

Benefits Handbook Date September 1, 2010

United Healthcare Exclusive  
Provider Organization  
MMC



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# United Healthcare Exclusive Provider Organization

*An Exclusive Provider Organization (EPO) Plan offers comprehensive health services from participating health care providers. Generally, your care is fully covered after you pay a COPAYMENT. You may select any participating provider in the network to manage your care. You may visit a specialist or other provider in the network without a referral. Except in an emergency, you do not receive benefits if you receive care outside the network.*

*This Summary Plan Description is for residents of Alabama, Arkansas, Arizona, Colorado, the District of Columbia (Washington D.C.), Florida, Georgia, Iowa, Louisiana, Massachusetts, Maine, Minnesota, Missouri, Nebraska, New Hampshire, New Mexico, Ohio, Oklahoma, Oregon, South Dakota, Tennessee, Texas, Utah, Wisconsin.*

## SPD and Plan Document

This section provides a summary of the Exclusive Provider Organization Plan (the "Plan") as of January 1, 2010.

This section, together with the **Administrative Information** section and the applicable section about participation, forms the Summary Plan Description and plan document of the Plan.

## A Note about ERISA

The Employee Retirement Income Security Act of 1974 (ERISA) is a federal law that governs many employer-sponsored plans including this one. Your ERISA rights in connection with this Plan are detailed in the **Administrative Information** section.

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## The Plan at a Glance

The Plan helps you and your family pay for medical care. You may be required to pay a COPAYMENT and get preauthorization for certain services. The chart below contains some important Plan features and coverage information. For more information, see the “Detailed List of Covered Services” on page 20.

| Plan feature                 | Coverage amount   |
|------------------------------|---|
| <b>Deductible</b>            | Employee: None<br>Family members: None  |
| <b>Out-of-pocket maximum</b> | Employee: None<br>Family members: None  |
| <b>Copayment</b>             | Plan pays 100% after the applicable copayments<br>Primary Physician office visits: \$20<br>Specialist visit: \$40<br>Hospital Stay: \$250 hospital copayment per admission<br>OUTPATIENT Surgery/Procedure: \$50<br>Emergency Room: \$75  |
| <b>Lifetime maximum</b>      | \$2,000,000 per covered individual  |
| <b>Prescription Drugs</b>    | There is a pharmacy network for retail and mail order PRESCRIPTION DRUGS.   |
| <b>Contact Information</b>   | <p><b><i>For medical services:</i></b><br/>If you are a resident of Alabama, Arkansas, Arizona, Colorado, the District of Columbia (Washington D.C.), Florida, Georgia, Iowa, Louisiana, Massachusetts, Maine, Minnesota, Missouri, Nebraska, New Hampshire, New Mexico, Ohio, Oklahoma, Oregon, South Dakota, Tennessee, Texas, Utah, Wisconsin:<br/>United Healthcare (Claims Administrator)<br/>Phone: (866) 540-5954<br/>Web site: <a href="http://www.myuhc.com/groups/mmc">www.myuhc.com/groups/mmc</a></p> <p><b><i>For prescription drug coverage:</i></b><br/>Medco (Pharmacy Benefit Manager)<br/>Phone: (800) 987-8360<br/>Website (for members): <a href="http://www.medco.com">www.medco.com</a></p> <p>MMC does not administer this Plan. For medical services, Claims Administrator’s decisions are final and binding; for prescription drug services, Pharmacy Benefit Manager’s decisions are final and binding.</p> |

## Participating in the Plan

You are eligible to participate in the Plan if you meet the eligibility requirements described in the **Participating in Healthcare Benefits** section.

You have the option to cover your family members who meet the eligibility requirements that are described in the **Participating in Healthcare Benefits** section.

### Retiree Eligibility

Certain retirees who are not yet eligible for MEDICARE may also be eligible for coverage under this plan. For information on the eligibility requirements, how to participate and the cost of coverage, see the *Participating in Pre-65 Retiree Medical Coverage* section.

### Enrollment

To participate in this plan, you must enroll for coverage. You may enroll only:

- within 30 days of the date you become eligible to participate
- during Annual Enrollment
- within 30 days of a qualifying change in family status that makes you eligible to enroll
- within 30 days of losing other coverage that you had relied upon when you waived your opportunity to enroll in this plan.

Enrollment procedures for you and your eligible family members are described in the *Participating in Healthcare Benefits* section.

### Cost of Coverage

You and the Company share the cost of coverage for both you and your eligible family members.

The cost of your coverage depends on the level of coverage you choose.

You can choose from three levels of coverage. Cost for each coverage level for ELIGIBLE MMC EMPLOYEES (other than KROLL AND MARSH & MCLENNAN AGENCY, LLC (MMA)) is shown below:

| Eligible MMC Employees | Semi-monthly Cost | Weekly Cost |
|------------------------|-------------------|-------------|
| Employee Only          | \$63.80           | \$29.45     |
| Employee + one         | \$143.57          | \$66.26     |
| Family                 | \$205.09          | \$94.66     |

You can choose from three levels of coverage. Cost for each coverage level for Eligible Kroll Employees (other than MMC and MMA) is shown below:

| Eligible Kroll Employees | Semi-monthly Cost | Weekly Cost |
|--------------------------|-------------------|-------------|
| Employee Only            | \$53.04           | \$24.48     |
| Employee + one           | \$111.40          | \$51.42     |
| Family                   | \$159.14          | \$73.45     |

**Medical rates are not available for employees of MMA Corporate, the NIA Agency and the Brady & Company Agency. For contribution rates, contact the MMC Employee Service Center at 1-866-374-2662, any business day, from 8:00 a.m. to 8:00 p.m. Eastern time.**

See the **Participating in Healthcare Benefits** section for more information on the cost of your coverage, such as information about taxes.

### ***Imputed Income for Domestic Partner Coverage***

If you cover your domestic partner or your domestic partner's children, there may be imputed income for the value of the coverage for those family members. See the **Participating in Healthcare Benefits** section for more information on imputed income for domestic partner coverage.

The table below shows the imputed income amounts for **eligible MMC Employees (other than Kroll and MMA)**:

#### Section 152 Dependents

If your domestic partner (or his or her child(ren)) qualifies as a dependent under IRS Section 152, imputed income does not apply.

| Imputed Income for Domestic Partner Coverage in the EPO |              |          |
|---|--------------|----------|
| Eligible MMC Employees                                  | Semi-monthly | Weekly   |
| Employee + one  | \$176.43     | \$81.43  |
| Family (you and two or more eligible family members)    | \$324.53     | \$149.78 |

The table below shows the imputed income amounts for ELIGIBLE KROLL EMPLOYEES (OTHER THAN MMC AND MMA):

| Imputed Income for Domestic Partner Coverage in the EPO |              |          |
|---|--------------|----------|
| Eligible Kroll Employees                                | Semi-monthly | Weekly   |
| Employee + one  | \$197.84     | \$91.31  |
| Family (you and two or more eligible family members)    | \$359.72     | \$166.02 |

**Imputed income rates for domestic partner coverage are not available for employees of MMA Corporate, the NIA Agency and the Brady & Company Agency. For imputed income rates, contact the MMC Employee Service Center at 1-866-374-2662, any business day, from 8:00 a.m. to 8:00 p.m. Eastern time.**

## ID Cards

If you are enrolled in employee only coverage, you will automatically be sent one ID card for your medical coverage and a separate ID card for your prescription drug coverage. You will be sent one additional medical ID card and one additional prescription drug ID card if you enroll one or more family members in the program. Each ID card will list the employee's name.

You will be sent your ID card(s) within two to four weeks of your enrollment.

You may request additional ID cards directly from the Claims Administrator.

## How the Plan Works

The Plan helps you and your family pay for medical care. You may be required to pay a COPAYMENT and get preauthorization for certain services. For more information, see the "Detailed List of Covered Services" on page 20.

Certain expenses not covered by the Plan, such as copayments and services that are not covered, may be reimbursed through a Health Care Flexible Spending Account.

Some services have specific limits or restrictions; see individual service for more information.

Refer to "What's Not Covered" on page 24 to find out about the services that are not covered under the Plan.

Benefits are only paid for medically necessary charges or for specified wellness care expenses.

Preauthorization may be required in order to receive coverage for certain services. It is the Plan participant's responsibility (not the provider or facility) to obtain preauthorization for certain services. For more information on the preauthorization process and applicable services, refer to the description under "Utilization Review" on page 6.

## Out-of-Pocket Maximums

### ***What is the out-of-pocket maximum?***

The Plan does not have an OUT-OF-POCKET MAXIMUM.

## Networks

### ***Is there a network of doctors and hospitals that I have to use?***

In order to receive benefits you must use a network provider. Except in an emergency, you are covered only when you are treated by providers in the network.

The network includes general practitioners, as well as specialists and hospitals. These network providers are selected by and contracted with the Claims Administrator.

### ***Where can I get a directory that lists all the doctors and hospitals in the network?***

The doctors and hospitals in the network are listed in a provider directory. The Claims Administrator provides an online directory of providers on their website. You may also call the Claims Administrator.

It is the member's responsibility to confirm their provider's participating status when calling for an appointment and prior to receiving services.

If you reside in Massachusetts, Maine or New Hampshire, you may only access doctors and hospitals in the HPHC's network when receiving health care services in these three states.

### ***Passport Connect Program (for Massachusetts, Maine and New Hampshire residents)***

The Passport Connect program is an alliance between UHC and Harvard Pilgrim Health Care (HPHC). The purpose is to combine HPHC's highly regarded physicians and hospital network in Massachusetts, Maine and New Hampshire with UHC's extensive coast-to-coast network outside of these states.

