            | Not Covered   |                   |                               |                   |
| <b>Vision Benefits</b>                           |   |                   |                               |                   |
| <b>Optometry Visits</b>                          | Not Covered   |                   |                               |                   |
| <b>Vision Services</b>                           | Discounted lenses, frames and certain other services provided through VSP |                   |                               |                   |
| <b>Pre-Existing Conditions</b>                   |   |                   |                               |                   |
| <b>Pre-Existing Limitations</b>                  | None  |                   |                               |                   |

## **Section 2 – Eligibility**

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### **2.1 – Initial Eligibility and Enrollment**

If you are a new employee, you must first satisfy a 30-day waiting period, no matter which day of the month you begin working for a contributing employer. After you satisfy the 30-day waiting period, your contributing employer will start making payments to the Fund on your behalf. Your employer's payments begin on the first day of the month following the month you complete the 30-day waiting period.

You become eligible for benefits after the employer makes such payments for five consecutive months **and** you have enrolled in a plan. You are required to enroll in one of the four (4) plans, HMO, PPO, Advocate EPO, or SMH to pay the monthly premium, in order to become a plan participant and use the benefits of the plan. To enroll, you can obtain an enrollment form from your Employer or the Fund office, authorize a payroll deduction, and submit it to the Fund office. If you have enrolled in this manner, your eligibility begins on the first day of the sixth month in which the employee and employer contributions have been made.

### **2.2 – Employee Payroll Deduction for Monthly Premium**

You are responsible for paying a portion of the cost of your health insurance through payroll deduction. Once you, the eligible employee, have selected a plan and enrolled within the enrollment period applicable to you (either during open enrollment or special enrollment), payroll deductions for the monthly premium are made bi-weekly and are based on the amount specified for the plan you choose. The monthly premium is set by the Board of Trustees. If you do not enroll and pay the payroll deduction amount, you are not a plan participant and you cannot use the benefit plan.

#### **For example:**

You start working for a contributing employer on May 1 and continue to work for that employer. Since there is a required 30-day waiting period, your contributing employer will make the first payment on your behalf for June. The employer must continue such payments for July, August, September and October. Your eligibility under this Plan will begin on November 1; you must choose a benefit plan and submit an enrollment form before that date to become a plan participant and use the plan on November 1.

#### **For example:**

You begin working for a contributing employer on May 20. From May 20 through June 19 you would satisfy the required 30-day waiting period. Your contributing employer will start making payments on your behalf for July 1. After the employer continues to make payments for the months of July, August, September, October and November, you are eligible to enroll in a Plan on December 1; you must choose a benefit plan and submit an enrollment form before that date to become a plan participant and use the plan on December 1.

You should note that your Union dues (paid by payroll deductions) are separate from and do not pay for the benefits provided by this Health Plan. Your coverage under this Plan is provided by payments made by you (through payroll deductions) and your contributing employer to the Fund and your eligibility begins after you meet the eligibility requirements and enroll in a Plan.

## **2.3 – Continuing Eligibility**

You will continue to be eligible for the benefits of this Plan for each successive calendar month after you have enrolled in a Plan, provided you and your employer make required payments to the Health & Welfare Fund.

## **2.4 – Termination of Employee’s Eligibility**

Your eligibility for Plan benefits will terminate at midnight on the first to occur of the following dates, unless you make COBRA Continuation Coverage self-payments, if applicable:

1. The last day of the month for which both your Employer and you make the required payment, or
2. The last day of the month in which you stop working (except in case of FMLA), or
3. If you are making COBRA Continuation Coverage self-payments, the first to occur of any event stated in the *Termination of COBRA Continuation Coverage* in Section 2.9, or
4. When you enter the armed forces of any country (see Section 2.8) regarding continuing coverage under USERRA during your military service in the U.S. armed services), or
5. The date the Trustees terminate this Plan, or
6. The date of your death.

## **2.5 – Reinstatement of Eligibility**

If your coverage ends, you must meet the initial eligibility requirements to have your coverage reinstated; you will be eligible for coverage again after you re-enroll by choosing a Plan and submitting the enrollment form.

## **2.6 – Special Enrollment**

You may be eligible for a special enrollment if:

1. You decline coverage under this Plan because you have other health coverage and then you later lose the other health coverage; or

For special enrollments due to loss of other coverage, you:

1. Otherwise be eligible for Plan coverage; and
2. Have been covered under another group health plan or other health insurance, including Medicaid, when coverage under this Plan was declined and enrollment must have been declined due to such other coverage.

If the other health coverage was COBRA continuation coverage, a special enrollment is only available after the COBRA continuation coverage has been exhausted. If the other coverage is not COBRA continuation coverage, a special enrollment is available if you are no longer eligible for coverage or employer contributions for the other coverage.

To enroll yourself, you will need to complete, sign, and submit an enrollment form to the Fund Office within 30 days of the loss of other coverage. Coverage will become effective once the Fund Office approves the enrollment form. Coverage will become effective on the date you lose the other health coverage.

Special enrollments are not available for loss of coverage due to failure to pay premiums, fraud, or misrepresentation. To be eligible for a special enrollment, you must notify the Fund Office within 30 days of the loss of other coverage.

## **2.7 – Coverage during Leave under the Family Medical Leave Act (FMLA)**

Under the Family and Medical Leave Act of 1993 (FMLA), eligibility for benefits must be extended to you for up to 12 weeks if:

1. You are an active Participant;
2. You have been granted leave by your employer under the FMLA; and
3. The required contributions are made to the Health & Welfare Fund on your behalf during your leave.

FMLA leave for 12 weeks is generally granted only for the following reasons:

1. Birth, adoption, or placement of a child with you for adoption;
2. Care of a seriously ill spouse, parent or child;
3. Your serious illness; or
4. You have an urgent need for leave because your spouse, son, daughter or parent is on active duty in the armed services in support of a military operation.

In addition, under the FMLA, you may be able to take up to 26 weeks of unpaid leave during any 12-month period to care for a service member. The service member must:

1. Be your spouse, son, daughter, parent, or next of kin;
2. Be undergoing medical treatment, recuperation, or therapy, for a serious illness or injury incurred in the line of duty while in military service; and
3. Be an outpatient, or on the temporary disability retired list of the armed services.

If you have been granted FMLA leave by your employer, your employer must notify the Health & Welfare Fund Office and you and your employer must continue to pay to prevent you from losing eligibility. You may wish to notify the Fund Office yourself, but you are not required to do so. Your employer must verify your eligibility for benefits while on leave, and your employer must pay for your extended eligibility before the Health & Welfare Fund will provide benefits.

If you return to work within 12 weeks (or 26 weeks, if applicable), you will not lose health care coverage. If you do not return to work within 12 weeks (or 26 weeks, if applicable), you will then qualify to continue your coverage under COBRA Continuation Coverage. You may self-pay for COBRA Continuation Coverage for up to 18 months.

The FMLA requires your employer to inform you of your rights and obligations under this law. You should ask your employer if you have any questions about FMLA leave. In general, to be eligible for FMLA leave, you must:

1. Have worked for one Contributing Employer for at least 12 months; and
2. Have worked for one Contributing Employer for at least 1,250 hours over the previous 12 months; and
3. Work at a location where your employer employs at least 50 employees within a 75-mile radius.

Your eligibility for leave under the Family and Medical Leave Act is determined by your employer. If you and your Employer disagree over your eligibility or coverage under FMLA, your benefits will be suspended until the disagreement is resolved. The Fund will not intervene in any employer-employee disputes.

## 2.8 – Coverage during Military Leave under USERRA

If you enter active service in any of the uniformed services of the United States, your benefits are protected under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Your health care coverage will continue under the Plan if you serve for up to 31 days. If you serve for more than 31 days, you may continue your coverage at your own expense for up to 24 months under USERRA. You must make payments for continuing coverage under USERRA within the same timeframes provided for continuing coverage under COBRA.

Generally, if you return to work after you complete your service, your benefits will be reinstated at the level where you would have been if you had not left for military service if:

1. You notify your employer that you have been called to service;
2. You leave service under honorable conditions; and
3. You report back for work or apply for reemployment within the time frame specified in the following chart after you complete your active duty:

| <b>Length of Military Service</b> | <b>Reemployment Deadline</b>                        |
|-----------------------------------|---|
| Less than 31 days                 | 1 day after discharge (allowing 8 hours for travel) |
| 31 through 180 days               | 14 days after discharge                             |
| More than 180 days                | 90 days after discharge                             |

If you are hospitalized or otherwise incapacitated by a service-related illness or injury, your reemployment deadlines may be extended up to two years.

Your USERRA coverage may be terminated if:

1. You do not pay the required premium for continuation of coverage;
2. You exhaust the 24-month coverage period;
3. The Plan ceases to provide group health coverage;
4. You lose your rights under USERRA (for instance, for a dishonorable discharge); or
5. You fail to return to work or apply for reemployment within the time required under USERRA.

## 2.9 – COBRA Continuation Coverage

Under the federal law known as COBRA, you have the right to make self-payments for continued health care coverage if you lose coverage under the Plan for certain reasons called “qualifying events.” This continued coverage is called COBRA Continuation Coverage. If you are eligible to elect COBRA Continuation Coverage, you are referred to as a qualified beneficiary.

### **Proof of Insurability Not Necessary**

You do not have to show that you are insurable in order to be entitled to COBRA Continuation Coverage.

### **Benefits under COBRA Continuation Coverage**

You may elect COBRA Continuation Coverage and make COBRA Continuation Coverage Self-Payments for the Plan’s healthcare benefits (medical, prescription, and vision benefits) for which you were eligible and in which you were enrolled on the day before the qualifying event that caused your loss of coverage. If you were eligible for benefits, but did not enroll in a Plan, you will not be eligible for COBRA. Life

Insurance and AD&D Insurance are not provided under COBRA Continuation Coverage, but the other benefits provided by the Plan are available under COBRA Continuation Coverage.

### **18-Month COBRA Continuation Coverage**

You are entitled to elect COBRA Continuation Coverage and to make self-payments for the coverage for up to 18 months after coverage terminates because of one of the following qualifying events:

1. A reduction in your hours, or
2. Your loss of employment (which includes retirement).

### **29-Month COBRA Continuation Coverage for Disabled Individuals**

A special extension is available for disabled individuals under COBRA. If you are eligible for Social Security disability benefits on the date of or within 60 days of the date of your loss of employment or reduction in hours, the maximum period of COBRA Continuation Coverage will be 29 months for the disabled person electing COBRA Continuation Coverage.

To be eligible for this 11-month extension, you must provide the Fund Office with proof of the Social Security disability award within 60 days of the date the disabled person is found eligible for Social Security disability benefits and before the expiration of the 18-month continuation period. The Plan may charge you a higher self-payment rate for the extra 11 months of coverage. Contact the Fund Office for information about the self-payment rates for COBRA coverage.

If the Social Security Administration later determines that you are no longer disabled, you must notify the Fund Office in writing within 30 days of the date such notice is received from the Social Security Administration.

### **Your Notification Responsibilities**

You must give timely written notice to the Fund Office of the following qualifying events:

1. You are receiving COBRA Continuation Coverage with a maximum of 18 months is determined by the Social Security Administration to be disabled, (If the determination is made at any time during the first 60 days of COBRA coverage, the qualified beneficiary may be eligible for an 11-month extension of the 18-month maximum coverage period, for a total of 29 months of COBRA Continuation Coverage.)  
or
2. The Social Security Administration determines that you are no longer disabled.

You should send your written notice to the Fund Administrator at the Fund Office. The address is on page iv at the beginning of this booklet.

If you are providing notice of a Social Security Administration determination of disability, you must send notice during the first 18 months of COBRA Continuation Coverage and no later than **60 days after** the date of the disability determination by the Social Security Administration.

If you are providing notice of a Social Security Administration determination that you are **no longer** disabled, you must send notice no later than **30 days after** the date of the determination by the Social Security Administration that you are no longer disabled.



The required notice may be sent by you or any representative acting on behalf of yourself. If you do not notify the Fund Office of a qualifying event within the timeframe noted, you will lose your right to elect or extend COBRA Continuation Coverage.

You must provide written notice of any of the five situations listed above. You may send a letter to the Fund containing the following information: your name, the event for which you are providing notice, the date of the event and the date on which you will lose coverage.

You should keep a copy for your records of any notices you send to the Fund Office or Fund Administrator.

It is your employer's responsibility to notify the Fund Office of any other qualifying events that could cause loss of coverage, such as your termination or death. However, to make sure that you are sent notification of your election rights as soon as possible, you should also notify the Fund Office any time any type of qualifying event occurs.

### **The Notification Responsibilities of the Fund Office**

When the Fund Office is notified of a qualifying event, the Fund Office will send an Election (Self-Payment) Notice and Self-Payment Election Form to you due to the qualifying event. The Election Notice tells you about your right to elect COBRA Continuation Coverage, the due dates for returning the election form and the amount of the self-payment, etc.

If COBRA Continuation Coverage is unavailable to you for any reason, the Fund Office will notify you of that fact.

In order to protect your rights, you should keep the Fund Office informed of any change in your address. If you have any questions regarding your rights to COBRA Continuation Coverage, you may contact the Fund Office at the address and phone number given at the beginning of this booklet. You may also contact the nearest Regional or District Office of the Employee Benefits Security Administration (EBSA).

### **Electing COBRA Continuation Coverage**

You must complete the Self-Payment Election Form and send it back to the Fund Office in order to elect COBRA Continuation Coverage. The following rules apply to the election of COBRA Continuation Coverage:

1. If you wish to elect COBRA Continuation Coverage, you have 60 days after the Election Notice is sent or 60 days after coverage would terminate, whichever is later, to send back the completed Election Form. An election of COBRA Continuation Coverage is considered to be made on the postmark date the Election Form is mailed back to the Fund Office.
2. If the Election Form is not mailed back to the Fund Office within the allowable period, you will be considered to have waived your right to COBRA Continuation Coverage.
3. You may not elect COBRA Continuation Coverage if you are covered under another group health care plan (as an employee or dependent), unless you have a medical condition that would be covered under this Plan's COBRA Continuation Coverage and would not be covered under the other plan.
4. The person electing COBRA Continuation Coverage has 60 days after the Election Notice is sent or 60 days after coverage would terminate, whichever is later, to send back the completed Election Form. An election of COBRA Continuation Coverage is considered to be made on the postmark date the Election Form is mailed back to the Fund Office.

## **Choice of Benefit Options**

You may elect to make self-payments for:

1. Employee healthcare benefits, or
2. Employee healthcare benefits plus dental benefits.

Healthcare benefits include medical benefits, prescription drug benefits, vision discounts and access to the 24-Hour Nurse Network and Health Information Hotline. Dental benefits include the dental benefits and discounts listed in the dental benefits booklet that is part of this Plan Document and Summary Plan Description. Remember: COBRA Continuation Coverage does not include employee Life Insurance and Accidental Death and Dismemberment Benefits.

## **Self-Payments for COBRA Continuation Coverage**

The following rules apply to your self-payments for COBRA Continuation Coverage:

1. COBRA Continuation Coverage self-payments must be made monthly.
2. The amounts of the monthly self-payments are determined by the Trustees based on Federal regulations. The amounts are subject to change, but not more often than once a year, unless substantial changes are made in the benefits.
3. If you are electing COBRA Continuation Coverage, you must make the initial self-payment for coverage within 45 days of the date you send back the signed COBRA Election Form to the Fund Office.
4. The due date for each following monthly payment is the first day of the month for which payment is made. A payment will be considered on time if it is received within 30 days of the due date.
5. If you do not make a self-payment within the time allowed, COBRA Continuation Coverage will terminate. You may not make up the payment or reinstate coverage by making up missed payments.

## **Termination of COBRA Continuation Coverage**

COBRA Continuation Coverage will be terminated before the end of the applicable 18- or 29- month coverage period when the first of the following events occurs:

1. A correct and on-time payment is not made to the Fund,
2. The Local No. 4 SEIU Health & Welfare Fund no longer provides group health coverage to any employees,
3. You become entitled to Medicare coverage,
4. You are receiving extended coverage due to disability and the Social Security Administration determines that you are no longer disabled, or
5. You become covered under another group health plan (as an employee or dependent) that does not limit or exclude benefits that would otherwise be provided by this Plan.

## **2.10 – Health Insurance Marketplace**

There may be other coverage options for you and your family. Under the ACA, you may be eligible to buy coverage through the Health Insurance Marketplace. In the Marketplace, you could be eligible for a new kind of tax credit that lowers your monthly premiums right away, and you can see what your premium, deductibles, and out-of-pockets costs will be before you make a decision to enroll. Being eligible for COBRA does not limit your eligibility for coverage for a tax credit through the Marketplace. However, enrollment in COBRA may affect your ability to enroll in the Marketplace outside of the annual Open

Enrollment Period. Additionally, you may qualify for a special enrollment opportunity for another group health plan for which you are eligible (such as a spouse's plan), even if the plan generally does not accept late enrollees, if you request enrollment within 30 days.

## **Section 3 – Life Insurance Benefits and Accidental Death and Dismemberment (AD&D) Benefits for Eligible Employees Only**

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### **3.1 – Life Insurance Benefits**

Life Insurance benefits are provided to eligible employees through policies provided by an agreement between the Trustees and a private insurance company. For information on the company and the policy, please contact the Fund office.

### **3.2 – Accidental Death and Dismemberment (AD&D) Benefits**

Accidental Death and Dismemberment Insurance benefits are provided to eligible employees through policies provided by an agreement between the Trustees and a private insurance company. For information on the company and the policy, please contact the Fund office.

## **Section 4 – General Rules Governing Payment of Healthcare Benefits**

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This section provides you with a detailed explanation of the healthcare benefits that the Plan provides for you. The following rules apply to all of the healthcare benefits for which payments are made under this Plan:

1. The Plan will pay for the allowable charges you incur for care, treatment, operations, services, hospitalizations, certain examinations, tests and procedures up to the amount shown in the Plan of Benefits. It is important that you become familiar with your Plan of Benefits.
2. There are conditions, limitations and exclusions relating to certain types of charges. Be sure to read all of the provisions of the sections entitled Benefit Plan Exclusions, Conditions, and Limitations.
3. Payments are made for treatment of injuries and illnesses only if they are non-occupational, which means that they are not work-related. Any reference in this booklet to injuries and illnesses means only non-occupational injuries and illnesses.
4. Any service or supply that you receive must be medically necessary and must be received upon the recommendation of, or with the approval of, a licensed provider.
5. The Plan will only pay for charges that you incur while you are covered under this Plan.
6. The term “covered medical expenses” means certain types of charges that are acceptable to be considered for payment by the Plan. This does not mean that all covered medical expenses you incur will be paid. Payment will be made according to the provisions of each benefit, the benefit amounts and limitations shown on the Plan of Benefits and the items listed in the section *Benefit Plan Exclusions, Conditions, and Limitations* in Section 6.
7. Expenses incurred by eligible female employees for maternity or for a pregnancy or pregnancy-related conditions are treated in the same manner as expenses incurred for an illness, subject to the exclusions and limitations of the Plan. Further, no pregnancy or maternity benefits are payable for surrogate pregnancies.

The Plan will comply with the Federal law that states that group health plans generally may not, under Federal law, 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 cesarean section. However, Federal law generally does not prohibit the mother’s or newborn’s attending provider, after consulting with the mother, from discharging the mother or her newborn earlier than 48 hours (or 96 hours, as applicable). In any case, plans may not, under Federal law, require that a provider obtain authorization from the Plan for prescribing a length of stay not in excess of 48 hours (or 96 hours).

8. When the term “year” is used in reference to your medical benefits, it means a calendar year, as defined in Section 18.

### **4.1 – Pre-Admission Tests**

If you are having an approved in-patient stay or admission, any necessary tests should be performed in the out-patient department of the hospital before your admission. Expenses for these tests will be reimbursed at 100%. However, any duplicate tests performed after admission will not be covered by the Plan.

