



**BlueCross BlueShield  
of New Mexico**

# HMO Blue Group

A Guide To Your Group HMO Blue Health Care Plan



## **IMPORTANT NOTICE**

**For all plans with an effective date of January 1, 2020, or later:**

1. Cost-sharing and benefits limitations for an emergency health care service rendered by a nonparticipating provider shall be the same as if rendered by a participating provider. Prior authorization shall not be required for emergency health care services.
2. Cost-sharing and benefits limitations for a medically necessary, non-emergent health care service rendered by a non-participating provider at a participating facility where the covered person had no ability or opportunity to choose to receive the service from a participating provider shall be the same as if the service was rendered by a participating provider.
3. Cost-sharing and benefits limitations for a medically necessary, non-emergent health care service where no participating provider is available to render the service shall be the same as if the service was rendered by a participating provider

## CUSTOMER ASSISTANCE

**Customer Service:** —The 24/7 Nurseline can help when you have a **health** problem or concern. The 24/7 Nurseline is staffed by Registered Nurses who are available 24 hours a day, 7 days a week.

**24/7 Nurseline toll-free telephone number: 1-800-973-6329**

When you have a **non- medical** benefit question or concern, call BCBSNM Monday through Friday from 6 A.M. - 8 P.M. and 8 A.M. - 5 P.M. on Saturdays and most holidays or visit the BCBSNM Customer Service department in Albuquerque. (If you need assistance outside normal business hours, you may call the Customer Service telephone number and leave a message. A Customer Service Advocate will return your call by 5 P.M. the next business day.) You may either call toll- free or visit the BCBSNM office in Albuquerque at:

**Street address:** 4373 Alexander Blvd. NE

**Toll-free telephone number:** 1-800-423-1630

Send all **written inquiries/Preauthorization requests** and submit **medical/surgical Claims\*** to:

Blue Cross and Blue Shield of New Mexico  
P.O. Box 27630  
Albuquerque, New Mexico 87125-7630

**Preauthorizations: Medical/Surgical Services and Prescription Drugs**—For Preauthorization requests, call a Health Services representative, Monday through Friday 8 A.M. - 5 P.M., Mountain Time. Written requests should be sent to the address given above. **Note:** If you need Preauthorization assistance between 5 P.M. and 8 A.M. or on weekends, call Customer Service. If you call after normal Customer Service hours, you will be asked to leave a message.

**1-505-291-3585 or 1-800-325-8334**

**Mental Health and Chemical Dependency**—For inquiries or Preauthorizations related to mental health or Chemical Dependency services, call the Behavioral Health Unit (BHU):

**24 hours/day, 7 days/week: 1- 888- 898- 0070 Send Claims to:**

Claims, Behavioral Health Unit  
P.O. Box 27630  
Albuquerque, New Mexico 87125- 7630

**Website**—For Provider network information, BCBSNM Drug List, claim forms, and other information, or to e-mail your question to BCBSNM, visit the BCBSNM website at:

**[www.bcbsnm.com](http://www.bcbsnm.com)**

**\*Exceptions to Claim Submission Procedures**—Claims for Health Care Services received from Providers that do not contract **directly** with BCBSNM, should be sent to the Blue Cross and Blue Shield Plan in the state where services were received. **Note: Do not submit drug plan Claims to BCBSNM.** See *Section 8: Claim Payments and Appeals* for details on submitting claims.

<b>Be sure to read this Benefit Booklet carefully and refer to the <i>Summary of Benefits</i>.</b>
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A message from:

## **BLUE CROSS AND BLUE SHIELD OF NEW MEXICO AND YOUR GROUP**

This Plan is underwritten by Blue Cross and Blue Shield of New Mexico (BCBSNM), your partner in health care, for the “Exchange” (also known as the “Health Insurance Marketplace”). Like most people, you probably have many questions about your coverage. This Benefit Booklet contains a great deal of information about the services and supplies for which benefits will be provided under your Plan. Please read your entire Benefit Booklet very carefully. We hope that most of the questions you have about your coverage will be answered.

We refer to our company as “BCBSNM” in this Benefit Booklet, and we refer to the company or association that you work for as the or your “Group.” *Section 10: Definitions* will explain the meaning of many of the terms used in this Benefit Booklet. Whenever the term “you” or “your” is used, we also mean all Eligible Family Members who are covered under this Plan. Whenever the term “we,” “us,” or “ours” is used, it means BCBSNM.

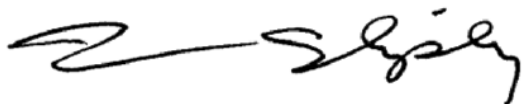
Please take some time to get to know your health care benefit plan coverage, including its benefit limits and exclusions, by reviewing this important document and any enclosures. Learning how this plan works can help make the best use of your health care benefits.

BCBSNM and your Group may change the benefits described in this Benefit Booklet. If that happens, BCBSNM or your Group will notify you of those mutually agreed upon changes.

If you have any questions once you have read this Benefit Booklet, talk to your benefits administrator or call us at the number listed on the back of your ID Card, or as listed in *Customer Assistance* on the inside front cover. It is important to all of us that you understand the protection this coverage gives you.

Welcome to Blue Cross and Blue Shield of New Mexico! We are very happy to have you as a member and pledge you our best service.

Sincerely,

A handwritten signature in black ink, appearing to read "Kurt Shipley". The signature is fluid and cursive, with a long horizontal stroke at the beginning.

Kurt Shipley President  
Blue Cross and Blue Shield of New Mexico

### **If You Live Outside New Mexico**

**HMO-** Participating Providers outside New Mexico and Nonparticipating Providers do not know what services need Preauthorization under this Medical Plan, which is administered by BCBSNM. In these cases, it is your responsibility to make sure Preauthorization is obtained when needed. **Please make sure you are aware of Preauthorization requirements in *Section 4*.** You may be responsible for all charges if you or your Provider do not receive authorization from **BCBSNM** for certain services. **All questions about your Plan benefits should be directed to BCBSNM - not to the BCBS Plan in your state of residency.**

#### **Note:**

**This is a Managed Care Medical Plan that generally provides benefits ONLY for services received from a BCBS “HMO” (or HMO- Participating) Provider.** Under the Managed Care Plan, if you obtain nonemergency services from a Nonparticipating (non- HMO) Provider, the services will usually NOT be covered. Exceptions to this requirement are listed in *Section 3: How Your Plan Works*. It is YOUR responsibility to determine if a Provider is in the national BCBS HMO- Participating Provider network.

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## SECTION 1: HOW TO USE THIS BENEFIT BOOKLET

This Benefit Booklet describes the medical/surgical, prescription drug, and mental health/chemical dependency coverage available to Members of this Managed Care Medical Plan and the Plan's benefit limitations and exclusions.

- Always carry your current Plan ID Card issued by BCBSNM. When you arrive at the Provider's office or at the Hospital, show the receptionist your Plan ID Card. You may be required to pay copayments or other estimated amounts due at the time of your visit.
- To find Doctors and Hospitals nearby, you may use the Internet, make a phone call, or request a hard copy of a directory from BCBSNM. See details in *Section 3: How Your Plan Works*.
- Call BCBSNM (or the Behavioral Health Unit) for Preauthorization, if necessary. The phone numbers are on your Plan ID Card. See *Section 4: Preauthorizations* for details about the Preauthorization process.
- Please read this Benefit Booklet and familiarize yourself with the details of your Plan before you need services. Doing so could save you time and money.
- In an Emergency, call 911 or go directly to the nearest Hospital.

### DEFINITIONS

Throughout this Benefit Booklet, many words are used that have a specific meaning when applied to your health care coverage. When you come across these terms while reading this Benefit Booklet, please refer to *Section 10: Definitions*, for an explanation of the limitations or special conditions that may apply to your benefits.

### SUMMARY OF BENEFITS AND COVERAGE (SBC)

The Summary of Benefits and Coverage is referred to as the *Summary of Benefits* throughout this Benefit Booklet. The *Summary of Benefits* shows the specific Member cost-sharing amounts and coverage limitations of your Plan. If you do not have a *Summary of Benefits*, please contact a BCBSNM Customer Service Advocate (the phone number is at the bottom of each page of this Benefit Booklet). You will receive a new *Summary of Benefits* if changes are made to your health care plan.

### IDENTIFICATION (ID) CARD

You will receive a BCBSNM Identification (ID) Card. The ID Card contains your "Group" number and your identification number (including an alpha prefix) and tells Providers that you are entitled to benefits under this health care plan with BCBSNM.

Carry it with you. Do not let anyone who is not named in your coverage use your card to receive benefits. If you need an additional card or need to replace a lost card, contact a BCBSNM Customer Service Advocate.

### PROVIDER NETWORK INFORMATION

In order to receive benefits for non-Emergency services, you need to use Providers who are in the BCBSNM HMO-Participating Provider network. (You have coverage for Nonparticipating Provider services only during an Emergency or when preauthorized due to Medical Necessity.)

The Provider network information is available through the BCBSNM website at [www.bcbsnm.com](http://www.bcbsnm.com). It lists all Providers and their qualifications in the BCBSNM HMO-Participating Provider network and Participating Pharmacies. (If you want a paper copy of a provider network directory, you may request one from Customer Service. It will be mailed to you free of charge.) **Note:** Although Provider directories and information are current as of the date shown at the bottom of each page, they can change without notice.



To verify a Provider's status or if you have any questions about the provider network information directory, contact a Customer Service Advocate or visit the BCBSNM website.

If required by applicable law, BCBSNM's access plan is available upon request, free of charge electronically, but printed copies are subject to charges for reasonable production and, if applicable, delivery costs.

## **DRUG PLAN BENEFITS**

BCBSNM has Contracted with a separate pharmacy benefit manager to administer your Outpatient drug plan benefits. In addition to your Benefit Booklet, you will be sent important information about your drug plan benefits. See your separately issued *Drug Plan Rider* for more information about the drug plan.

## **BLUECARD® PROGRAM**

As a Member of an HMO health plan administered by BCBSNM, you take your health plan benefits with you for Emergency services – across the country and around the world. The BlueCard Program gives you access to preferred Providers almost everywhere you travel or live. Almost 90 percent of Physicians in the United States contract with Blue Cross and Blue Shield (BCBS) Plans. You and your Eligible Family Members can receive the Preferred Provider level of benefits – even when traveling or living outside New Mexico – by using health care Providers that contract as preferred providers with their local BCBS Plan. You should have received a brochure describing this program in more detail. It's a valuable addition to your health care plan coverage. Instructions for locating a preferred provider outside New Mexico are in the brochure or can be found on the BCBSNM website at [www.bcbsnm.com](http://www.bcbsnm.com).

## **LIMITATIONS AND EXCLUSIONS**

Each provision in *Section 5: Covered Services* not only describes what is covered but may list some limitations and exclusions that specifically relate to a particular type of service. *Section 6: General Limitations and Exclusions* lists limitations and exclusions that apply to *all* services.

## **PREAUTHORIZATION REQUIRED**

To receive benefits for some services, you or your Provider must call the BCBSNM Health Services department before you receive treatment. Call Monday through Friday, 8 A.M. to 5 P.M., Mountain Standard Time. See *Section 4: Preauthorizations* for details. **Note:** Call Customer Service if you need Preauthorization assistance after 5 P.M.

### **Emergency/Maternity Admission Notification**

To receive benefits for Emergency Hospital Admissions, you (or your Provider) should notify BCBSNM **within 48 hours** of admission, or as soon as reasonably possible following Admission. Call BCBSNM's Health Services department, Monday through Friday, 8 A.M. to 5 P.M., Mountain Standard Time. Also, if you have a routine delivery and stay in the Hospital **more than 48 hours**, or if you have a C-section delivery and stay in the Hospital **more than 96 hours**, you must call BCBSNM for Preauthorization before you are discharged.

### **Written Request Required**

If a written request for Preauthorization is required in order for a service to be covered, you or your Provider should send the request, along with appropriate documentation, to:

Blue Cross and Blue Shield of New Mexico  
Attn: Health Services Department  
P.O. Box 27630  
Albuquerque, NM 87125- 7630

Please ask your health care Provider to submit your request early enough to ensure that there is time to process the request before the date you are planning to receive services.

## **PREAUTHORIZATION OF BEHAVIORAL HEALTH CARE**

All Inpatient and specified Outpatient mental health and Chemical Dependency services must be preauthorized by the Behavioral Health Unit (BHU) at the phone number below (also listed on the back of your ID Card). For services requiring Preauthorization, you or your Physician should call the BHU before you schedule treatment. The BHU will coordinate Covered Services with an In-network Provider near you. **If you do not call and receive Preauthorization before receiving non-Emergency services, benefits for services may be denied.** Call 7 days a week, 24 hours a day:

**Toll-Free Phone Number: 1- 888- 898- 0070**

## **HEALTH AND WELLNESS MAINTENANCE AND IMPROVEMENT PROGRAMS**

BCBSNM and your employer have the right to offer programs for the purposes of medical management programs, quality improvement programs, and health behavior wellness, maintenance or improvement over and above the standard benefits provided by this Plan. These programs may allow for a reward, a disincentive, a contribution, a differential in premiums or a differential in medical, prescription drug or equipment Copayments, Coinsurance, Deductibles or costs, or a combination of incentives and/or disincentives for participation in any program offered or administered by BCBSNM or any retailer, Provider, or manufacturer chosen by BCBSNM to administer such program. Discount programs for various health behavior wellness or insurance-related items and services may also be available from time to time. For details of current discounts or other programs available, please contact a Customer Service representative by calling the phone number on the back of your ID card. Such programs may be discontinued with or without notice. Contact your employer for additional information regarding any value-based programs offered by your employer.

