

Quality health plans & benefits
Healthier living
Financial well-being
Intelligent solutions

aetna[®]

Important Disclosure Information – Pennsylvania

**Aetna Health Maintenance Organization (HMO)
Elect Choice[®]
Aetna Select[®]**



www.aetna.com

01.28.325.1-PA B (7/15)



Understanding your plan of benefits

This managed care plan may not cover all of your health care expenses. Read your contract carefully to determine which health care services are covered. To contact the plan if you are a member, call the number on your ID card; all others call **1-888-982-3862**.

Aetna* health benefits plans cover most types of health care from a doctor or hospital, but they do not cover everything. The plan covers recommended preventive care and care you need for medical reasons. It does not cover services you may just want to have, like plastic surgery. It also does not cover treatment that is not yet widely accepted. You should also be aware that some services may have limits. For example, a plan may allow only one eye exam per year.

Not all of the information in this booklet applies to your specific plan

Most of the information in this booklet applies to all plans, but some does not. For example, not all plans have deductibles or prescription drug benefits. Information about those topics will only apply if the plan includes those rules.

Where to find information about your specific plan

Your “plan documents” list all the details for the plan you choose. This includes what’s covered, what’s not covered and what you will pay for services. Plan document names vary. They may include a Schedule of Benefits, Certificate of Coverage, Group Agreement, Group Insurance Certificate, Group Insurance Policy and/or any riders and updates that come with them.

If you can’t find your plan documents, call Member Services to ask for a copy. Use the toll-free number on your Aetna ID card.

Table of Contents

Understanding your plan of benefits.....	2
Get plan information online and by phone.....	3
If you’re already enrolled in an Aetna health plan.....	3
Not yet a member?.....	3
Help for those who speak another language and for the hearing impaired.....	3
Search our network for doctors, hospitals and other health care providers.....	4
Costs and rules for using your plan.....	5
What you pay.....	5
Your costs when you go outside the network.....	5
Choose a primary care physician.....	5
Referrals: Your PCP may refer you to a specialist.....	6
PCP and referral rules for Ob/Gyns.....	6
You may be able to use a specialist as your PCP.....	6
Precertification: Getting approvals for services.....	6
What to do if you receive a bill.....	7
Information about specific benefits.....	7
Coverage description.....	7
Emergency and urgent care and care after office hours.....	9
Prescription drug benefit.....	10
Mental health and addiction benefits.....	11
Transplants and other complex conditions.....	11
Diabetic coverage.....	11
Breast reconstruction benefits.....	11
No coverage based on U.S. sanctions.....	11
Knowing what is covered.....	12
We check if it’s “medically necessary”.....	12
We check to see if a procedure is experimental.....	12
We study the latest medical technology.....	12
We post our findings on www.aetna.com	13
What to do if you disagree with us.....	13
Complaints, appeals and external review.....	13
Member rights and responsibilities.....	14
Know your rights as a member.....	14
Making medical decisions before your procedure.....	14
Learn about our quality management programs.....	14
We protect your privacy.....	14
Anyone can get health care.....	15
Your rights to enroll later if you decide not to enroll now.....	15
Board of directors.....	15

* Aetna is the brand name used for products and services provided by one or more of the Aetna group of subsidiary companies. Health benefits plans are provided by Aetna Health Inc.

Get plan information online and by phone

If you're already enrolled in an Aetna health plan

You have three convenient ways to get plan information anytime, day or night:

1. Log in to your secure Aetna Navigator® member website

You can get coverage information for your plan online. You can also get details about any programs, tools and other services that come with your plan. Just register once to create a user name and password.

Have your Aetna ID card handy. Then visit www.aetna.com and click "Log In/Register." Follow the prompts to complete the one-time registration.

Then you can log in any time to:

- Verify who's covered and what's covered
- Access your "plan documents"
- Track claims or view past copies of Explanation of Benefits statements
- Use the DocFind® search tool to find in-network care
- Use our cost-of-care tools so you can *know before you go*
- Learn more about and access any wellness programs that come with your plan

2. Use your mobile device to access a streamlined version of Aetna Navigator

Go to your Play Store (Android) or App Store (iPhone) and search for Aetna Mobile. You can also text **APPS** to **23862** to download.

Here's just some of what you can do from Aetna Mobile:

- Find a doctor or facility
- View alerts and messages
- View your claims, coverage and benefits
- View your ID card information
- Use the Member Payment Estimator
- Contact us by phone or e-mail

3. Call Member Services at the toll-free number on your Aetna ID card

As an Aetna member you can use the Aetna Voice Advantage self-service options:

- Verify who's covered under your plan
- Find out what's covered under your plan
- Get an address to mail your claim and check a claim status
- Find other ways to contact Aetna
- Order a replacement Aetna ID card
- Be transferred to behavioral health services (if included in your plan)

You can also speak with a representative to:

- Understand how your plan works or what you will pay
- Get information about how to file a claim
- Get a referral
- Find care outside your area
- File a complaint or appeal
- Get copies of your plan documents
- Connect to behavioral health services (if included in your plan)
- Find specific health information
- Learn more about our Quality Management program

Not yet a member?

For help understanding how a particular medical plan works, you should review your Summary of Benefits and Coverage document or contact your employer or benefits administrator.