## 4.2 – Preferred Provider Organization (PPO)

The Trustees have entered into an agreement with a Preferred Provider Organization (PPO). The PPO providers have agreed to charge lower than usual fees. This means that your out-of-pocket expenses will be lower if you use one of the providers in the PPO network. Contact the Fund Office or the PPO Network to locate a Network Provider. The Fund will provide you with these names at no charge. You may also visit the PPO website to locate a provider near you or to check to see if your doctor is in the PPO network. The PPO contact information is printed inside the front cover of this booklet.

## 4.3 – Pre-Certification of Hospital Admissions and Out-Patient Surgery

If your Physician schedules a non-emergency Hospital admission or out-patient surgery, and for certain other Plan benefits, you or your medical provider must contact Hines & Associates at 888-827-7926 or [www.precertcare.com](http://www.precertcare.com) to pre-certify your Hospital admission or out-patient surgery in advance of your admission or surgery.

Hines & Associates should be contacted as soon as the decision to hospitalize you is made and no less than five days before the admission. Your Physician can provide the information necessary for the pre-admission by using the toll-free number at 1-888-827-7926. When your Physician recommends a non-emergency surgical procedure (inpatient or outpatient), ask your Physician to call in the information to Hines & Associates. The request for non-emergency surgery must be reviewed and authorized at least five days before you undergo surgery.

If you are admitted to the Hospital on an emergency basis, or have emergency out-patient surgery, you, your family member or representative, your Physician or the Hospital, must contact Hines & Associates at 888-827-7926 or [www.precertcare.com](http://www.precertcare.com) to report your admission or surgery within 48 hours of your admission or surgery.

Other plan benefits that must be pre-certified include, but are not limited to:

- All inpatient stays and services including skilled nursing facilities, rehabilitation facilities, or any other facility that includes room and board
- Outpatient surgeries including sclerotherapy/varicose vein removal
- Home health
- Durable medical equipment
- Hospice
- Injectable, including infusion therapy
- Chemotherapy
- Disease management
- Advance laboratory testing exceeding \$1500. Advanced test may be subject to independent medical review.
- Hyperbaric Oxygen Therapy (HBO)
- Biopsy
- Genetic testing

If you fail to pre-certify your Hospital admission, out-patient surgery and certain other services, your claim will be denied until the services are certified as medically necessary and appropriate by Hines & Associates. Claims not pre-certified in the timeframe specified will be subject to the pre-certification non-compliance penalty listed in the Plan of Benefits schedule on page 1.

## **Section 5 – Medical Expense Benefits**

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### **5.1 – Hospital Expense Benefits**

The Plan will pay hospital benefits when you receive the hospital services described below to treat your non-occupational injury or illness. This includes expenses related to childbirth when the mother is the Eligible Employee. Benefits are paid at the contracted PPO rate for charges made by the hospital. Keep in mind that Hospital Expense Benefits are provided only for the Eligible Employee, as indicated in the Plan of Benefits.

#### **Hospital In-Patient Benefits**

The Plan will cover the following charges:

1. Hospital daily room and board charges for a semi-private room up to the amount shown in your Plan of Benefits. The Plan will not pay any additional charge for a private room.
2. Miscellaneous hospital charges are payable at the percentage listed in your Plan of Benefits of the contracted PPO rate on any day for which a room and board benefit is payable. Charges must be medically necessary hospital services, treatments and supplies that include anesthetics and their administration and radiology and pathology studies. You must pay any amount not paid by the Plan.
3. Hospital benefits are not provided for your dependent spouses and dependent children.

### **5.2 – Hospital Emergency Room**

When you visit the Emergency Room of a Hospital, you must pay the copayment listed in the Plan of Benefits. This copayment will be waived if you are admitted to the hospital. Related charges not billed by the hospital (reading of lab, x-ray, etc.) are subject to any deductible, coinsurance, or copayment that may apply to those types of service.

The Plan will pay emergency treatment per incident (subject to the copayment listed in your Plan of Benefits) if you incur expenses for the initial diagnosis and treatment of a medical emergency. Benefits are payable for medically necessary services and supplies provided in a hospital emergency/out-patient department or in an emergency treatment center.

To be considered a medical emergency, the following requirements must be met:

1. A medical condition which, if immediate medical attention is not provided, can reasonably be expected to be life-threatening, or can reasonably be expected to lead to serious adverse medical consequences. These conditions must be severe, sudden in onset and involve one or more of the major organ systems of the body, such as the cardiovascular, nervous, gastrointestinal or urinary system. A condition will not be considered an emergency if the first treatment by a doctor is provided more than 24 hours after the onset of the symptoms.
2. If symptoms exist which reasonably may have been interpreted as an emergency under the above definition, that condition will be considered an emergency even if the final diagnosis is of another condition. For example, severe chest pain that creates a reasonable suspicion of a heart attack and for which cardiac tests are done will be considered an emergency even if the final diagnosis indicates that it was not actually a heart attack.
3. In addition to medical conditions that are emergencies as defined above, there are some conditions that result from accidents which reasonably appear under the circumstances to be so serious and

threatening to a body part so as to require emergency room treatment; such conditions will be considered emergencies.

4. In addition, being taken for treatment to a hospital or trauma center by police, fire department or ambulance, when such transportation is made under circumstances over which the eligible individual has no control, will be considered an emergency.

If you receive treatment in a hospital emergency room for a condition that DOES NOT meet the Plan's definition of an *emergency*, the benefits you would have otherwise received for that treatment will be **REDUCED BY 50%**. This is to encourage you to go to a clinic, Urgent Care Center, or your doctor's office for non-emergency treatment. Be sure to familiarize yourself with the definition of *emergency*.

### **5.3 – Observation Room Benefits**

The Plan will cover Observation charges.

- 1) The first 48 hours of Observation room and nursing charges will be limited to the facility's lowest daily room and board rate.
- 2) Observation room and nursing charges after the first 48 hours are not covered.

### **5.4 – Out-Patient Benefits**

The Plan will cover the following medically necessary out-patient services to treat your non-occupational injury or illness shown in your Plan of Benefits and subject to the deductible:

1. Treatment of injury, which includes services provided in a hospital out-patient or emergency department or in an emergency treatment center for treatment of an injury.
2. Out-patient surgery that can safely be performed in a doctor's office, the out-patient department of a hospital or an out-patient surgical center. Charges incurred for out-patient surgery include anesthetics and their administration and radiology and pathology studies.
3. Out-patient pre-admission testing, which includes x-ray and laboratory test you have performed before approved in-hospital surgery. These x-ray and laboratory test must be performed in the out-patient department of a hospital before your admission to the hospital.  
Out-patient physical, occupational, and speech therapy will be covered when medically necessary to restore or improve lost functions. The benefit must be medically necessary and approved in advance by Health Care Strategies.
4. Home health care will be covered when services can be provided less expensively than in a hospital or out-patient setting. The benefit must be medically necessary and approved in advance by Health Care Strategies.

NOTE: If you go to a hospital and receive out-patient treatment and then are admitted as an in-patient, the out-patient treatment you receive will be considered as part of the in-patient care. Your entire hospital treatment will be considered in-patient confinement.

### **5.5 – Surgical Expense Benefit**

The Plan will pay for surgical procedures to treat illness or non-occupational related injury. Surgical payment will be based on CMS guidelines wherever applicable. Members or service providers should call Health Care Strategies prior to scheduled treatment. The Fund reserves the right to adopt policies according to criteria established and approved by the Trustees.



1. Global Period – The Plan will not pay the surgeon charges for visits in or out of the hospital the day of surgery and for a follow-up period defined as “Global Period”. The Global varies depending on the severity of the procedure performed. Any charges for examination of the patient by the surgeon or another provider practicing within the same group will not be paid during the Global Period.

The following exception will be permitted:

- a. Examination of the patient on the day of surgery is required to make decision for surgery.  
e.g. Patient was examined by the surgeon as an emergency in the hospital and decision made to perform an appendectomy.
  - b. Surgical Consultation leading to surgery on the same day.  
e.g. Patient is admitted to the hospital under a Family Practitioner or Internist and surgeon is called in for consultation and the surgeon feels the need to operate on the same day.
2. Bilateral Procedures – For bilateral procedures (procedures performed on both the left and right such as foot, hand, knee, eye), the total benefit will be 50% of the amount payable for the first procedure.
  3. Multiple procedures – When more than one surgical procedure is performed in the same operative field or through the same incision, the total benefit will be equal to the amount payable for the primary procedure. If the surgical procedures are in different operative fields requiring separate incisions, the total benefit will be 100 percent of the amount payable for the primary procedure plus 50 percent of the amount payable for the second and subsequent procedures (the amount payable for the third and subsequent procedures will be reduced to 25 percent of the amount payable for these procedures where such procedures do not add any significant time or complexity to the patient’s care).  
Multiple procedures coded and billed individually which are commonly carried out as an integral component of a procedure will not be considered for payment.
  4. Payment to Assistant Surgeon – When medically necessary, benefits deemed will be provided for assistant surgeon charges. The assistant surgeon must be a medical doctor or a surgical Physician Assistant approved by the hospital, and charges must be billed separate from the primary surgeon. No benefits are payable for assistant services provided by hospital personnel.
  5. Rebundling unbundled code – When a comprehensive code is billed with a component code, payment will be made only for the comprehensive code and not for the component code. Use of modifiers will not be permitted for the component codes. The Plan will not pay for any component codes when billed with a comprehensive code.
  6. Separate Procedure – When a procedure code designated as “Separate procedure” is billed along with other procedures in the same anatomic area, only separate procedure will be paid and all procedures billed in the anatomic area will be denied.

## **5.6 – Women’s Health and Cancer Rights Act of 1998**

Subject to the Plan’s annual deductibles and coinsurance provisions, this Plan complies with the Women’s Health and Cancer Rights Act of 1998. That law provides that if you are receiving benefits in connection with a mastectomy and you elect breast reconstruction in connection with the mastectomy, coverage is provided, in a manner determined in consultation with your attending Physician, for:

1. Reconstruction of the breast on which the mastectomy was performed,
2. Surgery and reconstruction of the other breast to produce a symmetrical appearance, and
3. Prostheses and treatment of physical complications at all stages of the mastectomy, including lymphedemas.

## **5.7 – In-Hospital Doctor’s Surgical Expense Benefit**

When you are admitted to a hospital as an in-patient because of an illness, injury, or for surgery, the Plan will pay the percentage of your doctor’s charges that is listed in your Plan of Benefits.

## **5.8 – Radiology Expense Benefit**

When you receive any of the following services from a doctor, the Plan will pay the amount of covered charges:

1. Hospital diagnostic x-ray services on any day for which benefits are payable for room and board, provided the service is necessary to and concurrent with surgical services or medical care,
2. Diagnostic x-ray service provided in a doctor’s office, an emergency treatment center or a hospital out-patient or emergency room during the initial visit to get emergency care of an injury,
3. Diagnostic x-ray service, whether in a doctor’s office, a hospital out-patient/emergency department or in an emergency treatment center, when required for the initial correction of fractures or complete dislocations,
4. Radiation therapy, including x-ray, radon or radioisotope therapy for treatment of cancer,
5. Radioisotope therapy for the specific conditions of hyperthyroidism, chronic angina pectoris and chronic cardiac decompensation, or
6. Chemotherapy rendered in a hospital out-patient department or other chemotherapy facility.

## **5.9 – Laboratory and Pathology Expense Benefit**

This benefit is payable if you receive laboratory and pathology services from a doctor only while you are confined in a hospital or when the services are provided in a hospital out-patient department in connection with out-patient surgery for which Plan benefits are payable. The doctor who makes a charge for the supervision or interpretation of such tests or exams must specialize in the field of radiology or pathology.

If the doctor's charges are not included in the hospital bill but are billed separately, the Plan will pay the amount of the doctor's charge up to the maximum amount shown on the Plan of Benefits. This benefit is payable, however, only if a hospital room and board benefit or a Surgical Expense Benefit is also payable.

No benefits will be paid for charges that are payable under any other Plan benefit. No benefits will be paid for laboratory or pathology expenses incurred by dependents.

## **5.10 – Dialysis Benefit**

Dialysis will not exceed 125% of the current Medicare allowable fee for the appropriate area, applicable to the treatment, supplies, and/or other services for either inpatient or outpatient providers.

Dialysis Services and associated diagnostic testing, laboratory tests, equipment and supplies are a covered expense under the Plan only to the extent they are Medically Necessary, and only insofar as their cost does not exceed the maximum benefits specified on the Schedule of Benefits, specific to Dialysis Services.

Dialysis Services, diagnostic testing, lab expenses, equipment and supplies are those services and items used in the treatment of acute renal failure and/or chronic renal insufficiency (treatment of anemia and other diagnoses related to renal failure). This also includes injectable and intravenous medications including but not limited to Heparin, Epogen, Procrit and other medications administered directly before, during or after a dialysis procedure. Dialysis procedures are for the removal of waste materials from the body, including

hemodialysis and peritoneal dialysis regardless of whether they are provided on an inpatient or outpatient basis.

As outlined within the Schedule of Benefits, the Plan provides an alternative basis for payment of claims associated with dialysis-related services and products. This alternative basis may be applied to claims by any healthcare provider, regardless of the healthcare provider's participation in the Preferred Provider Organization (PPO).

All eligible employees requiring Outpatient Dialysis are subject to cost containment review, claim audit and/or review, negotiation and/or other related administrative services which the Plan Administrator may elect to apply in the exercise of the Plan Administrator's discretion.

If you are diagnosed with a condition requiring dialysis, you may be able to enroll in Medicare. The Plan will not enroll you in Medicare; it is your decision and your responsibility to enroll in Medicare, if applicable.

### **5.11 – Chemotherapy and Immunotherapy Services**

The allowed amount for chemotherapy & immunotherapy drugs will not exceed:

- 125% of the Medicare allowance when administered by a medical provider
- 150% of the Medicare allowance when administered by a Hospital

If Medicare covers a chemotherapy or immunotherapy drug for which there is not a specific allowance, the allowed amount will not exceed 110% of the Average Wholesale Prices (AWP) as determined by Medi-Span or other major sources for either inpatient or outpatient providers.

Other associated services including diagnostic testing, laboratory tests, equipment and supplies are a covered expense under the Plan only to the extent they are Medically Necessary, and only insofar as their cost does not exceed the maximum benefits.

This limit shall be applied to claims made by any healthcare provider, regardless of the healthcare provider's participation in a Preferred Provider Organization (PPO), Health Maintenance Organization (HMO) or otherwise has a contract directly or indirectly with the Fund.

All eligible employees requiring chemotherapy & immunotherapy are subject to pre-certification, cost containment review, claim audit and/or review, negotiation and/or other related administrative services which the Plan Administrator may elect to apply in the exercise of the Plan Administrator's discretion.

### **5.12 – Hospice Care**

Hospice Care benefits are payable under the Plan. The Plan will follow the CMS guidelines for Hospice Care:

1. The physician and hospice medical director certify the patient is terminally ill and probably has less than six months to live;
2. The member receives care from an approved hospice program.

The following are services, under the Hospice Care, that would be considered. These services include, but are not limited to:

1. Doctor services,
2. Nursing care,
3. Medical equipment (such as wheelchairs or walkers),
4. Medical supplies (such as bandages and catheters),
5. Drugs for symptom control and pain relief,
6. Short-term care in the hospital, including respite care,
7. Home health aide,
8. Physical and occupational therapy,
9. Speech therapy,
10. Social worker services,
11. Dietary counseling,
12. Counseling to help the patient and family with grief and loss.

### **5.13 – Anesthesia Benefit**

Anesthesia expense benefits are payable when you receive anesthesia services from an anesthesiologist in conjunction with surgery.

Anesthesia services include services rendered for preoperative and postoperative visits, the administration of the anesthetic and the administration of fluids and/or blood in conjunction with the surgery.

### **5.14 – Mental Health Benefits**

The Plan provides benefits for treatment of mental health disorders for Eligible Employees, as provided in the Plan of Benefits.

### **5.15 – Chemical Dependency and Substance Abuse Treatment Benefits**

The Plan provides benefits for the treatment of chemical dependency and substance abuse for Eligible Employees, as provided in the Plan of Benefits.

### **5.16 – Physician Benefits**

The Plan provides benefits for Physician's services for Eligible Employees as provided in the Plan of Benefits.

Physician benefits cover medical examinations, treatment, diagnostic examinations received from the Physician, routine annual physical examinations and routine x-rays and laboratory tests. However, the drawing of blood by the Physician is excluded. Physician's visits on the same day of a surgery are not covered if a surgery benefit is paid for the same day.

Pre-natal obstetric care is provided by the Plan to Eligible Employees.

### **5.17 – Urgent Care Centers or Clinics**

The Plan provides coverage of care you receive in an urgent care center or clinic up to the amount listed in the Plan of Benefit. You must go to your primary care physician for a follow-up visit immediately after receiving services at the urgent care center or clinic.

## **5.18 – Durable Medical Equipment and Supplies**

Durable Medical Equipment must be reviewed and approved by Hines & Associates for medical necessity. Durable Medical Equipment includes but is not limited to CPAP machine, BiPAP machine, or orthotics. This plan will only pay for the rental of DME. The DME will be paid up to the purchase price. For DME where no rental rates are available, the Plan will pay a monthly amount at a maximum of 10% of the purchase price per month, not to exceed the purchase price.

The plan will pay for the medical supplies and replacement parts for durable medical equipment. Centers for Medicare and Medicaid Services (CMS) replacement guidelines will be used when replacement of a part is required. In the event that a part or supply is needed prior to the allowed time, written necessity will be required from the medical provider for review and approval.

## **5.19 – Preventive Services**

This Plan provides coverage for certain Preventive Services as required by the ACA. Coverage is provided on an in-network basis only, with no cost-sharing (for example, no deductibles, coinsurance, or copayments), for the following services:

1. Services described in the United States Preventive Services Task Force (USPSTF) A and B recommendations,
2. Services described in the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control (CDC), and
3. Health Resources and Services Administration (HRSA) Guidelines.

In-network preventive services that are identified by the Plan as part of the ACA guidelines will be covered with no cost-sharing by the participant. This means that the service will be covered at 100% of the Plan's allowable charge, with no coinsurance, copayment, or deductible.

If preventive services are received from a non-network provider, they will be covered by the Plan, but will be subject to the non-network cost sharing, as outlined in the Plan of Benefits.

In some cases, federal guidelines are unclear about which preventive benefits must be covered under the ACA. In that case, the Trustees will determine whether a particular benefit is covered under this Preventive Services benefit.

### **Preventive Services Benefit Overview**

*Physical Examination covered after Deductible with the standard coinsurance:* The Plan will cover the expense related to a routine physical examination (including routine OB/GYN exams) by a Physician after you meet the annual deductible with the standard coinsurance. This benefit is limited to one examination per year for each participant.

*Preventive Services Covered with No Cost-Sharing:* The following benefits are available under the Fund's Preventive Services Benefit with no cost-sharing. In certain circumstances, as determined by the Fund, the preventive benefit is only payable with an appropriate diagnosis.