For individuals in wellness programs who are unable to participate in these incentives or disincentives due to an adverse health factor shall not be penalized based upon an adverse status and unless otherwise permitted by law. Blue Cross Blue Shield will allow a reasonable alternative to any individual for whom it is unreasonably difficult, due to a medical condition, to satisfy otherwise applicable wellness program standards.

Contact Blue Cross Blue Shield for additional information regarding any value-based programs offered by Blue Cross Blue Shield.

## **VIRTUAL VISITS**

Covered Services provided via consultation with a licensed Provider through interactive video via online portal or mobile application. Virtual Visits provide access to Providers who can provide diagnosis and treatment of non-emergency medical and Mental Illness conditions in situation that may be handled without a traditional office visit, urgent care visit or Emergency Care visit.

Virtual visit member cost share will be the same as an in-person primary care office visit and for behavioral health virtual visits, member cost share is the same as a behavioral health office visit in-person.

## **IDENTITY THEFT PROTECTION SERVICES**

As a Member, BCBSNM makes available at no additional cost to you, identity theft protection services, including credit monitoring, fraud detection, credit/identity repair and insurance to help protect your information. These identity theft protection services are currently provided by BCBSNM's designated outside vendor and acceptance or declination of these services is optional to Member. Members who wish to accept such identity theft protection services will need to individually enroll in the program online at [www.bcbsnm.com](http://www.bcbsnm.com) or telephonically by calling the toll-free telephone number on your identification card. Services may automatically end when the person is no longer an eligible Member. Services may change or be discontinued at any time with or without notice and BCBSNM does not have

guarantee that a particular vendor or service will be at any given time. The services are provided as a convenience and are not considered covered benefits under this benefit program.

## **CUSTOMER SERVICE**

If you have any questions about your coverage, call or e-mail BCBSNM's Customer Service department. Customer Service Advocates are available Monday through Friday from 6 A.M. - 8 P.M. and 8 A.M. - 5 P.M., Mountain Standard Time on Saturdays and most holidays. If you need assistance outside normal business hours, you may call the Customer Service telephone number and leave a message. A Customer Service Advocate will return your call by 5 P.M. the next business day.

Customer Service representatives can help with the following:

- answer questions about your benefits
- assist with Preauthorization requests
- check on a Claim's status
- help you change your PCP selection
- order a replacement ID Card, Provider directory, Benefit Booklet, or forms

For your convenience, the toll-free customer service number is printed at the bottom of every page in this Benefit Booklet. Refer to Customer Assistance on the inside cover of this booklet for important phone numbers, website, and mailing information. You can also e-mail the Customer Service unit via the BCBSNM website noted below:

In addition to accepting e-mail inquiries, the BCBSNM website contains valuable information about BCBSNM Provider networks, the BCBSNM Drug List, and other Plan benefits. It also has various forms you can print off that could save you time when you need to file a Claim.

**Website: [www.bcbsnm.com](http://www.bcbsnm.com)**

### **Behavioral Health Customer Service**

When you have questions about your behavioral health benefits, call the BCBSNM Behavioral Health Unit (BHU) for assistance.

### **Deaf and Speech Disabled Assistance**

**Toll-free: 1- 888- 898- 0070**

Deaf, hard-of-hearing, and speech disabled callers may use the New Mexico Relay Network. Dialing 711 connects the caller to the state transfer relay service for TTY and voice calls.

### **Translation Assistance**

If you need help communicating with BCBSNM, BCBSNM offers Spanish bilingual interpreters for Members who call customer service. If you need multi-lingual services, call the customer service phone number on the back of your ID Card.

### **After Hours Help**

If you need or want help to file a complaint outside normal business hours, you may call customer service. Your call will be answered by an automatic phone system. You can use the system to:

- leave a message for BCBSNM to call you back on the next business day
- leave a message saying you have a complaint or appeal
- talk to a nurse at the 24/7 Nurseline right away if you have a health problem

### **24/7 Nurseline**

If you can't reach your Doctor, the free 24/7 Nurseline will connect you with a nurse who can help you decide if you need to go to the Emergency room or Urgent Care center, or if you should make an appointment with your Doctor. The Nurseline will also give you advice if you call your Doctor and he or she can't see you right away when you think you might have an urgent problem. To learn more, call:

**Toll-free: 1- 800- 973- 6329**

BCBSNM also has a phone library of more than 1000 health topics available through the Nurseline, including over 600 topics available in Spanish.

### **SpecialBeginnings®**

This is a maternity program that helps you better understand and manage your pregnancy. You should enroll in the program within three months of becoming pregnant, by calling:

**Toll-free: 1- 888- 421- 7781**

### **BLUE ACCESS FOR MEMBERS<sup>SM</sup>**

To help Members track Claim payments, make health care choices, and reduce health care costs, BCBSNM maintains a flexible array of online programs and tools for health care plan Members. The online "Blue Access for Members" (BAM) tool provides convenient and secure access to Claim information and account management features and the Cost Estimator tool. While online, Members can also access a wide range of health and wellness programs and tools, including a health assessment and personalized health updates. To access these online programs, go to [www.bcbsnm.com](http://www.bcbsnm.com), log into Blue Access for Members and create a user ID and password for instant and secure access. If you need help accessing the BAM site, call:

**BAM Help Desk (toll-free): 1-888-706-0583**

**Help Desk Hours: Monday through Friday 6 A.M. - 9 P.M., Mountain Standard Time  
Saturday 6 A.M. - 2:30 P.M. Mountain Standard Time**

**Note:** Depending on your Group's coverage, you may not have access to all online features. Check with your benefits administrator or call Customer Service at the number on the back of your ID Card. BCBSNM uses data about program usage and Member feedback to make changes to online tools as needed. Therefore, programs and their rules are updated, added, or terminated, and may change without notice as new programs are designed and/or as our Members' needs change. We encourage you to enroll in BAM and check the online features available to you - and check back in as frequently as you like. BCBSNM is always looking for ways to add value to your health care plan and hope you will find the website helpful.

### **HEALTH CARE FRAUD INFORMATION**

Health care and insurance fraud results in cost increases for health care plans. You can help; always:

- Be wary of offers to waive Copayments, Deductibles, or Coinsurance. These costs are passed on to you eventually.
- Be wary of mobile health testing labs. Ask what your health care insurance will be charged for the tests.
- Review the bills from your Providers and the *Explanation of Benefits* (EOB) you receive from BCBSNM. Verify that services for all charges were received. If there are any discrepancies, call a BCBSNM Customer Service Advocate.
- Be very cautious about giving information about your health care insurance over the phone. If you suspect fraud, contact the BCBSNM Fraud Hotline at 1-888-841-7998.

You can also contact the Office of Superintendent of Insurance if you suspect fraud

## SECTION 2: ENROLLMENT AND TERMINATION INFORMATION

### WHO IS ELIGIBLE

BCBSNM may request proof that a valid employer- employee relationship exists, if applicable, and/or that the applicant meets the eligibility requirements stated in the Group Contract and the member's application.

No eligibility rules or variations in premium will be imposed on you based on your specific health status, medical condition, claims experience, receipt of health care, medical history, genetic information, evidence of insurability, disability, or any other health status- related factor. You will not be discriminated against for coverage under this Plan on the basis of race, color, national origin, disability, age, sex, gender identity or sexual orientation. Variations in the administration, processes, or benefits of this policy that are based on clinically indicated, reasonable medical management practices, or are part of permitted wellness incentives, disincentives and/or other programs do not constitute discrimination.

See "Re-Enrollment" in this section for important information if you or an eligible family member were previously enrolled in a health care plan administered by BCBSNM.

Working employees and their spouses age 65 and over may be entitled to the same benefits as those employees under age (See "Medicare- Eligible Members," later in this section.)

### IF YOUR EMPLOYER OFFERS RETIREE BENEFITS

If your employer's Plan also covers retirees, retirees under the age of 65 who meet the eligibility requirements for Plan participation are also eligible. To be eligible for continued coverage in this Plan, the retiree must also be residing within the BCBSNM HMO Plan service area at least six months out of the year. See "Guest Membership," later in this section, if you are temporarily residing outside the HMO Plan service area. **Note:** If you are a retiree covered under this Plan, please contact your benefits administrator for eligibility criteria applicable to you.

### ELIGIBLE FAMILY MEMBERS

**Covered family member, covered spouse, covered Child** - An eligible spouse or Eligible Child (as defined below) who has applied for and been granted coverage under the Subscriber's policy based on his/her family relationship to the Subscriber.

**Eligible Family Members** - Family members of the Subscriber, limited to the following persons:

- the Subscriber's legal **spouse**
- the Subscriber's Eligible **Child** through the end of the month in which the Child reaches **age 26** (Once a covered Child reaches age 26, the Child is automatically removed from coverage and rates adjusted accordingly - unless the Child is an Eligible Family Member under this Plan due to a disability as described below.)
- the Subscriber's **unmarried** Child age 26 or older who was enrolled as the Subscriber's covered Child in this health plan at the time of reaching the age limit, and who is medically certified as **disabled**, chiefly dependent upon the Subscriber for support and maintenance, and incapable of self- sustaining employment by reason of his/her disability. Such condition must be certified by a Physician and BCBSNM. Also, a Child may continue to be eligible for coverage age 26 or older only if the condition began before or during the month in which the Child would lose coverage due to his/her age. BCBSNM must receive written notice of the disabling condition within 31 days of the Child's attainment of the limiting age and subsequently, as may be required by BCBSNM, but not more frequently than annually after the two- year period following the Child's attainment of the limiting age of 26.

- the Subscriber's **Domestic Partner** (NOTE: Not all governing bodies of the entities have approved allowing an employee's Domestic Partner and his/her children to be eligible for insurance coverage. Check with your benefits administrator for more information.)

**Eligible Child** - The following family members of the Subscriber through the end of the month during which the Child turns age 26:

- natural or legally adopted Child of the Subscriber
- Child placed in the Subscriber's home for purposes of adoption (including a Child for whom the Subscriber is a party in a suit in which the adoption of the Child by the Subscriber is being sought)
- stepchild of the Subscriber (or otherwise Eligible Child of a Domestic Partner, if Domestic Partners are covered under your benefit plan)
- Child for whom the Subscriber must provide coverage because of a court order or administrative order pursuant to state law
- eligible foster Child of the Subscriber

A Child meeting the criteria above is an "Eligible Child" whether or not the Subscriber is the custodial or noncustodial parent, and whether or not the Eligible Child is claimed on income tax, employed, married, attending school or residing in the Subscriber's home, **except** that:

- once the Subscriber is no longer a legal guardian of a Child or there is no longer a court order to provide coverage to a Child, the Child must be eligible as a natural Child, legally adopted Child, foster Child, or stepchild of the Subscriber in order to retain eligibility as a family member under this health plan.

A **Domestic Partner** is a person of the same or opposite sex who meets all of the following criteria:

- shares your permanent residence and has resided with you for no less than one year;
- is not less than 18 years of age;
- is financially interdependent with you and has proven such interdependence by providing documentation of at least two of the following arrangements: common ownership of real property or a common leasehold interest in such property; community ownership of a motor vehicle; a joint bank account or a joint credit account; designation as a beneficiary for life insurance or retirement benefits or under your partner's will; assignment of a durable power of attorney or health care power of attorney; or such other proof as is considered by BCBSNM to be sufficient to establish financial interdependency under the circumstances of your particular case;
- is not a blood relative any closer than would prohibit legal marriage; and
- has signed jointly with you, a notarized affidavit which can be made available to BCBSNM on request.

In addition, you and your Domestic Partner will meet the terms of this definition as long as neither of you nor your Domestic Partner:

- has signed a Domestic Partner affidavit or declaration with any other person within 12 months prior to designating each other as Domestic Partners hereunder;
- is currently legally married to another person; or
- has any other Domestic Partner, spouse, or spouse equivalent of the same or opposite sex.

You and your Domestic Partner must have registered as Domestic Partners if you reside in a state that provides for such registration. In any case, if your employer allows coverage for Domestic Partners and their children, BCBSNM will require a notarized *Affidavit of Domestic Partnership* and at least three corroborating documents:

- joint lease/mortgage or ownership of property
- jointly owned motor vehicle, bank or credit account (only one qualifies)
- Domestic Partner named as beneficiary of the employee's life insurance and/or retirement benefits, and/or as primary beneficiary under employees will
- Domestic Partner assigned as power of attorney or legal designee by the employee
- both names on a utility bill and/or on an investment account

The federal government does not recognize Domestic Partners as qualified eligible family members and therefore, the premium paid for their coverage cannot be pre-tax. In addition, the employee must pay tax on the portion of the premium paid by the employer for the Domestic Partner and his/her covered children. Employees wanting to change benefit elections involving a Domestic Partner must adhere to the same rules regarding qualifying events.

Within 31 days of hire, you must submit all required forms to your benefits administrator. Once you have made an election during your initial enrollment period of 31 days from your date of hire, you are locked into that decision until the next annual open enrollment period.

BCBSNM may require acceptable proof (such as copies of income tax forms, legal adoption or legal guardianship papers, or court orders) that an individual qualifies as an Eligible Family Member under this coverage. Unless listed as an Eligible Family Member, no other family member, relative or person is eligible for coverage as a family member. Common-law spouses are **not** considered legal spouses; in order to be considered eligible for coverage, a common-law spouse must meet the definition of "Domestic Partner."

### **Information for Noncustodial Parents**

When a Child is covered by the Plan through the Child's noncustodial parent, then the Plan will:

- provide such information to the custodial parent as may be necessary for the Child to obtain benefits through the Plan;
- permit the custodial parent or the Provider (with the custodial parent's approval) to submit Claims for Covered Services with the approval of the noncustodial parent; and
- make payments on Claims submitted in accordance with the above provision directly to the custodial parent, the Provider, or the state Medicaid agency as applicable.