If you reside in Massachusetts, Maine or New Hampshire, you can only access doctors and hospitals in the HPHC network when receiving health care services in these three states. When receiving care outside of these states, you may access UHC's network of doctors and hospitals.

### ***What is the Medica Passport Program?***

EPO participants living in Minnesota and South Dakota will have access to the Medica Choice Network, provided by Medica in Association with UnitedHealthcare.

When receiving care within the geographic areas listed, you will receive care from doctors and hospitals within the Medica Choice Network. When receiving care outside of the Medica Choice Network, you may access the UHC Choice Network. You may also access out-of-network health care providers, but you will receive a lower level of coverage.

If you are a resident of the geographic areas listed and you enroll in the United Healthcare EPO, you will receive a new ID card with both Medica and UHC information.

For more information on the Medica Choice network, such as what providers are covered, visit [www.mymedica.com](http://www.mymedica.com).

Note: UHC EPO participants outside the Medica service areas listed will not have access to the Medica Choice network. You may access the UHC Choice Network if visiting these service areas.



***Is there a network of providers for mental health treatment?***

There is a network of mental health providers. Providers in the network are listed in a provider directory. The Claims Administrator provides an online directory of providers on its website. You may also call the Claims Administrator.

You receive benefits only when you are treated by providers in the network. Contact the Claims Administrator or access their website to be connected with a behavioral specialist.

***Is there a network of pharmacies?***

There is a network of participating retail pharmacies associated with this Plan. The Plan generally pays higher benefits if you use an in-network retail pharmacy.

If you use a non-participating pharmacy, in addition to your COINSURANCE/COPAYMENT, you will be responsible for the cost above the pharmacy benefit manager's negotiated price.

The pharmacy benefit manager provides an online directory of participating pharmacies. You may also call the pharmacy benefit manager.

## Utilization Review

***Which utilization review services are offered?***

The Plan offers preauthorization and case management review.

You may obtain more information about these review services by calling the Claims Administrator.

***What is preauthorization?***

Preauthorization is a utilization review service performed by licensed healthcare professionals. The intent is to determine medical necessity and appropriateness of proposed treatment, level of care assessment, benefits and eligibility and appropriate treatment setting.

***What services require preauthorization?***

The following procedures or treatments require preauthorization:

- all hospital admissions including:
  - mental health
  - alcohol and substance abuse
  - organ and tissue transplant
  - maternity coverage
  - all INPATIENT surgeries

- DURABLE MEDICAL EQUIPMENT, prosthetics and orthotics over \$1,000
- home health care
- HOSPICE care
- skilled nursing care

If you have an emergency hospital admission, surgery or specified procedure, you, a family member, your physician or the hospital must preauthorize within 48 hours of service.

If the procedure or treatment is performed for any condition other than an emergency condition, the call must be made at least 7 days before the date the procedure is to be performed or the treatment is to start. If it is not possible to make the call during the specified time, it must be made as soon as reasonably possible before the date the procedure or treatment is to be performed.

### *When do I obtain preauthorization?*

You, your family member or health care professional must obtain preauthorization as soon as you know you need a service requiring preauthorization, but not less than 7 days prior to the procedure or treatment.

Note: You are responsible for ensuring your service has been preauthorized.

### *How do I obtain preauthorization?*

Initiate the preauthorization process by calling the Claims Administrator.

### *What approvals do I need if I am going into the hospital?*

You must obtain preauthorization as soon as possible but at least 7 days before you are admitted for a non-emergency hospital admission or stay.

If you have an emergency hospital admission, surgery or specified procedure, you, a family member, your physician or the hospital must preauthorize within 48 hours of the service.

## **Case Management Review**

When the preauthorization service identifies a major medical condition, that condition will be subject to case management review. Case management review aims at identifying major medical conditions early in the treatment plan and makes recommendations regarding the medical necessity of requested health care services.

Case managers with experience in intensive medical treatment and rehabilitation provide case management services. The case manager works with the patient's physician to identify available resources and develop the best treatment plan. Case management review may even recommend services and equipment that the Plan would not ordinarily cover.

The case manager often negotiates lower fees on behalf of the patient from physicians, facilities, pharmacists, equipment suppliers, etc. In addition, the case manager can coordinate the various caregivers, such as occupational or physical therapists, required by the patient.

Situations that may benefit from case management include severe illnesses and injuries such as:

- head trauma
- organ transplants
- burn cases
- neo-natal high risk infants
- multiple fractures
- HIV-related conditions
- brain injuries
- cancer
- prolonged illnesses
- degenerative neurological disorders (e.g. multiple sclerosis)

To best help the patient, the case manager should be involved from the earliest stages of a major condition. This service gives you access to a knowledgeable case manager who will use his or her expertise to assist you and your physician in considering your treatment options.

If the case manager questions the necessity of the proposed hospital admission or procedure, a physician advisor may contact your physician to discuss your case and suggest other treatment options that are generally utilized for your condition. You, your physician, and the case manager will be informed of the outcome of the review, and the Claims Administrator will determine the level of benefit coverage you will receive. You and your physician will be notified of the utilization reviewer's recommendation by telephone and in writing. You will also be informed of the appeal process if the procedures your physician ultimately recommends are not covered under the Plan (as determined by the Claims Administrator).

## What's Covered

### ***Pre-existing Conditions***

There are no exclusions, limitations or waiting periods for pre-existing conditions for you or any covered family members.

## Preventive/Wellness Care

### ***How is preventive/wellness care covered?***

The Plan covers routine examinations at 100%. See the schedule and benefits covered below.

| Schedule                                       |  |
|--|--|
| <b>Routine Physical for adults over age 19</b> | One visit per calendar year  |
| <b>Well Child Care:</b>                        | Newborn: 2 visits in the hospital<br>Birth to 1 year: 7 Visits<br>1 <sup>st</sup> Year to 2 <sup>nd</sup> Birthday: 3 visits<br>3 <sup>rd</sup> Year to 4 <sup>th</sup> Birthday: 3 visits<br>19 <sup>th</sup> Birthday: One visit per calendar year |
| <b>Well Woman Care:</b>                        | One well woman visit per calendar year; includes examinations or primary and preventive obstetrics, gynecological services and cervical cancer/pap smear screening.  |
| <b>Colonoscopy</b>                             | Covered once every 10 years for participants age 50 and over   |
| <b>Hypocholesterolemia Screening:</b>          | Once every 2 years for serum cholesterol levels*   |
| <b>Sigmoidoscopy:</b>                          | Screening covered once every 2 years for participants age 40 and over*   |
| <b>Fecal Occult Blood Test Screening:</b>      | One per calendar year for participants age 40 and over*  |
| <b>Prostate Specific Antigen (PSA):</b>        | One routine screening per calendar year covered for covered male participants age 40 and over*   |
| <b>Mammogram:</b>                              | One baseline between the ages 35 through 39 and one per calendar year for covered female participants age 40 and over*   |

\* Age and frequency limits may not apply for non-routine medically-necessary services and procedures.

### ***Does the Plan cover office visits?***

The Plan covers office visits at 100% after the \$20 COPAYMENT for a primary physician visit. The copayment for a specialist visit is \$40.

A Primary Physician is your family practitioner, general practitioner, gynecologist, internal medicine doctor, obstetrician/gynecologist pediatrician and nurse practitioner.

Specialists include, but are not limited to, allergists, cardiologists, dermatologists, neurologists, orthopedists, otolaryngologists, psychologists, podiatrists, surgeons and chiropractors.

### ***Are immunizations for business travel covered under the Plan?***

The Plan does not cover immunizations for business travel.

## Maternity

### ***Who is eligible for maternity coverage?***

Maternity coverage is available to eligible covered female participants.

### ***Do I need to have my maternity coverage preauthorized?***

You do not need a preauthorization for visits to a participating obstetrician. However, you are responsible for obtaining preauthorization from the Claims Administrator after your first visit and for verifying that the necessary approval has been obtained before admission to the hospital.

You must notify the preauthorization service if the mother or her newborn stay in the hospital longer than 48 hours after a vaginal delivery or 96 hours after a Cesarean birth. This notification must occur within 24 hours of the determination to extend the stay.

### ***Does the Plan cover prenatal visits?***

The Plan covers prenatal visits at 100% after the \$20 COPAYMENT for the initial obstetrics visit. There is no copayment for subsequent visits.

### ***What will the Plan pay for hospital charges for the mother and the baby?***

The Plan covers hospital charges for maternity admissions, including newborn nursery care, at 100% after the \$250 hospital copayment.

A child is covered at birth as long as the baby meets the child eligibility requirements and is enrolled within 60 days of the birth. While you are in the hospital, the Plan covers hospital visits by a physician for both the mother and baby at 100% after the \$250 hospital copayment.

The mother and the newly born child are covered for a minimum of 48 hours of care following a vaginal delivery and 96 hours following a Cesarean section. However, the mother's provider may—after consulting with the mother—discharge the mother earlier than 48 hours following a vaginal delivery (96 hours following a Cesarean section).

### ***Does the Plan cover midwife services?***

The Plan covers midwives at 100% after the \$250 hospital.

### ***Does the Plan offer a maternity wellness program?***

The Plan offers the Healthy Pregnancy maternity program, which provides information and resources to support you and your family throughout your pregnancy and after your baby is born.