### **Preventive Services for Adults**

1. Abdominal Aortic Aneurysm one-time screening for men ages 65-75 who have ever smoked.

2. Alcohol Misuse screening and counseling: Screening and behavioral counseling interventions to reduce alcohol misuse by adults, including pregnant women, in primary care settings.
3. Aspirin use for men and women of certain ages is covered.
4. Blood Pressure screening for all adults.
5. Cholesterol screening (Lipid Disorders Screening) for men aged 35 and older; men aged 20-35 if they are at increased risk for coronary heart disease; and women who have heart disease or risk factors for heart disease.
6. Colorectal Cancer screening for adults beginning at age 50.
7. Depression screening for adults.
8. Type 2 Diabetes screening for adults with high blood pressure.
9. Diet counseling for adults at higher risk for chronic disease.
10. HIV screening for all adults at higher risk.
11. Routine adult immunizations are covered for participants who meet the age and gender requirements and who meet the CDC medical criteria for recommendation. Immunization vaccines for adults--doses, recommended ages, and recommended populations must be satisfied:
  - a. Diphtheria/tetanus/pertussis (DTP)
  - b. Measles/mumps/rubella (MMR)
  - c. Poliomyelitis
  - d. Influenza (Flu Shot)
  - e. Human papillomavirus (HPV)
  - f. Pneumococcal (polysaccharide)
  - g. Hepatitis A
  - h. Hepatitis B
  - i. Meningococcal
  - j. Herpes Zoster
  - k. Varicella
12. Obesity screening and intensive counseling and behavioral interventions to promote sustained weight loss for obese adults. Screening includes measurement of BMI by the clinician with the purpose of assessing and addressing body weight in the clinical setting.
13. Sexually Transmitted Infection (STI) prevention counseling for adults at higher risk.
14. Tobacco Use screening for all adults and cessation interventions for tobacco users.
15. Syphilis screening for all adults at higher risk.

### **Preventive Services for Women, Including Pregnant Women**

1. Anemia screening on a routine basis for pregnant women.
2. Bacteriuria urinary tract or other infection screening for pregnant women.
3. BRCA counseling about genetic testing for women at higher risk.
4. Breast cancer mammography screening every 1 to 2 years for women aged 40 and older.
5. Breast Cancer Chemoprevention counseling for women at higher risk. The Plan will pay for counseling by Physicians with women at high risk for breast cancer and at low risk for adverse effects of chemoprevention, to discuss the risks and benefits of chemoprevention.
6. Breast feeding comprehensive support and counseling from trained providers, as well as access to breast feeding supplies for pregnant and nursing women.
7. Cervical Cancer screening for sexually active women.
8. Chlamydia Infection screening for all sexually active non-pregnant young women aged 24 and younger, and for older non-pregnant women who are at increased risk.

9. Contraception: Food and Drug Administration-approved contraceptive methods, sterilization procedures, and patient education and counseling as prescribed by a health care provider for women with reproductive capacity (not including abortifacient drugs). This does not apply to health plans sponsored by certain exempt “religious employers”.
10. Domestic and interpersonal violence screening and counseling for all women.
11. Folic Acid supplements for women who may become pregnant.
12. Gestational diabetes screening for women 24 to 28 weeks pregnant and those at high risk of developing gestational diabetes.
13. Gonorrhea screening for all women at higher risk.
14. Hepatitis B screening for pregnant women at their first prenatal visit.
15. HIV Screening and Counseling for sexually active women.
16. Human Papillomavirus (HPV) DNA tests every 3 years for women with normal cytology results who are 30 years old or older.
17. Osteoporosis screening for women over age 60 depending on risk factor.
18. Rh Incompatibility screening for all pregnant women or other women at increased risk.
19. Sexually Transmitted Infections Counseling for sexually active women.
20. Tobacco Use screening and interventions for all women, and expanded counseling for pregnant tobacco users.
21. Syphilis screening for all pregnant women or other women at increased risk.
22. Well-woman visits to obtain recommended preventive services.

### **Office Visit Coverage**

Preventive Services are paid for based on the Plan’s payment schedules for the individual services. However, there may be limited situations in which an office visit is payable under the Preventive Services benefit. The following conditions apply to payment for in-network office visits under the Preventive Services benefit. Non-network office visits are not covered under the Preventive Services benefit under any condition.

1. If a preventive item or service is billed separately from an office visit, then the Plan will impose cost sharing with respect to the office visit.
2. If the preventive item or service is not billed separately from the office visit, and the primary purpose of the office visit is the delivery of such preventive item or service, then the Plan will pay 100 percent for the office visit.
3. If the preventive item or service is not billed separately from the office visit, and the primary purpose of the office visit is not the delivery of such preventive item or service, then the Plan will impose cost sharing with respect to the office visit.

For example, if a person has a cholesterol screening test during an office visit, and the doctor bills for the office visit and separately for the lab work associated with the cholesterol screening test, the Plan will charge a copayment for the office visit but not for the lab work. If a person sees a doctor to discuss recurring abdominal pain and has a blood pressure screening during that visit, the Plan will charge a copayment for the office visit because the blood pressure check was not the primary purpose of the office visit.

### **5.20 – Coverage of Routine Costs of Clinical Trials**

Note that under this medical plan, experimental, investigational or unproven does not include routine costs associated with a certain “approved clinical trial” related to cancer or other life-threatening illnesses. For individuals who will participate in a clinical trial, precertification is required in order to determine if the participant is enrolled in an “approved clinical trial” and notify the Plan’s claims administrator(s) that

routine costs, services and supplies may be incurred by the individual during their participation in the clinical trial. The routine costs that are covered by this Plan are discussed below:

a. “Routine costs” means services and supplies incurred by an eligible individual during participation in a clinical trial if such expenses would be covered for a participant or beneficiary who is not enrolled in a clinical trial. However, the plan does not cover non-routine services and supplies, such as: (1) the investigational items, devices, services or drugs being studied as part of the approved clinical trial; (2) items, devices, services and drugs that are provided solely for data collection and analysis purposes and not for direct clinical management of the patient; or (3) items, devices, services or drugs inconsistent with widely accepted and established standards of care for a patient’s particular diagnosis.

b. An “approved clinical trial” means a phase I, II, III, or IV clinical trial conducted in relation to the prevention, detection, or treatment of cancer or other life-threatening disease or condition. The clinical trial’s study or investigation must be (1) federally-funded; (2) conducted under an investigational new drug application reviewed by the Food and Drug Administration (FDA); or (3) a drug trial that is exempt from investigational new drug application requirements. “Federally funded” clinical trials include those approved or funded by one or more of: the National Institutes of Health (NIH), the Centers for Disease Control and Prevention (CDC), the Agency for Health Care Research and Quality (AHCRO), the Centers for Medicare and Medicaid Services (CMS), a cooperative group or center of the NIH, CDC, AHCRO, CMS, the Department of Defense (DOD), the Department of Veterans Affairs (VA); a qualified non-governmental research entity identified by NIH guidelines for grants; or the VA, DOD, or Department of Energy (DOE) if the study has been reviewed and approved through a system of peer review that the Secretary of HHS determines is comparable to the system used by NIH and assures unbiased review of the highest scientific standards by qualified individuals who have no interest in the outcome of the review.

c. A participant is eligible to participate in a clinical trial and receive benefits from a group health plan for routine services if: (1) the individual satisfies the eligibility requirements of the protocol of an approved clinical trial; and (2) either the individual’s referring physician is a participating health care provider in the plan who has determined that the individual’s participation in the approved clinical trial is medically appropriate, or the individual provides the plan with medical and scientific information establishing that participation in the trial would be medically appropriate.

d. The plan may require that an eligible individual use an in-network provider as long as the provider will accept the patient. This plan is only required to cover out-of-network costs for routine clinical trial expenses if the clinical trial is only offered outside the patient’s state of residence.

e. The plan may rely on its Utilization Management Company or other medical review firm to determine, during a review process, if the clinical trial is related to cancer or a life-threatening condition, as well as to help determine if a person’s routine costs are associated with an “approved clinical trial.” During the review process, the person or their attending Physician may be asked to present medical and scientific information that establishes the appropriateness and eligibility for the clinical trial for his/her condition. The Plan (at no cost to the patient) reserves the right to have the opinion of a medical review firm regarding the information collected during the review process. See the *Filing a Medical Claim for Benefits and Appealing the Denial of a Claim* in Section 11 for information on the appeal process of the Plan. Additionally, external review is available for an adverse determination related to coverage of routine costs in a clinical trial. See the Utilization Management in Section 4.3 for information on precertification requirements.

## **5.21 – Genetic Testing**

Precertification is required for all genetic testing. Medically necessary genetic testing is payable under this Plan if for:

- a. State-mandated newborn screening tests for genetic disorders;
- b. Fluid/tissue obtained as a result of amniocentesis, chorionic villus sampling (CVS), and alpha fetoprotein (AFP) analysis in covered pregnant women and only if the procedure is



Medically Necessary as determined by the Plan Administrator or its designee;

- c. Tests to determine sensitivity to FDA approved drugs, such as the genetic test for warfarin (blood thinning medication) sensitivity;
- d. Genetic testing recommended by the American College of Obstetrics and Gynecology for pregnant women such as genetic carrier testing for cystic fibrosis;
- e. Genetic testing (e.g. BRCA) and genetic counseling required as a Preventive Service in accordance with regulations under the Affordable Care Act;
- f. Pre-parental genetic testing (also called carrier testing) intended to determine if an individual (such as a prospective parent) is at risk of passing on a particular genetic mutation (at risk for producing affected children).
- g. The detection and evaluation of chromosomal abnormalities or genetically transmitted characteristics in covered participants if all of the following conditions **are met**:
  1. The testing method is considered scientifically valid for identification of a genetically-linked heritable disease; and
  2. The covered individual displays clinical features/symptoms, or is at direct risk (family history or 1<sup>st</sup> or 2<sup>nd</sup> degree relative) of developing the genetically linked heritable disease/condition in question (presymptomatic); and
  3. The results of the test will directly impact clinical decision-making; outcome or treatment being delivered to the covered individual.

Genetic Counseling is payable when ordered by a Physician, performed by a qualified Genetic Counselor (or other qualified health care provider) and provided with regard to a genetic test that is payable by this Plan. Certain genetic counseling is payable as a Preventive Service in accordance with the Affordable Care Act.

### **Genetic Testing and Counseling Exclusions**

#### 1. Genetic Testing:

The following expenses for genetic tests are not covered, including obtaining a specimen and laboratory analysis to detect or evaluate chromosomal abnormalities or genetically transmitted characteristics. (Certain genetic tests are covered as listed as payable in the Genetic Testing row in the Schedule of Medical Benefits.) Genetic services that are not covered include:

- a. Expenses for Pre-Implantation Genetic Diagnosis (pGD) where one or more cells are removed from an embryo and genetically analyzed to determine if it is normal in connection with in vitro fertilization;
- b. No coverage of genetic testing of plan participants if the testing is performed primarily for the medical management of family members who are not covered under this Plan. Genetic testing costs may be covered for a non-covered family member only if such testing would directly impact the medically necessary treatment of a plan participant;
- c. Home genetic testing kits/services are not covered.
- d. Genetic testing determined by the Plan Administrator or its designee to be not medically necessary or is determined to be experimental or investigational.

#### 2. Genetic Counseling:

Expenses for genetic counseling are not covered, unless these three conditions are

met: a) is ordered by a Physician, and b) performed by a qualified genetic counselor (or other qualified health care provider) and c) performed with regard to a genetic test that is payable by this Plan.

## Section 6 – Benefit Plan Exclusions, Conditions, and Limitations

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Covered expenses do not include and no Plan payment will be made for:

- 1) Charges incurred for any services or supplies that are not recommended and approved by the attending doctor,
- 2) Charges incurred by anyone other than you, the eligible employee,
- 3) Charges incurred for services, supplies, treatments, or procedures that are not rendered for the treatment or correction of, or in connection with, a specific non-occupational bodily injury or illness, unless such charges are stated as covered in any applicable provision of this Plan,
- 4) Charges incurred for treatment of infertility,
- 5) Charges incurred for any type of marital examination (examination required to obtain a marriage license), or any other medical examination or test for check-up purposes were not necessary for treatment of an illness or injury, unless specified in your Plan of Benefits,
- 6) Charges incurred for services, treatments, or surgical procedures rendered in connection with an overweight condition or condition of obesity unless you meet **all** of the following conditions and criteria:
  - a. Your Primary Care Physician has recommended the treatment;
  - b. Your Primary Care Physician states you are at least 100 pounds over your medically desirable weight;
  - c. You have a body mass index of 45 or more;
  - d. The obesity is a threat to your life due to life threatening co-morbidities, such as diabetes, heart disease, hypertension, etc.;
  - e. You have a documented history of unsuccessful attempts to reduce weight by more conservative measures;
  - f. You have successfully completed a psychiatric evaluation and have no psychiatric conditions which may reduce the chances the surgery will have long-term success;
  - g. You actively participate in a Disease Management program with Hines & Associates for six months prior to surgery which includes nutritional counseling and a weight reduction program; and
  - h. You have not had any form of bariatric surgery in the past. Revision bariatric surgeries are not covered under the Plan.

In addition to the criteria above, the Plan will only cover surgery related expenses if the surgery is performed at a Center of Excellence approved by the Plan. If you qualify for bariatric surgery, the Plan will provide a list of Centers of Excellence for bariatric surgery upon request.

Following a bariatric surgery covered under this Plan, the Fund will cover panniculectomy surgery to remove excess skin following significant weight loss, having reached a BMI of 30 or less and maintained a stable weight for at least one year. The Fund will also cover panniculectomy surgery that is deemed medically necessary by our medical review organization.

- 7) Charges incurred for services, treatments, or surgical procedures rendered in connection with gene or genetic therapy.

- 8) Charges incurred for any treatment or surgical procedure or service that is of an elective nature, such as for any non-emergency plastic or cosmetic surgery on the body, including but not limited to, the eyelids, nose, face, breasts and abdominal tissue.

**Exceptions:** This limitation does not apply to:

- a. Cosmetic surgery that is performed for the correction of defects incurred through traumatic injuries sustained as a result of bodily injury,
  - b. An abortion, if legal when performed,
  - c. Corrective surgical procedures on organs of the body that perform or function improperly, or
  - d. Breast reconstruction surgery performed in connection with a mastectomy, in a manner determined in consultation with your attending physician for reconstruction of the breast on which the mastectomy was performed, surgery and reconstruction of the other breast to produce a symmetrical appearance, and prostheses and treatment of physical complications at all stages of the mastectomy, including lymphedemas.
- 9) Charges incurred for the reversal or attempted reversal of any voluntary vasectomy or other sterilization procedure,
- 10) Charges incurred for services or supplies received from a doctor or hospital that does not meet this Plan's definition of "doctor", "hospital", or "mid-level providers",
- 11) Charges incurred for correction of eye refractions or for eyeglasses, hearing aids, or the fitting of any such appliance,
- 12) Charges incurred for any type of custodial care. Custodial care means that type of care, wherever furnished and by whatever name called, including room and board or any other type of care, that is designed primarily to assist an individual in meeting the activities of daily living. This exclusion applies to all such care regardless of what the care is called,
- 13) Charges incurred while you are confined in an institution that is primarily a place of rest, a place for the aged or a nursing home, or for charges incurred for any care in health resorts, hotels, convalescent homes, custodial homes, sanitariums or institutions, or any treatment in any extended care, minimal care, self-care ambulatory or part-time care unit of a hospital, or services at home or in a sheltered care unit, or any care in a separate department, unit or facility of a hospital that is intended to duplicate the care of a facility excluded above,
- 14) Charges incurred for education, training or room and board while you are confined in an institution that is primarily a school or institution of learning or training,
- 15) Charges incurred for any operation or treatment in connection with sex transformations or any type of sexual dysfunction, including any complications arising from such conditions,
- 16) Charges incurred for any treatment, care, procedures, services or supplies that, in the opinion of the Trustees, are not medically necessary, experimental or investigative,
- 17) With respect to Coordination of Benefits, charges that are in excess of the allowable and discounted charge for the service, treatment, or supply rendered,
- 18) Charges incurred for services performed by a medical assistant,

- 19) Charges incurred for medications or drugs, except as provided through the Optum program,
- 20) Charges incurred for specialty drugs,
- 21) Charges incurred for services provided by a doctor or dentist for surgical services, extraction, or filling of teeth, performance of alveolectomies, gingivectomies, apicoectomies, or prophylaxis, or for artificial restorations or other than as provided in the Dental Schedule of Benefits in your Dental Benefits Booklet,
- 22) Charges incurred in connection with bodily injury, illness or disease sustained while doing any act or thing pertaining to any occupation or employment for remuneration or profit or for which benefits are or may be payable, in whole or in part, in accordance with the provisions of any Workers' Compensation Law, Employer's Liability Law, Occupational Diseases Law or similar law. All charges related to such bodily injury, illness or disease which are denied due to failure to properly report and timely file a claim under Workers' compensation Law, Employer's Liability Law, Occupational Diseases Law or similar law are excluded from coverage under this Plan,
- 23) Charges incurred while you are confined in any Hospital that is operated by the United States Government or any agency of the United States Government. However, if such charges are made by a Veterans Administration (VA) Hospital that claims reimbursement for the "reasonable cost" of care furnished to you by the VA for a non-service related disability, such charges are covered expenses to the extent that they would have been considered covered expenses under the Plan had the VA not been involved,
- 24) Charges incurred as a result of any bodily injury or illness caused by any act of war (whether war is declared or undeclared), any act of international armed conflict, any conflict involving the armed forces of an international body, any riot or any insurrection,
- 25) Charges made by a doctor or other provider of medical services or supplies for completing claim forms or other forms required by the Plan for the processing of claims,
- 26) Charges that would not have been made if this Plan did not exist, or charges for any hospital confinement or any other medical care or service for which you would not be legally required to pay,
- 27) Charges incurred for services or supplies that are furnished, paid for or otherwise provided due to your past or present service in the armed forces of a government (unless any applicable law requires otherwise),
- 28) Charges incurred for prosthetic devices, dental, or cochlear implants,
- 29) Charges incurred for any organ or tissue transplants including all transplant related charges for pre-transplant and post-transplant tests and treatments.
- 30) Pregnancy or maternity expenses when the mother is carrying the child as a surrogate mother.
- 31) With respect to treatment of a mental or nervous disorder, any treatment or consultation with a marriage therapist and/or counselor,
- 32) Consultations or sessions with family member(s) even if the consultations or sessions are required as part of the psychological or psychiatric treatment,

- 33) Charges incurred for any item that is not Medically Necessary, including but not limited to surgical trays, maintenance treatment or therapy, cosmetics, magazines, radio, television, telephone, personal laundry, guest trays, beds or cots for guests or family members or any other personal comfort item,
- 34) With respect to inpatient hospitalization, any diagnostic or therapeutic procedures not related to the condition for which Hospital confinement is required,
- 35) Any charges for a facility stay and physician charges for any covered member that leaves the hospital against medical advice,
- 36) Any Hospital admission primarily for the purpose of conducting tests, studies, examinations, evaluations or observations or for convenience or environmental control,
- 37) Services for assistant surgeons, unless approved by Hines & Associates,
- 38) Any charges for drugs, dressings or other supplies taken home or away from the Hospital or other facility,
- 39) Any charges that exceed the maximum visits allowed for physical therapy, occupational therapy, speech therapy, and chiropractic services,
- 40) Any room & board and/or nursing charges incurred for Observation exceeding 48 hours,
- 41) Any house calls by a Doctor,
- 42) Surgeon's visit on the day of surgery,
- 43) CRNA service with medical direction by a physician,
- 44) Multiple visits by the same physician on the same day,
- 45) With respect to radiology expense, any charges incurred for screening, case findings or research studies,
- 46) The administration of local infiltration or topical anesthesia,
- 47) Preventive Services are covered when performed for preventive screening reasons and billed under the appropriate preventive services codes. Services covered for diagnostic reasons are covered under the applicable Plan benefit, not the Preventive Services benefit. A service is covered for diagnostic reasons if the participant had symptoms requiring further diagnosis or abnormalities found on previous preventive or diagnostic studies that required additional examinations, screenings, tests, treatment, or other services,
- 48) Services covered under the Preventive Services Benefit are not also payable under other portions of the Plan,
- 49) The Plan will use reasonable medical management techniques to control costs of the Preventive Services benefit. The Plan will establish treatment, setting, frequency, and medical management standards for specific Preventive Services, which must be satisfied in order to obtain payment under the Preventive Services benefit,

- 50) Immunizations are not covered, even if recommended by the CDC, if the recommendation is based on the fact that some other risk factor is present (e.g., on the basis of occupational, lifestyle, or other indications). Travel immunizations, e.g., typhoid, yellow fever, cholera, plague, and Japanese encephalitis virus, are not covered,
- 51) Examinations, screenings, tests, items, or services are not covered when they are investigational or experimental, as determined by the Plan,
- 52) Examinations, screenings, tests, items, or service are not covered when they are provided for the following purposes:
  - a. When required for education, sports, camp, travel, insurance, marriage, adoption, or other non-medical purposes,
  - b. When related to judicial or administrative proceedings,
  - c. When required to maintain employment or a license of any kind.
- 53) Drugs, medicines, vitamins, and/or supplements, whether available through a prescription or over-the-counter, are not covered under the Preventive Services benefit. For example, the following drugs, medicines, vitamins, and supplements are not covered:
  - a. Supplements, including but not limited to oral fluoride supplements,
  - b. Tobacco cessation product, drugs, or medicine except as required under the ACA.
- 54) Handling or transporting of specimen,
- 55) Charges incurred for procedures or drugs that are deemed unclassified, unlisted, or unspecified,
- 56) Special Services, Procedures, and Reports, e.g. after hours cares or services that is in addition to the basic services rendered, mammogram assessment category codes (series 3340F through 3350F), or any CPT Category II Codes from series 0001F through Category III Codes 0318T,
- 57) Alternative Therapy, also known as Alternative Medicine, include but not limited to homeopathy, naturopathy, acupuncture, holistic therapies, and herbal medicine,
- 58) Any charges related to treatment, care, services, supplies or procedures provided due to injuries sustained in the course of the commission of a crime (whether or not a crime is charged, a plea agreement is reached or the charges are dropped),
- 59) Any charges related to a “Never Event” included in the CMS list of NQF Serious Reportable Adverse Events,
- 60) Any sales tax charges,
- 61) Any expenses incurred by dependent spouses and dependent children,
- 62) Any services supplies excluded in the section entitled Benefit Plan Exclusions, Conditions, and Limitations,
- 63) Any charges other than those listed as Covered Expense.
- 64) Any charges for treatment received outside of Illinois or states adjoining Illinois (Wisconsin, Iowa, Missouri, Kentucky, and Indiana). This exclusion does not apply to emergency treatment or urgent

care treatment that arises while outside of Illinois or its adjoining states or when treatment for Covered Expenses is unavailable in Illinois or its adjoining states.