### **MEDICARE-ELIGIBLE MEMBERS**

Shortly before you turn age 65 or qualify for Medicare benefits for other reasons, you are responsible for contacting the local Social Security office to establish Medicare eligibility. You should then contact your benefits administrator to discuss coverage options.

If an active employee qualifies under the provisions of federal law for the working aged (TEFRA), then the working employee age 65 or older and/or his/her eligible spouse age 65 or older who is covered by Medicare may continue this Plan coverage as primary over Medicare until the eligible employee retires.

A Member under age 65 receiving Medicare benefits due to disability or end-stage renal disease (ESRD) also has primary benefits under this Plan coverage, but for only a limited period of time. (For ESRD patients, this Plan coverage is primary only during the CMS-defined ESRD coordination time period - usually 30 months after the start of dialysis. Medicare becomes primary when the Medicare ESRD coordination time period expires.)

In any case, if you are a Medicare beneficiary and you actively *select* Medicare as your primary coverage, this Plan is **not** available to you, and your employer may not offer you any other employer-sponsored health care plan.

Refer to a Medicare Handbook or contact the Social Security Administration for more information and eligibility guidelines that apply to you.

## **APPLYING FOR COVERAGE**

An eligible person can apply for coverage, including for his/her eligible family members, by submitting an enrollment/change form to BCBSNM **within 31 days** after becoming eligible according to the terms of the Group Contract. **Note:** BCBSNM cannot use genetic information or require genetic testing in order to determine or to limit or deny coverage.

**Retiree** - If your plan covers retirees, an eligible retiree may apply for continued coverage, including for his/her eligible family members, by contacting your benefits administrator **60 days** prior to retirement. If you do not apply for continued coverage and arrange for payment of medical plan contributions, your coverage will end on the date specified by your group.

## **WHEN COVERAGE BEGINS**

BCBSNM will determine your effective date of coverage according to the provisions of the Group Contract. Contact your employer to determine your effective date of coverage.

**This Plan does not cover** any service received before your Effective Date of Coverage (which, for Eligible Family Members, may be later than the Subscriber's effective date). Also, if your prior coverage has an extension of benefits provision, this Plan will not cover those charges incurred after your Effective Date that are covered under the prior benefit plan.

## **CHANGES TO COVERAGE**

After initial enrollment, you may need to add Eligible Family Members to, or remove them from your coverage, update your address, or switch from Individual to Family Coverage, or vice versa.

Your ability to change coverage types (e.g., from Family to Individual coverage, etc.) will depend on the rules and regulations set forth by your employer. Please contact your employer to find out when you can change your coverage type or remove a person from your coverage.

## **ADDING A FAMILY MEMBER TO COVERAGE**

A Subscriber may apply for coverage of an Eligible Family Member (such as a new spouse or a newborn Child). **Within 31 days** of acquiring the newly Eligible Family Member, the Subscriber must:

- request that the employer notify BCBSNM of the change,
- complete and submit all necessary enrollment/change forms and legal documentation of proof of dependency, and
- pay any additional premium or other employee contribution for coverage, which may mean changing, for example, from Individual to Family coverage.

### **Adding a Spouse or a Domestic Partner**

If a Subscriber adds coverage for a spouse **within 31 days** of marriage, the effective date of the new Eligible Family Member's coverage will be no later than the first of the month following the date BCBSNM received the completed and signed enrollment/change application form. If the Subscriber does not submit a completed and signed enrollment/change application form to his/her benefits administrator or to BCBSNM (or to the COBRA administrator), along with necessary documentation and, if required, change from Individual (or Employee + Child(ren) coverage, if applicable) to Family coverage **within 31 days** of marriage, the spouse may not be added to coverage except as a Late



Applicant (or as specified under “Special Enrollment” later in this section). You may also have the option of applying for a Two- Person (Employee + Spouse) coverage type. Ask your employer which coverage types are available to you. For example, if you are applying for coverage for a new spouse and his/her eligible Child(ren), you will have to change to Family coverage. See “Adding an Eligible Child,” below.

Domestic partners and their eligible Children may be added to existing coverage only during the annual open enrollment period.

### **Adding an Eligible Child**

If you do not submit an application for an Eligible Child or add additional coverage, if required, within the time frames below, the Child will be considered a **Late Applicant**, except as specified under “Special Enrollment.”

### **Newborn Children**

If Family coverage (or Employee/Children coverage, if available) is in effect, a newborn, natural Child is covered from birth. (You should, however, submit an application to add the newborn as an eligible Child as soon as possible after birth.) If, for example, Family coverage is not in effect, you must add coverage for the newborn **within 31 days** of the birth in order for newborn care to be covered, (e.g., If an Employee + Children coverage type is not available to your group, you would need to switch to Family coverage.). In any case, if the application is not received **within 31 days** and additional premium or other employee contributions for coverage, if any, are not paid, the newborn is considered a Late Applicant.

**Note:** If the parent of the newborn is an Eligible Child of the Subscriber (i.e., the newborn is the Subscriber’s grandchild), benefits are **not** available for the newborn.

### **Adopted Children**

A Child placed in the Subscriber’s home for the purposes of adoption may be added to coverage as soon as the Child is placed in the home. However, application for coverage can be made as late as **31 days** following legal adoption without being considered late. (Although a Child over the age of 18 is not eligible for adoption, an adopted Child is covered as any other Child, subject to the same Eligible Child age limitations and restrictions.) **Note:** An adopted Child or foster Child who is not enrolled within 31 days of adoption or placement in the home will be considered a Late Applicant unless the Child was previously enrolled in a group health plan or other creditable coverage within 30 days of his/her adoption or placement for adoption and has had prior creditable coverage since that date with no significant lapse (i.e., 95 or more days).

### **Eligible Foster Children**

Application for coverage must be made for an eligible foster Child **within 31 days** from the date care is assumed by the Subscriber for such foster Child.

### **Legal Guardianship**

Application for coverage must be made for a Child for whom the Subscriber or the Subscriber’s spouse becomes the legal guardian **within 31 days** of the court or administrative order granting guardianship.

### **Stepchild**

Application for coverage must be made for a stepchild **within 31 days** of the marriage to the stepchild’s biological parent.

### **Court Ordered Coverage for Children**

When an employee or employer is required by a court or administrative order to provide coverage for an Eligible Child, the Eligible Child may be enrolled in the Subscriber’s Family Coverage, or

Employee/Children coverage, if available and will **not** be considered a Late Applicant. (If the Subscriber has Individual coverage, he/she may be required to pay additional premium in order for the Eligible Child to be added.) If not specified in the court or administrative order, the Eligible Child's Effective Date of Coverage will be the date the order has been filed as public record with the State or the effective date of Family Coverage, or Employee/Children coverage, if available, whichever is later. BCBSNM must receive a copy of the court or administrative order.

## **LATE APPLICANT**

Unless eligible for a special enrollment, applications from the following enrollees will be considered late:

- anyone not enrolled **within 31 days** of becoming eligible for coverage under this Plan (e.g., a newborn child added to coverage more than 31 days after birth when, for example, Family coverage (or Employee/Children coverage, if available) is not already in effect, a child added more than 31 days after legal adoption, or a new spouse or stepchild added more than 31 days after marriage)
- anyone enrolling on the group's initial BCBSNM enrollment date who was not covered under the group's prior plan (but who was eligible for such coverage)
- anyone eligible but not enrolled during the group's initial enrollment
- anyone who voluntarily terminates his/her coverage and applies for reinstatement of such coverage at a later date (except as a provider under USERRA of 1994)

Application for coverage from late applicants will be accepted only during your group's annual open enrollment period, except as described under "Special Enrollment for Active Employees and Their Eligible Family Members" and under "Switch Enrollment," on the next page.

**Note:** Late applications are not accepted from retirees. If the retiree does not choose Plan coverage upon retirement, coverage may not be chosen at a later date. Late applications are also not accepted from persons applying for coverage under one of the continuation provisions listed under "How to Continue Coverage," later in this section. (There are federal and state regulations regarding the amount of time that a terminating plan member has to apply for continued coverage when first eligible. See "How to Continue Coverage" for more information.)

## **OPEN ENROLLMENT**

Open enrollment is the 30- day period prior to the group's anniversary date (ask your employer when your group's open enrollment period is held). During the annual open enrollment period, any eligible employee and his/her Eligible Family Members may enroll as members under this Plan. There is no penalty or benefit reduction for taking this action.

### **If You Are Covered as a Retiree**

Open enrollment is not available to terminated members who initially declined continued coverage as a retiree. If you voluntarily waive or discontinue retiree health care benefits, you may not enroll at a later date.

**Late Applicants may not enroll until the next annual open enrollment period.**

## **SWITCH ENROLLMENT AND CHANGES IN PLAN**

If your employer offers employees more than one choice of health plan, your Plan choice can only be changed outside open enrollment if you, as an active employee or Eligible Family Member of an active employee, are eligible for a special enrollment. (See "Special Enrollment for Active Employees and Their Eligible Family Members" for details.)

### **During an Open Enrollment Period**

During an open enrollment period, the Subscriber and his/her Eligible Family Members may change coverage to one of the other health care plans for which the Subscriber meets eligibility requirements. This is the only period of time during which a Member may “voluntarily” change from one health care plan to another for which he/she is eligible.

### **Outside the Open Enrollment Period**

If you or your Covered Family Member must change to another health care plan being offered by the employer because of a change in the Subscriber’s residency (i.e., moving outside an HMO service area) or family status (i.e., a special enrollment qualifying event), an enrollment/change form must be submitted to as soon as possible (or, for continuation members, the COBRA administrator). Your effective date under the new health plan will be the first of the month following your change in eligibility status. If you are switching to another health plan due to a Special Enrollment, the effective date of change is explained below.

### **SPECIAL ENROLLMENT FOR ACTIVE EMPLOYEES AND THEIR COVERED FAMILY MEMBERS**

There are four instances (“qualifying events”) in which an eligible person can obtain a “Special Enrollment” right (see definition in *Section 10: Definitions*). You have a limited amount of time during which you may request a Special Enrollment. If you do not request Special Enrollment **within the time period specified below**, you will be considered a Late Applicant.

#### **Qualifying Events**

The four instances of Special Enrollment are:

#### **Loss of Prior Coverage**

An eligible employee who declined coverage when initially eligible because of having other comprehensive medical coverage and who later *involuntarily* loses the other coverage (or who reaches a lifetime maximum under the prior benefit Plan), may apply for coverage for himself/herself and Eligible Family Members. (The Eligible Family Members need not have been covered under the prior benefit Plan when the employee has been granted a Special Enrollment under this provision.) Currently enrolled employees may also add Eligible Family Members to coverage under this provision if the Eligible Family Member had prior Creditable Coverage that was involuntarily lost or had reached lifetime benefit maximum under the other carrier’s benefit Plan. (See definition of “Involuntary Loss of Coverage” in *Section 10: Definitions*.)

If a completed and signed enrollment/change form is received by the employer **within 31 days** of losing the other coverage (or **within 31 days** of receiving the first denial notice informing the employee or Eligible Family Member that he/she had reached a lifetime limit), the applicant(s) will **not** be considered late.

Documentation from the prior carrier - supporting the fact that the person had prior Creditable Coverage that was lost involuntarily - may be submitted at a later date with the employer’s approval, but the employee must submit the completed and signed enrollment/change form **within 31 days** of the loss of coverage (or denial notice). **Note:** Enrollment changes cannot be processed until **all documentation** is provided to the employer.

**If the employee lost prior coverage, Special Enrollment is available to the current employee and any Eligible Family Members of the employee (including spouse). If an Eligible Family Member of the current employee lost prior coverage, Special Enrollment is available for the affected Eligible Family Member and the employee (not other Eligible Family Members).** The choice to quit paying premiums, for example, because the Subscriber or one family member under the other carrier’s benefit Plan reaches a lifetime benefit maximum is not an example of Involuntary Loss of Coverage for the

entire family. However, in the case of one Eligible Family Member losing prior coverage, although all family members may not be eligible for a “Special” Enrollment, Eligible Family Members may be enrolled at the same time as the special enrollee, subject to Late Applicant provisions. Also, in order to be eligible for a Special Enrollment due to loss of prior coverage, the declining person must have completed a waiver of coverage statement when first eligible to enroll, and the reason stated for declining coverage must have been due to having other coverage. If an employee requests a Special Enrollment for self only, Eligible Family Member(s) only, or both, BCBSNM requires proof of loss of coverage or proof of the date of the event.

### **Change in Family Status**

An employee who acquires a new Eligible Family Member due to marriage, birth, adoption, or placement for adoption may apply for a Special Enrollment in this Plan for himself/herself **and other family members** who are eligible for coverage under this Plan. Application for Special Enrollment of the employee and his/her Eligible Family Members will **not** be considered late if submitted **within 31 days** of the marriage, birth, adoption, or placement of the Eligible Child in the Subscriber’s home. If submitted more than 31 days following the change in family status, Special Enrollment is not available.

- **Newborn or Adopted Child:** For a change in family status due to birth of an eligible newborn or adoption of a Child, coverage begins on the date of birth or adoption (or, if earlier, on the date of placement in the Subscriber’s home).
- **Marriage:** The Effective Date of Coverage for all persons granted a Special Enrollment due to marriage will be the same as the new spouse’s Effective Date of Coverage as described under “Adding an Eligible Family Member to Coverage.”
- **Eligible Foster Child:** For a change in family status due to assumption of care by the Subscriber of an eligible foster Child, coverage begins on the date care is assumed by the Subscriber.

**This right to Special Enrollment upon a change in family status applies to the employee and to all Eligible Family Members.**

Establishing a new Domestic Partnership and adding a Child to coverage due to a court order are **not** considered a change in family status for purposes of the “Special Enrollment” provision.