For more information, call the Healthy Pregnancy Program at 1-800-411-7984, or visit [www.healthy-pregnancy.com](http://www.healthy-pregnancy.com).

### ***If my dependent child has a baby does the Plan cover the newborn child?***

Unless the newborn meets the definition of an eligible child and is covered under the Plan, medical care for the newborn, whether in or out of the hospital, is not covered.

## Family Planning

### ***Does the Plan cover infertility treatment?***

The Plan covers office visits related to infertility at 100% after the \$20 COPAYMENT for a primary physician visit. The copayment for a specialist visit is \$40.

The Plan covers infertility treatments at 100% with no copayment. The following infertility treatments are covered under the Plan:

- assisted reproduction procedures, including facility charges and related expenses) due to infertility
- ovulation induction and monitoring up to a maximum of six attempts per lifetime.
- in vitro fertilization (limited to three attempts per lifetime) including:
  - gamete intrafallopian transfer (GIFT)
  - zygote intrafallopian transfer (ZIFT)

PRESCRIPTION DRUGS related to infertility are covered under the prescription drug benefit.

### ***Does the Plan cover artificial insemination?***

Artificial insemination is covered at 100% with no copayment. There is a LIFETIME MAXIMUM benefit of six cycles.

Treatment for artificial insemination does not count toward the maximum for other infertility treatments.

Prescription Drugs related to fertility treatment are covered under the prescription drug benefit.

### ***Are contraceptive devices covered under the Plan?***

The Plan pays 100% after the \$20 copayment in primary physician's office (including an OB/GYN), \$40 copayment in specialist's office and \$50 copayment in OUTPATIENT facility.

Oral and injectable contraceptives are covered under the prescription drug plan.

### ***Does the Plan cover vasectomy?***

The Plan covers INPATIENT vasectomy at 100% after the \$250 hospital copayment. You must obtain preauthorization before you are admitted to the hospital.

The Plan covers Outpatient vasectomy at 100% after the \$50 surgical copayment.

Vasectomy reversals are not covered.

***Does the Plan cover tubal ligation?***

The Plan covers inpatient tubal ligation at 100% after the \$250 hospital copayment. You must obtain preauthorization before you are admitted to the hospital.

The Plan covers Outpatient tubal ligation at 100% after the \$50 surgical copayment.

Tubal ligation reversals are not covered.

## Inpatient Hospital and Physician Services

***What will the Plan pay if I have to go to the hospital?***

The Plan pays INPATIENT hospital charges at 100% after the \$250 hospital COPAYMENT per admission.

The Plan will cover the cost of a semi-private room. If you use a private room, the Plan will cover the amount up to the semi-private room rate.

You must obtain preauthorization as soon as possible but at least 7 days before you are admitted for a non-emergency hospital stay.

***What approvals do I need if I am going into the hospital?***

You must obtain preauthorization as soon as possible but at least 7 days before you are admitted for a non-emergency hospital admission or stay.

If you have an emergency hospital admission, surgery, or specified procedure, you, a family member, your physician or the hospital must preauthorize within 48 hours of the service.

***Does the Plan cover hospital visits by a physician?***

While you are in the hospital, the Plan covers hospital visits by a physician at 100% after the \$250 hospital copayment per admission.

***Does the Plan cover ambulance charges?***

The Plan covers ambulance charges that are medically necessary in an emergency to transport you to the nearest hospital at 100% with no copayment.

***Does the Plan cover hospice care?***

The Plan covers charges for HOSPICE care at 100% with no copayment.

You must obtain preauthorization before you receive hospice care.

## Mastectomy – Reconstructive Surgery

### ***Does the Plan cover mastectomy-related services?***

Yes, the Plan covers mastectomy-related services. Coverage will be provided in a manner determined by the attending physician and the patient. The covered services include:

- All stages of reconstruction of the breast on which the mastectomy was performed;
- Surgery and reconstruction of the other breast to produce a symmetrical appearance;
- Prostheses; and
- Treatment of physical complications of the mastectomy, including lymphedema.

### ***What are the applicable deductibles and coinsurance for mastectomy-related benefits under the Plan?***

The mastectomy-related benefits are subject to the same deductibles and coinsurance applicable to other medical and surgical benefits provided under this Plan. See the “Detailed List of Covered Services” on page 20 for the applicable Mastectomy – reconstructive surgery coverage.

## Prescription Drugs

### ***Does the Plan cover formulary and non-formulary brand-name prescription drugs?***

The Plan covers formulary and non-formulary PRESCRIPTION DRUGS.

If the prescription drug is on the formulary list, you will pay 20% of the negotiated price for up to a 30-day supply at a participating retail pharmacy for the first three fills of each prescription (the initial fill plus two refills). There is a minimum payment of \$20 and a maximum payment of \$60 for up to a 30-day supply. For all non-specialty Prescription Drugs, after the first three fills at a retail pharmacy, if you choose to continue to fill the prescription at a retail pharmacy, you will pay 50% of the negotiated price for all subsequent fills.

If the prescription drug is not on the formulary list and is not excluded from coverage, you will pay 20% of the negotiated price up to a 30-day supply at a participating retail pharmacy for the first three fills of each prescription (the initial fill plus two refills). There is a minimum payment of \$35 and a maximum payment of \$85 for up to a 30-day supply. For all non-specialty Prescription Drugs, after the first three fills at a retail pharmacy, if you choose to continue to fill the prescription at a retail pharmacy, you will pay 50% of the negotiated price for all subsequent fills. If the prescription drug is on the formulary list, you will pay 20% of the negotiated price for up to a 30-day supply at a participating retail pharmacy. There is a minimum payment of \$20 and a maximum payment of \$60 for up to a 30-day supply.



The formulary list is available at [www.medco.com](http://www.medco.com).

Unless your physician specifically prescribes a brand-name medication without substitution, prescriptions will be filled with the generic equivalent when allowed by state law.

Your costs for Prescription Drugs do not apply to your DEDUCTIBLE and OUT-OF-POCKET MAXIMUM.

Some drugs require prior authorization.

### ***Does the Plan cover generic drugs?***

The Plan covers generic Prescription Drugs.

If you use a participating retail pharmacy, the Plan covers generic Prescription Drugs at 100% after the \$10 COPAYMENT for up to a 30-day supply. For all non-specialty prescription drugs, after the first three fills at a retail pharmacy, if you choose to continue to fill the prescription at a retail pharmacy, you will pay 50% of the negotiated price for all subsequent fills.

### ***What happens if I buy a brand-name prescription drug when a generic drug is available?***

Unless your physician specifically prescribes a brand-name medication without substitution, prescriptions will be filled with the generic equivalent when allowed by state law.

If you or your physician requests the brand-name prescription drug when a generic prescription drug is available and there is no medical reason for the brand-name prescription drug, you pay the generic name COINSURANCE for the drug, in addition to the difference between the brand-name prescription drug and generic prescription drug gross cost.

### ***If I buy more than three fills of a prescription drug at a retail pharmacy, will I have to pay more?***

For all non-specialty Prescription Drugs, after purchasing the first three fills of a prescription drug (the initial fill plus two refills) at a participating retail pharmacy, if you choose to continue to fill the prescription at a retail pharmacy, you pay 50% of the negotiated price for up to a 30-day supply for all subsequent refills.

### ***Is there a mail-order program?***

The Plan's mail order service allows participants to order up to a 90-day supply of prescription medication by mail for certain medications.

The Plan pays 100% after the \$25 copayment for generic drugs, the \$50 copayment for formulary brand-name drugs or the \$87.50 copayment for non-formulary brand-name drugs for up to a 90 day supply.

## ***What prescription drugs or drug supplies are covered with quantity limitations?***

The following Prescription Drugs or drug supplies are covered with quantity limitations:

| Drug or Supply   | Quantity Limit     |
|--|--------------------|
| Erectile dysfunction drugs such as Viagra®, Cialis®, or Caverject® | 8 units per month  |
| Inhaler spacers  | 2 spacers per year |
| Diabetic devices (blood glucose monitors)                          | 1 monitor per year |

Contact the pharmacy benefit manager for more information. Prior authorization may be required.

## ***Are there any quantity limitations on specialty prescription drugs?***

The Accredo Recommended Days Supply program maintains quantity limitations for certain specialty Prescription Drugs in accordance with FDA approval limits and to help reduce drug waste and prescription drug costs.

The first time you submit a claim for a specialty medication on this list, you will be limited to a 30-day supply for four months, even if your physician prescribed a 90-day supply. Your copayment will be pro-rated, so you will not be penalized for filling the prescription in 30-day supply increments instead of a 90-day supply.

An Accredo representative will contact both you and your physician to:

- explain why the prescription has been limited to a 30-day supply,
- discuss therapy and the disease state, and
- discuss the importance of compliance.