The preceding list is not an all-inclusive listing of the Plan's limitations and exclusions, services or supplies. It is only representative of the types of charges for which Plan benefits are limited or not payable and of the types of situations in which charges are incurred for which Plan benefits are limited or not payable. Basically, benefits are only payable under this Plan for the direct treatment of non-occupational injuries and illnesses.



## **Section 7 – Dental Care Benefits**

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The Plan provides certain dental services and discounts on other dental services you receive from providers who have contracted with the Fund. You will receive the services listed on your Dental Plan of Benefits if your dental care services are provided by a provider listed in your Dental Benefits Booklet. A number of dental providers have contracted with the Dental Provider's dental network. You should consult your Dental Plan of Benefits contained in your Dental Benefits Booklet for a description of the services provided.

The Dental Benefits Booklet is incorporated into this Summary Plan Description and Plan Document and is made a part of this Plan. A copy of the Dental Benefits Booklet was provided to you at the time you received this booklet. If you need an additional copy of the Dental Benefits Booklet, please contact the Fund Office. The Fund Office will furnish you with a copy, free of charge.

If you need information about participating dental providers, you may call the Fund Office or the Dental Provider. The contact information is printed on the inside front cover of this booklet.

## **Section 8 – Prescription Drug Benefits**

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Your prescription drug benefits are provided by the Plan through the Optum. Your benefits are outlined in the Plan of Benefits in Section 1.

When you become a participant in the Plan, the Fund Office will provide you with an Optum identification card and a prescription drug benefits information brochure. You will use your ID card when you are purchasing prescription drugs.

Due to the Fund's unique plan design, there is no set formulary listing available for reference. The Copay Tier and Member cost depends on the price of the medication when purchased. To determine your estimated cost, please reach out to Optum Member Services at (888) 354-0090 or log on to the member portal and use the "Price and Save" Tool at <http://www.mycatamaranrx.com>.

If you need information about participating pharmacies or the mail order program, you may call the Fund Office or Optum, visit the Optum website or review the prescription drug benefits information brochure provided with this booklet. The contact information for Optum and the Fund Office is printed on the inside front cover of this booklet.

The prescription drug benefits information brochure is incorporated into this Summary Plan Description and Plan Document, and is made a part of this Plan. If you need an additional copy of the prescription drug benefits information brochure, please contact the Fund Office. The Fund Office will furnish you with a copy, free of charge.

## **Section 9 – 24-Hour Nurse Network and Health Information Hotline**

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The Plan provides you with access to a 24-hour nurse assistance line and health information hotline when you have a health concern.

You can the 24-hour nurse assistance and health information hotline at 866-647-6113.

## **Section 10 – Vision Care Program**

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The Plan provides discounted vision care services through VSP. You can call 800-877-7195 or visit <https://www.vsp.com>.

Your VSP Vision Benefits Summary information is incorporated into this Summary Plan Description.

## **Section 11 – Filing a Medical Claim for Benefits and Appealing the Denial of a Claim**

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### **11.1 – Filing a Medical Claim for Benefits**

Generally, if you use the services of a PPO provider, the hospital or physician must file a claim with the Fund on your behalf.

A claim for benefits is any request for Fund benefits that you make or that the PPO provider makes on your behalf in accordance with the Fund's claims procedures. If you make a simple inquiry about the Fund's provisions without a claim form that is unrelated to any specific benefit claim, the Fund will not treat your inquiry as claim for benefits.

Covered expenses are the charges that the Plan will consider for payment. Not all covered expenses will be paid because they are subject to the applicable limitations and rules of the Plan.

Charges for any service, treatment or supplies will be considered to have been incurred on the date the service or treatment was actually rendered or on the date the supplies were actually provided.

### **11.2 – When Medical Claims Must Be Filed**

Generally, if you use the services of a network provider, the provider will file a claim for payment and must do so within certain timeframes. If you use the services of an out-of-network provider or are otherwise required to be involved in the claim filing process, as soon as the Fund Office receives notice of a possible claim, it will, if necessary, furnish you with the forms you need to file a proof of claim. Proof of hospitalization or medical expenses must be filed within 90 days after the date on which the charges were incurred. If the claim has not been submitted to the network or the Fund within 90 days, the claim may be denied. However, the Fund may, at its discretion, grant an additional 90-day grace period for a total of six months. After that time period the claim will be denied for late filing. Your proof of claim must include a completed claim form, itemized bills, and any other required forms. If you have been asked to provide additional information to the Fund, that information must be submitted not later than six months after such request, or one year after the date of loss, whichever is earlier. After that time period, the claim will be denied for late filing.

### **11.3 – Assignment of Your Benefits**

You cannot assign your rights as a Plan Participant to a provider or other third party or in any way alienate your claim for benefits. Any attempt to assign those rights or in any way alienate a claim for benefits will be void and will not be recognized by the Fund for that purpose. The Fund will treat any document you are asked by a provider to sign to assign your rights as a Plan Participant or to alienate a claim for benefits to a provider, to be only an authorization for direct payment by the Fund to the provider. For example, the Fund will NOT allow you to assign your provider any rights as a Participant in the Plan, including, but not limited to, the right to appeal a claim denial or the right to receive documentation concerning claims. In the event that the Fund does receive a document claiming to be an assignment of benefits, the Fund will send payments for the claims to the provider, but will send all claim documentation, such as an Explanation of Benefits, and appeal procedures directly to you as the Claimant. In no event shall receipt by a provider of payment or documentation concerning claims be accepted by the Plan as a waiver of the prohibition on assignments of benefits. You may file an appeal of a claim submitted by a provider that was denied in whole or in part and may authorize a representative to file such an appeal on your behalf and you or your representative may use information provided by a provider to support your appeal.

## **11.4 – Allowable Charge**

1. With respect to a network provider, the Allowable Charge is the negotiated fee/rate set forth in the agreement of the network with the participating network health provider, facility, or organization. The Plan may utilize the services of professional firms with resources to assist in payment determinations to review the itemized billing statements for the appropriateness of charges. In the event of any dispute over reductions recommended by the professional firm(s), the Participant shall have the right to file an appeal of any partial or full claim denial, and the Trustees shall, in their sole discretion, determine whether the bill was properly reduced. When you file an appeal or authorize a representative to file an appeal on your behalf seeking higher payments on a claim, you should be aware that your interests may be in conflict with the interests of a network provider seeking higher claim payments since a successful appeal could increase your copayment amount for that particular claim. A network provider is not permitted to balance bill you for amounts not paid as a result of network discounts.

2. With respect to an out-of-network provider, the Allowable Charge will not exceed 100% of the current Medicare allowable fee for hospital; services which are not routinely covered by Medicare or are services for which Medicare has not published an allowable amount and which are covered under the Plan will be covered up to the amount the Plan has paid network providers, as determined by the Board of Trustees utilizing information concerning network claim payments or information from the network provider. When you file an appeal or authorize a representative to file an appeal on your behalf seeking higher payments on a claim, you should be aware that your interests may be in conflict with the interests of an out-of-network provider that is seeking higher claim payments than those paid by the Plan since a successful appeal could increase your copayment amount for that particular claim. An out-of-network provider is not prevented from balance billing you for amounts in excess of what the Plan pays.

## **11.5 – Where to File Medical Claims**

The Fund will consider your claim to have been filed as soon as it is received at the Fund Office. When you need to file a medical claim, you should file it at the following address:

|  |
|--|
| <b>HEALTHLINK<br/>P.O. Box 419104<br/>St. Louis, MO 63141-9104</b> |
|--|

The PPO network hospitals and doctors must file claims for you and you will not need to file a proof of claim for those services.

## **11.6 – Authorized Representatives**

An authorized representative such as your spouse may complete the claim form for you if you are unable and may act on your behalf. You may obtain a form from the Fund Office to designate an authorized representative. The Fund may request additional information to verify that this person is authorized to act on your behalf.

## **11.7 – Payment of Your Claim**

If your claim is approved, the Plan will pay for the amount of covered expenses that you have incurred up to the maximum shown in your Plan of Benefits.

## **11.8 – Benefit Payment to an Incompetent Person**

Benefit payments under the Fund may become payable to a person who is adjudicated incompetent or to a person who, by reason of mental or physical disability, in the opinion of the Trustees, is unable to administer such payments properly. In that event, the Trustees may make payments for the benefit of the incompetent person to the legal guardian of the person or to the individual who has assumed the care and principal support of the incompetent person if there is no legal guardian for such person.

If any question or dispute arises concerning the proper person or persons to whom any payment will be made under the Fund, the Trustees may withhold payment until a binding adjudication of the question or dispute is made. The resolution must be satisfactory to the Trustees in their sole discretion. Alternatively, the Trustees may pay the benefits if they have been adequately indemnified to their satisfaction against any resulting loss.

## **11.9 – Circumstances that May Result in Denial or Loss of Benefits**

The Trustees or their representatives are authorized to deny payment of a claim. Some of the reasons for a denial of your claim may include one or more of the following:

1. You were not eligible for benefits on the date the expenses were incurred.
2. You or the medical provider did not file the claim within the Plan time limits.
3. The amount of benefits denied was your responsibility to pay, such as a deductible, copayment, or coinsurance.
4. The expenses that were denied are not covered under the Plan or the expenses for which you filed the claim were not actually incurred.
5. You have already received the maximum benefit allowed for that type of expense.
6. A third party was responsible for paying the expenses and you did not submit the required subrogation documents that would permit the Plan to process the claim and recover payment from the third party or the third party's insurance company. (See the *Subrogation* in Section 12.)
7. Another plan was primarily responsible for paying benefits for the expenses. (See the *Coordination of Benefits* in Section 13).
8. The Trustees amended the Plan eligibility rules or decreased Plan benefits.
9. Information relating to the claim for benefits was knowingly misrepresented or falsified.
10. No payment was made or a reduced payment was made because some or all of the treatment or services rendered were not considered to be medically necessary.
11. A reduced payment was made because a portion of the charges for which the claim was filed was considered not to be reasonable and customary.
12. The Plan of Benefits was terminated.
13. Benefit payments were reduced or temporarily suspended in order for the Fund to recover an overpayment of benefits previously paid to you.

The preceding list is not an all-inclusive listing of the circumstances that may result in denial or loss of benefits. It is only representative of the types of circumstances, in addition to failure to meet the continuing eligibility requirements that might cause denial of a claim for benefits. If you have any questions about a claim denial, contact the Fund Office.

## **11.10 – Claim Rules for Initial Healthcare Claims**

Different procedures apply to determine health care claims (which include medical and prescription drug benefits), depending on the type of claim:

1. Pre-service (applicable to Hospitalization, and outpatient surgical claims);
2. Urgent care (applicable to Hospitalization, and outpatient surgical claims);
3. Concurrent care (applicable to Hospitalization, and outpatient surgical claims); or
4. Post-service (applicable to all other health care claims).

### **Pre-Service Claims**

A pre-service claim is a claim for a benefit for which the Plan requires approval of the benefit (in whole or in part) before you obtain medical care. The Plan requires you to obtain Pre-certification of Hospitalization and outpatient surgery.

#### **Example**

You request Pre-certification of your out-patient surgery after your Physician recommends the surgery for the treatment of your illness.

The Plan will not deny benefits for pre-service claims if it is not possible for you to obtain Pre-certification, or the Pre-certification process would jeopardize your life or health.

**Timing of notice of decision on pre-service claims.** You will be notified of a decision within 15 days from receipt of the claim unless additional time is needed. The time for response may be extended up to 15 days if necessary due to matters beyond the Plan's control. You will be notified of the circumstances requiring the extension of time and the date by which the Plan expects to render a decision.

If an extension is needed because the Plan needs additional information from you, the extension notice will specify the information needed. In this case, you will have 45 days from receipt of the notification to supply the additional information. If you do not provide the information within that time, your claim will be decided on the basis of the information that the Plan has and your claim may be denied. During the period in which you are allowed to supply additional information, the normal period for making a decision on the claim will be suspended. The deadline is suspended from the date of the extension notice until either 45 days or the date you respond to the request (whichever is earlier). The Plan then has 15 days to make a decision on a pre-service claim and notify you of the determination.

### **Urgent Care Claims**

An urgent care claim is any claim for medical care or treatment with respect to which the application of the periods for making pre-service claim determinations:

1. Would seriously jeopardize your life or health or your ability to regain maximum function if normal pre-service standards were applied; or
2. Would subject you to severe pain that cannot be adequately managed without the care or treatment for which approval is sought, in the opinion of a Physician with knowledge of your condition.

#### **Example**

You request Pre-certification of a diagnostic test for appendicitis.

Whether your claim is an urgent care claim is determined by the Plan applying the judgment of a prudent layperson who possesses an average knowledge of health and medicine. In addition, any claim that a Physician with knowledge of your medical condition determines is an urgent care claim within the meaning described above, will be treated as an urgent care claim.



**Timing of notice of decision on urgent care claims.** If you are requesting a decision on an urgent care claim, the time deadlines are different from pre-service claims. The Plan will respond with a determination by telephone as soon as possible, taking into account the medical exigencies, but no later than 72 hours after receipt of the claim by the Plan. The determination will also be confirmed in writing.

If an urgent care claim is received without sufficient information to determine whether or to what extent benefits are covered or payable, you will be notified as soon as possible, but no later than 24 hours after receipt of the claim, of the specific information necessary to complete the claim. You must provide the specified information within 48 hours, and then the decision on your claim will be made not later than 48 hours after the information is received. If the information is not provided within that time, your claim will be decided on the basis of the information that the Plan has and your claim may be denied.

### **Concurrent Claims**

A concurrent claim is a claim that is reconsidered after it is initially approved and the reconsideration results in reduced benefits, extension of benefits, or a termination of benefits.

**Timing of notice of decision on concurrent claims.** There is no formal deadline to notify you of the termination or reduction of a previously approved benefit (other than by Plan amendment or termination). However, you will be notified of the decision as soon as possible and in time to allow you to have an appeal decided before the benefit is reduced or terminated.

#### **Example**

Your inpatient Hospital stay is originally Pre-certified for five days and your stay is reviewed at three days to determine if the full five days is appropriate.

If you request an extension of approved urgent care treatment, the Plan will act on your request within 24 hours after receiving it, as long as your claim is received at least 24 hours before the expiration of the approved treatment. A request to extend approved treatment that does not involve urgent care will be decided according to pre-service or post-service timeframes, whichever applies.

### **Post-Service Claims**

Post-service claims are any claims for health care benefits that are not pre-service claims. When you file a post-service claim, you have already received the services in your claim.

#### **Example**

You have diagnostic tests performed and then make your claim for benefits afterwards.

**Timing notice of decision on post-service claims.** Ordinarily, the Fund Office will notify you of the decision on your claim within 30 days from the Plan's receipt of the claim. This period may be extended one time by the Plan for up to 15 days if the extension is necessary due to matters beyond the control of the Plan. If an extension is necessary, you will be notified before the end of the initial 30-day period of the circumstances requiring the extension of time and the date by which the Plan expects to render a decision.

If an extension is needed because the Fund needs additional information from you, the extension notice will specify the information needed. In that case, you will have 45 days from receipt of the notification to supply the additional information. If the information is not provided within that time, your claim will be denied. During the period in which you are allowed to supply additional information, the normal period for making a decision on the claim will be suspended. The deadline is suspended from the date of the extension notice

until either 45 days or until the date you respond to the request (whichever is earlier). The Fund then has 15 days to make a decision on your claim and notify you of the determination.

### **11.11 – Notice of Denial of Claim or Adverse Benefit Determination**

For purposes of the Plan’s claims and appeals procedures, a denial of claim or an adverse benefit determination (“adverse determination”) includes a rescission of coverage (which does not include failure to timely pay required premiums or contributions), a denial, reduction, or termination of, or a failure to provide or make a payment (in whole or in part) for a benefit, including any such denial, reduction, termination, or failure to provide or make a payment that is based on:

1. A determination of an individual’s eligibility to participate in the Plan;
2. A determination that a benefit is not a covered benefit;
3. The imposition of a source-of-injury exclusion, network exclusion, or other limitation on otherwise covered benefits; or
4. A determination that a benefit is experimental, investigational, or not medically necessary or appropriate.

The Trustees must provide you with a notice of their initial determination about your claim within certain timeframes after they receive your claim. The notice must provide you with the following information:

1. Identification of the claim involved,
2. The specific reason or reasons for the denial of benefits or other adverse benefit determination, including the denial code and its corresponding meaning as well as any Plan standards used in denying the claim,
3. A statement that, upon request and free of charge, the diagnosis code and/or treatment codes and their corresponding meanings will be provided; however, a request for this information will not be treated as a request for an internal appeal or external review,
4. A specific reference to the pertinent provisions of the Fund upon which the decision is based,
5. A statement that you are entitled to receive upon request, free access to and copies of documents relevant to your claim,
6. A description of any additional material or information that is needed to process your claim and an explanation of why the information is needed,
7. A explanation of the Fund’s internal review procedures and the Fund’s external review process, along with time limits and information regarding how to initiate an appeal,
8. A statement that you may bring a lawsuit under ERISA following the review of your claim appeal,
9. If an internal rule, guideline, protocol or similar criteria was relied on in the process of making a decision on your claim, a copy of that internal rule, guideline, protocol or similar criteria or a statement that a copy is available to you at no cost upon request,
10. If your healthcare claim was denied on the basis of Medical Necessity, Experimental treatment or similar exclusion, a copy of the scientific or clinical judgment that was relied on in the process of making a decision on your claim or a statement that it is available to you at no cost upon request,
11. A disclosure of the availability of, and contact information for, any applicable ombudsman established under the Public Health Services Act to assist individuals with the internal claims and appeals and external review processes.