### **Loss of Medicaid/SCHIP Eligibility**

If an eligible employee or his/her Eligible Family Member is not currently enrolled in the Plan and loses eligibility under Medicaid or under a State Child Health Plan (SCHIP), the person losing such coverage may enroll in the Plan without being considered a Late Applicant. To be eligible for Special Enrollment, the person must apply for coverage under the Group Health Plan no later than **60 days** after the date of termination of Medicaid or SCHIP coverage. (In order for an Eligible Family Member to be eligible for Special Enrollment, the employee must be covered under the employer Group Health Plan. If the employee is not enrolled in the Plan when the Eligible Family Member becomes eligible for assistance, the employee must enroll into the Plan at the same time as the Eligible Family Member.) Documentation from the state - supporting the fact that the person had Medicaid/SCHIP coverage that was lost involuntarily - may be submitted at a later date with the employer’s approval, but the employee must submit the completed and signed enrollment/change from within **60 days** of the loss of coverage. **Note:** Enrollment changes cannot be processed until **all documentation** is provided to the employer.

**If the employee lost Medicaid/SCHIP coverage, Special Enrollment is available to the current employee and any Eligible Family Members of the employee (including spouse). If an Eligible Family Member of the current employee lost Medicaid/SCHIP coverage, Special Enrollment is available for the affected Eligible Family Member and the employee (no other Eligible Family Members).**

### **Medicaid/SCHIP Group Health Plan Premium Assistance Eligibility**

A state may offer premium subsidies through Medicaid or a State Child Health Plan (SCHIP) to low-income children and their families for qualified employer-sponsored coverage. This includes premium assistance for continuation coverage under federal or state law. Therefore, if an eligible employee or an Eligible Family Member is not enrolled in the Plan and later becomes eligible for Group Health Plan premium assistance under Medicaid or under SCHIP, the eligible person may enroll in the Plan without being considered a Late Applicant. To be eligible for Special Enrollment, the affected person must apply for coverage through the employer no later than **60 days** after becoming eligible for premium assistance. (In order for a family member to be eligible for Special Enrollment, the employee must be covered under the employer's health Plan. If the employee is not enrolled in the Plan when the Eligible Family Member becomes eligible for assistance, the employee must enroll in the Plan at the same time as the Eligible Family Member.)

Documentation from the state - supporting the fact that the person is eligible for premium assistance from Medicaid or SCHIP - may be submitted at a later date with the employer's approval, but the employee must submit the completed and signed enrollment/change form **within 60 days** of the affected person's premium assistance eligibility date. **Note:** Enrollment changes cannot be processed until **all documentation** is provided to the employer.

**The current employee who is eligible but not enrolled for coverage under the terms of the Group Health Plan (or a dependent of such an employee who is eligible but not enrolled for Group Health Plan coverage under such terms) may enroll in the Group Health Plan upon becoming eligible for a state premium assistance subsidy under Medicaid or SCHIP if Special Enrollment is requested in a timely manner.**

### **Applying for Special Enrollment**

Application for Special Enrollment must be made **within the time period specified for each of the qualifying events above** in order to qualify you and/or your Eligible Family Member(s) for a Special Enrollment right (switch enrollment may be available to members who are offered more than one Plan option). Please contact your benefits administrator for details about Special Enrollment privileges that apply to you and your Eligible Family Members.

### **Waiving Coverage**

If an employee declines to enroll in this Group Health Plan when initially eligible to do so, the employee must sign a waiver of coverage statement and submit it to the employer. **It is very important that the employee indicate the reason for declining coverage.** If the employee declined coverage due to having other health care coverage and later involuntarily loses the other coverage, the employee and his/her Eligible Family Members may be eligible to enroll in the employer's group Plan as "special enrollees." An employee waiver of coverage statement, indicating that coverage is being declined due to having coverage, must be submitted to the employer **within 31 days** of becoming eligible for coverage under the employer's health care Plan. If you later lose the other coverage and wish to enroll in the Plan as a result, you will also need to submit proof that you had the required Creditable Coverage.

If you do not enroll an Eligible Family Member when he/she is initially eligible, you do not need to sign a waiver of coverage statement. However, if the affected family member later loses the other coverage and requests a Special Enrollment, you *will* need to submit proof that the family member had the required Creditable Coverage.

If the person declining coverage later requests a Special Enrollment, but no such proof of loss or prior coverage is provided, or if the reason for declining coverage is *not* due to having other coverage, he/she will be ineligible for Special Enrollment. If the person chooses to enroll anyway, the person will be considered a Late Applicant.

### **Coverage Effective Date**

If a member is granted a Special Enrollment due to Involuntary Loss of Coverage, due to premium assistance eligibility, or due to marriage, and all required documentation is received timely by the employer, coverage will begin no later than the first day of the month after the employer received the request for Special Enrollment. However, for a change in family status due to birth of an eligible newborn or adoption of a Child, coverage begins on the date of birth or adoption.

If a completed and signed enrollment/change form is **not** received within the time periods set forth in this section, the employee and /or his /her Eligible Family Members will be considered Late Applicants and no Special Enrollment right will be available.

## **RE-ENROLLMENT**

If a previously covered employee and/or Eligible Family Member is re-enrolled in this group Plan, he/she will usually be considered a Late Applicant. See “Leave of Absence or Military Service” and “Special Enrollment” for exceptions and details.

Any individual whose previous BCBSNM contract was terminated for good cause is not eligible to re-enroll in this Plan, unless approved in writing by BCBSNM. (Members currently enrolled in continuation coverage may not re-enroll once coverage is terminated, unless eligibility under this Plan is re-established.)

If coverage is voluntarily discontinued by a COBRA member, the terminated member may not re-enroll at any time.

## **NOTIFICATION OF ELIGIBILITY AND ADDRESS CHANGES**

The Subscriber must notify BCBSNM **within 31 days** following any changes that may affect his/her or a family member’s eligibility, including a change to a covered family member’s name or address, by indicating such changes on an enrollment/change form and submitting it to BCBSNM. You can obtain this form at BCBSNM’s website at [www.bcbsnm.com](http://www.bcbsnm.com), from your benefits administrator, or by calling the BCBSNM Customer Service department. (Members covered under federal continuation must submit enrollment/change forms directly to the COBRA administrator.)

## **Employees and Their Eligible Family Members**

Employees covered under the group Plan are responsible for completing and submitting signed enrollment/change forms to your employer.

## **COBRA Continuation Policy Members**

If you are covered under a COBRA continuation policy, you must contact the COBRA administrator. The name, address, and phone number of the administrator will be provided to you should you elect COBRA coverage.

## **COVERAGE TERMINATION**

Unless stated otherwise, if you do not elect or do not qualify for continuation coverage (see “How to Continue Coverage”), coverage ends at the end of the month following the earliest of the date:

- The employee **terminates employment** or **otherwise loses eligibility** according to the terms of the Group Contract. If the group or subscriber fails to notify BCBSNM **within 30 days** to remove an ineligible person from coverage, BCBSNM may recover any payment made on the ineligible person’s behalf.
- When the **premium payment** or other employee contribution for coverage is not received on time. (Coverage will be suspended if premium is not paid when it is due. If premium is not received **within 30 days** after its due date, the group or affected member(s) will be terminated at the end of the last-paid billing period. Any claims for medically necessary services received during the 30-day grace period will be covered.)

- When the member begins a **leave of absence** or enters the **armed forces** for **more than 30 days** or as provided by law. (See “Leave of Absence or Military Service.”)
- When the **member materially fails to abide by the rules**, policies, or procedures of this Plan or fraudulently provides or materially misrepresents information affecting coverage. If a member knowingly gave false material information in connection with the eligibility or enrollment of the subscriber or any of his/her eligible family members, BCBSNM may terminate the coverage of the subscriber and his/her eligible family members retroactively to the date of initial enrollment. The subscriber is liable for any benefit payments made as a result of such improper actions.
- When the subscriber **dies**. (Surviving eligible family members remain covered through the last-paid billing period.)
- If this Plan is primary over **Medicare** due to federal laws and regulations, when the Medicare-eligible member *chooses* Medicare as his/her primary coverage. (See “Medicare-Eligible Members” for information on coverage options for members who are entitled to Medicare.)
- When the member acts in a **disruptive** manner that prevents the orderly business operation of any network provider or dishonestly attempts to gain a financial or material advantage.
- When **group coverage is discontinued** for the entire group or for the employee’s enrollment classification.
- When an employee **retires**. (The retiree and his/her eligible family members may be eligible for continuation coverage through federal law. See “How to Continue Coverage.” Certain retirees who were covered under the Plan after retirement are allowed to remain covered under this Plan.)
- When the subscriber moves to a primary residence or place of employment **outside the geographic area** serviced by BCBSNM. (See “Guest Membership,” later in this section, if you are moving temporarily for 90- 180 days or “How to Continue Coverage,” later in this section if the move is permanent or longer than 180 days.)

### **Additional Family Member Termination Reasons**

In addition, coverage will end for any family member on the earliest of the above dates or the earliest of the following dates:

- at the end of the **last-paid billing period** for Family coverage;
- at the end of the month when a child **no longer qualifies as an eligible child** under the Plan (e.g., a child is removed from placement in the home or reaches the eligible child age limit);
- at the end of the month following the date of a final **divorce** decree or **legal separation** for a spouse;
- at the end of the month when the subscriber gives a minimum **30 days’ advance notice** in writing to end coverage for a covered family member(s), according to the rules of your Plan as established by your employer.
- at the end of the month following the dissolution of a domestic partnership.

If a family member is being removed from coverage because of losing his/her eligibility under the Plan (for reasons other than reaching the eligible child age limit), the enrollment/change form must be received by BCBSNM **within 31 days** following the effective date of the change. In these cases, the member will be removed from coverage as of the end of the month following the change in his/her eligibility status and payroll deductions will be properly adjusted, if necessary. BCBSNM and the providers of care may recover benefits erroneously paid on behalf of the removed member.

### **Voluntary Termination of Coverage**

To remove a family member from coverage before loss of eligibility or to voluntarily terminate his/her own coverage, the subscriber must submit a completed enrollment/change form to his/her benefits administrator. If voluntary termination is allowed under your Plan outside the annual renewal period, coverage will end the first of the month following receipt of the enrollment/change form. Voluntarily terminated members may re-enroll under the Plan only as late applicants (except as provided under "Special Enrollment"). Also, these members are **not** eligible for any extension of benefits or federal continuation or conversion coverage. Voluntarily terminated members may apply for individual coverage offered by BCBSNM; a health statement will be required, and the application may be denied.

### **Termination of Continuation Coverage**

See "How to Continue Coverage" for more information.

### **Leave of Absence or Military Service**

Coverage will end for a subscriber and his/her eligible family members at the end of the month during which the leave began. During a leave of absence covered by the Family and Medical Leave Act (FMLA) or the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), coverage will continue as provided by law. Contact your benefits administrator for information.

### **NOTIFICATION**

If the Group Contract is terminated or premiums are not submitted, coverage will terminate for all affected members as of the end of the last-paid billing period. The affected members and the group will be notified of the discontinuance within ten working days of notice to the group contract holder in whatever manner the carrier customarily uses to provide such notice.

If the Group Contract provides for automatic discontinuance of the contract after a premium has remained unpaid through the grace period allowed for the payment, BCBSNM shall be liable for valid claims for covered losses incurred prior to the end of the grace period. BCBSNM shall, however, be entitled to the premium due for coverage provided during the grace period.

If BCBSNM treats the Group Contract as continuing in force after the end of the grace period by recognizing claims incurred after the end of the grace period, BCBSNM shall be liable for valid claims for losses beginning prior to the effective date of written notice of discontinuance to the Group Contract holder responsible for making premium payments to BCBSNM. The effective date of discontinuance shall not be prior to midnight at the end of the third scheduled work day after the date upon which the notice is delivered to the last known address of the policyholder.

BCBSNM shall notify the Group Contract holder of the date the group contract will discontinue and that, unless otherwise provided in the group contract, BCBSNM shall not be liable for claims for losses incurred after the date of discontinuance. BCBSNM shall also be responsible for notifying all persons covered by the Group Contract of the discontinuance within ten working days of notice to the Group Contract holder in whatever manner BCBSNM customarily uses to provide such notice.

The required premiums are determined and established by BCBSNM. The percentage of the total premium that you pay is established by your group. BCBSNM may change premium amounts according to any of the following:

- changes in federal and state law; or
- changes to coverage classifications (for example, to a new age category or geographic location, or from an Individual to Family Coverage type); or
- after giving the employer and/or Subscriber **60 days'** written notice.

### **PREMIUM REFUNDS**

BCBSNM may not refund membership premiums paid in advance on behalf of a terminated Member if:



- the enrollment/change form is not received **within 31 days** of the change in eligibility status; or
- any claims or capitation amounts have been paid on behalf of the terminated Member during the period for which premiums have been paid.

## HOW TO CONTINUE COVERAGE

If you lose coverage under this Plan, you may be able to continue coverage for a limited period of time. **Note:** There is no Special Enrollment under these provisions. You must enroll timely to qualify for continued coverage.

### Continuation Coverage

Your Group may be subject to the provisions for continuation of plan coverage under federal law (COBRA or USERRA). If so, employees and their covered family members excluding Domestic Partners who lose eligibility under this group health care plan may be able to continue as Members, without a health statement, for a limited period of time by purchasing the continuation coverage described below. You must pay premiums from the date of loss of group coverage.

You are not eligible to enroll for continuation coverage if:

- the employer stops offering this coverage to its employees, *or*
- you do not elect continuation coverage in a timely fashion.

Refer to *Appendix A: Continuation Coverage Rights under COBRA* or contact your benefits administrator for details about enrolling in continuation coverage.