## ***What prescription drugs require prior authorization?***

| Drug Class                                | Example medications  |
|---|--|
| Growth hormones                           | Humatrope®, Serostim®  |
| Dermatologic agents (for use over age 35) | Retin-A®, Avita®, Tazorac®   |
| Antipsoriatic drugs                       | Raptiva®, Amevive®   |
| Weight loss drugs                         | Xenical®, Meridia®   |
| Rheumatologic drugs                       | Enbrel®, Humira®   |
| Allergy & Asthma                          | Xolair   |
| Cancer Therapy                            | Avastin, Gleevec, Nexavar, Temodar, Tarceva, Tykerb, Sprycel, Sutent |
| Erythroid Stimulants                      | Aranesp, Epogen, Procrit   |

| Drug Class                           | Example medications  |
|--------------------------------------|--|
| Immune Globulins                     | Immune globulins IV (Carimune, Flebogamma, Gamimune, Gammagard, Gammar-IV, Iveegam, Octagam, Panglobulin, Polygam, Privigen, Sandoglobulin Venoglobulin), Immune Globulines SubQ (Vivaglobin)  |
| Interferons                          | Actimmune (interferon gamma-1b), Alferone-N (interferon alpha-n3), Infergen (interferon alpha-con), Intron-A (interferon alpha-2b), Pegasys (Pegylated Interferon Alfa-2a) Peg-Intron (peginterferon alpha-2b), Rebetron (interferon alpha 2b plus ribavirin, Roferon) |
| Misc. Immunomodulatory Agents        | Thalomid, Revlimid   |
| Meloid Stimulants                    | Leukine (sargramostim), Neulast (pegfilgrastim), Neumega (oprelvekin), Neupogen (filgrastim), Nplate (romiplostim)   |
| Pulmonary Arterial Hypertension      | Tracleer, Revatio, Ventavis  |
| Anti Narcoleptic Agents              | Provigil   |
| Misc. Ophthalmic Agents              | Restasis   |
| Select Androgens & Anabolic Steroids | Anabolic Steroids: Anadrol-50 (oxymetholone), Winstrol (stanozolol), Oxandrin (oxandrolone), Nandrolone decanoate injection<br>Androgens, oral and topical: Androgel, Testim (Testosterone gel), Androderm (Testosterone transdermal system) Striant (Testosterone b)  |

The following drugs will require prior authorization by the pharmacy benefit manager beyond the specified limit:

| Drug Class               | Example Medications | Limit   |
|--------------------------|---------------------|---|
| <b>Anti-fungals</b>      | Lamisil®, Sporanox® | 3 months of treatment per 180 days                      |
| <b>Smoking cessation</b> | Zyban®, Nicotrol®   | 3 months of treatment per 12 months                     |
| <b>Migraine therapy</b>  | Imitrex®, Maxalt®   | 4 headaches per month at the maximum daily dose         |
| <b>Vaginitis therapy</b> | Diflucan®           | 300 mg per 30 days                                      |
| <b>Anti-emetics</b>      | Zofran®, Kytril®    | 7 days of treatment per month at the maximum daily dose |
|                          | Emend®              | 1 treatment course per 18 days                          |

As new drugs become available or new indications are approved for already available drugs, the drugs that require prior authorization may be modified.

Contact the pharmacy benefit manager for more information.

### ***What prescription drugs require a coverage review?***

**Qualification by History (step therapy)**—Some medications are covered only for certain uses and/or require certain criteria such as age, sex, or condition (determined by previous claims history) to receive coverage. In these cases, a coverage review will be required if certain criteria cannot be determined from past history. If you know in advance that your prescription requires a coverage review, ask your doctor to call the coverage management team before you go to the pharmacy.

Medications subject to step therapy are:

#### **Step Therapy**

| Drug Therapy                                 | Drug Name/ Category   |
|--|---|
| <b>RSV</b>                                   | Synagis   |
| <b>CNS Stimulants/Strattera/Amphetamines</b> | Amphetamine/Dextroamphetamine combination (Adderall, Adderall XR), Dexamethylphenidate (Focalin, Focalin XR), Dextroamphetamine (Dexedrine, Dexedrine Spansules, Dextrostate), Lisdexamfetamine (Vyvanse™), Methamphetamine (Desoxyn), Methylphenidate (Ritaline) |
| <b>Dermatological - Eczema</b>               | Protopic, Elidel  |
| <b>Pain Management</b>                       | Actiq, Fentora  |

Contact the pharmacy benefit manager for more information.

### ***What prescription drugs require periodic review?***

**Quantity Management**—To ensure safe and effective drug therapy, certain covered medications may have quantity restrictions. These quantity restrictions are based on manufacturer and/or clinically approved guidelines and are **subject to periodic review and change**. Below is a list of these medications.

| Drug Therapy            | Drug Name/ Category   |
|-------------------------|---|
| <b>Fertility Agents</b> | Gonal-F (follitropin alpha), Follistim (follitropin beta), Pergonal, Humegon, Repronex, (menotropin), Fertinex, Bravelle (urofollitropin) |
| <b>Pain Management</b>  | Actiq, Fentora  |
| <b>Sleep Agents</b>     | Hypnotic Agents (Ambien/CR, Lunesta, Rozerem, Sonata)   |

Contact the pharmacy benefit manager for more information.

### ***What prescription drugs and drug supplies are excluded from prescription drug coverage?***

The following drugs and drug supplies are excluded from prescription drug coverage:

- Over-the-counter drugs (including topical contraceptives, nicotine products, vitamins and minerals, nutritional products including enteral products and infant formulas, homeopathic products and herbal remedies)
- Medical equipment
- Ostemy supplies
- Home diagnostic kits
- Emergency contraceptives and IUDs
- All injectables (other than self-administered injectables and injectable drugs in connection with approved infertility treatment)
- Vaccines
- Allergy sera
- Plasma and blood products
- Drugs for cosmetic use
- Prescription products with an over the counter equivalent
- Investigational drugs, experimental use drugs, non-FDA approved drugs

Note, you can obtain non-covered PRESCRIPTION DRUGS through Medco By Mail at a discounted price. You will pay 100% of the discounted price.

### ***Is there a network of pharmacies?***

There is a network of participating retail pharmacies associated with this Plan. The Plan generally pays higher benefits if you use an in-network retail pharmacy.

If you use a non-participating pharmacy, in addition to your COINSURANCE/COPAYMENT, you will be responsible for the cost above the pharmacy benefit manager's negotiated price.

The pharmacy benefit manager provides an online directory of participating pharmacies. You may also call the pharmacy benefit manager.

### ***How do I file a claim for benefits for prescription drugs?***

All prescriptions filled at a participating retail pharmacy require you to provide an ID card for coverage under the Plan. You are responsible for the applicable copayment or coinsurance. Rarely will you need to file a claim with the pharmacy benefit manager (one example may be a prescription filled at retail before you have received your ID card). Should you need to file a claim, contact the pharmacy benefit manager.

Claim forms are also available on the pharmacy benefit manager's website. If you file a claim after 60 days from the date of service, you are responsible for the difference between the discounted in-network price and the out-of-network price. Otherwise, you have 12 months from the date the prescription is filled to submit a claim.

### ***Is there a separate ID card for the prescription drug program?***

There is a separate ID card for the prescription drug program. If you are enrolled in medical coverage, you will automatically be sent a prescription drug ID card in addition to your medical plan ID card. You will be sent one additional prescription ID card if you enroll one or more family members in the program. Each ID card will list the names of all covered family members.

You may request additional ID cards directly from the Claims Administrator.

## **Gender Reassignment Surgery**

### ***Does the Plan cover transgender surgery?***

Transgender surgery is covered for persons that meet all of the following conditions:

- You are at least 18 years old.
- You have been diagnosed with "true" transsexualism.
- You have completed a recognized program at a specialized gender identity treatment center.

## ***What transgender surgery benefits will the Plan pay?***

The Plan will provide medically necessary benefits in connection with transgender surgery including transgender surgery travel expenses. The maximum individual limit is \$50,000.

Call the Claims Administrator at the number on the back of your ID card for specifics on what is covered and excluded by the Plan.

## **Detailed List of Covered Services**

The Plan covers medically necessary covered services and supplies for the diagnosis and treatment for an illness or injury. The Claims Administrator determines whether the service or supply is covered and determines the amount to be reimbursed.

Most services and supplies are subject to a COPAYMENT.

You will only receive coverage if you use an in-network provider.

Some services require you to obtain preauthorization from the Claims Administrator.

| Benefit                            | Coverage   |
|------------------------------------|--|
| <b>Alcohol and substance abuse</b> | Preauthorization is required for both detoxification and rehabilitation.<br><b><i>Inpatient and Residential* Treatment Facility:</i></b><br>Detoxification: Plan pays 100% after the \$250 copayment per hospital/residential treatment facility admission<br>Rehabilitation: Plan pays 100% after the \$250 copayment per hospital/residential treatment facility admission<br>*Detoxification and Rehabilitation have a residential treatment facility maximum of 120 days per calendar year.<br><b><i>Outpatient:</i></b><br>Rehabilitation: Plan pays 100% after the \$40 specialist copayment per visit |
| <b>Allergy tests</b>               | Plan pays 100% after the \$20 copayment in a primary physician's office or the \$40 specialist copayment in a specialist's office  |
| <b>Allergy treatment</b>           | Plan pays 100% after the \$20 copayment in a primary physician's office or the \$40 specialist copayment in a specialist's office  |
| <b>Alternative medicine</b>        | Not covered  |
| <b>Ambulance charges</b>           | Plan pays 100% with no copayment for medically necessary emergencies   |
| <b>Artificial insemination</b>     | Plan pays 100% with no copayment<br>Subject to Plan limitations  |
| <b>Chiropractors</b>               | Plan pays 100% after the \$40 copayment per visit for up to 20 visits per calendar year  |
| <b>Contraceptive devices</b>       | Plan pays 100% after the \$20 copayment in primary physician's office (including an OB/GYN), \$40 copayment in specialist's office and \$50 copayment in OUTPATIENT facility   |