Help for those who speak another language and for the hearing impaired

If you require language assistance, please call the Member Services number on your Aetna ID card, and an Aetna representative will connect you with an interpreter. You can also get interpretation assistance for utilization management issues or for registering a complaint or appeal. If you're deaf or hard of hearing, use your TTY and dial 711 for the Telecommunications Relay Service. Once connected, please enter or provide the Aetna telephone number you're calling.

Ayuda para las personas que hablan otro idioma y para personas con impedimentos auditivos

Si usted necesita asistencia lingüística, por favor llame al número de Servicios al Miembro que figura en su tarjeta de identificación de Aetna, y un representante de Aetna le conectará con un intérprete. También puede recibir asistencia de interpretación para asuntos de administración de la utilización o para registrar una queja o apelación. Si usted es sordo o tiene problemas de audición, use su TTY y marcar 711 para el Servicio de Retransmisión de Telecomunicaciones (TRS). Una vez conectado, por favor entrar o proporcionar el número de teléfono de Aetna que está llamando.

Search our network for doctors, hospitals and other health care providers

Use our DocFind search tool for the most up-to-date list of health care professionals and facilities. You can get a list of available doctors by Zip code, or enter a specific doctor's name in the search field.

Existing members: Visit www.aetna.com and log in. From your secure member website home page, select Find a Doctor from the top menu bar and start your search.

Considering enrollment: Visit www.aetna.com and scroll down to "Find a doctor, dentist, facility or vision provider" from the home page. You'll need to select the plan you're interested in from the drop-down box.

Our online search tool is more than just a list of doctors' names and addresses. It also includes information about:

- Where the physician attended medical school
- Board certification status
- Language spoken
- Hospital affiliations
- Gender
- Driving directions

Get a FREE printed directory

To get a free printed list of doctors and hospitals, call the toll-free number on your Aetna ID card. If you're not yet a member, call **1-888-982-3862**.

Find out if a doctor is accepting new patients

Provider listings show which doctors are in the network. Some doctors may not accept new patients from time to time. To find out if a doctor is accepting new patients, you can call the doctor's office directly, or you can call Member Services for help. Use the toll-free Member Services number on your ID card.

Switching to a new doctor

Remember, with an HMO plan, you must use doctors who are in the Aetna network. If you're new to Aetna, Member Services can tell if your current doctor is in the network. If not, they can help you find one who is in the network. They can also help if your current doctor leaves the Aetna network. Just call the toll-free number on your Aetna ID card.

Do you have a health condition and see your doctor regularly for treatment like chemotherapy or dialysis? You may qualify for a special program that gives you extra time to find a new doctor. It's also for women who are more than 12 weeks pregnant (second trimester). In this case, you may be able to stay with your current doctor for the rest of your pregnancy, delivery and postpartum care as it relates to delivery.

- If you're new to Aetna and your doctor isn't in the Aetna network, you can apply to keep seeing your doctor for up to 60 days after the plan's effective date.
- If your Aetna plan doctor leaves the network, you can apply to keep seeing him or her for up to 90 days more.

To be approved, your current doctor must agree to accept our policies, procedures and payment rates. They must also meet our quality standards. We may ask for medical information related to your care when considering your case.

Doctors have to apply to be in the Aetna network

We check their licenses and other credentials. We also review their office standards and the quality of care they provide. We re-review primary care doctors (PCPs) on a regular basis. See "Rewarding PCPs for quality service" for more.

Talk openly with your doctor

We encourage you and your doctor to discuss all the details about your condition. You should also talk about the risks and benefits for any options for your care — even if the care is not covered under your health plan. We do not tell your doctor how, when or why to treat you. Nor do we stop them from speaking up on your behalf. They are free to act professionally responsible and in accordance with their conscience, medical knowledge, license and applicable laws.

Rewarding PCPs for quality service

In some plans, we pay our PCPs a flat amount each month for each Aetna member who lists them as their PCP. We do this instead of paying them when they provide specific services. We give them the opportunity to earn more when they provide quality care.

Each year we review these measures:

- Member satisfaction
- Percentage of members who visit them at least once a year
- Medical record reviews
- The burden of illness of the members who have selected the PCP
- Management of chronic illnesses like asthma, diabetes and congestive heart failure
- Whether the doctor accepts new patients
- If they use our electronic claims and referral submission program

After the review, we give them a score. This score determines the flat rate we pay them.

Costs and rules for using your plan

What you pay

You will share in the cost of your health care. These are called “out-of-pocket” costs. Your plan documents show the amounts that apply to your specific plan. Those costs may include:

- **Copay** – A set amount (for example, \$25) you pay for a covered health care service. You usually pay this when you get the service. The amount can vary by the type of service. For example, you may pay a different amount to see a specialist than you would pay to see your family doctor.

Other copays may apply at the same time:

- **Inpatient hospital copay** – This copay applies when you are a patient in a hospital.
- **Emergency room copay** – This is the amount you pay when you go to the emergency room. If you are admitted to the hospital within 24 hours, you won't have to pay it.
- **Coinsurance** – Your share of the costs for a covered service. This is usually a percentage (for example, 20 percent) of the allowed amount for the service. For example, if the health plan's allowed amount for an office visit is \$100 and you've met your deductible, your coinsurance payment of 20 percent would be \$20. The health plan pays the rest of the allowed amount.
- **Deductible** – The amount you owe for health care services before your health plan begins to pay. For example, if your deductible is \$1,000, you have to pay the first \$1,000 for covered services before the plan begins to pay. You may not have to pay for some services.