### Continuation Benefits

Continuation coverage is identical to the coverage a similarly situated regular Member has. If the coverage for regular Members changes, your continuation coverage will reflect the same change. For example, if the Plan's deductible or other cost-sharing amounts change for regular Members, yours will change by the same amount.

### Federal Continuation (COBRA)

Unless approved in writing by BCBSNM, the following persons may **not** enroll in this continued coverage option:

- one who **voluntarily** terminated coverage while still eligible (*Involuntary termination* includes loss of coverage under the following situations only: legal separation, divorce, loss of Eligible Child eligibility status, death of the Subscriber, termination of employment, reduction in hours, or termination of employer contributions. Any other reason is considered voluntary.)
- a covered family member who was removed from coverage by the Subscriber while the family member was still eligible
- any Member whose BCBSNM health care coverage was terminated for good cause

Continuation coverage under federal law ends on the **earliest** of the following dates or any of the applicable dates listed under "Coverage Termination" earlier in this section:

- the first of the month when you become entitled to Medicare
- when the employer discontinues offering this Plan to employees (If this Plan is replaced by another health care plan, continuation coverage will also be replaced by the new Plan.)  
**Exception:** If your Group declares bankruptcy and you are covered under this Plan as a retiree, you and your Eligible Family Members may be eligible for continued coverage.
- when you become covered under another group health care plan

- when the continuation period expires (If this employer's Plan is still being administered by BCBSNM, you will have the option of changing to the conversion coverage provided by BCBSNM and described under "Conversion to Individual Coverage.")

### **Premium Payments**

Subscribers under federal COBRA continuation coverage must pay premiums to the COBRA administrator. Contact your benefits administrator for an application for coverage and details.

### **USERRA Continuation Coverage**

Employees and their covered family members who lose group coverage because the employee is absent from work due to military service may be able to continue coverage for **up to 24 months** after the absence begins. Contact your benefits administrator for details about the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

### **CONVERSION TO INDIVIDUAL COVERAGE**

Members of the group insured have the right to continue coverage for a period of six months and thereafter through a conversion policy upon termination of membership or employment with the group insured. Covered family members of an employee or member of the group insured have the right to continue coverage through a converted or separate policy upon the death of the member or employee of the group insured or upon divorce, annulment or dissolution of marriage or legal separation of the spouse from the member or employee of the group insured.

Where continuation of coverage or conversion is made in the name of the spouse of the named insured or the spouse of the group insured, or member of the group insured, such coverage may, at the option of the spouse, include coverage for dependent children for whom the spouse has responsibility for care and support.

The right to a continuation of coverage or conversion shall not exist with respect to any member or employee of the group insured or any covered family member in the event the coverage terminates for nonpayment of premium, non-renewal of the policy or the expiration of the term for which the policy is issued. With respect to any member or employee of the group insured or any covered family member who is eligible for Medicare or any other similar federal or state health insurance program, the right to a continuation of coverage or conversion shall be limited to coverage under a Medicare supplement insurance policy as defined by the rules and regulations adopted by the superintendent.

Coverage continued through the issuance of a converted or separate policy shall be provided at a reasonable, nondiscriminatory rate to the insured and shall consist of a form of coverage then being offered by BCBSNM as a conversion policy in the jurisdiction where the person exercising the conversion right resides that most nearly approximates the coverage of the policy from which conversion is exercised. Continued and converted coverages shall contain renewal provisions that are not less favorable to the insured than those contained in the policy from which the conversion is made, except that the person who exercises the right of conversion is entitled only to have included a right to coverage under a Medicare supplement insurance policy, as defined by the rules and regulations adopted by the superintendent, after the attainment of the age of eligibility for Medicare or any other similar federal or state health insurance program.

At the time of inception of coverage, BCBSNM shall furnish to each covered family member who is eighteen years of age or over and to each employee or member of the group insured a statement setting forth in summary form the continuation of coverage and conversion provisions of the policy.

BCBSNM shall notify in writing each employee or member, upon that employee's or member's termination of employment or membership with the group insured, or the continuation and conversion provisions of the policy. The employer may give the written notice specified herein. The employer should notify

BCBSNM of the employee's or member's change of status and last known address. Under no circumstances shall the employer have any civil liability under the conversion provisions of New Mexico law.

The eligible employee or member of the group insured or covered family member exercising the continuation or conversion right shall notify the employer or BCBSNM and make payment of the applicable premium within thirty days following the date of the notification given BCBSNM. There shall be no lapse of coverage during the period in which conversion is available;

Coverage shall be provided through continuation or conversion without additional evidence of insurability and shall not impose any preexisting condition, limitations or other contractual time limitations other than those remaining unexpired under the policy or contract from which continuation or conversion is exercised;

Benefits otherwise payable under a converted or separate policy may be reduced so they are not, during the first policy year of the converted or separate policy, in excess of those that would have been payable under the policy from which conversion is exercised. Benefits, if any otherwise payable under a converted or separate policy are not payable for a loss claimed under the policy from which conversion is exercised; and

Any probationary or waiting period set forth in the converted or separate policy is deemed to commence on the effective date of the applicant's coverage under the original policy.

## **GUEST MEMBERSHIP**

Subscribers who are temporarily working or residing out of state for at least 90 days may be eligible for Guest Membership for up to 180 days of membership in one of the many participating Blue Cross and Blue Shield HMOs. Also, eligible family members residing in another state for at least 90 days may also enroll for coverage in the out-of-state, host HMO Plan for as long as this group participates with BCBSNM, or until the eligible family member is no longer eligible (e.g., reaches dependent age limit or subscriber terminates coverage). Under either option, the local HMO provides all of the services and access available through their Plan. For more information, call a BCBSNM Customer Service Advocate.

**Note:** A member covered under another HMO's Guest Membership is subject to the eligibility criteria of this health care plan; however, such members will receive a benefit booklet and summary from the host HMO Plan. The benefits, benefit limits, and exclusions of this benefit booklet will not apply to guest members of another HMO Plan. Also, guest members of another Plan cannot enroll in federal continuation coverage directly through the other Plan. In such cases, the member should contact BCBSNM as soon as possible after learning that his/her coverage will cease in order to minimize any possibility of temporarily losing a Guest Membership during the transfer of coverage.

## SECTION 3: HOW YOUR PLAN WORKS

### PCPS AND OTHER HMO-PARTICIPATING PROVIDERS

This health care plan is a Managed Health Care Plan that generally provides benefits **only** for services received from a BCBSNM “HMO” (or-HMO- Participating) Provider. Under the Managed Care Plan, if you obtain non-Emergency services from a Nonparticipating (non-HMO) Provider, the services will usually not be covered. Exceptions to this requirement are listed in this *Section 3* under “Exceptions for Nonparticipating Providers.”

#### Your Primary Care Provider (PCP)

**In order to receive coverage under your health plan, each Member must choose a PCP at the time of enrollment.** If you do not select a PCP during enrollment, you will be assigned to a PCP in your area. You may choose a different one for each family member. You may select a new PCP at any time by requesting the change on an enrollment/change form, or by calling a BCBSNM customer service representative and notifying them of the change.

A PCP should be chosen for an eligible newborn before the child’s birth, but no later than **31 days** following birth, to ensure continuous coverage from birth.

Check your Provider directory or visit the “Provider Finder<sup>®</sup>” section of the BCBSNM website ([www.bcbsnm.com](http://www.bcbsnm.com)) for a list of PCPs and other HMO- Participating Providers.

#### Changing PCPs

You may select a new PCP at any time by requesting the change on an enrollment/change form, or by calling a BCBSNM Customer Service representative and notifying them of the change. The change will be effective immediately and BCBSNM will mail you a new Identification Card with the change. To have medical records transferred from one Physician to another, contact your former PCP. You are responsible for any charges related to transferring medical records.

#### Visiting Your PCP

To avoid possible delays when scheduling an appointment, please follow these steps:

- For routine **appointments** or **sudden illnesses** call your PCP’s office and identify yourself as a BCBSNM Member. You will be given instructions to follow.
- To receive office care **after your PCP’s normal business hours** or on weekends and holidays, you should call your PCP (or the Physician who is on call for the PCP) and request instructions.

Upon arriving for an appointment, show your BCBSNM Plan ID Card to the Provider’s receptionist.

#### Cancelling an Appointment

If you need to cancel an appointment, notify your PCP as soon as possible, but at least 12 hours before the scheduled appointment. You may be charged a fee for a missed appointment. This Plan will not pay for such a charge. If you are going to be late for an appointment, please notify your PCP’s office; you may be asked to reschedule.

#### HMO-Participating Specialists and Hospitals

If you need care that is not available from your PCP, your PCP may recommend that you visit another, more appropriate HMO-Participating Specialist or Facility. **You do not need a referral** from your PCP before seeking care from any **HMO-Participating** Facility, specialist, or other health care Provider. With BCBSNM, you have the freedom of going directly to the HMO- Participating Provider of your choice and receiving benefits for Covered Services. **Remember:** Providers without a BCBSNM

HMO- Participating Provider contract, and their services, will **not** be covered except in those limited circumstances outlined in this section.

### **Keep Your PCP Informed**

Although you do not need a PCP referral before arranging to receive Covered Services from another HMO- Participating Provider, you should consult with your PCP if possible. Your PCP knows you and your medical history and may be able to suggest a course of treatment or a particular specialist that is more appropriate than the one you may be considering. Also, many specialists and facilities will not take patients who have not been referred to them by a Physician.

### **Preauthorization Needed for Some Services**

Your PCP is also aware of the types of services that require **Preauthorization** from BCBSNM and is familiar with the kind of medical information BCBSNM needs in such cases. While you may call BCBSNM for Preauthorization (**before** you incur costs that may not be covered), you may be told that your PCP or other Provider must call BCBSNM to obtain the Preauthorization for you.

### **Non-Emergency Hospital Admissions**

This Plan will cover a Medically Necessary inpatient stay for a Covered Service if you are admitted to an HMO- Participating Facility by your PCP or by an HMO- Participating Specialist. To be covered, you must obtain **Preauthorization** from BCBSNM **before** being admitted. See “Preauthorizations” later in this section, for details.

### **Selecting an HMO- Participating Provider**

Check your Provider directory or visit the “Provider Finder®” section of the BCBSNM website ([www.bcbsnm.com](http://www.bcbsnm.com)) for a list of HMO- Participating Providers. **Note:** Although Provider directories are current as of the date shown at the bottom of each page, they can change without notice. To verify a Provider’s status or if you have any questions about how to use the directory, contact a BCBSNM Customer Service Advocate.

**If a Provider is Nonparticipating and non-Emergency services have not been authorized by BCBSNM in advance, the services will be denied, and you will be fully responsible for paying the health care Provider’s bill for a covered procedure.**

### **Nonparticipating Provider Services**

If you visit a **Nonparticipating Provider** for non-Emergency Care without first obtaining **Preauthorization from BCBSNM**, the services will not be covered except in the limited circumstances outlined in this section.

Except in emergencies, BCBSNM will generally NOT authorize services of a Nonparticipating Provider if the services could be obtained from an HMO- Participating Provider. Authorizations for such services are given only under very special circumstances related to **medical necessity** and **lack of HMO- participating Provider availability** in the HMO- Participating Provider network. BCBSNM will NOT approve an authorization request based on non-medical issues such as whether or not you or your doctor prefer the Nonparticipating Provider or find the Provider more convenient. Regardless of Medical Necessity or non-medical issues, Nonparticipating Providers’ services are NOT covered under this Plan, except during an Emergency, if you do not first obtain Preauthorization.

This Plan does **not** cover service received outside the United States unless there is an Emergency and/or is listed as an exception under “Exceptions for Nonparticipating Providers”. See “Where to Send Claim Forms” in *Section 8: Claim Payments and Appeals* for more information about filing Claims for out-of-country services.

Pursuant to 13.10.22.8C.(1) NMAC, a member shall not be held liable for payment of services if a BCBSNM participating provider mistakenly makes a referral to a non-participating provider, unless BCBSNM has notified the member in writing concerning the use of non-participating providers and informed the member that BCBSNM will not be responsible for future payment to the non-participating provider.

### **Exceptions for Nonparticipating Providers**

If authorization is obtained in advance for a Nonparticipating Provider to perform non-Emergency services, the Nonparticipating Provider:

- may bill you for any amounts in excess of the BCBSNM Covered Charge, in addition to your Copayment; and
- is not responsible for obtaining any necessary approvals on your behalf (see “Preauthorizations” in *Section 4*); and
- may or may not file Claims for you.

### **Emergency Care**

If you visit a Nonparticipating Provider for Emergency Care services, you will receive benefits only for the initial treatment, which includes Emergency room services and, if you are hospitalized **within 48 hours** of an Emergency, the related inpatient hospitalization. (Office, Urgent Care Facility services are not considered “Emergency Care” for purposes of this provision.) You do not need authorization before seeking *Emergency* services in an Emergency room. However, you should call BCBSNM within 48 hours of receiving the Emergency room care (or as soon as possible). **Care obtained from a Nonparticipating Provider without Preauthorization in any other setting (e.g., Physician’s office or Urgent Care center) will not be covered.**

All follow-up care (which is no longer considered Emergency Care) must be preauthorized by BCBSNM in order to be covered. (See “Emergency and Urgent Care” in *Section 5: Covered Services* for more information.)

### **Urgent Care**

If you need Urgent Care while in the BCBSNM Service Area for a condition that is not life-threatening but that requires medical attention, call your PCP and request an immediate appointment, if available. If not available, ask your PCP to recommend another Provider, or visit the nearest Participating Urgent Care center.

If you are traveling and need Urgent Care, call 1-800-810-BLUE (2583). You will be given the name and phone number of a local Provider who will be able to call BCBSNM for eligibility information and will submit a Claim to the local Blue Cross Blue Shield Plan. *You will also need to call your PCP and request that he/she call BCBSNM for **Preauthorization** to visit an out-of-network Provider.* Non-Emergency Care outside the Service Area, including Urgent Care, from a Provider that does not contract directly with BCBSNM must be **preauthorized** by BCBSNM.