| Benefit  | Coverage  |
|--|---|
| <b>Cosmetic surgery</b>                          | Not covered   |
| <b>Dental treatment</b>                          | Not covered except for extraction of impacted wisdom teeth and injury to sound and natural teeth, but only if treatment is finished within 12 months of the date of injury  |
| <b>Doctor delivery charge for newborns</b>       | Plan pays 100% after the \$250 hospital copayment   |
| <b>Durable medical equipment</b>                 | Plan pays 100% with no copayment if prescribed by a physician; preauthorization is required for purchases and rentals over \$1,000  |
| <b>Emergency room</b>                            | Plan pays 100% after the \$75 copayment (applied to the \$250 hospital copayment if admitted within 24 hours) for life-threatening injury or illness<br>You must contact the Claims Administrator within 48 hours of an emergency hospital admission  |
| <b>Gynecology visits</b>                         | Plan pays 100% after the \$20 copayment<br>Plan pays 100% for one routine exam per calendar year  |
| <b>Hearing care</b>                              | Plan pays 100% after the \$20 copayment in a primary physician's office or the \$40 copayment in a specialist's office for treatment as a result of injury or illness<br>No coverage for hearing aids or routine hearing care   |
| <b>Home health care</b>                          | Plan pays 100% with no copayment and a maximum benefit of 50 visits per calendar year for homebound patients<br>(Maximum of 120 visits per calendar year, with a nurse shift of 4 hours or less equal to 1 visit, and a nurse shift of more than 4 hours and up to 8 hours equal to 2 visits)<br>Preauthorization is required |
| <b>Hospice care</b>                              | Plan pays 100% with no copayment<br>Preauthorization is required  |
| <b>Immunizations (routine)</b>                   | Plan pays 100% with no copayment<br>Immunizations for travel are not covered  |
| <b>Infertility treatment</b>                     | Plan pays 100% for diagnosis and treatment after the \$20 copayment in primary physician's office (including an OB/GYN) and \$40 copayment in specialist's office<br>Plan pays 100% for assisted reproduction procedures and in vitro fertilization with no copayment<br>Subject to Plan limits                               |
| <b>Inpatient hospital and physician services</b> | Plan pays 100% after the \$250 hospital copayment per hospital admission<br>Preauthorization is required  |
| <b>Laboratory charges</b>                        | Plan pays 100% with no copayment  |
| <b>Mammograms</b>                                | Plan pays 100% with no copayment<br>Plan limits apply   |



| Benefit  | Coverage  |
|--|---|
| <b>Mastectomy - reconstructive surgery</b>       | Plan pays 100% with \$250 hospital copayment  |
| <b>Maternity hospital stay</b>                   | Plan pays 100% after the \$250 hospital copayment<br>Preauthorization is required   |
| <b>Mental health</b>                             | <b><i>Inpatient and Residential** Treatment Facility:</i></b><br>Plan covers inpatient treatment at 100% after the \$250 copayment per hospital/residential treatment facility admission<br>Preauthorization is required<br><b>**Mental health has a residential treatment facility maximum of 120 days per calendar year.</b><br><b><i>Outpatient:</i></b><br>Plan covers Outpatient treatment at 100% after the \$40 specialist copayment per visit |
| <b>Occupational therapy</b>                      | Plan pays 100% after the \$40 specialist copayment per visit for up to 60 visits per calendar year (combined 60-visit maximum with physical therapy and speech therapy)   |
| <b>Organ transplant</b>                          | Plan pays 100% after the \$250 hospital copayment<br>Preauthorization is required<br>Organ donor search is covered  |
| <b>Outpatient physician services</b>             | Plan pays 100% after the \$20 copayment for a primary physician office visit or the \$40 copayment for a specialist office visit  |
| <b>Physical exams for adults age 19 and over</b> | Plan pays 100% with no copayment (once per calendar year)   |
| <b>Physical exams for children</b>               | Plan pays 100% with no copayment as follows:<br>Birth to 1 year: 7 visits<br>1 <sup>st</sup> year to 3 <sup>rd</sup> Birthday: 3 visits<br>3 <sup>rd</sup> year to 19 <sup>th</sup> Birthday: One visit each calendar year  |
| <b>Physical therapy</b>                          | Plan pays 100% after the \$40 specialist copayment per visit for up to 60 visits per calendar year (combined 60-visit maximum with occupational therapy and speech therapy)   |
| <b>Pregnancy termination</b>                     | Plan pays 100% after the \$250 hospital copayment (preauthorization is required) or the \$50 surgical copayment if performed on an Outpatient basis   |
| <b>Prenatal visits</b>                           | Plan pays 100% after the \$20 copayment for the initial obstetrics visit. There is no copayment for subsequent visits   |
| <b>Prostate specific antigen test - PSA</b>      | Plan pays 100% with no copayment<br>Plan limits apply   |
| <b>Prescription drugs</b>                        | There is a pharmacy network for retail and Medco by Mail for mail order PRESCRIPTION DRUGS.   |

| Benefit  | Coverage  |
|--|---|
| <b>Sex Transformation Operation (and related services)</b> | Call the Claims Administrator at the number on the back of your ID card for specifics on what is covered and excluded by the Plan.  |
| <b>Skilled Nursing Facility</b>                            | 100% with no copayment for up to 120 days per calendar year<br>Preauthorization is required   |
| <b>Speech therapy</b>                                      | Plan pays 100% after the \$40 specialist copayment per visit for up to 60 visits per calendar year (combined 60-visit maximum with occupational therapy and physical therapy)                                 |
| <b>Surgery</b>   | <b>Inpatient:</b><br>Plan pays 100% after the \$250 hospital copayment per admission; preauthorization is required<br><b>Outpatient:</b><br>Plan pays 100% after the \$50 surgical copayment                  |
| <b>Tubal ligation</b>                                      | <b>Inpatient:</b><br>Plan pays 100% after the \$250 hospital copayment; preauthorization is required<br><b>Outpatient:</b><br>Plan pays 100% after the \$50 copayment<br>Reversals are not covered            |
| <b>Urgent care facility</b>                                | Plan pays 100% after the applicable copayment   |
| <b>Vasectomy</b>   | <b>Inpatient:</b><br>Plan pays 100% after the \$250 hospital copayment<br>Preauthorization is required<br><b>Outpatient:</b><br>Plan pays 100% after the \$50 surgical copayment<br>Reversals are not covered |
| <b>Vision care</b>   | Plan pays 100% after the \$20 copayment in a primary physician's office or the \$40 copayment in a specialist's office for treatment as a result of injury or illness<br>No coverage for routine vision care  |
| <b>X-rays</b>  | Plan pays 100% with no copayment  |

## What's Not Covered

The Plan will not pay benefits for any of the services, treatments, items or supplies described in this section, even if either of the following is true:

- It is recommended or prescribed by a physician.
- It is the only available treatment for your condition.

The Claims Administrator may modify this list at their discretion, and you will be notified of any such change.

## Alternative Treatments

- Acupressure
- Acupuncture (except when it is performed by a physician as a form of anesthesia in connection with surgery that is covered under this Plan)
- Aroma therapy
- Hypnotism
- Massage therapy
- Rolfing
- Other forms of alternative treatment as defined by the Office of Alternative Medicine of the National Institutes of Health.

## Comfort or Convenience

- Television
- Telephone
- Beauty/barber service
- Guest service
- Supplies, equipment and similar incidental services and supplies for personal comfort. Examples include:
  - Air conditioners
  - Air purifiers and filters
  - Batteries and battery charges
  - Dehumidifiers
  - Humidifiers

- Devices and computers to assist communication and speech
- Home remodeling to accommodate a health need (such as, but not limited to, ramps and swimming pools)

## Dental

- Dental care except when necessary because of accidental damage to an unrestored tooth. Such services must be performed by a Doctor of Dental Surgery (DDS) or Doctor of Medical Dentistry (DMD). Dental services for final treatment to repair the damage must be started within three months of the accident and completed in the calendar year or within the following calendar year.
- Preventive care, diagnosis, treatment of or related to the teeth, jawbones or gums. Examples include all of the following:
  - Extraction, restoration and replacement of teeth
  - Medical or surgical treatments of dental conditions
  - Services to improve dental clinical outcomes
- Dental implants
- Dental braces
- Dental X-rays, supplies and appliances and all associated expenses, including hospitalization and anesthesia. The only exceptions to this are for any of the following:
  - Transplant preparation
  - Initiation of immunosuppressives
  - The direct treatment of acute traumatic injury, cancer or cleft palate
- Treatment of congenitally missing, malpositioned or super numerary teeth, even if part of a congenital anomaly

## Drugs

- Over-the-counter drugs and treatments

## Experimental or Investigational Services or Unproven Services

Medical, surgical, diagnostic, psychiatric, substance abuse or health care services, technologies, supplies, treatments, procedures, drug therapies or devices that, at the time the Claims Administrator makes a determination regarding coverage in a particular case, are determined to be any of the following:

- Not approved by the U.S. Food and Drug Administration (FDA) to be lawfully marketed for the proposed use and not identified in the American Hospital Formulary Service or the United States Pharmacopeia Dispensing Information as appropriate for the proposed use
- Subject to review and approval by any institutional review board for the proposed use
- The subject of an ongoing clinical trial that meets the definition of a Phase 1, 2 or 3 clinical trial set forth in the FDA regulations, regardless of whether the trial is actually subject to FDA oversight