Your costs when you go outside the network

HMOs are network-only plans. That means the plan covers health care services only when provided by a doctor who participates in the Aetna network. If you receive services from an out-of-network doctor or other health care provider, you will have to pay all of the costs for the services. See “Emergency and urgent care and care after office hours” for more.

Going in network just makes sense.

We have negotiated discounted rates for you.

- Doctors and hospitals won't bill you for costs above our rates for covered services.
- You are in great hands with access to quality care from our national network.

Choose a primary care physician

You can choose any primary care physician (PCP) who participates in the Aetna network and who is accepting new patients. If you do not pick a PCP when required, your benefits may be limited or we may select a PCP for you. Even if not required, it is still a good idea to choose a PCP. That's because a PCP can get to know your health care needs and help you better manage your health care.

A PCP is the doctor you go to when you need health care. If it's an emergency, you don't have to call your PCP first. This one doctor can coordinate all your care. Your PCP will perform physical exams, order tests and screenings and help you when you're sick. Your PCP will also refer you to a specialist when needed.

A female member may choose an Ob/Gyn as her PCP. You may also choose a pediatrician for your child(ren)'s PCP. Your Ob/Gyn acting as your PCP will provide the same services and follow the same guidelines as any other PCP. He or she will issue referrals to other doctors (if your plan requires referrals). He or she will also get approvals you may need and comply with any treatment plans you are on. See the sections about referrals and precertification for more information.

Tell us who you choose to be your PCP

Each member of the family may choose a different PCP from the Aetna network. Enter the name of the PCP you have chosen on your enrollment form. Or, call Member Services after you enroll to tell us your selection. The name of your PCP will appear on your Aetna ID card. You may change your selected PCP at any time.

Change your selected PCP any time

If you change your PCP, you will receive a new ID card. There are two ways to change your PCP:

- Call Member Services at the toll-free number on your Aetna ID card.
- Log in to your secure Aetna Navigator website at www.aetna.com. Hover over the Care & Treatment tab and select “Add/Change Primary care doctor.”

Referrals: Your PCP may refer you to a specialist when needed

A “referral” is a written request for you to see another doctor. Some doctors can send the referral right to your specialist for you. There’s no paper involved. Talk to your doctor to understand why you need to see a specialist. And remember to always get the referral before you receive the care.

Remember these points about referrals:

- You do not need a referral for emergency care.
- If you do not get a referral when required, you may have to pay the bill yourself.
- Your specialist might recommend treatment or tests that were not on the original referral. In that case, you may need to get another referral from your PCP for those services.
- Women can go to an Ob/Gyn without a referral. See “PCP and referral rules for Ob/Gyns” for more.
- Referrals are valid for one year as long as you are still a member of the plan. Your first visit must be within 90 days of the referral issue date.
- In network-only plans – you can get a special referral if a network specialist is not available. You are required to get approval from us when you get a referral to an out-of-network specialist.

Referrals within physician groups

Some PCPs are part of a larger group of doctors. These PCPs will usually refer you to another doctor within that same group. If this group cannot meet your medical needs, you can ask us for a coverage exception to go outside this group. You may also need to precertify these services. And you may need permission from the physician group as well.

PCP and referral rules for obstetricians and gynecologists (Ob/Gyn)

A female member can choose an Ob/Gyn as her PCP. Women can also go to any Ob/Gyn who participates in the Aetna network without a referral or prior authorization. Visits can be for:

- Checkups, including breast exam
- Mammogram
- Pap smear
- Obstetric or gynecologic problems

Also, an Ob/Gyn can give referrals for covered obstetric or gynecologic services just like a PCP. Just follow your plan’s normal rules. Your Ob/Gyn might be part of a larger physician’s group. If so, any referral will be to a specialist in that larger group. Check with the Ob/Gyn to see if the group has different referral policies.

You may be able to use a specialist as your PCP

This applies if you have a condition or disease that is a threat to your life, is disabling or can get worse over time. If you need ongoing care, you can ask your specialist or a specialty care center* to apply to be your PCP. Just have the specialist call us. Our medical director will work with your specialist to decide if it’s in your best interest to approve the request.

Typically, your specialist should be one who participates in the Aetna network. If a network specialist is not available, we may approve an out-of-network specialist to serve as your PCP. In this case, your share of the costs for services from this specialist/PCP will be the same as if he or she was in the Aetna network.

Your specialist/PCP can treat you without a referral. He or she can also authorize referrals to other doctors, procedures, tests and medical services just like any other PCP, subject to the terms of the treatment plan.

* The specialty care center would have to be accredited or designated by state or federal agency or by a voluntary national health organization as an expert in treating your specific disease or condition.

Precertification: Getting approvals for services

Sometimes we will pay for care only if we have given an approval before you get it. We call that “precertification.” You usually only need precertification for more serious care like surgery or being admitted to a hospital. When you get care from a doctor in the Aetna network, your doctor gets precertification from us. But if you get your care outside our network, you must call us for precertification when that’s required.