### **Ancillary Providers in a Hospital**

When you are admitted to an HMO-Participating Provider Hospital or other HMO-participating treatment Facility and the Admission is covered under the Plan, you will receive benefits for services received during the Admission from a Nonparticipating Provider anesthesiologist, radiologist, and/or pathologist. These are the only three specialists that are covered under this provision.

### **Transition of Care**

This provision applies to both Continuity of Care and Transition of Care. If your health care Provider leaves the BCBSNM Provider network (for reasons other than medical competence or professional

behavior) or if you are a new Member and your Provider is not in the Provider network when you enroll, BCBSNM may authorize you to continue an ongoing course of treatment with the Provider for a transitional period of time of not less than 30 days. (If necessary and ordered by the treating Provider, BCBSNM may also authorize transitional care from other out-of-network Providers.) An ongoing course of treatment will include, but is not limited to: (1) Treatment for a life-threatening condition, defined as a disease or condition for which likelihood of death is probable unless the course of the disease or condition is interrupted; (2) Treatment for a serious acute condition, defined as a disease or condition requiring complex ongoing care which the covered person is currently receiving, such as chemotherapy, radiation therapy or post-operative visits; (3) The second or third trimester of pregnancy, through the postpartum period; or (4) An ongoing course of treatment for a health condition for which a treating physician or health care provider attests that discontinuing care by that physician or health care provider would worsen the condition or interfere with anticipated outcomes. The period will be sufficient to permit coordinated transition planning consistent with your condition and needs. Special provisions may apply if the required transitional period exceeds 30 days. Call the BCBSNM Customer Service department for details.

### **Out-of-Country Services**

Non-Emergency Care received when traveling outside of the United States will be covered provided such care is Medically Necessary and does not constitute a service(s) excluded under this Plan. See *Section 8: Claims Payments and Appeals* for more information about filing Claims for out-of-country services.

**The above situations are the only instance in which a Member may receive benefits for the Covered Services of a Nonparticipating Provider.**

### **CALENDAR YEAR**

A Calendar Year is a period of one year which begins on January 1 and ends on December 31 of the same year. The initial Calendar Year is from a Member's Effective Date of Coverage through December 31 of the same year, which may be less than 12 months.

### **BENEFIT LIMITS**

There is no general lifetime maximum benefit under this Plan.

Benefits are determined based upon the coverage in effect on the day a service is received, an item is purchased, or a health care expense is incurred. For Inpatient Services, benefits are based upon the coverage in effect on the date of Admission, except that if you are an inpatient at the time your coverage either begins or ends, benefits for the Admission will be available only for those Covered Services received on and after your Effective Date of Coverage or those received before your termination date.

### **COST-SHARING FEATURES**

**See your separately issued Summary of Benefits for your Plan's specific cost-sharing features, such as Deductibles, Copayments and/or Coinsurance that you must pay, and your Out-of-Pocket Limit.**

In order to receive a specific service or benefit covered under this Plan, you must pay a Deductible, Copayment (fixed-dollar amount) and/or Coinsurance to the health care Provider. See your *Summary of Benefits* for specific cost-sharing information.

**NOTE:** Some HMO plans are **ALL** Copayment plans, meaning there is no Deductible or Coinsurance to pay. The Plan pays 100% of the Covered Services after the Member pays the Copayment. Please note, if services are performed in a separate office or facility and billed separately, those services are subject to an additional Copayment. Refer to your *Summary of Benefits* for specific cost-sharing information for your Plan.

### **COPAYMENTS**

Copayments for specific services are listed on your *Summary of Benefits*. The Copayment amount varies depending on the place of service and on the type of Provider. For example, depending on the Plan option chosen, the Copayment for an office visit to a PCP may be lower than the Copayment for a specialist visit.

### **Other Fixed- Dollar Copayments**

Besides office visits, other services may also be subject to a fixed Copayment amount. These services may also require Coinsurance and a Deductible, with the exception of the all Copayment plans described above, or such plans that only require that you pay a fixed Copayment amount for **certain** services, with no Deductible or Coinsurance to pay in addition for these services, depending on the Plan option chosen. See the *Summary of Benefits* for more information.

### **Drug Plan Copayment**

Depending upon the Plan you chose, your Drug Plan may have services subject to a fixed Copayment. See your separately issued Drug Plan Rider and the *Summary of Benefits* for more information.

## **DEDUCTIBLE**

The Deductible is the amount of Covered Charges incurred by a Member that the Member must pay in a Calendar Year before this Plan begins to pay its percentage of that Member's Covered Charges incurred during that same Calendar Year. If the Deductible amount remains the same during the Calendar Year, the Member pays it only once each Calendar Year, and it applies to Covered Services received by that Member during that Calendar Year.

If the Calendar Year Deductible has been met while you are an Inpatient and the Admission continues into a new Calendar Year, no additional Deductible is applied to that Admission's Covered Services. However, all other Covered Services received during the new Calendar Year are subject to the Deductible for the new Calendar Year.

If you changed health care benefit plan carriers during a Calendar Year, Covered Charges you incurred, and which were applied to your annual or Calendar Year deductible during that part of the Calendar Year you were covered by your previous carrier will be applied to your annual Deductible for the remaining part of that Calendar Year under this Plan.

### **Individual Deductible**

Once a Member's Deductible payments for Covered Services reach the individual Deductible amount, listed in the Summary of Benefits, in a given Calendar Year, this Plan will begin paying its share of that Member's Covered Charges for the rest of that Calendar Year.

### **Family Deductible**

For double or family coverage, with two enrolled Members, the Calendar Year Deductible requirement is fulfilled when both covered Members have each met their applicable individual Deductible, listed in the Summary of Benefits, during the Calendar Year. Refer to your Summary of Benefits for details.

### **What Is Subject to the Deductible**

The following are **applied** to the Calendar Year Deductible.

- Charges covered under your Drug Plan Rider, depending on your Plan
- Coinsurance amounts

## **COINSURANCE**

For most Covered Services, you must pay a percentage of Covered Charges (Coinsurance) after you have met your Calendar Year Deductible and, depending on your Plan, as specified on your *Summary*



*of Benefits*. After your share has been calculated, this Plan pays the rest of the Covered Charge, up to maximum benefit limits, if any.

### **Drug Plan Coinsurance**

Depending upon the Plan you chose, your Drug Plan may have services subject to a Coinsurance. See your separately issued Drug Plan Rider and the *Summary of Benefits* for more information.

### **OUT-OF-POCKET LIMIT**

The Out-of-Pocket Limit is the maximum amount of Deductible(s), Coinsurance, and Copayments that you pay for most Covered Services in a Calendar Year. After the Out-of-Pocket Limit is reached, this Plan pays 100 percent of your Covered Charges for the rest of the Calendar Year, not to exceed any benefit limits.

#### **Individual Limit**

Once your Deductible, Coinsurance, and Copayment amounts for Covered Charges in a Calendar Year reach the amount indicated on the *Summary of Benefits*, this Plan pays 100 percent of your Covered Charges for the rest of that Calendar Year.

#### **Family Limits**

For double or family coverage, with two enrolled Members, the annual Out-of-Pocket requirement is fulfilled when both covered Members have each met their respective individual Out-of-Pocket amount listed on the Summary of Benefits during the Calendar Year. For Family coverage with three or more Members, the family Out-of-Pocket is met when three or more enrolled Members in aggregate have satisfied the total family Out-of-Pocket amount listed on the Summary of Benefits during the Calendar Year.

#### **What Is Included in the Out-of-Pocket Limits**

The following amounts are applied to the out-of-pocket limits:

- fixed-dollar Copayments
- Coinsurance amounts
- Calendar Year Deductible
- *Drug Plan Rider* Copayments and/or Coinsurance amounts
- charges covered under your *Drug Plan Rider*

### **CHANGES TO THE COST-SHARING AMOUNTS**

Copayments, Coinsurance percentage amounts, Deductibles, and Out-of-Pocket Limits are subject to change or increase as directed or permitted by law. If changes are made, the change applies only to services received after the change goes into effect (for Inpatient Services, benefits are determined based on the date you are admitted to the Facility). You will be notified if changes are made to this Plan. If any benefit changes result in a premium increase, you will be given 60 days' notice of such changes.

If your Group increases the Deductible or Out-of-Pocket Limit amounts during a Calendar Year, the new amounts must be met during the same Calendar Year. For example, if you have met your Deductible and your Group changes to a higher Deductible, you will not receive benefit payments for services received after the change went into effect until the increased Deductible is met.

If your Group decreases the Deductible or Out-of-Pocket Limit amounts, you will not receive a refund for amounts applied to the higher Deductible or Out-of-Pocket Limit.

## SECTION 4: PREAUTHORIZATIONS

*Preauthorizations* are a requirement that you or your Provider must obtain authorization from BCBSNM before you are admitted as an inpatient or receive certain types of services. If Preauthorization is not obtained, the Participating Provider will be sanctioned based on Blue Cross Blue Shield's contractual agreement with the Provider, and the member will be held harmless for the Provider sanction. For additional information about prior authorization for services outside of our service area, see the section entitled, "THE BLUECARD® PROGRAM."

In order to receive benefits:

- services must be covered and Medically Necessary;
- services must not be excluded; and
- the procedures described in this section must be followed regardless of where services are rendered or by whom.

Preauthorization determines only the Medical Necessity of a specific service and/or an Admission and an allowable length of stay. Preauthorization does not guarantee your eligibility for coverage, that benefit payment will be made, or that you will receive benefits. Eligibility and benefits are based on the date you receive the services. Services not listed as covered, excluded services, services received after your termination date under this Plan, and services that are not Medically Necessary will be denied.

**Medically Necessary/Medical Necessity is defined as** Health Care Services that BCBSNM determines a Hospital, Physician, or other Provider, exercising prudent clinical judgment, would provide to a patient for the purpose of preventing, evaluating, diagnosing or treating an illness, injury, disease or its symptoms and that are:

in accordance with generally accepted standards of medical practice;

clinically appropriate, in terms of type, frequency, extent, site and duration, and considered effective for the patient's illness, injury or disease; and

not primarily for the convenience of the patient, Hospital, Physician, or other Provider, and not more costly, as determined by BCBSNM or its agents, than an alternative clinical service, therapy, or procedure or sequence of services, therapies, and procedures that based on evidence-based clinical data are at least as likely to produce equivalent therapeutic or diagnostic results as to the diagnosis or treatment of that patient's illness, injury or disease.

### **Please note:**

Preauthorization is a requirement that you or your Provider must obtain authorization from BCBSNM before you are admitted as an inpatient and before you receive certain types of services.

Even when this Plan is not your primary coverage, these Preauthorization procedures must be followed. Failure to do so may result in a denial of benefits.

Most Preauthorization requests will be evaluated and you and/or the Provider notified of BCBSNM's decision within 5 days of receiving the request (within 24 hours for Urgent Care requests). If requested services are not approved, the notice will include: 1) the reasons for denial; 2) a reference to the health care plan provisions on which the denial is based; and 3) an explanation of how you may appeal the decision if you do not agree with the denial (see **Section 8: Claims Payments and Appeals**) and "If Your Preauthorization Request is Denied" later in this section).

Retroactive approvals will not be given, except for Emergency and Maternity-related Admissions, and you may be responsible for the charges if Preauthorization is not obtained before the service is received.

## HOW THE PREAUTHORIZATION PROCEDURE WORKS

When you or your Provider call, BCBSNM's Health Services representative will ask for information about your medical condition, the proposed treatment plan, and the estimated length of stay (if you are being admitted). The Health Services representative will evaluate the information and notify the requesting Provider if benefits for the proposed hospitalization or other services are preauthorized. If the Admission or other services are not preauthorized, you may appeal the decision as explained in **Section 8: Claims Payments and Appeals**.

## SERVICES OF HMO-PARTICIPATING PROVIDERS

If the attending Physician is an HMO-Contracting Provider, obtaining Preauthorization is not your responsibility—it is the Provider's. PCPs and other HMO-Participating Providers contracting with BCBSNM must obtain Preauthorization from BCBSNM (or from the Behavioral Health Unit (BHU), when applicable) in the following circumstances:

- when recommending any non-Emergency Admission, re-Admission, or transfer
- when a covered newborn stay in the Hospital longer than the mother
- before providing or recommending a service listed under "Other Preauthorizations," later in this section
- before recommending that you go to a Nonparticipating Provider for whose services you expect to receive benefits (Such requests may be denied.)

BCBSNM will advise you if a Preauthorization request is denied.

## NONPARTICIPATING PROVIDERS OR PROVIDERS OUTSIDE THE NETWORK

Except in emergencies, BCBSNM must preauthorize a visit to a Nonparticipating Provider. If Preauthorization is not obtained before a visit to a Nonparticipating Provider, benefits will not be available for the services.

Care received from a Nonparticipating Provider without a BCBSNM Preauthorization is covered only if a delay in reaching an HMO-Participating Provider would result in death or disfigurement, jeopardize your health, or seriously impair the function of any bodily organ or part.

BCBSNM may deny a request to preauthorize a visit to a Nonparticipating Provider. Any nonemergency services received from a Nonparticipating Provider must be unavailable from an HMO-Participating Provider. If services are available within the BCBSNM HMO-Participating network, BCBSNM will not preauthorize a visit to a Nonparticipating Provider. If an HMO-Participating Provider is available in another city, you may have to travel to that city to receive benefits for nonemergency care. Also, this Plan does not cover services received outside the United States, unless there is an Emergency.

Most Preauthorizations may be requested over the telephone. If a *written* request is needed, have your Provider call a Health Services representative for instructions for filing a written request for Preauthorization. The Provider may call on your behalf, but it is your responsibility to ensure that BCBSNM is called when receiving out-of-network services.