### **11.12 – Your Right to Appeal the Denial of a Claim**

You have the right to a full and fair review if your claim for benefits is denied by the Fund or you receive any adverse benefit determination. You must make your request to the Fund Office for an appeal of a healthcare claim within 180 days after you receive notice of denial.

Your application for appeal must be in writing and it must include the specific reasons you feel denial was improper. You may submit any document you feel appropriate, as well as submitting your written statement.

### 11.13 – Review Process

The review process works as follows:

1. You have the right to review documents relevant to your claim. A document, record or other information is relevant if:
  - a. It was relied upon by the Fund in making the decision,
  - b. It was submitted, considered or generated in the course of making the decision (regardless of whether it was relied upon),
  - c. It demonstrates compliance with the Fund’s administrative processes for ensuring consistent decision-making, or
  - d. It constitutes a statement of Plan policy regarding the denied treatment or service.
2. Upon request, you will be provided with the identification of medical or vocational experts, if any, that gave advice to the Fund on your claim, without regard to whether their advice was relied upon in deciding your claim.
3. A different person will review your claim than the one who originally denied the claim. Your appeal will be decided by the appeals committee whose members are designated by the Board of Trustees. The appeals committee will not give deference to the initial adverse benefit determination. The decision will be made on the basis of the record, including such additional documents and comments that you may submit.
4. If your claim was denied on the basis of a medical judgment (such as a determination that the treatment or service was not Medically Necessary, or was Investigational or Experimental), a health care professional who has appropriate training and experience in a relevant field of medicine will be consulted.
5. The Plan will provide you, free of charge, with any new or additional evidence considered, relied upon, or generated by the Plan (or at the direction of the Plan) in connection with your claim, along with the rationale for the decision based on that information. The information and rationale will be provided as soon as possible and sufficiently in advance of the date on which the matter is to be decided in order to give you a reasonable opportunity to respond.
6. Claims and appeals will be adjudicated by the Plan impartially.

### 11.14 – Timing of Notice of Decision on Appeal

The appeals committee will review all of the material you submit with your claim, the action taken by the Fund Office, the additional information you have provided and the reasons you believe the claim should be paid. The appeals committee will make a decision on your appeal, or will refer the decision to the full Board of Trustees, if necessary. Your appeal will be decided and you will be notified of the decision within the following timeframe: The Appeals Committee will notify you of their decision regarding your healthcare claim as follows:

1. **Urgent Care Claims:** You will be sent a notice of a decision on review within 72 hours from the date the Plan receives your appeal.
2. **Pre-Service Claims:** You will be sent a notice of decision on review within 30 days from the date the Plan receives your appeal.
3. **Post-Service Claims:** You will be sent a notice of decision on review within 60 days from the date the Plan receives your appeal.

There is only one level of appeal.

### 11.15 – Notice of Decision on Appeal

The Fund will provide you with a written decision on any review of your claim. The notice of a denial of a claim on review will provide:

1. The identification of the claim involved,
2. A statement that, upon request and free of charge, the diagnosis code and/or treatment code and their corresponding meanings will be provided; however, a request for this information will not be treated as a request for an internal appeal or external review,
3. The specific reasons for the determination, including the denial code and its corresponding meaning and a discussion of the decision, as well as any Plan standards used in denying the claim,
4. A reference to the specific Plan provisions on which the determination is based,
5. A statement that you are entitled to receive reasonable access to and copies of all documents relevant to your claim, upon request and free of charge,
6. A statement of your right to bring a civil action under ERISA Section 502(a) following an adverse benefit determination on review,
7. An explanation of the Plan’s appeal procedures and the external review process, along with any time limits and information regarding how to initiate the next level of review,
8. If an internal rule, guideline or protocol was relied upon by the Fund, upon your request, you will receive either a copy of the rule or a statement that it is available upon request at no charge,
9. If the determination was based on medical necessity or because the treatment was Experimental or Investigational or other similar exclusion, upon your request, the Fund will provide you with an explanation of the scientific or clinical judgment for the determination applying the terms of the Fund to your claim or a statement that it is available upon request at no charge, and
10. Disclosure of the availability of, contact information for, any applicable ombudsman established under the Public Health Services Act to assist individuals with internal claims and appeals and external review processes.

This concludes the appeal process under the Plan. The Plan does not offer a voluntary appeal process.

### 11.16 – Outline of Timeframes for the Claims and Appeals Process

| Overview of Claims and Appeals Timeframes   |                                       |   |                           |                           |
|---|---------------------------------------|---|---------------------------|---------------------------|
|   | Urgent                                | Concurrent  | Pre-Service               | Post-Service              |
| Plan must make <b>Initial Claim Benefit Determination</b> as soon as possible, but no later than: | 72 hours – 24 hours as of May 1, 2012 | Before the benefit is reduced or treatment terminated | 15 days                   | 30 days                   |
| Extension permitted during initial benefit determination?   | No <sup>1</sup>                       | No  | Yes, one 15-day extension | Yes, one 15-day extension |
| Appeal must be submitted to the Plan by the claimant within:                                      | 180 days                              | 180 days  | 180 days                  | 180 days                  |
| Plan must make <b>Appeal Claim Benefit Determination</b> as soon as possible, but no later than:  | 72 hours                              | Before the benefit is reduced or treatment terminated | 30 days                   | 60 days                   |
| Extension permitted during appeal review?   | No                                    | No  | No                        | No                        |

1. No formal extension is provided for urgent care claims, but regulations allow that if a claimant files insufficient information, the claimant will be allowed up to 48 hours to provide the information.

### **11.17 – Exhaustion of Plan Remedies**

You must exhaust all of the claims and appeals procedures of the Plan before you bring any action in court or administrative action for benefits. If the Plan fails to comply with its claim and appeal procedures, you will be deemed to have exhausted the procedures. After you have exhausted all of the procedures in this section and if you are dissatisfied with the written decision of the Board of Trustees on appeal, you may request an external review of your claim or institute legal action, including actions or proceedings before administrative agencies. All legal actions, including actions or proceedings before administrative agencies, must be brought within three years from the date the claim was submitted for payment under the terms of the plan.

### **11.18 – Elimination of Conflict of Interest**

To ensure that the persons involved with adjudicating claims and appeals (such as claims adjudicators and medical experts) act independently and impartially, decisions related to those persons' employment status (such as decisions related to hiring, compensation, promotion, termination) or retention will not be made on the basis of whether that person is likely to support a denial of benefits.

### **11.19 – Release of Information**

Subject to the privacy requirements noted in Section 15, when you file a claim for benefits, you are required to authorize any doctor, Hospital, Employer, government agency or any other person, corporation or organization to release to the Trustees information that may be required to determine your claim.

### **11.20 – Examinations**

The Trustees have the right to have a Doctor examine you in connection with your claim for benefits and to ask for an autopsy in the case of a death. They also have the right to examine any and all Hospital or medical records relating to a claim.

### **11.21 – Process for External Review of Claims**

This External Review process is intended to comply with the ACA external review requirements.

If your appeal of a claim is denied based upon medical necessity, you may request further review by an independent review organization ("IRO") as described below. In the normal course, you may only request external review after you have exhausted the internal review and appeals process described above.

NOTE that if your claim was denied due to your failure to meet the requirements for eligibility under the terms of the Plan, external review is not available.

### **11.22 – External Review of Standard Claims**

Your request for external review of a standard (not urgent) claim must be made, in writing, within four (4) months of the date that you receive notice of the denial of your claim appeal or adverse benefit determination on appeal of your claim. For convenience, these determinations are referred to below as an "Adverse Determination," unless it is necessary to address them separately.

Because the Plan's internal review and appeals process generally must be exhausted before external review is available, in the normal course, external review of standard claims will only be available for an Adverse Determination.

### **11.23 – Preliminary Review**

1. Within five (5) business days of the Plan's receipt of your external review request for a standard claim, the Plan will complete a preliminary review of the request to determine whether:
  - (a) You were covered under the Plan at the time the health care item or service was provided;
  - (b) The Adverse Determination satisfies the above-stated requirements for external review and does not, for example, relate to your failure to meet the requirements for eligibility under the terms of the Plan; or to a denial that is based on a contractual or legal determination; or to a failure to pay premiums causing a retroactive cancellation of coverage;
  - (c) You have exhausted the Plan's internal claims and appeals process (except, in limited, exceptional circumstances); and
  - (d) You have provided all of the information and forms required to process an external review.
2. Within one (1) business day of completing its preliminary review, the Plan will notify you in writing as to whether your application meets the threshold requirements for external review. If applicable, this notification will inform you:
  - (a) If your request is complete and eligible for external review; or
  - (b) If your request is complete but not eligible for external review, in which case the notice will include the reasons for its ineligibility, and contact information for the Employee Benefits Security Administration (toll-free number 866-444-EBSA (3272)).
  - (c) If your request is not complete, in which case the notice will describe the information or materials needed to make the request complete, and allow you to perfect the request for external review within the four (4) month filing period, or within a 48-hour period following receipt of the notification, whichever is later.

### **11.24 – Review by Independent Review Organization (IRO)**

If the request is complete and eligible, the Plan will assign the request to an IRO. The IRO is not eligible for any financial incentive or payment based on the likelihood that the IRO would support the denial of benefits. The Plan may rotate assignment among IROs with which it contracts.

Once the claim is assigned to an IRO, the following procedure will apply:

1. The assigned IRO will timely notify you in writing of the request's eligibility and acceptance for external review, including directions about how you may submit additional information regarding your claim (generally, such information must be submitted within ten (10) business days).
2. Within five (5) business days after the assignment to the IRO, the Plan will provide the IRO with the documents and information it considered in making its Adverse Determination.
3. If you submit additional information related to your claim, the assigned IRO must within one (1) business day forward that information to the Plan. Upon receipt of any such information, the Plan may reconsider its Adverse Determination that is the subject of the external review. Reconsideration by the Plan will not delay the external review. However, if upon reconsideration, the Plan reverses its Adverse Determination; it will provide written notice of its decision to you and the IRO within one (1) business day after making that decision. Upon receipt of such notice, the IRO will terminate its external review.
4. The IRO will review all of the information and documents timely received. In reaching a decision, the IRO will review the claim de novo (as if it is new) and will not be bound by any decisions or conclusions reached during the Plan's internal claims and appeals process. However, the IRO will be bound to observe the terms of the Plan to ensure that the IRO decision is not contrary to the terms of the Plan, unless the terms are inconsistent with applicable law. The IRO also must observe the Plan's

requirements for benefits, including the Plan's standards for clinical review criteria, medical necessity, appropriateness, health care setting, level of care, or effectiveness of a covered benefit. In addition to the documents and information provided, the assigned IRO, to the extent the information or documents are available and appropriate, may consider additional information, including information from your medical records, any recommendations or other information from your treating health care providers, any other information from you or the Plan, reports from appropriate health care professionals, appropriate practice guidelines, the Plan's applicable clinical review criteria and/or the opinion of the IRO's clinical reviewer(s).

5. The assigned IRO will provide written notice of its final external review decision to you and the Plan within 45 days after the IRO receives the request for the external review.
6. The assigned IRO's decision notice will contain:
  - (a) A general description of the reason for the request for external review, including information sufficient to identify the claim (including the date or dates of service, the health care provider, the claim amount (if applicable), the diagnosis code and its corresponding meaning, and the treatment code and its corresponding meaning, and the reason for the previous denial);
  - (b) The date that the IRO received the assignment to conduct the external review and the date of the IRO decision;
  - (c) References to the evidence or documentation, including the specific coverage provisions and evidence-based standards, considered in reaching its decision;
  - (d) A discussion of the principal reason(s) for its decision, including the rationale for its decision and any evidence-based standards that were relied on in making its decision;
  - (e) A statement that the determination is binding except to the extent that other remedies may be available to you or the Plan under applicable State or Federal law;
  - (f) A statement that judicial review may be available to you; and
  - (g) Current contact information, including phone number, for any applicable office of health insurance consumer assistance or ombudsman established under the ACA to assist with external review processes.

### **11.25 – Expedited External Review of Claims**

You may request an expedited external review if:

1. You receive an adverse Initial Claim Benefit Determination that involves a medical condition for which the timeframe for completion of an expedited internal appeal would seriously jeopardize your life or health, or would jeopardize your ability to regain maximum function, and you have filed a request for an expedited internal appeal; or
2. You receive an adverse Appeal Claim Benefit Determination that involves a medical condition for which the timeframe for completion of a standard external review would seriously jeopardize your life or health or would jeopardize your ability to regain maximum function; or,
3. You receive an adverse Appeal Claim Benefit Determination that concerns an admission, availability of care, continued stay, or health care item or service for which you received emergency services, but you have not yet been discharged from a facility.

### **11.26 – Preliminary Review**

Immediately upon receipt of the request for expedited external review, the Plan will complete a preliminary review of the request to determine whether the requirements for preliminary review set forth above are met. The Plan will immediately notify you as to whether your request for review meets the preliminary review requirements, and if not, will provide or seek the information described above.

### **11.27 – Review by Independent Review Organization**

Upon a determination that a request is eligible for external review following the preliminary review, the Plan will assign an IRO. The Plan will expeditiously provide or transmit to the assigned IRO all necessary documents and information that it considered in making its Adverse Determination.

The assigned IRO, to the extent the information or documents are available and the IRO considers them appropriate, must consider the information or documents described in the procedures for standard review, described above. In reaching a decision, the assigned IRO must review the claim de novo (as if it is new) and is not bound by any decisions or conclusions reached during the Plan's internal claims and appeals process. However, the IRO will be bound to observe the terms of the Plan to ensure that the IRO decision is not contrary to the terms of the Plan, unless the terms are inconsistent with applicable law. The IRO also must observe the Plan's requirements for benefits, including the Plan's standards for clinical review criteria, medical necessity, appropriateness, health care setting, level of care, or effectiveness of a covered benefit.

The IRO will provide notice of the final external review decision, in accordance with the requirements set forth above, as expeditiously as your medical condition or circumstances require, but in no event more than seventy-two (72) hours after the IRO receives the request for an expedited external review. If the notice is not in writing, within forty-eight (48) hours after the date of providing that notice, the IRO must provide written confirmation of the decision to you and the Plan.

### **11.28 – After External Review**

If the final external review reverses the Plan's Adverse Determination, upon the Plan's receipt of notice of such reversal, the Plan will immediately provide coverage or payment for the reviewed claim.

If the final external review upholds the Plan's Adverse Determination, the Plan will continue not to provide coverage or payment for the reviewed claim. If you are dissatisfied with the external review determination, you may seek judicial review as permitted under ERISA Section 502(a).

### **11.29 – Free Choice of Doctor**

The Plan will not interfere with your Doctor-patient relationship and you may maintain your relationship with the Doctor of your choice. The Plan does not require that you designate a primary health care provider. When you use the services of a Doctor who participates in the PPO Network, your share of the cost for those services will be discounted. However, when you use the services of out-of-network Doctors, your expenses for office visits, surgery or in-Hospital care will be covered at a lower level, along with any testing ordered by out-of-network Doctors, unless services are for in-Hospital treatment for emergency care.



## **Section 12 – Subrogation and Reimbursement**

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You are required to notify the Plan within ten days of any accident or injury for which someone else may be liable. Further, in order to protect the Plan's rights, you or your attorney must notify the Plan within ten days of the start of any action or lawsuit arising out of the accident, and within ten days of the conclusion of any settlement, judgment or payment relating to the accident in any action or lawsuit related to your illness or injury.

If you receive any benefit payments from the Plan for an injury or illness and you recover, any amount from any third party or parties in connection with such injury or illness, you must reimburse the Plan from that recovery the total amount of all benefit payments the Plan made or will make on your behalf in connection with such injury or illness.

In addition, if you receive any benefit payments from the Plan for any injury or illness, the Plan is subrogated to all rights of recovery available to you arising out of any claim, demand, cause of action or right of recovery that has accrued, may accrue or that is asserted in connection with such injury or illness, to the extent of any and all related benefit payments made or to be made by the Plan on your behalf. This means that the Plan has an independent right to bring an action in connection with such injury or illness in your name. The Plan also has a right to intervene in any such action brought by you, including any action against an insurance carrier under any uninsured or under-insured motor vehicle policy.

The Plan's rights of reimbursement and subrogation apply regardless of the terms of the claim, demand, right of recovery, cause of action, judgment, award, settlement, compromise, insurance or order, regardless of whether the third party is found responsible or liable for the injury or illness, and regardless of whether you actually obtain the full amount of such judgment, award, settlement, compromise, insurance or order. The Plan's rights of reimbursement and subrogation provide the Plan with first priority to any and all recovery in connection with the injury and illness, whether such recovery is full or partial and no matter how such recovery is characterized, why or by whom it is paid, or the type of expense for which it is specified. Such recovery includes amounts payable under your own uninsured motorist insurance, under-insured motorist insurance, or any medical pay or no-fault benefit payable. The "make-whole" doctrine does not apply to the Plan's right of reimbursement and subrogation. The Plan's rights of reimbursement and subrogation are for the full amount of all related benefits payments; this amount is not offset by legal costs, attorneys' fees or other expenses incurred by you in obtaining recovery. The Plan shall have a lien on any amount received by you or your representative (including an attorney) that is due to the Plan under this Section, and any such amount shall be deemed to be held in trust by you for the benefit of the Plan until paid to the Plan.

Consistent with the Plan's rights set forth in this section, if you submit claims for or receives any benefit payments from the Plan for an injury or illness that may give rise to any claim against any third-party, you will be required to execute a "Subrogation, Assignment of Rights, and Reimbursement Agreement" affirming the Plan's rights of reimbursement and subrogation with respect to such benefit payments and claims. This agreement must also be executed by your attorney, if applicable.

Benefits will not be paid unless you sign a Subrogation Agreement. If you do not sign a Subrogation Agreement the claim will be denied and you will need to follow the Claims and Appeals Procedures beginning in Section 11.16.

Further, the Plan excludes coverage for any charges for any medical or other treatment, service or supply to the extent that the cost of the professional care or hospitalization may be recoverable by or on behalf of you in any action at law, any judgment, compromise or settlement of any claims against any party, or any

other payment you or your attorney may receive as a result of the accident or injury, no matter how these amounts are characterized or who pays these amounts, as provided in this section.

Under this provision, you are obligated to take all necessary action and cooperate fully with the Plan in its exercise of its rights of reimbursement and subrogation, including notifying the Plan of the status of any claim or legal action asserted against any party or insurance carrier and of your receipt of any recovery. You cannot assign any rights you may have to recover against another party. You also must do nothing to impair or prejudice the Plan's rights. For example, if you choose not to pursue the liability of a third party, you may not waive any rights covering any conditions under which any recovery could be received. If you are asked to do so, you must contact the Fund Office immediately. Where you choose not to pursue the liability of a third party, the acceptance of benefits from the Plan authorizes the Plan to litigate or settle your claims against the third party. If the Plan takes legal action to recover what it has paid, the acceptance of benefits obligates you (and your attorney if you have one) to cooperate with the Plan in seeking its recovery, and in providing relevant information with respect to the accident.

You must also notify the Plan before accepting any payment prior to the initiation of a lawsuit. If you do not, and you accept payment that is less than the full amount of the benefits that the Plan has advanced you, you will still be required to repay the Plan, in full, for any benefits it has paid. The Plan may withhold benefits if you waive any of the Plan's rights to recovery or fails to cooperate with the Plan in any respect regarding the Plan's subrogation rights.