Your plan documents list all the services that require you to get precertification. If you don’t, you will have to pay for all or a larger share of the cost for the service. Even with precertification, you will usually pay more when you use out-of-network doctors.

Call the number on your Aetna ID card to begin the process. You must get the precertification before you receive the care.

You do not have to get precertification for emergency services.

What we look for when reviewing a request

First, we check to see that you are still a member. And we make sure the service is considered medically necessary for your condition. We also make sure the service and place requested to perform the service are cost effective. Our decisions are based entirely on appropriateness of care and service and the existence of coverage, using nationally recognized guidelines and resources. We may suggest a different treatment or place of service that is just as effective but costs less. We also look to see if you qualify for one of our case management programs. If so, one of our nurses may contact you.

Precertification does not verify if you have reached any plan dollar limits or visit maximums for the service requested. So, even if you get approval, the service may not be covered.

Our review process after precertification (Utilization Review/Patient Management)

We have developed a patient management program to help you access appropriate health care and maximize coverage for those health care services. In certain situations, we review your case to be sure the service or supply meets established guidelines and is a covered benefit under your plan. We call this a “utilization review.”

We follow specific rules to help us make your health a top concern during our reviews:

- We do not reward Aetna employees for denying coverage.
- We do not encourage denials of coverage. In fact, we train staff to focus on the risks of members not getting proper care. Where such use is appropriate, our staff uses nationally recognized guidelines and resources, such as MCG (formerly Milliman Care Guidelines) to review requests for coverage. Physician groups, such as independent practice associations, may use other resources they deem appropriate.
- We do not encourage utilization decisions that result in underutilization.

What to do if you receive a bill

Two of the advantages of using Aetna network doctors are:

- You generally do not have to submit claim forms.
- You should not receive any bills for covered services.

However, if you do receive a bill for covered services, send the itemized bill with your Aetna ID number clearly written on it to us at the address on your ID card. Be sure to keep a copy for your records.

We will not pay your bill if:

- You do not get a referral when required. (See “Referrals: Your PCP may refer you to a specialist when needed.”)
- You go directly to an emergency facility for treatment in your service area when it is not an emergency. (See “Emergency and urgent care and care after office hours” or see your Certificate of Coverage).
- You receive follow-up treatment after an emergency from a doctor who is not in our network, unless you have a referral for the service.
- You receive services that are not covered by your health plan. (See “Coverage description.” You can also find a list of limitations and exclusions in your plan documents.)

Information about specific benefits

Coverage description

Benefits are provided for many of the services and supplies needed for care and treatment of sickness and injuries or to maintain good health. Not all services and supplies are covered, some are covered only to a limited extent and some require precertification and referrals.

This plan covers the following benefits:

- Primary care physician (PCP) visits
- Periodic health evaluations, including: well-child care and immunizations; routine physical examinations; and routine hearing and vision screening
- Injections, including allergy desensitization injections
- Casts and dressings
- Diagnostic, laboratory and X-ray services
- Specialist physician visits, including outpatient and inpatient services
- Direct access specialists visits for routine gynecological visits and for diagnosis and treatment of gynecological problems
- Maternity care and related newborn care
- Inpatient hospital and skilled nursing facility care
- Nonexperimental transplants
- Outpatient surgery
- Physical, occupational and speech therapy
- Substance abuse care (inpatient/outpatient services for detoxification)
- Mental health care, including coverage for serious mental illnesses
- Emergency care/urgent care
- Home health and hospice care
- Prosthetic appliances
- Reconstructive breast surgery following mastectomy



Services and supplies that are generally not covered include, but are not limited to:

- Cosmetic surgery, including breast reduction
- Special duty nursing unless medically necessary and preauthorized by Aetna*
- Blood and blood byproducts
- Dental care and dental X-rays
- Experimental and investigational procedures
- Immunization for travel or work
- Hearing aids
- Orthotics
- Long-term rehabilitation therapy
- Prescription drugs and over-the-counter medications and supplies
- Services for the treatment of sexual dysfunction or inadequacies including therapy, supplies, counseling or prescription drugs
- Home births
- Durable medical equipment
- Implantable drugs and certain injectable drugs including injectable infertility drugs
- Reversal of sterilization
- Infertility services including artificial insemination and advanced reproductive technologies such as IVF, ZIFT, GIFT, ICSI and other related services
- Donor egg retrieval
- Radial keratotomy or related procedures
- Treatment for behavioral disorders
- Therapy or rehabilitation other than those listed as covered
- Nonmedically necessary services and supplies

*We will consider a referral from your PCP as proof of medical necessity.