### If a Nonparticipating Provider or Provider Outside the Network Recommends Services

Under very special medical circumstances, BCBSNM may preauthorize a visit to a Nonparticipating Provider. If a Provider recommends an Admission or a service that requires Preauthorization, the Provider is not obligated to obtain the Preauthorization for you. In such cases, it is your responsibility to ensure that Preauthorization is obtained. If Preauthorization is not obtained before services are received, you will be entirely responsible for the charges.

## INPATIENT PREAUTHORIZATION

Preauthorization is required for all Admissions before you are admitted to the Hospital or other inpatient treatment Facility (e.g., Skilled Nursing Facility, Residential Treatment Center, physical rehabilitation Facility, long-term acute care (LTAC)). If you are receiving services at an out-of-network Facility (or from an in-network Facility outside New Mexico) and you do not obtain authorization within the time limits indicated in the table below, benefits for covered Facility services will be denied as explained under “*Not Obtaining Inpatient Preauthorization*” below.

Type of inpatient Admission, re-Admission, or transfer:	When to obtain inpatient Admission Preauthorization:
<b>Non-Emergency</b>	Before the patient is admitted.
<b>Emergency, non-Maternity</b>	Within 48 hours of the Admission. If the patient’s condition makes it impossible to call within 48 hours, call as soon as possible.
<b>Maternity-related</b> (including eligible newborns when the mother is not covered)	Before the mother’s Maternity due date, soon after pregnancy is confirmed. BCBSNM must be notified as soon as possible if the mother’s stay is greater than 48 hours for a routine delivery or greater than 96 hours for a C-section delivery.
<b>Extended stay, newborn</b> (an eligible newborn stays in the Hospital longer than the mother)	Before the newborn’s mother is discharged.

## NOT OBTAINING INPATIENT PREAUTHORIZATION

If you or your Provider do not receive Preauthorization for inpatient benefits, but you choose to be hospitalized anyway, no benefits may be paid as indicated in the table below:

If, based on a review of the Claim:	Then:
The Admission was not for a Covered Service.	Benefits for the Facility and all related services will be denied. *
The Admission was for an item listed under “Other Preauthorizations,” (e.g., elective Admissions).	Benefits for the Facility and all related services may be denied. *
The Admission was for any other Covered Service, but hospitalization was not Medically Necessary.	Benefits may be denied for room, board, and other charges that are not Medically Necessary. *
The Admission was for a Medically Necessary Covered Service.	Benefits for the Facility’s Covered Services may be denied. *

\* Noncovered and denied services are not applied to any Deductible or Out-of-Pocket Limit. You are responsible for paying this amount for out-of-network services.

Inpatient Preauthorization requirements may affect the amounts that this Plan pays for Inpatient Services, but they do not deny your right to be admitted to any Facility and to choose your services.

## OTHER PREAUTHORIZATIONS

In addition to Preauthorization review for all non-Emergency Inpatient Services, Preauthorization is required for certain other services listed below. Most Preauthorizations may be requested over the telephone. If a written request is needed, have your Provider call a Health Services representative for instructions for filing a written request for Preauthorization. An out-of-network Provider, or an out-of-state Network Provider may call on your behalf, but it is your responsibility to ensure that BCBSNM is called. HMO-Providers that contract directly with BCBSNM are responsible for requesting all necessary Preauthorizations for you. (See *"Inpatient Preauthorization"* (or similar heading) for further information regarding inpatient Preauthorization requirements.)

If Preauthorization is not obtained for the following services and any related services, the service will be reviewed for Medical Necessity and subject to one of the following actions in the chart below:

No Preauthorization Received:	Claim Disposition: HMO- Participating	Claim Disposition: Nonparticipatin
Service is Medically Necessary	Claim is paid based on Member's benefit plan	Claim is paid based on Member's benefit plan
Service is not Medically Necessary	Claim is denied; Member is held harmless	Claim is denied.

Services that require Preauthorization:

- All inpatient Hospital Admissions
- The following Outpatient Services and procedures:
  - Home Health Care Services and home I.V. services
  - home infusion therapy (HIT), excluding antibiotics
  - outpatient infusion drugs
  - home hemodialysis
  - home Hospice services
  - Radiation Therapy
  - transitional care benefits
  - Dialysis
  - certain injections, including but not limited to intravenous immunoglobulin (IVIG)
  - molecular genetic testing
  - Outpatient Surgery performed at a Hospital or Ambulatory Surgical Facility for out-of-network services only
  - Transplant Procedures including pre-transplant evaluations
  - **Ear, Nose and Throat (ENT):**
    - Bone Conduction Hearing Aids
    - Cochlear Implant

- Nasal and Sinus Surgery
- **Gastroenterology (Stomach):**
  - Gastric Electrical Stimulation (GES)
- **Neurological:**
  - Deep Brain Stimulation
  - Sacral Nerve Neuromodulation/Stimulation
  - Vagus Nerve Stimulation (VNS)
- **Orthopedic Musculoskeletal:**
  - Artificial Intervertebral Disc
  - Autologous Chondrocyte Implantation (ACI) for Focal Articular Cartilage Lesions
  - Femoroacetabular Impingement (FAI) Syndrome
  - Functional Neuromuscular Electrical Stimulation (FNMES)
  - Joint and Spine Surgery
  - Lumbar Spinal Fusion
  - Meniscal Allografts and Other Meniscal Implants
  - Orthopedic Applications of Stem-Cell Therapy
- **Pain Management:**
  - Occipital Nerve Stimulation
  - Surgical Deactivation of Headache Trigger Sites
  - Interventional Pain Management
  - Percutaneous and Implanted Nerve Stimulation and Neuromodulation
  - Spinal Cord Stimulation
- **Radiology:**
  - Advanced Imaging Services- CT, CTA, MRI, MRA, PET, PET/CT, and Nuclear Medicine (excludes Cardiac Advanced Imaging)
- **Sleep Medicine:**
  - Sleep Study (Facility based polysomnography/pap titration)
- **Surgical Procedures:**
  - Orthognathic Surgery
  - Mastopexy
  - Reduction Mammoplasty; Breast Reduction
- **Wound Care:**
  - Hyperbaric Oxygen (HBO2) Therapy

For specific details about the Preauthorization requirement for the above referenced Outpatient Services, please call Customer Service at the number on the back of your Identification Card. BCBSNM reserves the right to no longer require Preauthorization during the Calendar Year. Updates to the list of services requiring Preauthorization may be confirmed by calling Customer Service.

All services, including those for which Preauthorization is required, must meet the standards of Medical Necessity criteria described in **Section 5: Covered Services**, “Medically Necessary Services,” and will not be covered, if excluded, for any reason. Some services requiring Preauthorization may not be approved for payment (for example, due to being Experimental, Investigational or Unproven, or not Medically Necessary). Services requiring Preauthorization are subject to review and change by BCBSNM.

The Preauthorization requirements noted above do not apply to mandated benefits, unless permitted by law and stated in the provisions of a specific mandated benefit. Gynecological or obstetrical ultrasounds do not require Preauthorization. The Medical Necessity requirements noted above do not apply to mandated benefits, unless permitted by law.

**It is strongly recommended that you request a Predetermination for benefits for high- cost services in order to reduce the likelihood of benefits being denied after charges are incurred. See “Advance Benefit Information/Predetermination” later in this section for further information.**

## **PREAUTHORIZATION OF MENTAL HEALTH/CHEMICAL DEPENDENCY SERVICES**

All inpatient mental health and Chemical Dependency services must be preauthorized by the BCBSNM Behavioral Health Unit (BHU) at the phone number listed on the back of your ID Card. Preauthorization is also required for the following Outpatient Services for treatment of Mental Disorder and/or Chemical Dependency:

- psychological testing
- neuropsychological testing
- Intensive Outpatient Program (IOP) treatment
- electroconvulsive therapy (ECT)
- repetitive transcranial magnetic stimulation
- Applied Behavior Analysis (ABA) therapies

Preauthorization is not required for group, individual, or family therapy outpatient office visits to a Physician or other Professional Provider licensed to perform Covered Services under this health plan.

For services needing Preauthorization, you or your health care Provider should call the BHU before you schedule treatment. **NOTE:** Your Provider may be asked to submit clinical information in order to obtain Preauthorization for the services you are planning to receive. Services may be authorized or may be denied based on the clinical information received. (*Clinical information* is information based on actual observation and treatment of a particular patient.)

If you or your Provider do not call for Preauthorization of non-Emergency Inpatient Services, benefits for covered, Medically Necessary Inpatient Facility care may be denied. If Inpatient Services received without Preauthorization are determined to be not Medically Necessary or not eligible for coverage under your Plan for any other reason, the Admission and all related services will be denied. In such cases, you may be responsible for all charges.

If Preauthorization is not obtained before you receive psychological testing, IOP treatment, neuropsychological testing, electroconvulsive therapy repetitive transcranial magnetic stimulation or Applied Behavior Analysis (ABA) therapies, your Claims may be denied if it is not Medically Necessary. In such cases, you may be responsible for all charges. Therefore, you should make sure that you (or your Provider) have obtained Preauthorization for Outpatient Services before you start treatment.

Use the chart below to determine the appropriate contact for your situation.

<b>Summary of Contact Information for Preauthorization, Customer Service, Claim Submission and Appeal (or Reconsideration) Processes for Medical/Surgical and Behavioral Health Services:</b>			
<b>Process:</b>	<b>Type of Service:</b>	<b>Phone:</b>	<b>Send to:</b>
Request Preauthorization	Medical/Surgical	1-800-325-8334	BCBSNM P.O. Box 27630 Albuquerque, NM 87125-7630
	Mental Health/ Chemical Dependency	1-888-898-0070	BH Unit P.O. Box 27630 Albuquerque, NM 87125-7630
Customer Service Inquiry	Medical/Surgical	1-800-432-0750	BCBSNM P.O. Box 27630 Albuquerque, NM 87125-7630
	Mental Health/ Chemical Dependency	1-888-898-0070	BH Unit P.O. Box 27630 Albuquerque, NM 87125-7630
Submit Claim (post-service)	Medical/Surgical		BCBSNM P.O. Box 27630 Albuquerque, NM 87125-7630
	Mental Health/ Chemical Dependency		BH Unit P.O. Box 27630 Albuquerque, NM 87125-7630
Request appeal or reconsideration of Claim or Preauthorization decision	Medical/Surgical	1-800-205-9926	BCBSNM Appeals Unit P.O. Box 27630 Albuquerque, NM 87125-7630
	Mental Health/ Chemical Dependency	1-888-898-0070	BCBSNM Appeals Unit P.O. Box 27630 Albuquerque, NM 87125-7630
Grievance Assistance- Office of Superintendent of Insurance (OSI), Managed Health Care Bureau	Medical/Surgical; Mental Health/Chemical Dependency	1-800-427-5674	Office of Superintendent of Insurance P.O. Box 1689 Santa Fe, NM 87504-1689

## IF YOUR PREAUTHORIZATION REQUEST IS DENIED

BCBSNM has established written procedures for reviewing and resolving your concerns. There are two different procedures depending upon the type of issue involved - pre- service or post- service. This is a summary of the procedures that apply to Preauthorization requests (“pre- service Claims”). For appeals involving post- service Claims payments or denials, see **Section 8: Claims Payment and Appeals**.

If you are dissatisfied at any time during the process described below, you may file an appeal. You may designate a representative to act for you in the review and appeal procedures. Your designation of a representative must be in writing in order to protect against disclosure of information about you except to your authorized representative. If you make an inquiry or request an appeal under the following procedures, you will not be subject to retaliatory action by BCBSNM.



If you have an inquiry or a concern about any Preauthorization request, call your Customer Service Advocate for assistance. Many complaints or problems can be handled informally by calling or writing BCBSNM Customer Service. If you make an oral complaint, a BCBSNM Customer Service Advocate will assist you.

### **ADVANCE BENEFIT INFORMATION/PREDETERMINATION**

If you want to know what benefits will be paid before receiving services or filing a Claim, BCBSNM may require a written request. BCBSNM may also require additional information and a written statement from the Provider identifying the circumstances of the case and the specific services that will be provided. An advance confirmation/Predetermination of benefits does not guarantee benefits if the actual circumstances of the case differ from those originally described. When submitted, Claims are reviewed according to the terms of this Benefit Booklet, your eligibility, or any other coverage that applies on the date of service.

### **UTILIZATION REVIEW/QUALITY MANAGEMENT**

Medical records, Claims, and requests for Covered Services may be reviewed to establish that the services are/were Medically Necessary, delivered in the appropriate setting, and consistent with the condition reported and with generally accepted standards of medical and surgical practice in the area where performed and according to the findings and opinions of BCBSNM's professional consultants. Utilization Management decisions are based only on appropriateness of care and service. BCBSNM does not reward Providers or other individuals conducting utilization review for denying coverage or services and does not offer incentives to utilization review decision-makers to encourage underutilization.

## SECTION 5: COVERED SERVICES

This section describes the services and supplies covered by this health care plan, subject to the limitations and exclusions in *Section 3: How Your Plan Works* and *Section 6: General Limitations and Exclusions*. All payments are based on Covered Charges as determined by BCBSNM. **To be covered, services must be Medically Necessary or listed as a Covered Service below. If a service is not listed as a Covered Service below, it will be covered as long as that service is Medically Necessary and is not specifically excluded in this Benefit Booklet.** Services of a Nonparticipating Provider are covered only in an Emergency or if Preauthorization is given by BCBSNM.