If you refuse to reimburse the Plan from any recovery or refuse to cooperate with the Plan regarding its subrogation or reimbursement rights, the Plan has the right to recover the full amount of all benefits paid by methods that include, but are not necessarily limited to, offsetting the amounts paid against your future benefit payments under the Plan. "Non-cooperation" includes the failure of any party to execute a Subrogation, Assignment of Rights, and Reimbursement Agreement and the failure of any party to respond to the Plan's inquiries concerning the status of any claim or any other inquiry relating to the Plan's rights of reimbursement and subrogation.

This reimbursement and subrogation program is a service to you. It provides for the early payment of benefits and also saves the Plan money (which saves you money too) by making sure that the responsible party pays for your injuries.

## **Section 13 – Coordination of Benefits**

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This coordination of benefits provision is referred to as “COB.” If you are covered by this Plan as well as by another plan that provides group health benefits, benefits will be coordinated between the two plans.

### **13.1 – General COB Information**

1. Benefits are coordinated on all of your healthcare claims. COB applies only to health care benefits. It does not apply to the Life Insurance and Accidental Death and Dismemberment Insurance benefits.
2. The Fund Office may release or receive necessary information about your claim to or from other sources, subject to the privacy rules. You must furnish the Fund Office with any information needed to process your claim.
3. Benefits are paid under COB only for allowable expenses, which are expenses that are eligible to be considered for reimbursement.
4. You must file a claim for any benefits you are entitled to from any other health insurance plans. Your Plan payments will be calculated as though you have received benefits you are entitled to from the other health plans. For example, if you are eligible for Medicare, the Plan will coordinate with both Parts A and B even if you are not enrolled for both parts.
5. Benefits are coordinated with other group plans, including group Blue Cross Blue Shield and blanket insurance plans, but not with state Medicaid programs. Benefits are also coordinated with Medicare, as noted in item 4 above. If you are covered under another plan, you can contact the Fund Office to find out whether that plan fits the definition of a group plan.

### **13.2 – Order of Benefit Payments**

When you are covered under different group health plans and you have a claim, you should file the claim with each plan.

The plan that must pay its normal benefits on the claim first is the primary plan. The plan that makes payments based on the amount that is not paid by the primary plan is the secondary plan. This way, you not only receive the normal payments from the primary plan, but you get additional payments from the secondary plan that can provide a reimbursement up to, but not to exceed, the allowable expenses.

The order of benefit payments is determined as follows:

1. If you are covered under another group plan that does not have COB, the other plan is primary and this Plan is secondary.
2. When the other plan does have COB, the plan covering the person for whom the claim is filed as an employee is primary.
3. If a claimant whose coverage is provided under a right of continuation under federal or state law is also covered under another plan, the following provisions apply:
  - a. The plan that covers the claimant as an employee, retiree, member or subscriber pays first and the plan providing continuation coverage to that same claimant pays second,
  - 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 is ignored, and

If these rules for the order of benefit payments still do not clearly show which plan should pay first, the plan that has covered the person for the longest period of time will pay first. The plan that has covered the person for the next longest period of time will pay second, and so on.

### **13.3 – Coordination of Benefits with Medicare**

#### **For Medicare Eligible Employees under Age 65**

If you are under age 65 and are eligible for Medicare under the Medicare disability rules, or if you are an End Stage Renal Disease beneficiary, this Plan may be required by law to pay primary benefits for certain periods of time. Contact the Fund Office to see if this rule applies.

#### **For Employees Continuing to Work after Age 65**

If you continue to work for a contributing employer who has 20 or more employees after you become age 65 and eligible for Medicare, you are entitled to the same benefits as employees under age 65 as long as you meet the continuing eligibility rules. This Plan will be your primary provider of health care benefits. Medicare will pay secondary benefits only for expenses it covers that are not paid by the Plan.

You can decline coverage under this Plan. If you do, Medicare will be your only health care coverage. If you prefer Medicare as your health care coverage when you are age 65, contact the Fund Office. Unless you make such a choice, this Plan will continue to pay primary benefits for you as long as you stay eligible for the benefits of this Plan.

#### **Applicable to Medicare Services Furnished for End Stage Renal Disease (“ESRD”) Participants Who Are Covered Under This Plan:**

If any Participant is eligible for Medicare benefits because of ESRD, the benefits of the Plan will be determined before Medicare benefits for the first eighteen (18) months of Medicare entitlement (with respect to charges Incurred on or after February 1, 1991 and before August 5, 1997), and for the first thirty (30) months of Medicare entitlement (with respect to charges Incurred on or after August 5, 1997), unless applicable Federal law provides to the contrary, in which event the benefits of the Plan will be determined in accordance with such law.

In order for us to coordinate your plan benefits with Medicare coverage, we are hereby requiring you to follow the following steps:

- (i) Notify the Plan Administrator and send a copy of your Medicare card when enrolled in Medicare.
- (ii) Notify the Plan Administrator if or when you begin to receive dialysis treatments.

If Medicare reimbursement rates are neither available nor applicable, rates will be set in accordance with this Plan’s Usual and Customary and Reasonable provisions and other provisions.

#### **Enrollment in Medicare**

You are responsible for enrolling in Medicare Part A and Part B. At present, there is no cost to you for Part A, which provides hospital benefits. Part B covers such items as doctors’ services and nurses’ services. The government makes a monthly charge for Part B.

You are also responsible for enrolling in Medicare Part D Prescription Drug Coverage. The Plan has determined that its prescription drug coverage does not pay as much as standard Medicare Part D coverage, and is not creditable coverage. Therefore, if you do not have any other prescription drug coverage that pays as much as Medicare Part D, you should enroll in Medicare Part D Prescription Drug Coverage as soon as

you are eligible for it. This will prevent you from having to pay a penalty in the form of higher Medicare premiums for Part D coverage if you decide to enroll later.

### **Late Enrollment in Medicare Part B**

If you do not continue to work after age 65 and do not enroll in Part B within certain time limits, there is a penalty. You must pay a higher amount for Part B when you do enroll. However, if you continue to work after age 65 and stay covered under the Plan, there is no late enrollment penalty if you enroll within certain time limits after you stop working,

If you want information about Medicare enrollment, contact your local Social Security office at least 30 days before your 65th birthday.

### **Late Enrollment in Medicare Part D**

There is a penalty if you do not enroll in Part D within certain time limits upon becoming eligible. You must pay a higher amount for Part D when you do enroll.

## **Section 14 – General Information about Your Plan**

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### **Name of Plan/Fund**

The name of your Plan is the “SEIU Healthcare IL & IN Health Plan of Benefits. The name of the Trust Fund through which your Plan is provided is the “Local No. 4 SEIU Health & Welfare Fund.”

### **Plan Sponsor and Plan Administrator**

Your Plan is sponsored and administered by a joint labor-management Board of Trustees. The Board is divided equally between Trustees selected by the Union and by Trustees appointed by the Association. The names and addresses of the members of the Board of Trustees and of the Fund Office are shown on page iv. A complete list of the employers and employee organizations sponsoring the plan may be obtained by participants and beneficiaries upon written request to the plan administrator, and is available for examination by participants and beneficiaries.

The Trustees are assisted in the administration of the Plan by an Administrator (salaried administrator) who is responsible for routine administrative duties and processing claims and benefit payments. The name and address of the Fund Administrator is on page iv.

### **Document Governing the Plan**

This booklet serves as the Plan’s Summary Plan Description and the official Plan Document governing the Plan.

### **Service of Legal Process**

Service of legal process may be made on the Fund Administrator or on any member of the Board of Trustees (the Plan Sponsor) at the addresses shown on page iv or at the Fund Office.

### **Source of Financing, Plan Participation and Contributing Employers**

The Fund receives monthly contributions from employers who have entered into collective bargaining agreements with SEIU Healthcare IL & IN, and from employers who have entered into participation agreements with the Fund. The employees will also make biweekly payments through payroll deduction. The Fund also receives self-payments from employees who wish to continue their benefits through COBRA continuation coverage.

You are entitled to participate in this Plan if you work under one of the collective bargaining agreements or participation agreements, you meet the eligibility requirements of the Plan, you make biweekly payroll deductions, and your employer makes the required contributions to the Health & Welfare Fund. Employees of the Fund are also entitled to participate in the Plan. You may receive from the Fund Administrator, upon written request, information as to whether a particular employer or employee organization contributes to the Plan and, if the employer or employee organization does contribute, the applicable addresses.

Examine, without charge, at the Fund Administrator’s office all documents governing the Plan, including insurance contracts and collective bargaining agreements and a copy of the latest annual report filed by the Plan, and copies of documents governing the operation of the Plan, including collective bargaining agreements and copies of the latest annual report and summary plan description. The Administrator may

make a reasonable charge for the copies. You are also entitled to a copy of the summary annual report at no charge.

### **Type of Plan and Method of Providing Benefits**

The Fund provides medical, hospital and surgical benefits to employees on a self-funded basis. When benefits are self-funded, it means they are paid directly from the Health & Welfare Fund to the employees or to a medical service provider.

Medical benefits are self-funded benefits provided to plan participants through agreements between the Trustees and the Healthlink providers. You may contact Healthlink by using the contact information at the front of this booklet.

Prescription drug benefits are self-funded benefits provided to plan participants through agreements between the Trustees and Optum. You may reach Optum by using the contact information located at the front of this booklet.

Dental benefits are self-funded benefits provided to participants through agreements between the Trustees and the provider listed in your Dental Benefits Booklet. Vision discount benefits are provided through the VSP programs. These programs are explained in the prescription drug benefits information brochure provided to participants with this booklet.

Life Insurance and Accidental Death and Dismemberment Insurance benefits are provided to eligible employees through policies provided by an agreement between the Trustees and a private insurance company. For information on the company and the policy, please contact the Fund office.

### **Accumulation of Assets and Payment of Benefits**

Employer and employee contributions are received and held in trust by the Trustees pending the payment of benefits, insurance premiums and administrative expenses. Benefits can only be paid to the extent that assets are available in the Health & Welfare Fund.

### **Plan Year/Fiscal Year**

The Fund's financial records are maintained on a 12-month fiscal year basis beginning July 1 of each year and ending on June 30 of the following year. Your benefits and benefit limitations are calculated on a calendar year basis beginning January 1 of each year and ending December 31 of that year.

### **Plan/Fund Identification Numbers**

The Employer Identification Number (EIN) assigned to this Fund by the Internal Revenue Service is 36-2418276. The Plan Number (PN) assigned to the Plan of Benefits by the Trustees is 501.

### **Plan's Investment Account Custodian**

The Plan's investment and financial accounts are held by Comerica Bank.

### **Trustee Interpretation of Plan Provisions and Decisions Regarding Benefits**

Under the Plan of Benefits and the terms of the Trust Agreement creating the Health & Welfare Fund, the Trustees or persons acting for them, such as a claims appeal committee, have sole authority and broad

discretion to make final determinations regarding any application for benefits and the interpretation of the terms of the Plan of Benefits, the Trust Agreement and any other regulations, procedures or administrative rules adopted by the Trustees. Decisions of the Trustees (or, where appropriate, decisions of those appointed by and acting on behalf of the Trustees) in such matters are final and binding on all persons dealing with the Plan or claiming a benefit from the Plan. If a decision of the Trustees or a delegate of the Trustees is challenged in court, it is the intention of the parties to the Trust that such decision is to be granted judicial deference and be upheld, unless it is determined to be arbitrary or capricious.

### **Amendment or Termination of the Plan**

You do not have a vested right to health benefits under the Plan. All benefits under the Plan are subject to the Trustees' authority under the Trust Agreement to change them.

The Trustees have the authority to increase, decrease, change, amend or terminate benefits, eligibility rules, or other provisions of the Plan of Benefits as they may determine to be in the best interests of Plan participants and beneficiaries. The Trustees will make any amendment to the Plan or termination of the Plan in accordance with the terms of the Trust Agreement governing the Plan and in accordance with ERISA. The Trustees will notify you in writing of any changes to the Plan.

### **Effect of Termination of the Plan**

This Plan of Benefits may be discontinued or terminated under certain circumstances – for example, if future collective bargaining agreements and participation do not require employer contributions to the Fund. In such an event, benefits for covered expenses incurred before the termination date will be paid on behalf of eligible individuals as long as the Plan's assets are more than the Plan's liabilities. Full benefits may not be paid if the Plan's liabilities are more than its assets, and benefit payments will be limited to the funds available in the Trust Fund for such purposes. The Trustees will not be liable for the adequacy or inadequacy of such funds.

If there are any assets remaining after payment of all Plan liabilities, those assets will be used for purposes determined by the Trustees according to the Trust Agreement. However, any use of such assets will be made only for the benefit of the Plan participants who were covered under the Plan at the time of the Plan's termination.

### **Workers' Compensation Not Affected**

This Plan is not in place of and does not affect any requirement for coverage under any Workers' Compensation Law, Employer's Liability Law, Occupational Diseases Law or similar law. Benefits that would otherwise be payable under the provisions of these laws will not be paid by the Plan merely because you fail or neglect to file a claim for benefits under the rules of these laws.

### **Governing Law and Legal Actions**

This Plan is created and accepted in the State of Illinois. All questions pertaining to the validity and construction of the Trust Agreement or this Plan or any questions concerning the acts and transactions of the Trustees or any other manner that affects the Plan will be determined under federal law where applicable federal law exists. If there is no applicable federal law, then the laws of the State of Illinois will apply.

You may not bring any action at law or in equity or any administrative proceeding to recover a loss unless you have followed and exhausted the Plan's claim filing and appeals procedures. Unless permitted by a controlling statute, no such action may be brought more than three years from the date the claim was



submitted for payment under the terms of the Plan. Any action brought by a participant relating to or arising under the Plan shall be brought and resolved only in the U.S. District Court for the Northern District of Illinois and any courts in which appeals from such court are heard, and such courts shall have personal jurisdiction over the participant named in the action.

### **Misrepresentation or Falsification of a Claim**

If you or a medical provider or any other individual knowingly misrepresents or falsifies any information in connection with a claim, the Trustees may deny all or part of the benefits that might otherwise be due in connection with that claim. If benefits are paid on such a claim, the Plan has the right to recover all benefits paid. The Plan may reduce all future benefits until the Plan has made full recovery of the misrepresented amounts. The amount of the recovery may also include medical investigation charges, auditors' fees and attorneys' fees, as necessary.

### **Severability Clause**

If any provision of or amendment to this Summary Plan Description and Plan Document should be determined or judged to be illegal or unlawful, such illegality will apply only to the provision of the Summary Plan Description and Plan Document involved, unless the illegality would make it impractical or impossible for the Summary Plan Description and Plan Document to function.

### **Exclusive Benefit Rule**

The Plan is maintained for the exclusive benefit of the Plan's participants.

## **Section 15 – Your Privacy Rights under the Plan**

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The Health Insurance Portability and Accountability Act of 1996 (HIPAA), requires that the Plan protect the confidentiality and security of your private health information. A complete description of your rights under HIPAA can be found in the Privacy Notice in Section 19. If you need an additional copy of the privacy notice, you may request it from the Fund Office.

In accordance with the privacy rules, this Plan and the Board of Trustees will not use or further disclose information that is protected by HIPAA (“protected health information”), except as necessary for treatment, payment, health plan operations and plan administration, or as permitted or required by law. By law, the Plan will require all of its business associates to also observe HIPAA’s privacy rules. In particular, the Plan will not, without authorization, use or disclose protected health information for employment-related actions and decisions or in connection with any other benefit or employee benefit plan.

Under HIPAA, you have individual rights with respect to your protected health information, including certain rights to see and copy the information, receive an accounting of certain disclosures of the information and, under certain circumstances, amend the information. You will also have the right to file a complaint with the Plan or with the Secretary of the U.S. Department of Health and Human Services if you believe your rights under HIPAA have been violated.

Please contact the Fund Administrator if you have questions about the privacy of your health information or if you wish to file a complaint under HIPAA.

## **Section 16 – Use and Disclosure of Protected Health Information**

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The Plan will use protected health information to the extent and in accordance with the uses and disclosures permitted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Specifically, the Plan will use and disclose protected health information for purposes related to health care treatment, payment for health care, and health care operations.

Payment includes activities undertaken by the Plan to obtain premiums or determine or fulfill its responsibility for coverage and provision of Plan benefits that relate to an individual to whom health care is provided. These activities include, but are not limited to, the following:

1. Determination of eligibility, coverage, and cost sharing amounts (e.g. cost of a benefit, Plan maximums, and copayments as determined for an individual's claim),
2. Coordination of benefits,
3. Adjudication of health benefit claims (including appeals and other payment disputes),
4. Subrogation of health benefit claims,
5. Establishing employee contributions,
6. Risk adjusting amounts due based on enrollee health status and demographic characteristics,
7. Billing, collection activities and related health care data processing,
8. Claims management and related health care data processing, including auditing payments, investigating and resolving payment disputes and responding to participant inquiries about payments,
9. Obtaining payment under a contract for reinsurance (including stop-loss and excess of loss insurance),
10. Medical necessity reviews, or reviews of appropriateness of care or justification of charges,
11. Utilization review, including precertification, preauthorization, concurrent review and retrospective review,
12. Disclosure to consumer reporting agencies related to collection of premiums or reimbursement (the following protected health information may be disclosed for payment purposes: name and address, date of birth, Social Security Number, payment history, account number, and name and address of the provider and/or health Plan), and
13. Reimbursement to the Plan.

Health Care Operations include, but are not limited to, the following activities:

1. Quality Assessment,
2. Population-based activities relating to improving health or reducing health care costs, protocol development, case management and care coordination, disease management, contacting of health care providers and patients with information about treatment alternatives and related functions,
3. Rating provider and Plan performance, including accreditation, certification, licensing, or credentialing activities,
4. Underwriting, premium rating, and other activities relating to the creation, renewal or replacement of a contract of health insurance or health benefits, and ceding, securing, or placing a contract for reinsurance of risk relating to claims for health care (including stop-loss insurance and excess of loss insurance),
5. Conducting or arranging for medical review, legal services and auditing functions, including fraud and abuse detection and compliance programs,
6. Business planning and development, such as conducting cost-management and planning-related analyses related to managing and operating the entity, including formulary development and administration, development or improvement of methods of payment or coverage policies,

7. Business management and general administrative activities of the entity, including, but not limited to:
  - a. Management activities relating to implementation of and compliance with the requirements of HIPAA Administrative Simplification,
  - b. Customer service, including the provision of data analyses for policyholders, Plan sponsors, or other customers,
  - c. Resolution of internal grievances, and
  - d. Due diligence in connection with the sale or transfer of assets to a potential successor in interest, if the potential successor in interest is a covered entity or, following completion of the sale or transfer, will become a covered entity.
8. Compliance with and preparation of all documents as required by the Employee Retirement Income Security Act of 1974 (ERISA), including Form 5500s, Summary Annual Reports, and other documents.

The Plan will use and disclose protected health information as required by law and as permitted by authorization of the participant or beneficiary. With an authorization, the Plan will disclose protected health information to related plans, workers' compensation insurers, etc. for purposes related to administration of these plans.

For purposes of this section, the joint Board of Trustees is the Plan Sponsor. The Plan will disclose protected health information to the Plan Sponsor only upon receipt of a certification from the Plan Sponsor that the Plan Document has been amended to incorporate the following provisions:

With respect to protected health information, the Plan Sponsor agrees to:

1. Not use or further disclose the information other than as permitted or required by the Plan Document or as required by law,
2. Ensure that any agents, including a subcontractor, to whom the Plan Sponsor provides protected health information received from the Plan agree to the same restrictions and conditions that apply to the Plan Sponsor with respect to such information,
3. Not use or disclose the information for employment-related actions and decisions unless authorized by the individual,
4. Not use or disclose the information in connection with any other benefit or employee benefit Plan of the Plan Sponsor unless authorized by the individual,
5. Report to the Plan any use or disclosure of the information that is inconsistent with the uses or disclosures provided, of which it becomes aware,
6. Make protected health information available to the individual in accordance with the access requirements of HIPAA,
7. Make protected health information available for amendment and incorporate any amendments to protected health information in accordance with HIPAA,
8. Make available the information required to provide an accounting of disclosures,
9. Make internal practices, books, and records relating to the use and disclosure of protected health information received from the group health Plan available to the Secretary of Health and Human Services for the purposes of determining compliance by the Plan with HIPAA, and
10. If feasible, return or destroy all protected health information received from the Plan that the sponsor still maintains in any form and retain no copies of such information when no longer needed for the purpose for which disclosure was made. If return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction infeasible.