To be medically necessary, the service or supply must:

- Be care or treatment as likely to produce a significant positive outcome as, and no more likely to produce a negative outcome than, any alternative service or supply, both as to the disease or injury involved and your overall health condition
- Be care or services related to diagnosis or treatment of an existing illness or injury, except for covered periodic health evaluations and preventive and well-baby care, as determined by Aetna
- Be a diagnostic procedure, indicated by your health status and be as likely to result in information that could affect the course of treatment as, and no more likely to produce a negative outcome than, any alternative service or supply, both as to the disease or injury involved and your overall health condition
- Include only those services and supplies that cannot be safely and satisfactorily provided at home, in a physician's office, on an outpatient basis, or in any facility other than a hospital, when used in relation to inpatient hospital services
- Be no more costly (taking into account all health expenses incurred in connection with the service or supply) than any equally effective service or supply in meeting the above tests

In determining if a service or supply is medically necessary, Aetna patient management medical director or its physician designee will consider:

- Information provided on your health status
- Reports in peer-reviewed medical literature
- Reports and guidelines published by nationally recognized health care organizations that include supporting scientific data
- Professional standards of safety and effectiveness that are generally recognized in the United States for diagnosis, care or treatment
- The opinion of health professionals in the generally recognized health specialty involved
- The opinion of the attending physicians, which have credence but do not overrule contrary opinions
- Any other relevant information brought to our attention



Emergency and urgent care and care after office hours

An emergency medical condition means your symptoms are sudden and severe. If you don't get help right away you could seriously risk your health or even die. Emergency care, as defined by Pennsylvania law, is as follows:

A medical condition with acute symptoms of severity or severe pain for which:

- *Care is sought as soon as possible after the medical condition becomes evident to the patient or the patient's parent or guardian; and*
- *The absence of immediate medical attention could result in:*
 - *Placing health in serious jeopardy;*
 - *Serious impairment to bodily functions;*
 - *Serious dysfunction of any body part; or*
 - *Other serious medical consequences.*

Emergency transportation and related emergency service provided by a licensed ambulance service are covered as emergency care.

Emergency care is covered 24 hours a day, anywhere in the world, provided the service is a covered benefit and is medically necessary. You have this coverage while you are traveling or if you are near your home. That includes students who are away at school.

If you need emergency care, follow these guidelines:

- Call 911 or go to the nearest emergency room. If a delay would not risk your health, call your doctor or PCP.
- Tell your doctor or PCP as soon as possible afterward. A friend or family member may call on your behalf.
- Emergency care services do not require precertification.

When you have no choice about your care

Sometimes you don't have a choice about where you go for care, like if you go to the emergency room for a heart attack or a car accident. When you need care right away, go to any doctor, walk-in clinic, urgent care center or emergency room. When you have no choice, we will pay the bill as if you got care in network. You pay your plan's copayments, coinsurance and deductibles for your in-network level of benefits.

We'll review the information when the claim comes in. If we think the situation was not urgent, we might ask you for more information and may send you a form to fill out. Please complete the form, or call Member Services to give us the information over the phone.

Follow-up care for plans that require a PCP

If you use a PCP to coordinate your health care, your PCP should also coordinate all follow-up care after your emergency. For example, you'll need a doctor to remove stitches or a cast or take another set of X-rays to see if you've healed. Your PCP should coordinate all follow-up care. You will need a referral for follow-up care that is not performed by your PCP. You may also need to get approval if you go outside the network.

After-hours care – available 24/7

Call your doctor when you have medical questions or concerns. Your doctor should have an answering service if you call after the office closes. You can also go to an urgent care center, which may have limited hours. To find a center near you, log in to www.aetna.com and search our list of doctors and other health care providers. Check your plan documents to see how much you must pay for urgent care services.

Prescription drug benefit

Check your plan documents to see if your plan includes prescription drug benefits.

Some plans encourage generic drugs over brand-name drugs

A generic drug is the same as a brand-name drug in dose, use and form. They are FDA approved and safe to use. Generic drugs usually sell for less; so many plans give you incentives to use generics. That doesn't mean you can't use a brand-name drug, but you'll pay more for it. You'll pay your normal share of the cost, and you'll also pay the difference in the two prices.

We may also encourage you to use certain drugs

Some plans encourage you to buy certain prescription drugs over others. The plan may even pay a larger share for those drugs. We list those drugs in the Aetna Preferred Drug Guide (also known as a "drug formulary"). This guide shows which prescription drugs are covered on a preferred basis. It also explains how we choose medications to be in the guide.

When you get a drug that is not on the preferred drug guide, your share of the cost will usually be more. Check your plan documents to see how much you will pay. You can use those drugs if your plan has an "open formulary," but you'll pay the highest copay under the plan. If your plan has a "closed formulary," those drugs are not covered.

Drug companies may give us rebates when our members buy certain drugs

We may share those rebates with your employer. Rebates usually apply to drugs on the preferred drug guide. They may also apply to drugs not in the guide. In plans where you pay a percentage of the cost, your share of the cost is based on the price of the drug before Aetna receives any rebate. Sometimes, in plans where you pay a percentage of the cost instead of a flat dollar amount, you may pay more for a drug in the preferred drug guide than for a drug not in the guide.

Mail-order and specialty-drug services from Aetna owned pharmacies

Mail-order and specialty drug services are from pharmacies that Aetna owns. These pharmacies are called Aetna Rx Home Delivery and Aetna Specialty Pharmacy, which are for-profit pharmacies.

You might not have to stick to the preferred drug guide

Sometimes your doctor might recommend a drug that's not in the preferred drug guide. If it is medically necessary for you to use that drug, you, someone helping you or your doctor can ask us to make an exception. Your pharmacist can also ask for an exception for antibiotics and pain medicines. Check your plan documents for details.