## Foot Care

- Except when needed for severe systemic disease:
  - Routine foot care (including the cutting or removal of corns and calluses)
  - Nail trimming, cutting, or debriding (surgical removal of tissue)
- Hygienic and preventive maintenance foot care. Examples include the following:
  - Cleaning and soaking the feet
  - Applying skin creams in order to maintain skin tone
  - Other services that are performed when there is not a localized illness, injury or symptom involving the foot
- Treatment of flat feet
- Treatment of subluxation (partial dislocation) of the foot
- Shoe orthotics

## Medical Supplies and Appliances

- Devices used specifically as safety items or to affect performance in sports-related activities
- Prescribed or non-prescribed medical supplies and disposable supplies. Examples include:
  - Elastic stockings

- Ace bandages
- Gauze and dressings
- Ostomy supplies
- Orthotic appliances that straighten or re-shape a body part (including some types of braces)

Tubings, nasal cannulas, connectors and masks are not covered except when used with durable medical equipment

## Mental Health/Substance Abuse

- Services performed in connection with conditions not classified in the current edition of the Diagnostic and Statistical Manual of the American Psychiatric Association
- Services for mental health and substance abuse that extend beyond the period necessary for short-term evaluation, diagnosis, treatment or crisis intervention
- Treatment for conduct and impulse control disorders, personality disorders, paraphilias and other mental illnesses that will not substantially improve beyond the current level of functioning, or that are not subject to favorable modification or management according to prevailing national standards of clinical practice, as reasonably determined by the Plan's preauthorization review service
- Services utilizing methadone treatment as maintenance, L.A.A.M. (1-Alpha-Acetyl-Methadol), Cyclazocine, or their equivalents
- Treatment provided in connection with or to comply with commitments, police detentions and other similar arrangements, unless authorized by the Plan's preauthorization review service
- Services incurred for behavioral health treatment in a residential facility, which are paid the same as behavioral health inpatient benefits
- Services or supplies for the diagnosis or treatment of mental illness, alcoholism or substance disorders that, in reasonable judgment of the Plan's preauthorization review service, are any of the following:
  - Not consistent with prevailing national standards of clinical practice for the treatment of such conditions
  - Not consistent with prevailing professional research demonstrating that the services or supplies will have a measurable and beneficial health outcome
  - Typically do not result in outcomes demonstrably better than other available treatment alternatives that are less intensive or more cost effective
  - Not consistent with the Plan's preauthorization review service's guidelines or best practices as modified from time to time

The Plan's preauthorization review service may consult with professional clinical consultants, peer review committees or other appropriate sources for recommendations and information regarding whether a service or supply meets any of these criteria

- Pastoral counselors
- Education and experimental investigational treatments provided in connection with autism
- Treatment provided in connection with tobacco dependency in excess of three months per calendar year
- Routine use of psychological testing without specific authorization

## Nutrition

- Megavitamin and nutrition based therapy
- Nutritional counseling for either individuals or groups, including weight loss programs, health clubs and spa programs, health clubs and spa programs except when necessary in treating chronic disease states in which dietary adjustment has a therapeutic role and is prescribed by a physician and furnished by a provider (e.g., a registered dietician, licensed nutritionist or other qualified licensed health provision) recognized under the plan.
- Nutritional and electrolyte supplements, including infant formula, donor breast milk, nutritional supplements, dietary supplements, diets for weight control or treatment of obesity (including liquid diets or food), food of any kind (diabetic, low fat, cholesterol), oral vitamins, and oral minerals except when sole source of nutrition or except when a certain nutritional formula treats a specific inborn error of metabolism

## Physical Appearance

- Cosmetic procedures. Examples include:
  - Pharmacological regimens (e.g., systematic course of drugs), nutritional procedures or treatments
  - Scar or tattoo removal or revision procedures (such as salabrasion, chemosurgery and other such skin abrasion procedures)
  - Skin abrasion procedures performed as a treatment for acne
  - Orthognathic surgery, for cosmetic reasons
- Replacement of an existing breast implant if the earlier breast implant was performed as a cosmetic procedure. Note: Replacement of an existing breast implant is considered reconstructive if the initial breast implant followed mastectomy

- Physical conditioning programs such as athletic training, body-building, exercise, fitness, flexibility, and diversion or general motivation
- Weight loss programs whether or not they are under medical supervision. Weight loss programs for medical reasons are also excluded

Wigs are generally excluded except in cases of hair loss due a severe medical condition or treatment

## Providers

- Services performed by a provider who is a family member by birth or marriage, including spouse, brother, sister, parent or child. This includes any service the provider may perform on himself or herself
- Services performed by a provider with your same legal residence
- Services provided at a free-standing or hospital-based diagnostic facility without an order written by a physician or other provider. Services that are self-directed to a free-standing or hospital-based diagnostic facility. Services ordered by a physician or other provider who is an employee or representative of a free-standing or hospital-based diagnostic facility, when that physician or other provider:
  - Has not been actively involved in your medical care prior to ordering the service, or
  - Is not actively involved in your medical care after the service is received

This exclusion does not apply to mammography testing

## Reproduction

- Health services and associated expenses for infertility treatments (except those described under Infertility Treatment)
- Surrogate parenting
- The reversal of voluntary sterilization
- Fees or direct payment to a donor for sperm or ovum donations
- Monthly fees for maintenance and / or storage of frozen embryos



## Services Provided under Another Plan

- Health services for which other coverage is required by federal, state or local law to be purchased or provided through other arrangements. This includes, but is not limited to, coverage required by workers' compensation, no-fault auto insurance, or similar legislation. If coverage under workers' compensation or similar legislation is optional for you because you could elect it, or could have it elected for you, benefits will not be paid for any injury, sickness or mental illness that would have been covered under workers' compensation or similar legislation had that coverage been elected
- Health services for treatment of military service-related disabilities, when you are legally entitled to other coverage and facilities are reasonably available to you
- Health services while on active military duty

## Transplants

- Health services for organ and tissue transplants, except those described under Organ Transplants
- Health services connected with the removal of an organ or tissue from you for purposes of a transplant to another person (Donor costs for removal are payable for a transplant through the organ recipient's benefits under the Plan)
- Health services for transplants involving mechanical or animal organs
- Any solid organ transplant (e.g. heart, lung, etc.; not blood, bone marrow, etc.) that is performed as a treatment for cancer
- Any multiple organ transplant not listed as a covered service

## Travel

- Health services provided in a foreign country, unless required as emergency health services
- Travel or transportation expenses to and from your home, even though prescribed by a physician.
- Some travel expenses related to covered transplantation services may be reimbursed at the Claims Administrator's discretion

## Vision and Hearing

- Purchase cost of eye glasses, contact lenses, or hearing aids
- Fitting charge for hearing aids, eye glasses or contact lenses
- Surgery that is intended to allow you to see better without glasses or other vision correction, including radial keratotomy, laser, and other refractive eye surgery

## Work-Related Accident and Illness

- The Plan does not cover work-related accidents or illnesses. Work-related accidents and illnesses should be reported as soon as they occur to your Human Resources representative for consideration under the Worker's Compensation program.

## All Other Exclusions

- Health services and supplies that do not meet the definition of a Covered Service
- Physical, psychiatric or psychological exams, testing, vaccinations, immunizations or treatments that are otherwise covered under the Plan when:
  - Required solely for purposes of career, education, sports or camp, travel, employment, insurance, marriage or adoption
  - Related to judicial or administrative proceedings or orders
  - Conducted for purposes of medical research
- Required to obtain or maintain a license of any type
- Treatment for insomnia and other sleep disorders, dementia, neurological disorders and other disorders without a known physical basis
- Health services received after the date your coverage under the Plan ends, including health services for medical conditions arising before the date your coverage under the Plan ends
- Health services for which you have no legal responsibility to pay, or for which a charge would not ordinarily be made in the absence of coverage under the Plan
- In the event that a non-network provider waives copayments and/or the annual DEDUCTIBLE for a particular health service, no benefits are provided for the health service for which the copayments and/or annual deductible are waived
- Charges in excess of eligible expense or in excess of any specified limitation
- Speech therapy except as required for treatment of a speech impediment or speech dysfunction that results from injury, stroke, or a congenital anomaly
- Custodial care
- Domiciliary care (e.g., group living arrangements)
- Private duty nursing
- Respite care
- Rest cures
- Psychosurgery (brain surgery to treat psychiatric symptoms)

- Treatment of benign gynecomastia (abnormal breast enlargement in males)
- Medical and surgical treatment of excessive sweating (hyperhidrosis)
- Medical and surgical treatment for snoring, except when provided as a part of treatment for documented obstructive sleep apnea
- Appliances for snoring
- Any charges for missed appointments, room or facility reservations, completion of claim forms or record processing
- Any charges higher than the reasonable and customary charge
- Any charge for services, supplies or equipment advertised by the provider as free
- Any charges by a provider sanctioned under a federal program for reason of fraud, abuse or medical competency
- Any charges prohibited by federal anti-kickback or self-referral statutes
- Any additional charges submitted after payment has been made and your account balance is zero
- Any charges by a resident in a teaching hospital where a faculty physician did not supervise services
- Outpatient rehabilitation services, spinal treatment or supplies including, but not limited to spinal manipulations by a chiropractor or other doctor, for the treatment of a condition which ceases to be therapeutic treatment and is instead administered to maintain a level of functioning or to prevent a medical problem from occurring or reoccurring
- Spinal treatment, including chiropractic and osteopathic manipulative treatment, to treat an illness, such as asthma or allergies
- Speech therapy to treat stuttering, stammering, or other articulation disorders

## Filing a Claim

### ***How do I file a claim for benefits?***

If you use an in-network provider, in almost all cases, you do not have to file a claim form. The providers will file a claim directly with the Claims Administrator. One exception may be approved emergency care obtained out-of-network. In the very rare cases that you might need to file a claim, contact the Claims Administrator.