Adequate separation between the Plan and the Plan Sponsor must be maintained. Therefore, in accordance with HIPAA, only the following employees or classes of employees may be given access to protected health information:

1. The Plan Administrator, and
2. Staff designated by the Plan Administrator.

The persons described in the above paragraph may only have access to and use and disclose protected health information for Plan administration functions that the Plan Sponsor performs for the Plan. If the persons described in the paragraph above do not comply with this Plan Document, the Plan Sponsor shall provide a mechanism for resolving issues of noncompliance, including disciplinary sanctions.

For purposes of complying with the HIPAA privacy rules, this Plan is a Hybrid Entity because it has both health plan and non-health plan functions. The Plan designates that its health care components that are covered by the privacy rules include only health benefits and no other plan functions or benefits.

The Plan Sponsor protects the security of electronic Protected Health Information (PHI) by:

1. Implementing administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of electronic PHI that it creates, receives, maintains, or transmits on behalf of the Plan;
2. Ensuring that an adequate separation between the Plan and Plan Sponsor is maintained, specific to electronic PHI, by supporting reasonable and appropriate security measures;
3. Ensuring that any agent, including a subcontractor, to whom it provides electronic PHI, agrees to implement reasonable and appropriate security measures to protect electronic PHI; and
4. Reporting to the Plan any security incident of which it becomes aware concerning electronic PHI.

The Health Information Technology for Economic and Clinical Health (HITECH) Act requires the Fund Office to provide notification to you following the discovery of a breach of your unsecured PI. In addition, the Fund Office is also required to notify the Department of Health and Human Services (HHS) if there is a breach. Further, if the breach involved more than 500 individuals, the Act requires the Fund Office to provide notification to the media.

If your unsecured PHI is breached, the Fund Office will notify you without unreasonable delay and in no case no later than 60 calendar days after discovery of the breach. Notice will be provided by first-class mail where possible, so it is important to keep the Plan up to date with your current mailing address.

Under HIPAA, you have a statutory right to file a complaint with the Fund Office or the HHS Secretary if you believe that your privacy rights have been violated. The HITECH Act specifically provides that you also have a right to file a complaint should you feel that the Fund Office has improperly followed the breach notification process.

## **Section 17 – Your Rights under ERISA**

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As a participant in the Local No. 4 SEIU Health & Welfare Fund, you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA), as amended. ERISA provides that all Plan participants are entitled to:

### **Receive Information about Your Plan and Benefits**

You have the right to:

- Examine, without charge, at the Plan Administrator’s office and at other specified locations, such as worksites and union halls, all documents governing the Plan. These include 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. These include 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.

### **Continue Group Health Plan Coverage**

You also have the right to:

- Continue health care coverage for yourself if there is a loss of coverage under the Plan as a result of a qualifying event. You may have to pay for such coverage. Review this summary plan description and the documents governing the Plan on the rules governing your COBRA continuation coverage rights.
- 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;
  - You become entitled to elect COBRA continuation coverage; or
  - Your COBRA continuation coverage ceases.

You must request the certificate of creditable coverage before losing coverage or within 24 months after losing coverage.

### **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 employee benefit 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 welfare benefit or exercising your rights under ERISA.

## **Enforce Your Rights**

If your claim for a welfare 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 the 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 up to \$110 a day until you receive the materials, unless the materials were not sent because of reasons beyond the control of the Plan Administrator.

If you have a claim for benefits that 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 medical child support order, you may file suit in federal court. If you believe that Plan fiduciaries have misused 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.

## **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 (EBSA), 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 publications hotline of the Employee Benefits Security Administration (EBSA). For single copies of publications, contact the EBSA Brochure Request Line at 866-444-3272 or contact the EBSA field office nearest you.

You may also find answers to your Plan questions at the EBSA website at <http://www.dol.gov/ebsa/>.

## **Section 18 – Definitions**

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To avoid awkward wording in this book, the masculine personal pronouns (he, him, and his) include the feminine (she, her, and hers) wherever they are used and apply. When used in this booklet, the term “you” refers to an employee who is eligible for Plan benefits.

The following definitions are in alphabetical order. If you are looking for a term used in this booklet that is not contained in the following list, you should contact the Fund Office for a definition of the term.

**ALLOWABLE CHARGE** – maximum amount on which payment is based for covered health care services. This may be called “eligible expense”, “payment allowance”, “negotiated rate”, or “allowed amount”. If your provider charges more than the allowed amount, you may have to pay the difference.

**APPEAL** – a request for your health insurer or plan to review a decision again.

**ASSOCIATION** – the Illinois Association of Health Care Facilities.

**BALANCE BILLING** – when a provider bills you for the difference between the provider’s charge and the allowed amount. For example, if the provider’s charge is \$100 and the allowed amount is \$70, the provider may bill you for the remaining \$30. A preferred provider may not balance bill you for covered expenses.

**BENEFIT PLAN, PLAN, or PLAN OF BENEFITS** – the Plan of Benefits of the Local No. 4 SEIU Health and Welfare Fund, as summarized in this booklet.

**BOARD OF TRUSTEES** – the Union and Employer Trustees, together with their successors, designated and appointed in accordance with the terms of the Trust Agreement. Trustees appointed by the Association are Employer Trustees. Trustees appointed by the Union are Union Trustees.

**CALENDAR YEAR** – the twelve-month period starting January 1 of any year and ending on December 31 of that year.

**CHEMICAL DEPENDENCY or SUBSTANCE ABUSE TREATMENT BENEFITS** – benefits that cover the treatment of chemical dependency and addictions to alcohol or drugs, or abuse of alcohol or drugs.

**CHEMOTHERAPY** – The use of chemical substances used to treat diseases, infections, or other medical treatment.

**COINSURANCE** – your share of the costs of a Covered Expense, calculated as a percent of the allowed amount.

**COLLECTIVE BARGAINING AGREEMENT** – the negotiated labor agreement between your Union and your employer or Association that requires contributions to be made to the Fund on your behalf.

**COMPLICATIONS OF PREGNANCY** – conditions due to pregnancy, labor and delivery that require medical care to prevent serious harm to the health of the mother or the fetus. Morning sickness and a non-emergency caesarean section aren’t complications of pregnancy.

**CONTRIBUTIONS or EMPLOYER CONTRIBUTIONS** – payments made to the Fund by a contributing employer on your behalf.



**COPAYMENT** – a fixed amount (for example, \$25) you pay for a Covered Expense, usually when you receive the service. The amount can vary by the type of covered health care service.

**COVERED** or **COVERED UNDER THE PLAN** – refers to a person who is eligible to receive Plan benefits because of that person’s eligibility status as an employee.

**COVERED EXPENSES** or **COVERED MEDICAL EXPENSES** – the allowable and discounted charges incurred by an eligible individual upon the recommendation and approval of a doctor for medically necessary services and supplies that are required for treatment of the individual as a result of non-occupational bodily injury or illness and that are eligible to be considered for payment under this Plan.

**DEDUCTIBLE** – the amount you owe for health care services your plan covers before your plan begins to pay. For example, if your deductible is \$1000, your plan won’t pay anything until you’ve met your \$1000 deductible for covered health care services subject to the deductible.

**DEPENDENT** – your legal spouse and dependent children, including children who are the subject of a Qualified Medical Child Support Order (QMCSO). However, no dependents (neither your spouse nor your children) are eligible for any coverage under this Plan except as your beneficiaries where designated.

**DOCTOR** or **PHYSICIAN** – a legally qualified doctor, physician or surgeon, provided the individual is a Doctor of Medicine (MD) or a Doctor of Osteopathy (DO) who is licensed to practice medicine and surgery in all of its branches. To the extent that benefits are specifically provided by the Plan with respect to services provided by a practitioner whose license limits the scope of the doctor’s practice, such as a dentist (DDS) or a podiatrist (DPM), charges incurred for treatment furnished by such an individual will be payable only for services performed within the scope of such doctor's license and only within the provisions and limitations of the Plan.

**DURABLE MEDICAL EQUIPMENT (DME)** – the equipment and supplies ordered by a health care provider for everyday or extended use. Coverage for DME may include: oxygen equipment, wheelchairs, or a CPAP machine, etc.

**ELIGIBLE EMPLOYEE** – any person who meets the definition of an “employee” and who has met the requirements established by the Trustees for being eligible for Plan benefits.

**EMERGENCY MEDICAL CONDITION** – an illness, injury, symptom or condition so serious that a person would seek care right away to avoid severe harm. For further explanation, see *Hospital Emergency Room Charges* in Section 5.2.

**EMERGENCY MEDICAL TRANSPORTATION** – ambulance services for an emergency medical condition.

**EMERGENCY ROOM CARE** – emergency services you get in an emergency room

**EMERGENCY SERVICES** – evaluation of an emergency medical condition and treatment to keep the condition from getting worse.

**EMERGENCY TREATMENT CENTER** or **URGENT CARE CENTER** – a free-standing facility, regardless of what it is called, that is engaged primarily in providing minor emergency and episodic (occasional) medical care. A doctor, an RN and a registered x-ray technician must be in attendance at all times that the center is open. The center must maintain x-ray and laboratory equipment and a life support

system. A facility located in or in conjunction with or in any way made a part of a regular hospital will not be considered an emergency treatment center under this Plan.

**EMPLOYEE** – any person employed by an employer (as defined) on whose behalf the employer is making contributions to the Fund under the terms of a collective bargaining agreement, or other non-bargaining employees of an employer on whose behalf the employer is making contributions to the Fund under the terms of a participation agreement with the Trustees. In addition, the term “employee” may also include an employee of the Union, an employee of the Association, or an employee of the Fund, subject to such rules and regulations as the Trustees may adopt.

**EMPLOYEE BENEFITS** – the benefits provided by this Plan for you, the employee.

**EMPLOYER or CONTRIBUTING EMPLOYER:**

1. Any person, firm, association, partnership or corporation that maintains a permanent place of business in the jurisdictional area of the Union, enters into a collective bargaining agreement providing for contributions to the Fund, and is a party to the Trust Agreement, and
2. The Association, the Union and the Trustees in their capacity as employers.

**EXCLUDED SERVICES** – health care services that your plan doesn’t pay for or cover.

**EXPERIMENTAL or INVESTIGATIVE** means services or treatments:

1. On which the consensus of expert medical opinion, based on reliable evidence (i.e. published reports and/or articles), indicates that further trials or studies are needed to determine the safety, efficiency and outcomes of such treatment or services compared to standard treatment,
2. That are not yet recognized as having proven beneficial outcomes,
3. That are still primarily confined to a research setting,
4. That are not appropriate based on:
  - a. Medical circumstances, or
  - b. The advanced stage of an individual’s illness, or
  - c. The likelihood that the service or treatment will measurably improve the individual’s illness or medical condition.

The Trustees or their designated representatives have the sole authority to determine whether a treatment, service or supply is Experimental or Investigative.

**FUND, TRUST FUND** – the entire Trust Estate of the Local 4 SEIU Health & Welfare Fund, as created by the Trust Agreement.

**GLOBAL PERIOD** – a period of time immediately prior to or after a surgical procedure in which all routine follow-up care is included in the original charge amount. Global periods vary depending on the procedure. Most global periods for minor surgical procedures are between 0-10 days (e.g. lacerations, wart removal, circumcision, etc.).

**HEALTH INSURANCE** – a contract that requires your health insurer to pay some or all of your health care costs in exchange for a premium.

**HIGH RISK MATERNITY** – Maternity care complicated by a documented condition during the patient’s pregnancy requiring direct face-to-face practitioner care beyond the usual service.

**HOME HEALTH CARE** – health care services a person receives at home.

**HOSPICE SERVICES** – services to provide comfort and support for persons in the last stages of a terminal illness and their families.

**HOSPITAL** – an institution that is engaged primarily in providing medical care and treatment for ill or injured individuals on an in-patient basis at the patient's expense and that fully meets the following requirements:

1. It is a hospital, a tuberculosis Hospital, or a psychiatric Hospital, as those terms are defined in Medicare, that is qualified to participate in Medicare and to receive payments under and in accordance with the provisions of Medicare, or
2. It is a hospital accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), or
3. It is an institution that meets all of the following:
  - a. It provides in-patient basic diagnostic and therapeutic facilities for the medical and surgical diagnosis, treatment, and care of injured and ill individuals under the supervision of a staff of doctors licensed to practice medicine, and
  - b. It provides on the premises 24-hour-a-day nursing services by or under the supervision of RNs, and
  - c. It is operated continuously with organized facilities for operative surgery on the premises, and
  - d. It is not an institution that is primarily a clinic or other than incidentally, a place for rest, for the aged, or a nursing or convalescent home or similar establishment.

**HOSPITAL OUTPATIENT CARE** – care in a hospital that usually doesn't require an overnight stay.

**HOSPITALIZATION** – care in a hospital that requires admission as an inpatient and usually requires an overnight stay. An overnight stay for observation could be outpatient care.

**IN-NETWORK COINSURANCE** – the percent you pay of the allowed amount for covered health care services to providers who contract with your health insurance or plan. In-network co-insurance usually costs you less than out-of-network co-insurance.

**MEDICALLY NECESSARY** -- only those services, treatments or supplies provided by a hospital, by a doctor, or other qualified provider of medical services and supplies, that are required, in the judgment of the Trustees, based on the opinion of a qualified medical professional, to identify or treat your injury or illness and that:

1. Are consistent with the symptoms or diagnosis and treatment of your condition, illness, disease, ailment, or injury,
2. Meet acceptable standards of good medical practice,
3. Are not solely for your convenience or the convenience of the doctor or hospital, and
4. Are the most appropriate that can be safely provided under the circumstances.

**MEDICARE** - The Health Insurance for the Aged Program under Title XVIII of the Social Security Act as such Act was amended by the Social Security Amendments of 1965 (Public Law 89-97) and as such program is currently constituted and as it may later be amended.

**MENTAL HEALTH BENEFITS** – benefits that cover the treatment of mental and nervous disorders, which include conditions of neurosis, psychoneurosis, psychopathy, psychosis, or mental or emotional

disease or disorder of any kind, regardless of any physiological or traumatic cause or origin of such condition.

**MIDLEVEL PROVIDERS** – health care providers who have received less training and have a more restricted scope of practice than physicians and other health professionals, but who do have a formal certificate and accreditation through the licensing bodies in their jurisdictions.

**NETWORK** – the facilities, providers, and suppliers your health insurer or plan has contracted with to provide health care.

**NON-NETWORK PROVIDER** – a provider who doesn't have a contract with your health insurer or plan to provide services to you. You'll pay more to see a non-network provider.

**OTHER QUALIFIED PROVIDER** – a Physician, behavioral health practitioner, chiropractor, nurse, nurse practitioner, nurse midwife, Physician assistant, occupational, physical, respiratory or speech therapist, who is legally licensed and/or legally authorized to practice or provide certain health care services under the laws of the state or jurisdiction where the services are rendered; and acts within the scope of his or her license and/or scope of practice; and is not the patient or the parent, spouse, sibling (by birth or marriage) or child of the patient.

**OUT-OF-NETWORK CO-INSURANCE** -- the percent you pay of the allowed amount for covered health care services to providers who do not contract with your health insurance or plan. Out-of-network co-insurance usually costs more than in-network co-insurance.

**OUT-OF-POCKET LIMIT** – the most you pay during a calendar year before your health insurance or plan begins to pay 100% of the allowed amount.

**OUT-PATIENT SURGICAL CENTER** – for the purposes of this Plan, a facility that meets all of the following criteria:

1. It is a health care institution or facility, either freestanding or as part of a hospital, that is equipped and operated with permanent facilities for the primary purpose of performing surgical procedures on patients on an out-patient basis and to which a patient is admitted and from which a patient is discharged within a twenty-four-hour period,
2. It must be regularly licensed as an out-patient surgical facility by the governmental or other agency that has the responsibility for such licensing,
3. It must keep medical records on all patients,
4. It must be supervised by a full-time MD or DO and it must employ a licensed anesthesiologist and an RN,
5. It must have at least two operating rooms and a recovery room and be equipped to take care of emergencies,
6. It must have an agreement with a local hospital to take patients who develop problems, and
7. Any doctor performing surgery on the premises must also be allowed to perform surgery in a local hospital.

An office maintained by a doctor for the practice of medicine or dentistry, or for the primary purpose of performing terminations of pregnancy, is not considered an out-patient surgical center.

**PLAN** – a benefit your employer, union or other group sponsor provides to you to pay for your health care services.

**PRECERTIFICATION** -- authorization for a specific medical procedure before it is done or for admission to an institution for care. Precertification isn't a promise your plan will cover the cost.

**PREFERRED PROVIDER ORGANIZATION** – a provider who has a contract with your health insurer or plan to provide services to you at a discount. Your health insurance or plan may have preferred providers who are also “participating” providers. Participating providers also contract with your health insurer or plan, but the discount may not be as great, and you may have to pay more.

**PREMIUM** – the amount that must be paid for your health insurance or plan. You and/or your employer usually pay it monthly, quarterly or yearly.

**PRESCRIPTION DRUG COVERAGE** – health insurance or plan that helps pay for prescription drugs and medications.

**PRESCRIPTION DRUGS** – drugs and medications that by law require a prescription.

**PREVENTIVE SERVICES** – services that are intended to prevent illness, and are described in Section 5.19.

**PSYCHIATRIST** – an M.D. who specializes in the prevention, diagnosis, and treatment of mental illness and can prescribe medications.

**PSYCHOLOGIST** – a professional specializing in diagnosing and treating diseases of the brain, emotional disturbance, and behavior problems. Psychologists can only use talk therapy as treatment; you must see a psychiatrist or other medical doctor to be treated with medication.

**QUALIFIED MEDICAL CHILD SUPPORT ORDER (QMCSO)** – a state court order issued in a domestic relations proceeding that provides for the support of dependent children, including covered offered by the Plan for Dependents. The Plan will provide Dependent benefits in accordance with the terms of the QMCSO to the extent benefits are provided to Dependents under the Plan, as outlined in the Plan of Benefits. The Plan has established procedures for determining if the order it receives constitutes a QMCSO and for processing such orders. If you need a copy of the Plan's QMCSO procedures, you may contact the Fund Office and they will provide you with a copy, free of charge.

**RECONSTRUCTIVE SURGERY** – surgery and follow-up treatment needed to correct or improve a part of the body because of birth defects, accidents injuries or medical conditions.

**REHABILITATION SERVICES** – health care services that help a person keep, get back or improve skills and functioning for daily living that have been lost or impaired because a person was sick, hurt, or disabled. These services may include physical and occupation therapy, speech-language pathology, and psychiatric rehabilitation services in a variety of inpatient and/or outpatient settings.

**SELF-PAYMENTS** – payments you make to the Fund to maintain eligibility for benefits (e.g. COBRA).

**SKILLED NURSING CARE** – services from licensed nurses in your own home or in a nursing home. Skilled care services are from technicians and therapists in your own home or in a nursing home.

**SPECIALIST** – a physician specialist focuses on a specific area of medicine or a group of patients to diagnose, manage, prevent or treat certain types of symptoms and conditions. A non-physician specialist is a provider who has more training in a specific area of the health care.