You may have to try one drug before you can try another

"Step-therapy" means you may have to try one or more less expensive or more common drugs before a drug on the step-therapy list will be covered. Your doctor might want you to skip one of these drugs for medical reasons. If so, you, someone helping you or your doctor can ask for a medical exception. Your pharmacist can also ask for an exception for antibiotics and pain medicines.

Some drugs are not covered at all

Prescription drug plans do not cover drugs that don't need a prescription. Your plan documents might also list specific drugs that are not covered. You cannot get a medical exception for these drugs.

New drugs may not be covered

Your plan may not cover drugs we haven't reviewed yet. You, someone helping you or your doctor may have to get our approval to use one of these new drugs.

Get a copy of the preferred drug guide

You can find the Aetna Preferred Drug Guide on our website at www.aetna.com/formulary/. You can call the toll-free number on your Aetna ID card to ask for a printed copy. We are constantly adding new drugs to the guide. Look online or call Member Services for the latest updates.

Have questions? Get answers.

Ask your doctor about specific medications. Call the number on your Aetna ID card to ask about how your plan pays for them. Your plan documents also spell out what's covered and what is not.

Mental health and addiction benefits

You must use therapists and other mental health professionals who are in the Aetna network. Here's how to get inpatient and outpatient services, partial hospitalization and other mental health services:

- Call 911 if it's an emergency.
- Call the toll-free Behavioral Health number on your Aetna ID card.
- Call Member Services if no other number is listed.
- Employee Assistance Program (EAP) professionals can also help you find a mental health specialist.

Get information about using network therapists

We want you to feel good about using the Aetna network for mental health services. Visit www.aetna.com/docfind and click the "Quality and Cost Information" link. No Internet? Call Member Services instead. Use the toll-free number on your Aetna ID card to ask for a printed copy.

Aetna Behavioral Health offers two screening and prevention programs for our members

- **Beginning Right® Depression Program:** Perinatal and Postpartum Depression Education, Screening and Treatment Referral
- **SASADA Program:** Substance Abuse Screening for Adolescents with Depression and/or Anxiety

Call Member Services to learn more about these programs.

Transplants and other complex conditions

Our National Medical Excellence Program® (NME) is for members who need a transplant or have a condition that can only be treated at a certain hospital. You may need to visit an Aetna Institutes of Excellence™ hospital to get coverage for the treatment. Some plans won't cover the service if you don't. We choose hospitals for the NME program based on their expertise and experience with these services. We also follow any state rules when choosing these hospitals.

Diabetic coverage

This plan covers:

- Training for nutrition and self-care when a licensed health care professional supervises
- Medically necessary office visits when your doctor notices a change in your self-care routine or if you need new medically necessary drugs or therapies
- Blood glucose monitors, monitor supplies, insulin, injection aids, syringes, insulin infusion devices, pharmacological agents for controlling blood sugar and orthotics

You are responsible for your share of the costs (such as your copay, coinsurance and deductibles) for covered services.

Important benefits for women

Women's Health and Cancer Rights Act of 1998

Your Aetna health plan provides benefits for mastectomy and mastectomy-related services, including all stages of reconstruction and surgery to achieve symmetry between breasts; prosthesis; and treatment of physical complications of all stages of mastectomy, including lymphedema. Coverage is provided in accordance with your plan design and is subject to plan limitations, copays, deductibles, coinsurance and referral requirements, if any, as outlined in your plan documents.

Please contact Member Services for more information, or visit the U.S. Department of Health and Human Services website, www.cms.gov/HealthInsReformforConsume/Downloads/WHCRA_Helpful_Tips_2010_06_14.pdf, and the U.S. Department of Labor website, www.dol.gov/ebsa/consumer_info_health.html.

No coverage based on U.S. sanctions

If U.S. trade sanctions consider you a blocked person, the plan cannot provide benefits or coverage to you. If you travel to a country sanctioned by the United States, the plan in most cases cannot provide benefits or coverage to you. Also, if your health care provider is a blocked person or is in a sanctioned country, we cannot pay for services from that provider. For example, if you receive care while traveling in another country and the health care provider is a blocked person or is in a sanctioned country, the plan cannot pay for those services. For more information on U.S. trade sanctions, visit www.treasury.gov/resource-center/sanctions/Pages/default.aspx.



Knowing what is covered

Here are some of the ways we determine what is covered:

We check if it's "medically necessary"

Medical necessity is more than being ordered by a doctor. "Medically necessary" means your doctor ordered a product or service for an important medical reason. It might be to help prevent a disease or condition, or to check if you have one. It might be to treat an injury or illness.

The product or service:

- Must meet a normal standard for doctors
- Must be the right type in the right amount for the right length of time and for the right body part
- Must be known to help the particular symptom
- Cannot be for the member's or the doctor's convenience
- Cannot cost more than another service or product that is just as effective

Only medical professionals can decide if a treatment or service is not medically necessary. We do not reward Aetna employees for denying coverage. Sometimes a physician's group will determine medical necessity. Those groups might use different resources than we do.