If you receive services from a provider who does not participate in the network, those services will not be covered. Out-of network benefits are not covered under the EPO Plan except in an emergency.

### ***How do I file a prescription drug claim form?***

All prescriptions filled at a participating retail pharmacy require you to provide an ID card for coverage under the Plan. You are responsible for the applicable COPAYMENT or COINSURANCE. Rarely will you need to file a claim with the pharmacy benefit manager (one example may be a prescription filled at retail before you have received your ID card). Should you need to file a claim, contact the pharmacy benefit manager.

Claim forms also are available on the pharmacy benefit manager's website. If you file a claim after 60 days from the date of service you are responsible for the difference between the discounted and undiscounted price. Otherwise, you have 12 months from the date the prescription was filled to submit a claim.

### ***Can I be reimbursed for claims incurred outside the United States?***

No, you can not be reimbursed for services incurred outside the U.S. unless they are considered emergency services. If you incur eligible emergency medical expenses while living or traveling outside of the U.S., you must contact the Claims Administrator to receive an international claims form. The form must be submitted with the original claim, itemized bill and medical records. The bill must be in English with a conversion of currency to U.S. dollars. Eligible prescription drug expenses will be processed using an equivalent national drug code (NDC) and will be subject to the standard prescription drug claim processing rules.

Note: Due to the complexity of international bills, the Claims Administrator may require additional time to process your claims.

You have 12 months following the date the expense was incurred to file a claim.

### ***For Flexible Spending Account Reimbursement***

If you participate in the Health Care Flexible Spending Account and do not have a covered domestic partner, once your medical claim is processed, the Claims Administrator will automatically process your claim for reimbursement under your Health Care Flexible Spending Account.

If you cover a domestic partner or you receive services that are not covered under the Plan, your claims cannot be automatically reimbursed. Rather, you must submit a Flexible Spending Account (FSA) Claim Form.

### ***Appealing a Claim***

There are special rules, procedures and deadlines that apply to appeals of benefit determinations and denied claims and you have special legal rights under ERISA. Please refer to the **Administrative Information** section for a description of the appeal process.

## Glossary

### ACTIVE WORK STATUS

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You must be actively-at-work during your approved scheduled work week and not on any type of leave.

### ACTIVELY AT WORK

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You are “actively at work” if you are fulfilling your job responsibilities at a Company-approved location on the day coverage is supposed to begin (e.g., you are not out ill or on a leave of absence).

### AFTER-TAX (POST-TAX) CONTRIBUTIONS

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Contributions taken from your paycheck after taxes are withheld.

### APPROVED SPOUSE AND DOMESTIC PARTNER

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Adding a spouse or same gender or opposite gender domestic partner to certain benefits coverage is permitted upon employment or during the Annual Enrollment period for coverage effective the following January 1<sup>st</sup> if you satisfy the plans’ criteria, or immediately upon satisfying the plans’ criteria if you previously did not qualify. To obtain spousal or domestic partner coverage, you will need to complete an Affidavit of Eligible Family Membership via MMC Benefits Online declaring that:

#### *Spouse / Domestic Partner*

- You have already received a marriage license from a U.S. state or local authority, or registered your domestic partnership with a U.S. state or local authority; or

#### *Spouse Only*

- Although not registered with a U.S. state or local authority, your relationship constitutes a marriage under U.S. state or local law (e.g. common law marriage or a marriage outside the U.S. that is honored under U.S. state or local law).

#### *Domestic Partner Only*

- Although not registered with a U.S. state or local authority, your relationship constitutes an eligible domestic partnership. To establish that your relationship constitutes an eligible domestic partnership you and your domestic partner must:
  - be at least 18 years old
  - not be legally married, under federal law, to each other or anyone else or part of another domestic partnership during the previous 12 months
  - currently be in an exclusive, committed relationship with each other that has existed for at least 12 months and is intended to be permanent
  - currently reside together, and have resided together for at least the previous 12 months, and intend to do so permanently, and
  - have agreed to share responsibility for each other’s common welfare and basic financial obligations
  - not related by blood to a degree of closeness that would prohibit marriage under applicable state law.

- MMC reserves the right to require documentary proof of your domestic partnership or marriage at any time, for the purpose of determining benefits eligibility. If requested, you must provide documents verifying the registration of your domestic partnership with a state or local authority, your cohabitation and/or mutual commitment, or a marriage license that has been approved by a state or local government authority.

Once your Affidavit of Eligible Family Membership is completed and processed, you may cover the dependent child(ren) of your spouse or domestic partner.

#### [BEFORE-TAX \(PRE-TAX\) CONTRIBUTIONS](#)

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Contributions taken from your paycheck generally before Social Security (FICA and Medicare) and federal unemployment insurance (FUTA) taxes and other applicable federal, state, and other income taxes are withheld.

#### [CLAIMS ADMINISTRATOR/PHARMACY BENEFIT MANAGER](#)

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Vendor that administers the Plan and processes claims; the vendor's decisions are final and binding.

#### [COINSURANCE](#)

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The percentage of expenses you are responsible for paying after you meet your deductible.

#### [CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT \(COBRA\)](#)

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A Federal law that lets you and your eligible family members covered by a group health plan extend group health coverage temporarily, at their own expense, at group rates plus an administrative fee, in certain circumstances when their coverage would otherwise end due to a "qualifying event", as defined under COBRA.

- A "qualifying event" under COBRA includes loss of coverage as a result of your leaving the Company (other than for gross misconduct); a reduction in hours, your death, divorce or legal separation; your eligibility for Medicare, or a dependent child's loss of dependent status; or, if you are a retiree, loss of coverage due to the Company filing for bankruptcy.

#### [COORDINATION OF BENEFITS](#)

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You or a covered family member may be entitled to benefits under another group health plan (such as a plan sponsored by your spouse's employer) that pays part or all of your health treatment costs. If this is the case, benefits from this plan will be "coordinated" with the benefits from the other plan. In addition to having your benefits coordinated with other group health plans, benefits from this plan are coordinated with "no fault" automobile insurance and any payments recoverable under any workers' compensation law, occupational disease law or similar legislation.

#### [COPAYMENT](#)

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The flat dollar amount you pay for a certain type of health care expense.

## COVERED SERVICE(S)

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Medically necessary health services provided for the purpose of preventing, diagnosing or treating a sickness, injury, mental illness, substance abuse, or their symptoms.

Covered health services must be provided:

- when the plan is in effect
- prior to the effective date of any of the individual termination conditions set forth in this Summary Plan Description
- only when the person who receives services is a covered person and meets all eligibility requirements specified in the plan

Decisions about whether to cover new technologies, procedures and treatments will be consistent with conclusions of prevailing medical research based on well-conducted randomized trials or group studies.

The Claims Administrator determines only the extent to which a service or supply is covered under the plan and not whether the service or supply should be rendered. The coverage determination is made using the descriptions of covered charges included in this section and the Claims Administrator's own internal guidelines. The decision to accept a service or obtain a supply is yours.

## DEDUCTIBLE

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The amount of out-of-pocket expenses you must pay for covered services before the plan pays any expenses.

## DISABILITY

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A physical or mental impairment that substantially limits one or more of an individual's major life activities.

## DURABLE MEDICAL EQUIPMENT

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Durable medical equipment is equipment that is:

- for repeated use and is not a consumable or disposable item
- used primarily for a medical purpose, and
- appropriate for use in the home

## ELIGIBLE FAMILY MEMBERS

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Child/Dependent Child means:

- your natural child
- a child for whom you are the legally appointed guardian with full financial responsibility
- the child of an approved domestic partner
- your stepchild
- your unmarried child over the limiting age, who is incapable of self support by reason of a total physical or mental disability as determined by the Claims Administrator
- your legally adopted child or a child or child placed with you for adoption

For your child to be covered, your child must be:

- dependent on you for maintenance and support, and
- under 19 years of age or
- under 25 years of age if a full-time student in a college or other accredited institution (generally those with 12 or more accredited hours of course work per semester, or full-time as determined by the school) and not employed on a full-time basis and
- unmarried

The Company has the right to require documentation to verify dependency (such as a copy of the court order appointing legal guardianship). Company medical coverage does not cover foster children or other children living with you, including your grandchildren, unless you are their legal guardian with full financial responsibility - that is, you or your spouse claims them as a dependent on your annual tax return.

#### ELIGIBLE KROLL EMPLOYEES

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As used throughout this document, "Kroll Employees" are defined as employees classified on payroll as U.S. full-time regular employees of Kroll, Inc. or any of its subsidiaries.

#### ELIGIBLE MMA EMPLOYEES

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As used throughout this document, "MMA Employees" are defined as employees classified on payroll as U.S. regular employees of MMA Corporate, the NIA Agency or the Brady & Company Agency.

#### ELIGIBLE MMC EMPLOYEES (OTHER THAN KROLL OR MMA)

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As used throughout this document, "MMC Employees (other than Kroll or MMA)" are defined as employees classified on payroll as U.S. regular employees of MMC or any subsidiary or affiliate of MMC (other than Kroll Inc., and any of its subsidiaries or MMA and any of its subsidiaries).