**SUMMARY PLAN DESCRIPTION** – this booklet provides you with the official Summary of Plan of Benefits.

**TOTAL DISABILITY, TOTALLY DISABLED** – your complete inability to perform any and every duty pertaining to your occupation or employment as a result of non-occupational bodily injury or illness.

**TRUST AGREEMENT** – the Restated Agreement and Declaration of Trust, including all amendments, and/or modifications, establishing the Local No. 4 SEIU Health & Welfare Fund.

**UNION** – SEIU Healthcare IL & IN

**URGENT CARE** – care for an illness, injury or condition serious enough that a person would seek care right away, but not as severe as to require emergency room care.

**USUAL, CUSTOMARY, AND REASONABLE** – Usual and customary and reasonable amount which, at the Plan Administrator’s sole discretion and if applicable, will not exceed the maximum allowable amount applicable to the treatment, supplies, and/or services, which typically is 125% of the current Medicare allowable fee for the appropriate area.

## Section 19 – A Brief Explanation of the Attached Privacy Notice

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Federal regulations require your health plan to follow new procedures to protect your privacy – specifically, the privacy of your health information within the control of the Plan.

When you read the attached notice that the Plan is required to send to you under the new rules, please pay close attention to the following points:

- The rules allow the Plan to use and disclose your health information:
  - To pay claims; and
  - To administer the Plan.
- Unless you object, the rules allow the Plan to communicate orally about your claims with:
  - Your spouse if you are married

*You must complete a Privacy Request form found on the next page and send it to the Fund Office if you do not want the Fund Office to discuss your protected health information with your spouse.*

If you *do not* wish to have the Fund Office discuss your protected health information with your spouse, you must complete a Privacy Request form found on the next page and send it to the Fund Office. The form will take effect when the Fund Office receives it.

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**PRIVACY REQUEST**

To: Ms. Elsa A. Galingan  
Privacy Official  
Local No. 4 SEIU Health & Welfare Fund  
2229 S. Halsted, Suite 122  
Chicago, Illinois 60608

The Fund Office does not have my permission to discuss my protected health information with:

My Spouse

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**PRIVACY REQUEST**

To: Ms. Elsa A. Galingan  
Privacy Official  
Local No. 4 SEIU Health & Welfare Fund  
2229 S. Halsted, Suite 122  
Chicago, Illinois 60608

The Fund Office does not have my permission to discuss my protected health information with:

My Spouse

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**PRIVACY REQUEST**

To: Ms. Elsa A. Galingan  
Privacy Official  
Local No. 4 SEIU Health & Welfare Fund  
2229 S. Halsted, Suite 122  
Chicago, Illinois 60608

The Fund Office does not have my permission to discuss my protected health information with:

My Spouse

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Privacy Notice

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### Section 1: Purpose of This Notice and Effective Date

This Notice Describes:

1. How medical information about you may be used and disclosed; and
2. How you may obtain access to this information.

Please review this information carefully.

**Effective date.** The effective date of this updated notice is September 23, 2013.

**This Notice is required by law.** The Local No. 4 SEIU Health & Welfare Fund (the “Plan”) is required by law to take reasonable steps to ensure the privacy of your personally identifiable health information and to inform you about:

1. The Plan’s uses and disclosures of Protected Health Information (PHI),
2. Your rights to privacy with respect to your PHI,
3. The Plan’s duties with respect to your PHI,
4. Your right to file a complaint with the Plan and with the Secretary of the U.S. Department of Health and Human Services, and
5. The person or office you should contact for further information about the Plan’s privacy practices.

### Section 2: Your Protected Health Information

#### **Protected Health Information (PHI) Defined**

The term “Protected Health Information” (PHI) includes all information related to your past, present or future physical or mental health condition or to payment for health care. PHI includes information maintained by the Plan in oral, written or electronic form.

PHI refers to your health information held by the Plan.

#### **When the Plan May Disclose Your PHI**

Under the law, the Plan may disclose your PHI without your consent or authorization or the opportunity to object in the following cases:

- **At your request.** If you request it, the Plan is required to give you access to certain PHI in order to allow you to inspect it and/or copy it.
- **To the Plan’s Trustees.** The Plan will disclose PHI to the Plan Sponsor for purposes related to treatment, payment and health care operations. The Plan Sponsor is the Board of Trustees of Local No. 4 SEIU Health and Welfare Fund. The Plan Sponsor has amended its Plan Documents to protect your PHI as required by Federal law. For example, the Plan may disclose

information to the Board of Trustees to allow them to decide an appeal or review a subrogation claim.

- **As required by an agency of the government.** The Secretary of the Department of Health and Human Services may require the disclosure of your PHI to investigate or determine the Plan’s compliance with the privacy regulations.
- **For treatment, payment or health care operations.** The Plan and its business associates will use PHI without your consent, authorization or opportunity to agree or object in order to carry out:
  - Treatment,
  - Payment, or
  - Health care operations.

The Plan does not need your consent or authorization to release your PHI when:

- You request it,
- A government agency requires it,
- Trustees are required to review it, or
- The Plan uses it for treatment, payment or health care operations.

| <b>Definitions of Treatment, Payment or Health Care Operations</b>      |   |
|---|---|
| <b>Treatment</b> is health care.  | Treatment is the provision, coordination or management of health care and related services. It also includes but is not limited to consultations and referrals between one or more of your providers.<br><b>For example:</b> The Plan discloses to a treating orthodontist the name of your treating dentist so that the orthodontist may ask for your dental X-rays from the treating dentist.   |
| <b>Payment</b> is paying claims for health care and related activities. | Payment includes but is not limited to making coverage determinations and payment. These actions include billing, claims management, subrogation, Plan reimbursement, reviews for medical necessity and appropriateness of care, utilization review and preauthorization.<br><b>For example:</b> The Plan tells your doctor whether you are eligible for coverage or what percentage of the bill will be paid by the Plan.  |
| <b>HealthCare Operations</b> keep the Plan operating soundly.           | Health care operations include but are not limited to quality assessment and improvement, reviewing competence or qualifications of health care professionals, underwriting, premium rating and other insurance activities relating to creating or renewing insurance contracts. It also includes disease management, case management, conducting or arranging for medical review, legal services and auditing functions including fraud and abuse compliance programs, business planning and development, business management and general administrative activities.<br><b>For example:</b> The Plan uses information about your medical claims to refer you to a disease management program, to project future benefit costs or to audit the accuracy of its claims processing functions. |

### **When the Disclosure of Your PHI Requires Your Written Authorization**

The Plan must generally obtain your written authorization before the Plan will use or disclose psychotherapy notes about you from your psychotherapist. However, the Plan may use and disclose such notes when needed by the Plan to defend itself against litigation filed by you.

*Psychotherapy notes* are separately filed notes about your conversations with your mental health professional during a counseling session. They do not include summary information about your mental health treatment.

### **Use or Disclosure of Your PHI That Requires You Be Given an Opportunity to Agree or Disagree Before the Use or Release**

Disclosure of your PHI to family members, other relatives and your close personal friends is allowed under federal law if:

- The information is directly relevant to the family or friend's involvement with your care or payment for that care, and
- You have either agreed to the disclosure or have been given an opportunity to object and have not objected.

### **Use or Disclosure of Your PHI For Which Consent, Authorization or Opportunity to Object Is Not Required**

The Plan is allowed under federal law to use and disclose your PHI without your consent, authorization or request under the following circumstances:

1. ***When required by law.***
2. ***Public health purposes.*** To an authorized public health official if required by law or for public health and safety purposes. PHI may also be used or disclosed if you have been exposed to a communicable disease or are at risk of spreading a disease or condition, if authorized by law.
3. ***Domestic violence or abuse situations.*** When authorized by law to report information about abuse, neglect or domestic violence to public authorities if a reasonable belief exists that you may be a victim of abuse, neglect or domestic violence. In such case, the Plan will promptly inform you that such a disclosure has been or will be made unless that notice would cause a risk of serious harm.
4. ***Oversight activities.*** To a public health oversight agency for oversight activities authorized by law. These activities include civil, administrative or criminal investigations, inspections, licensure or disciplinary actions (for example, to investigate complaints against providers) and other activities necessary for appropriate oversight of government benefit programs (for example, to the Department of Labor).
5. ***Legal proceedings.*** When required for judicial or administrative proceedings. For example, your PHI may be disclosed in response to a subpoena or discovery request that is accompanied by a court order.

*In general*, the Plan does not need your consent to release your PHI if required by law or for public health and safety purposes.

6. **Law enforcement health purposes.** When required for law enforcement purposes (for example, to report certain types of wounds).
7. **Law enforcement emergency purposes.** For certain law enforcement purposes, including:
  - a. Identifying or locating a suspect, fugitive, material witness or missing person, and
  - b. Disclosing information about an individual who is or is suspected to be a victim of a crime, but only if the individual agrees to the disclosure or the covered entity is unable to obtain the individual's agreement because of emergency circumstances.
8. **Determining cause of death and organ donation.** When required to be given to a coroner or medical examiner to identify a deceased person, determine a cause of death or other authorized duties. The Plan may also disclose PHI for cadaveric organ, eye or tissue donation purposes.
9. **Funeral purposes.** When required to be given to funeral directors to carry out their duties with respect to the decedent.
10. **Research.** For research, subject to certain conditions.
11. **Health or safety threats.** When, consistent with applicable law and standards of ethical conduct, the Plan in good faith believes the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public and the disclosure is to a person reasonably able to prevent or lessen the threat, including the target of the threat.
12. **Workers' compensation programs.** When authorized by and to the extent necessary to comply with workers' compensation or other similar programs established by law.

Except as otherwise indicated in this notice, uses and disclosures will be made only with your written authorization subject to your right to revoke your authorization.

### **Other Uses or Disclosures**

The Plan may contact you to provide you information about treatment alternatives or other health-related benefits and services that may be of interest to you.

The Plan may disclose protected health information to the sponsor of the plan for reviewing your appeal of a benefit claims or for other reasons regarding the administration of this Plan. The "plan sponsor" of this Plan is the Board of Trustees of the Local No. 4 SEIU Health and Welfare Fund.

### **Section 3: Your Individual Privacy Rights**

The Plan will accommodate an individual's reasonable request to receive communications of PHI **by alternative means or at alternative locations** where the request includes a statement that disclosure could endanger the individual.

You or your personal representative will be required to complete a form to request restrictions on uses and disclosures of your PHI or to receive communications of PHI by alternative means or at alternative locations. Make such requests to:

Ms. Elsa A. Galingan  
Privacy Official  
Local No. 4 SEIU Health and Welfare Fund  
2229 S. Halsted, Suite 122  
Chicago, Illinois 60608

***Protected Health Information (PHI):*** includes all individually identifiable health information transmitted or maintained by the Plan, regardless of the form of the PHI.

### **You May Inspect and Copy PHI**

You have a right to inspect and obtain a copy of your PHI contained in a “designated record set,” for as long as the Plan maintains the PHI.

The Plan must provide the requested information within 30 days if the information is maintained on site or within 60 days if the information is maintained offsite. A single 30-day extension is allowed if the Plan is unable to comply with the deadline.

You or your personal representative will be required to complete a form to request access to the PHI in your designated record set. Requests for access to PHI should be made to the following official:

Ms. Elsa A. Galingan  
Privacy Official  
Local No. 4 SEIU Health and Welfare Fund  
2229 S. Halsted, Suite 122  
Chicago, Illinois 60608

***Designated Record Set:*** includes your medical records and billing records that are maintained by or for a covered health care provider. Records include enrollment, payment, billing, claims adjudication and case or medical management record systems maintained by or for a health plan or other information used in whole or in part by or for the covered entity to make decisions about you. Information used for quality control or peer review analyses and not used to make decisions about you is not included.

If access is denied, you or your personal representative will be provided with a written denial setting forth the basis for the denial, a description of how you may exercise your review rights and a description of how you may complain to Plan and the Secretary of the U.S. Department of Health and Human Services.

### **You Have the Right to Amend Your PHI**

You have the right to make a written request that the Plan amend your PHI or a record about you in a designated record set for as long as the PHI is maintained in the designated record set subject to certain exceptions.

The Plan has 60 days after receiving your request to act on it. The Plan is allowed a single 30-day extension if the Plan is unable to comply with the 60-day deadline. If the Plan denied your request in whole or part, the Plan must provide you with a written denial that explains the basis for the decision. You or your personal representative may then submit a written statement disagreeing with the denial and have that statement included with any future disclosures of that PHI.

You should make your written request to amend PHI to the following official:

Ms. Elsa A. Galingan  
Privacy Official  
Local No. 4 SEIU Health and Welfare Fund  
2229 S. Halsted, Suite 122  
Chicago, Illinois 60608

If you disagree with the record of your PHI, you may amend it.

If the Plan denies your request to amend your PHI, you still have the right to have your written statement disagreeing with that denial included in your PHI.

Forms are available for these purposes.

You or your personal representative will be required to complete a form to request amendment of the PHI.

### **You Have the Right to Receive an Accounting of the Plan's PHI Disclosures**

At your request, the Plan will also provide you with an accounting of disclosures by the Plan of your PHI. The Plan does not have to provide you with an accounting of disclosures related to treatment, payment or health care operations or disclosures made to you or authorized by you in writing.

The Plan has 60 days to provide the accounting. The Plan is allowed an additional 30 days if the Plan gives you a written statement of the reasons for the delay and the date by which the accounting will be provided.

If you request more than one accounting within a 12-month period, the Plan will charge a reasonable, cost-based fee for each subsequent accounting.

### **You Have the Right to Receive a Paper Copy of This Notice Upon Request**

To obtain a paper copy of this notice, contact the following official:

Ms. Elsa A. Galingan  
Privacy Official  
Local No. 4 SEIU Health and Welfare Fund  
2229 S. Halsted, Suite 122  
Chicago, Illinois 60608

### **Your Personal Representative**

You may exercise your rights through a personal representative. Your personal representative will be required to produce evidence of authority to act on your behalf before the personal representative will be given access to your PHI or be allowed to take any action for you. Proof of such authority will be a completed, signed and approved Appointment of Personal Representative form. You may obtain this form by calling the Fund Office.

The Plan retains discretion to deny access to your PHI to a personal representative to provide protection to those vulnerable people who depend on others to exercise their rights under these rules and who may be subject to abuse or neglect.

You may designate a personal representative by completing a form that is available from the Fund Office.

The Plan will recognize certain individuals as personal representatives without you having to complete an Appointment of Personal Representative form. For example, the Plan will automatically consider a spouse to be the personal representative of an individual covered by the Plan. A spouse may act on an individual's behalf, including requesting access to their PHI.

## **Section 4: The Plan's Duties**

### **Maintaining Your Privacy**

The Plan is required by law to maintain the privacy of your PHI and to provide you with notice of its legal duties and privacy practices.

This notice is written to inform you of the Plan's obligation to maintain the privacy of your PHI.

This updated notice is effective beginning on September 23, 2013 and the Plan is required to comply with the terms of this notice. However, the Plan reserves the right to change its privacy practices and to apply the changes to any PHI received or maintained by the Plan prior to that

date. If a privacy practice is changed, a revised version of this notice will be provided to you and to all past and present participants and beneficiaries for whom the Plan still maintains PHI.

Any revised version of this notice will be distributed within 60 days of the effective date of any material change to:

- The uses or disclosures of PHI,
- Your individual rights,
- The duties of the Plan, or
- Other privacy practices stated in this notice.

### **Disclosing Only the Minimum Necessary Protected Health Information**

When using or disclosing PHI or when requesting PHI from another covered entity, the Plan will make reasonable efforts not to use, disclose or request more than the minimum amount of PHI necessary to accomplish the intended purpose of the use, disclosure or request, taking into consideration practical and technological limitations.

The Plan must limit its uses and disclosures of PHI or requests for PHI to the *minimum necessary* amount to accomplish its purposes.

However, the minimum necessary standard will not apply in the following situations:

- Disclosures to or requests by a health care provider for treatment,
- Uses or disclosures made to you,
- Disclosures made to the Secretary of the U.S. Department of Health and Human Services,
- Uses or disclosures required by law, and
- Uses or disclosures required for the Plan's compliance with legal regulations.

This notice does not apply to information that has been de-identified. De-identified information is information that:

- Does not identify you, and
- With respect to which there is no reasonable basis to believe that the information can be used to identify you.

In addition, the Plan may use or disclose "summary health information" to the Plan Sponsor for obtaining premium bids or modifying, amending or terminating the group health Plan. Summary information summarizes the claims history, claims expenses or type of claims experienced by individuals for whom a Plan Sponsor has provided health benefits under a group health plan. Identifying information will be deleted from summary health information, in accordance with HIPAA.

### **Section 5: Final HIPAA Rule**

Final modifications to the HIPAA Privacy, Security, and Enforcement Rules mandated by the Health Information Technology for Economic and Clinical Health (HITECH) Act generally referred to as the HIPAA Final Rule, are as follows:

- You have the right to be notified of a data breach relating to your unsecured health information.
- You have the right to ask for a copy of your electronic medical record in an electronic form provided the information already exists in that form.
- To the extent the Plan performs any underwriting, the Plan cannot disclose or use any genetic information for such purposes.
- The Plan may not use your PHI for marketing purposes or sell such information without your written authorization.

## **Section 6: Your Right to File a Complaint with the Plan or the HHS Secretary**

If you believe that your privacy rights have been violated, you may file a complaint with the Plan in care of the following official:

Ms. Elsa A. Galingan  
 Privacy Official  
 Local No. 4 SEIU Health and Welfare Fund  
 2229 S. Halsted, Suite 122  
 Chicago, Illinois 60608

You have the right to file a complaint if you feel your privacy rights have been violated.

The Plan may not retaliate against you for filing a complaint.

You may also file a complaint with:

Secretary of the U.S. Department of Health and Human Services

Hubert H. Humphrey Building  
 200 Independence Avenue S.W.  
 Washington, D.C. 20201

The Plan will not retaliate against you for filing a complaint.

## **Section 7: If You Need More Information**

If you have any questions regarding this notice or the subjects addressed in it, you may contact the following official at the Fund Office:

Ms. Elsa A. Galingan  
 Privacy Official  
 Local No. 4 SEIU Health and Welfare Fund  
 2229 S. Halsted, Suite 122  
 Chicago, Illinois 60608

## **Section 8: Conclusion**

PHI use and disclosure by the Plan is regulated by the federal Health Insurance Portability and Accountability Act, known as HIPAA. You may find these rules at 45 *Code of Federal Regulations* Parts 160 and 164. This notice attempts to summarize the regulations. The regulations will supersede this notice if there is any discrepancy between the information in this notice and the regulations.



**Section 20 – Local No. 4 SEIU Health and Welfare Fund  
Appointment of Personal Representative**

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I, \_\_\_\_\_ [Name of Participant or Beneficiary]

Mailing address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

hereby designate: \_\_\_\_\_ [Name of Authorized Representative]

Mailing address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Relationship to Participant or Beneficiary \_\_\_\_\_ to act on my behalf I authorize my Personal Representative to act for me in receiving any information that is (or would be) provided to me as a participant/beneficiary of the plan, including but not limited to, any information that relates to my claim for coverage or benefits under the Plan and any individual rights that I have regarding my protected health information under HIPAA.

[Or alternatively, --- I authorize my Personal Representative to act for me in receiving the following protected health information to conduct the following functions on my behalf:

\_\_\_\_\_  
\_\_\_\_\_

I understand that this designation is subject to approval by the Plan. I also understand that, once approved, this designation will remain in effect unless I revoke it. I understand that I have the right to revoke this designation at any time by submitting a signed statement to that effect to the Plan Office.

I certify that I have reviewed the Plan's Policy for Recognition of Personal Representative.

\_\_\_\_\_  
Participant or Beneficiaries' Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Date

# NOTES