If we deny coverage, we'll send you and your doctor a letter. The letter will explain how to appeal the denial. You have the same right to appeal if a physician's group denied coverage. You can call Member Services to ask for a free copy of the materials we use to make coverage decisions. Or visit www.aetna.com/about/cov_det_policies.html to read our policies. Doctors can write or call our Patient Management department with questions. Contact Member Services either online or at the phone number on your Aetna ID card for the appropriate address and phone number.

Avoid unexpected bills.
Check your plan documents to see what's covered before you get health care. Can't find your plan documents? Call Member Services to ask a specific question or have a copy mailed to you.

We check to see if a procedure is experimental

A drug, medical device, procedure or treatment will be determined to be experimental if:

- There is not sufficient outcome data available from controlled clinical trials published in the peer reviewed literature to substantiate its safety and effectiveness for the disease or injury involved.
- Required FDA approval has not been granted for marketing.
- A recognized national medical or dental society or regulatory agency has determined, in writing, that it is experimental or for research purposes.
- The written protocol or protocols used by the treating facility or the protocol or protocols of any other facility studying substantially the same drug, medical device, procedure or treatment or the written informed consent used by the treating facility or by another facility studying the same drug, medical device, procedure or treatment states that it is experimental or for research purposes.
- It is not of proven benefit for the specific diagnosis or treatment of your particular condition.
- It is not generally recognized by the medical community as effective or appropriate for the specific diagnosis or treatment of your particular condition.
- It is provided or performed in special settings for research purposes.

We study the latest medical technology

We look at scientific evidence published in medical journals to help us decide what is medically necessary. This is the same information doctors use. We also make sure the product or service is in line with how doctors, who usually treat the illness or injury, use it. Our doctors may use nationally recognized resources like MCG (formerly Milliman Care Guidelines).

We also review the latest medical technology, including drugs, equipment and mental health treatments. Plus, we look at new ways to use old technologies. To make decisions, we may:

- Read medical journals to see the research. We want to know how safe and effective it is.
- See what other medical and government groups say about it. That includes the federal Agency for Healthcare Research and Quality.
- Ask experts.
- Check how often and how successfully it has been used.

We publish our decisions in our Clinical Policy Bulletins.

We post our findings on www.aetna.com

We write a report about a product or service after we decide if it is medically necessary. We call the report a Clinical Policy Bulletin (CPB).

CPBs help us decide whether to approve a coverage request. Your plan may not cover everything our CPBs say is medically necessary. Each plan is different, so check your plan documents.

CPBs are not meant to advise you or your doctor on your care. Only your doctor can give you advice and treatment. Talk to your doctor about any CPB related to your coverage or condition.

You and your doctor can read our CPBs on our website at www.aetna.com. You can find them under “Individuals & Families.” No Internet? Call Member Services at the toll-free number on your ID card. Ask for a copy of a CPB for any product or service.

What to do if you disagree with us

Complaints, appeals and external review

Please tell us if you are not satisfied with a response you received from us or with how we do business.

You can designate a representative to participate in the complaint or grievance process. All disputes involving denial of payment for a health care service will be made by qualified personnel with experience in the same or similar scope of practice.

Call Member Services to file a verbal complaint or to ask for the address to mail a written complaint. The toll-free phone number is on your Aetna ID card. You can also e-mail Member Services through the secure member website. See “Get plan information online and by phone” for more.

If you’re not satisfied after talking to a Member Services representative, you can ask us to send your issue to the appropriate complaint department.

If you don’t agree with a decision related to a complaint or grievance, you can file an appeal. To file an appeal, follow the directions in the letter or explanation of benefits statement that says your claim was denied. The letter will also include information about the basis for the denial, what we need from you if you wish to appeal the decision and how soon we will respond to your appeal.

Get a review from someone outside Aetna

If the denial is based on a medical judgment, you may be able to get an outside review if you’re not satisfied with your appeal (in most cases you will need to finish all of your internal appeals first). Follow the instructions on our response to your appeal. Call Member Services to ask for an external review form. You can also visit www.aetna.com. Enter “external review” into the search bar.

An independent review organization (IRO) will assign your case to one of their experts. The expert will be a doctor or other professional who specializes in that area or type of appeal. You should have a decision within 45 calendar days of the request. The outside reviewer’s decision is final and binding; we will follow the outside reviewer’s decision and you will not have to pay anything unless there was a filing fee.

A “rush” review may be possible

If your doctor thinks you cannot wait 45 days, ask for an “expedited review.” That means we will make our decision as soon as possible.



Member rights and responsibilities

Know your rights as a member

You have many legal rights as a member of a health plan. You also have many responsibilities. You have the right to suggest changes in our policies and procedures. This includes our member rights and responsibilities.

Some of your rights are below. We also publish a list of rights and responsibilities on our website. Visit www.aetna.com/individuals-families/member-rights-resources.html to view the list. You can also call Member Services at the number on your ID card to ask for a printed copy.

Making medical decisions before your procedure

An “advance directive” tells your family and doctors what to do when you can’t tell them yourself. You don’t need an advance directive to receive care, but you have the right to create one. Hospitals may ask if you have an advance directive when you are admitted.