#### ELIGIBLE RETIREE

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An employee is eligible for coverage under this plan if he/she is a U.S. regular employee of MMC or any subsidiary or affiliate of MMC (other than Kroll, Inc., and any of its subsidiaries or MMA and any of its subsidiaries) who terminates employment with five or more years of vesting service at age 55 or later, or at age 65 and eligible for active employee medical coverage at retirement or is a current retiree under age 65 enrolled in retiree medical coverage.

When you or a covered family member reach age 65 or become eligible for Medicare, you and your covered family members are no longer eligible for coverage under this plan.

#### EVIDENCE OF INSURABILITY (EOI)

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Evidence of Insurability (EOI) is proof of good health and is generally required if you do not enroll for coverage when you first become eligible. If the coverage level you are requesting requires such evidence or if you are increasing coverage. Establishing EOI may require a physical examination at the employee's expense. The EOI must be provided to and approved by the insurer/vendor before coverage can go into effect.

#### EXPLANATION OF BENEFITS (EOB)

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A summary of benefits processed by the Claims Administrator.



### FULL-TIME REGULAR EMPLOYEE OF KROLL

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Employees that were not hired to perform short term projects, special programs of a temporary nature and will not be terminated from employment upon completion of their assignment.

### GLOBAL BENEFITS DEPARTMENT

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Refers to MMC's Global Benefits Department, located at 121 River Street, Hoboken, NJ 07030.

### HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

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A Federal law, HIPAA imposes requirements on employer health plans concerning the use and disclosure of individual health information.

### HOSPICE

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A hospice is an institution that provides counseling and medical services that could include room and board to terminally ill individuals. The hospice must have required state or governmental Certificate of Need approval and must provide 24 hour-a-day service under the direct supervision of a physician. The staff must include a registered nurse, a licensed social service worker and a full-time claims administrator. If state licensing exists, the hospice must be licensed.

### IN-NETWORK PROVIDERS

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Preferred health care providers who have agreed to charge reduced fees to members.

### INPATIENT

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A covered individual who is admitted to a covered facility for an overnight stay either by a physician or from the emergency room.

### LIFE THREATENING ILLNESS OR INJURY - EMERGENCY ROOM COVERAGE

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An emergency medical condition is a medical condition manifesting itself by acute symptoms of sufficient severity (including severe pain) such that a prudent layperson (including the parent of a minor child or the guardian of a disabled individual), who possesses an average knowledge of health and medicine could reasonably expect the absence of immediate medical attention to result in:

- placing the health of the individual (or, with respect to a pregnant woman, the health of the woman and her unborn child) in serious jeopardy
- serious impairment to bodily functions
- serious dysfunction of any bodily organ or part

Some examples of emergencies:

- heart attack, suspected heart attack or stroke
- suspected overdose of medication
- poisoning
- severe burns
- severe shortness of breath

- high fever (103 degrees or higher), especially in infants
- uncontrolled or severe bleeding
- loss of consciousness
- severe abdominal pain
- persistent vomiting
- severe allergic reactions

The plan covers emergency services necessary to screen and stabilize a member when:

- a primary care physician or specialist physician directs the member to the emergency room
- a plan representative (employee or contractor) directs the member to the emergency room
- the member acting as a prudent layperson and a reasonable person would reasonably have believed that an emergency condition existed

#### [LIFETIME MAXIMUM](#)

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The maximum amount of benefits payable during a person's lifetime for such person covered under the plan.

#### [MMC BENEFITS ON-LINE](#)

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MMC's PeopleLink Website which contains access to your personalized home page. Go to the Enterprise Menu (upper left) and click on the MMC Benefits Online heading; then click the MMC Benefits Online link. Next, follow the appropriate path to this transaction.

#### [MMC MEDICAL PLANS AND MEDICARE PRESCRIPTION DRUG COVERAGE FOR RETIREES AND DISABLED EMPLOYEES](#)

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MMC newsletter that provides an overview of how Medicare Part D could affect your MMC prescription drug coverage. It highlights issues you'll want to think about as you consider your prescription drug options.

The U.S. Federal government's health insurance program, administered by the Social Security Administration, that pays certain hospital and medical expenses for those who qualify, primarily those who are over age 65 or under age 65 and are totally and permanently disabled. Medicare coverage is available regardless of income level. The program is government subsidized and operated.

#### [NOTICE OF CREDITABLE COVERAGE](#)

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The Medicare Modernization Act (MMA) requires all group health plan sponsors that offer prescription drug coverage to provide notices to covered employees, retirees, and their dependents who are eligible for Medicare's new prescription drug benefit (Part D). A link to this Notice is contained in the summary plan description.

#### [MEDICARE](#)

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The U.S. Federal government's health insurance program, administered by the Social Security Administration, that pays certain hospital and medical expenses for those who qualify, primarily those who are over age 65 or under age 65 and are totally and permanently disabled. Medicare coverage is available regardless of income level. The program is government subsidized and operated.

## NON-CUSTODIAL CARE

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Non-custodial care is skilled nursing care or physical, occupational, or speech therapy visits rendered by an agency or organization licensed or certified as a home health care agency in the state where the health care is given.

## OUT-OF-NETWORK PROVIDERS

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Health care providers who are not in-network providers and do not charge reduced fees. Except in an emergency or when needed for urgent care services, you do not receive benefits if you receive care outside the network.

## OUT-OF-POCKET MAXIMUM

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The maximum amount you have to pay (excluding your contributions to participate in the plan) toward the cost of your medical care in the course of one year. There are some services and charges that do not count towards the out-of-pocket maximum, such as amounts exceeding plan limits, amounts exceeding the network negotiated price for prescription drugs, amounts your physician or health care provider may charge above the reasonable and customary charge, speech therapy for a child, outpatient mental health treatment and outpatient alcohol and substance abuse treatment.

## OUTPATIENT

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Treatment/care received by a covered individual at a clinic, emergency room or health facility without being admitted as an overnight patient.

## PREAUTHORIZATION/PRE CERTIFICATION/UTILIZATION REVIEW

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A review service that helps ensure you receive proper treatment and services and that these services are provided in the appropriate setting.

## PREDETERMINATION OF BENEFITS

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This feature helps you estimate how much the Plan may pay (subject to your deductible and Plan maximum at the time the estimate is provided) before you begin treatment. It is intended to avoid any misunderstanding about coverage or reimbursement, and it is not intended to interfere with your course of treatment.

## PRE-EXISTING CONDITION

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A health problem you had and received treatment for before your current benefit elections took effect.

## PRESCRIPTION DRUGS

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- **Formulary/Brand Name (Preferred) Prescription Drugs.** A comprehensive list of preferred brand-name drug products that are covered under the plan. Preferred drugs are selected based on safety, effectiveness, and cost.
- **Generic Prescription Drugs.** Prescription drugs, whether identified by chemicals, proprietary or non-proprietary name, that are accepted by the FDA as therapeutically effective and interchangeable with drugs having an identical amount of the same active ingredient as its brand name equivalent.
- **Non-Formulary (Non-Preferred) Prescription Drugs.** Prescription drugs that do not appear on the formulary list are considered non-formulary or non-preferred; these drugs may either be excluded from coverage or may cost more.

## PREVENTIVE/WELLNESS CARE

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Annual examinations or routine care covered under the plan; care that prevents or slows the course of an illness or disease or care that maintains good health.

## QUALIFIED FAMILY STATUS CHANGE (STATUS CHANGE, QUALIFIED CHANGE IN FAMILY STATUS)

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An event that changes your benefit eligibility. For example, getting married and having a child or your spouse or dependent lose other coverage. You can make certain changes to your before-tax benefit elections that are due to and consistent with the change in family status.

## QUALIFIED MEDICAL CHILD SUPPORT ORDER (QMCSO)

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A court order, judgment or decree that (1) provides for child support relating to health benefits under a plan with respect to the child of a group health plan participant or requires health benefit coverage of such child in such plan and is ordered under state domestic relations law or (2) is made pursuant to a state medical child support law enacted under Section 1908 of the Social Security Act. A QMCSO is usually issued requiring you to cover your child under your health care plan when a parent receiving post-divorce custody of the child is not an employee.

## QUALIFYING EVENT

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A “qualifying event” under COBRA includes loss of coverage as a result of your leaving the Company (other than for gross misconduct); a reduction in hours, your death, divorce or legal separation; your eligibility for Medicare, or a dependent child’s loss of dependent status; or, if you are a retiree, loss of coverage due to the Company filing for bankruptcy.

## REASONABLE & CUSTOMARY (R&C) CHARGES/FEES

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Charges/fees that do not exceed the prevailing charges for comparable services in your provider’s area. The Claims Administrator determines these limits based on the complexity of the service, the range of services provided and the prevailing charge level in the geographic area where the provider is located. The plan’s reasonable and customary guidelines include up to the 90<sup>th</sup> percentile of providers’ charges in the area.

The plan does not cover amounts charged by providers in excess of the reasonable and customary charge for any service or supply. The Claims Administrator regularly reviews the reasonable and customary charge schedule. To confirm whether your provider’s charges are within the reasonable and customary limit, obtain a Predetermination of Benefits.

## URGENT CARE SERVICES

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Urgent care is non-preventive or non-routine health care services which are required in order to prevent serious deterioration of a member’s health following an unforeseen illness, injury or condition. Urgent care includes conditions that could not be adequately managed without immediate care or treatment, but do not require the level of care provided in the emergency room.

The services must be a covered service under the contract to be subject to reimbursement. Routine care, including follow-up care, is not covered as urgent care.

## WAITING PERIOD/ELIMINATION PERIOD

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The amount of time you must wait before being able to participate in a plan.