There are three types of advance directives:

- Durable power of attorney – names the person you want to make medical decisions for you
- Living will – spells out the type and extent of care you want to receive
- Do-not-resuscitate order – states that you don’t want CPR if your heart stops or a breathing tube if you stop breathing

You can create an advance directive in several ways:

- Ask your doctor for an advance directive form.
- Write your wishes down by yourself.
- Pick up a form at state or local offices on aging, bar associations, legal service programs or your local health department.
- Work with a lawyer to write an advance directive.
- Create an advance directive using computer software designed for this purpose.

Source: American Academy of Family Physicians. Advance Directives and Do Not Resuscitate Orders. January 2012. Available at <http://familydoctor.org/familydoctor/en/healthcare-management/end-of-life-issues/advance-directives-and-do-not-resuscitate-orders.html>. Accessed January 12, 2015.

Learn about our quality management programs

We make sure your doctor provides quality care for you and your family. To learn more about these programs, go to our website at www.aetna.com. Enter “commitment to quality” in the search bar. You can also call Member Services to ask for a printed copy. The toll-free phone number is on your Aetna ID card.

We protect your privacy

We consider personal information to be private. Our policies protect your personal information from unlawful use. By “personal information,” we mean information that can identify you as a person, as well as your financial and health information.

Personal information does not include what is available to the public. For example, anyone can access information about what the plan covers. It also does not include reports that do not identify you.

Summary of the Aetna Privacy Policy

When necessary for your care or treatment, the operation of our health plans or other related activities, we use personal information within our company, share it with our affiliates and may disclose it to:

- Your doctors, dentists, pharmacies, hospitals and other caregivers
- Other insurers
- Vendors
- Government departments
- Third-party administrators (TPAs) (this includes plan sponsors and/or employers)

These parties are required to keep your information private as required by law.

Some of the ways in which we may use your information include:

- Paying claims
- Making decisions about what the plan covers
- Coordination of payments with other insurers
- Quality assessment
- Activities to improve our plans
- Audits

We consider these activities key for the operation of our plans. When allowed by law, we use and disclose your personal information in the ways explained above without your permission. Our privacy notice includes a complete explanation of the ways we use and disclose your information. It also explains when we need your permission to use or disclose your information.

We are required to give you access to your information. If you think there is something wrong or missing in your personal information, you can ask that it be changed. We must complete your request within a reasonable amount of time. If we don’t agree with the change, you can file an appeal.

For more information about our privacy notice or if you’d like a copy, call the toll-free number on your ID card or visit us at www.aetna.com.

Anyone can get health care

We do not consider your race, disability, religion, sex, sexual orientation, health, ethnicity, creed, age or national origin when giving you access to care. Network providers are legally required to be the same.

We must comply with these laws:

- Title VI of the Civil Rights Act of 1964
- Age Discrimination Act of 1975
- Americans with Disabilities Act
- Laws that apply to those who receive federal funds
- All other laws that protect your rights to receive health care

How we use information about your race, ethnicity and the language you speak

You choose if you want to tell us your race/ethnicity and preferred language. We'll keep that information private. We use it to help us improve your access to health care. We also use it to help serve you better. See "We protect your privacy" to learn more about how we use and protect your private information. See also "Anyone can get health care."

Your rights to enroll later if you decide not to enroll now

When you lose your other coverage

You might choose not to enroll now because you already have health insurance. You may be able to enroll later if you lose that other coverage or if your employer stops contributing to the cost. This includes enrolling your spouse or children and other dependents. If that happens, you must apply within 31 days after your coverage ends (or after the employer stops contributing to the other coverage).

When you have a new dependent

Getting married? Having a baby? A new dependent changes everything. And you can change your mind. You can enroll within 31 days after a life event if you chose not to enroll during the normal open enrollment period. Life events include:

- Marriage
- Birth
- Adoption
- Placement for adoption

Talk to your benefits administrator for more information or to request special enrollment.

Board of directors or officers

You can get a list of the names, business addresses and official positions of the membership of the board of directors or officers by writing to:

Aetna
980 Jolly Road, U11S
Blue Bell, PA 19422-1904

Aetna is committed to Accreditation by the National Committee for Quality Assurance (NCQA) as a means of demonstrating a commitment to continuous quality improvement and meeting customer expectations. A complete list of health plans and their NCQA status can be found on the NCQA website located at <http://reportcard.ncqa.org>.

To refine your search, we suggest you search these areas:

- 1. Health Insurance Plans** – for HMO and PPO health plans and
- 2. Physicians and Physician Practices** – for physicians recognized by NCQA in the areas of Physician Practice Connections, Physician Practice Connections-Patient Centered Medical Home, Patient Centered Medical Home, Heart/Stroke, Diabetes, and Patient Center Specialty Practice. Providers, in all settings, achieve recognition by submitting data that demonstrate they are providing quality care. The program constantly assesses key measures that were carefully defined and tested for their relationship to improved care; therefore, NCQA provider recognition is subject to change.

See “Other Reports on Health Care Quality” in the drop-down menu for Managed Behavioral Healthcare Organizations – for behavioral health accreditation and Credentials Verifications Organizations – for credentialing certification.

If you need this material translated into another language, please call Member Services at 1-888-982-3862.

Si usted necesita este material en otro lenguaje, por favor llame a Servicios al Miembro al 1-888-982-3862.