### MEDICALLY NECESSARY SERVICES

A service or supply is Medically Necessary when it is provided to diagnose or treat a covered medical condition, is a service or supply that is covered under this Plan, and is determined by BCBSNM's medical director (in consultation with your Provider) to meet the following definition:

**Medically Necessary/Medical Necessity is defined as** Health Care Services that BCBSNM determines a Hospital, Physician, or other Provider, exercising prudent clinical judgment, would provide to a patient for the purpose of preventing, evaluating, diagnosing or treating an illness, injury, disease or its symptoms and that are:

in accordance with generally accepted standards of medical practice;

clinically appropriate, in terms of type, frequency, extent, site and duration, and considered effective for the patient's illness, injury or disease; and

not primarily for the convenience of the patient, Hospital, Physician, or other Provider, and not more costly, as determined by BCBSNM or its agents, than an alternative clinical service, therapy, or procedure or sequence of services, therapies, and procedures that based on evidence-based clinical data are at least as likely to produce equivalent therapeutic or diagnostic results as to the diagnosis or treatment of that patient's illness, injury or disease.

All services must be eligible for benefits as described in this section, not listed as an exclusion and/or meet all of the conditions of "Medically Necessary" as defined above in order to be covered.

**Note: Because a health care Provider prescribes, orders, recommends, or approves a service does not make it Medically Necessary or make it a Covered Service, even if it is not specifically listed as an exclusion.** BCBSNM will determine Medical Necessity based on the criteria above.

**Preauthorizations** are a requirement that you or your Provider must obtain authorization from BCBSNM before you are admitted as an inpatient or receive certain types of services.

In order to receive benefits:

- services must be covered and Medically Necessary;
- services must not be excluded; and
- the procedures described in this section must be followed regardless of where services are rendered or by whom.

Preauthorization determines only the Medical Necessity of a specific service and/or an Admission and an allowable length of stay. **Preauthorization does not guarantee your eligibility for coverage, that benefit payment will be made, or that you will receive benefits.** (For example, if you are not a covered Member at the time services are rendered.) Eligibility and benefits are based on the date you receive the services. Services not listed as covered, excluded services, services received after your termination date under this Plan, and services not Medically Necessary will be denied.

## AMBULANCE SERVICES

This Plan covers Ambulance services in an Emergency (e.g., cardiac arrest, stroke). When you cannot be safely transported within the BCBSNM service area by any other means in a non-Emergency situation, this Plan also covers Medically Necessary Ambulance transportation to a Hospital with appropriate facilities, or from one Hospital to another.

### Outside the Service Area

Ambulance services are covered only in an Emergency. See “Emergency and Urgent Care” for details on obtaining Emergency Care.

### Air Ambulance

Ground Ambulance is usually the approved method of transportation. This Plan covers air Ambulance only when terrain, distance, or your physical condition requires the use of air Ambulance services or for high-risk Maternity and newborn transport to tertiary care facilities. To be covered, nonemergency air ambulance services require **preauthorization** from BCBSNM. For more information, please consult BCBSNM’s medical policies, which may be found on the BCBSNM website at:

<http://www.medicalpolicy.hcsc.net/medicalpolicy/index?corpEntCd=NM1>

### Exclusions

This Plan does **not** cover:

- commercial transport, private aviation, or air taxi services
- services not specifically listed as covered, such as private automobile, public transportation, or wheelchair ambulance
- services ordered only because other transportation was not available, or for your convenience

## AUTISM SPECTRUM DISORDERS

This Plan covers the Habilitative and rehabilitative treatment of Autism Spectrum Disorder through Speech Therapy, Occupational Therapy, Physical Therapy, and Applied Behavioral Analysis (ABA), with no age restrictions or age limits for the member. Providers must be credentialed to provide such therapy.

Treatment must be prescribed by the Member’s treating Physician in accordance with a treatment plan. The treatment plan must be **Preauthorized** by BCBSNM to determine that the services are to be performed in accordance with such a treatment plan; if services are received but were not approved as part of the treatment plan, benefits for services will be denied.

Services not Preauthorized by BCBSNM must be performed in accordance with a treatment plan and must be Medically Necessary or benefits for such services will be denied. **Note:** Habilitative services are defined as Occupational Therapy, Physical Therapy, Speech Therapy and other health care services that help you keep, learn, or improve skills and functioning for daily living, as prescribed by your Physician pursuant to a treatment plan. Examples include therapy for a child who isn’t walking or talking at the expected age and includes therapy to enhance the ability of a child to function with a Congenital, Genetic or Early Acquired disorder. These services may include Physical Therapy and Occupational Therapy, speech-language pathology, and other services for people with disabilities in a variety of Inpatient and/or Outpatient settings, with coverage as described in this Policy.

Services are subject to usual Member cost-sharing features such as Deductible, Coinsurance, Copayments, and Out-of-Pocket Limits - based on place of treatment and type of service. All services are subject to the *General Limitations and Exclusions* except where explicitly mentioned as being an exception. This benefit is subject to the other general provisions of the Plan, including but not limited to: coordination of

benefits, Participating Provider agreements, restrictions on Health Care Services, including review of Medical Necessity, case management, and other Managed Care provisions.

Regardless of the type of therapy received, claims for services related to Autism Spectrum Disorder should be mailed to BCBSNM - **not** to the behavioral health services administrator.

### **Exclusions**

This Plan does **not** cover:

- any Experimental, long-term, or maintenance treatments not covered under state law
- services that are not Medically Necessary
- any services received under the federal Individuals with Disabilities Education Improvement Act of 2004 and related state laws that place responsibility on state and local school boards for providing specialized education and related services to children 3 to 22 years old who have Autism Spectrum Disorder
- services in accordance with a treatment plan that has not been preauthorized by BCBSNM
- respite services or care
- Sensory Integration Therapy (SIT)
- music therapy, vision therapy, or touch or massage therapy
- floor time
- communication
- elimination diets; nutritional supplements; intravenous immune globulin infusion; secretin infusion
- chelation therapy
- hippotherapy, animal therapy, or art therapy

### **DENTAL-RELATED SERVICES AND ORAL SURGERY**

The following services are the only Dental-Related Services and oral surgery procedures covered under this Plan. When alternative procedures or devices are available, benefits are based upon the most Cost Effective, medically appropriate procedure or device available.

#### **Dental and Facial Accidents**

Benefits for Covered Services for the treatment of Accidental Injuries to the jaw, mouth, face or Sound Natural Teeth are generally subject to the same limitations, exclusions and Member cost-sharing provisions that would apply to similar services when not dental-related (e.g., x-rays, Medical Supplies, Surgical Services).

To be covered, *initial* treatment for the Accidental Injury should be sought as soon as possible after an accident to minimize any adverse effects that may occur due to lack of appropriate medical attention and any services required after the initial treatment must be associated with the initial accident in order to be covered. (For treatment of TMJ or CMJ injuries, see “TMJ/CMJ Services.”)

#### **Facility Charges and General Anesthesia for Dental-Related Services**

This Plan covers inpatient or outpatient Hospital expenses (including Ambulatory Surgical Facilities) and Hospital and Physician charges for the administration of general anesthesia for noncovered, Medically Necessary Dental-Related Services if the patient requires hospitalization for one of the following reasons:

- Because of the **patient’s** physical, intellectual or medical condition(s), local anesthesia is not the best choice.
- Local anesthesia is ineffective because of acute infection, anatomic variation, or allergy to local anesthesia.

- The patient is a Member age 19 or younger who is extremely uncooperative, fearful or uncommunicative; his/her dental needs are too significant to be postponed; and lack of treatment would be detrimental to the child's dental health.
- Because oral-facial or dental trauma is so extensive, local anesthesia would be ineffective.
- There is a Medically Necessary dental procedure - not excluded by any general limitation or exclusion listed in this Benefit Booklet such as for work-related or Cosmetic services, etc. - that requires the patient to undergo general anesthesia or be hospitalized.

All Hospital Covered Services for dental procedures must be **preauthorized** by BCBSNM. **Note:** Unless listed as a Covered Service in this section, the Dentist's services for the procedure will not be covered. See *Section 4: Preauthorizations* for more information about preauthorization requirements.

**Reminder: If Hospital Covered Services are recommended by a Nonpreferred (out-of-network) Provider, you are responsible for assuring that your Provider obtains Preauthorization for outpatient Covered Services or benefits may be denied. (See Section 4: Preauthorizations.)**

### Oral Surgery

This Plan covers the following oral surgical procedures only:

- Medically Necessary orthognathic surgery
- external or intraoral cutting and draining of cellulitis (not including treatment of dental-related abscesses)
- incision of accessory sinuses, salivary glands or ducts
- lingual frenectomy
- removal or biopsy of tumors or cysts of the jaws, cheeks, lips, tongue, roof or floor of mouth when pathological examination is required

### TMJ/CMJ Services

This Plan covers standard diagnostic, therapeutic, surgical and nonsurgical treatments of temporomandibular joint (TMJ) and craniomandibular joint (CMJ) disorders or Accidental Injuries. Treatment may include orthodontic Appliances and treatment, crowns, bridges, or dentures **only if** required because of an Accidental Injury to Sound Natural Teeth involving the temporomandibular/craniomandibular joint.

### Exclusions

This Plan does **not** cover oral or dental procedures not specifically listed as covered, such as, but not limited to:

- surgeon's or Dentist's charges for noncovered dental services
- hospitalization or general anesthesia for the patient's or Provider's convenience
- any service related to a dental procedure that is not Medically Necessary
- any service related to a dental procedure that is excluded under this Plan for reasons other than being dental-related, even if hospitalization and/or general anesthesia is Medically Necessary for the procedure being received (e.g., Cosmetic procedures, Experimental procedures, services received after coverage termination, work-related injuries, etc.)
- nonstandard services (diagnostic, therapeutic, or surgical)
- removal of tori, exostoses, or impacted teeth
- procedures involving orthodontic care, the teeth, dental implants, periodontal disease, noncovered services, or preparing the mouth for dentures

- duplicate or “spare” Appliances
- personalized restorations, Cosmetic replacement of serviceable restorations, or materials (such as precious metals) that are more expensive than necessary to restore damaged teeth
- dental treatment or surgery, such as extraction of teeth or application or cost of devices or splints, unless required due to an Accidental Injury and covered under “Dental and Facial Accidents” or “TMJ/CMJ Services”
- dentures, artificial devices and/or bone grafts for denture wear, including implants

## DIABETIC SERVICES

Diabetic persons are entitled to the same benefits for Medically Necessary Covered Services as are other Members under this Plan. For special coverage details, such as for insulin, glucose monitors and educational services, refer to the applicable provisions as noted below. **Note:** This Plan will also cover items not specifically listed as covered when new and improved equipment, Appliances and prescription drugs for the treatment and management of diabetes are approved by the U.S. Food and Drug Administration.

### Diabetes Self-Management Education

This Plan covers diabetes self-management training including if you have elevated blood glucose levels. Training must be prescribed by a health care Provider and given by a certified, registered, or licensed health care professional with recent education in diabetes management. Covered Services are limited to:

- Medically Necessary visits upon the diagnosis of diabetes
- visits following a Physician diagnosis that represents a significant change in your symptoms or condition that warrants changes in your self-management
- visits when re-education or refresher training is prescribed by a health care Provider
- medical nutrition therapy related to diabetes management

### Diabetic Supplies and Equipment

This Plan covers the following supplies and equipment under the medical portion for your health benefits plan for diabetic Members with elevated glucose levels: injection aids, including those adaptable to meet the needs of the legally blind

- insulin pumps and insulin pump supplies
- blood glucose monitors, including those for the legally blind
- Medically Necessary Podiatric Appliances for prevention and treatment of foot complications associated with diabetes, including therapeutic molded or depth-inlay shoes, functional orthotics, custom molded inserts, replacement inserts, preventive devices, and shoe modifications

**Reminder:** See your *Drug Plan Rider* for additional diabetic supply coverage of the following supplies: which are covered under the pharmacy portion of your health benefits plan: insulin, insulin needle and syringes, visual reading urine and ketone strips; lancets and lancet devices; prescriptive oral agents for controlling blood sugar levels; test strips for glucose monitors, and glucagon Emergency kits.

**Note:** The Plan will also cover items not specifically listed as covered when new and improved equipment, Appliances, and prescription drugs for the treatment and management of diabetes are approved by the U.S. Food and Drug Administration. This Plan will: 1) maintain formulary to provide these resources to individuals with diabetes; and 2) guarantee reimbursement or coverage for the equipment, Appliances, prescription drugs, insulin, or Medical Supplies described in this Benefit Booklet and/or your *Drug Plan Rider* within the limits of this Plan.

## EMERGENCY CARE AND URGENT CARE

### Emergency Care

This Plan covers medical or surgical procedures, treatments, or services delivered after the sudden onset of what reasonably appears to be a medical condition with symptoms of sufficient severity, including severe pain, that the absence of immediate medical attention could reasonably be expected by a reasonable layperson to result in jeopardy to his/her health; serious impairment of bodily functions; serious dysfunction of any bodily organ or part, or disfigurement. (In addition, services must be received in an Emergency room, trauma center, or Ambulance to qualify as an Emergency.) Examples of Emergency conditions include but are not limited to: heart attack or suspected heart attack, coma, loss of respiration, stroke, acute appendicitis, severe allergic reaction, or poisoning.

### Emergency Room and Ambulance Services

Use of an Emergency center for non- Emergency Care is NOT covered. However, services will not be denied if you, in good faith and possessing average knowledge of health and medicine, seek care for what reasonably appears to be an Emergency — even if your condition is later determined to be non-Emergency.

**Acute Emergency Care is available 24 hours per day, 7 days a week. If services are received in an Emergency room or other trauma center, the condition must meet the definition of Emergency Care in order to be covered. Services received in an emergency room that do not meet the definition of emergency care may be reviewed for appropriateness and may be denied.**

You do not need BCBSNM authorization before seeking Emergency room or Emergency Ambulance services from either an HMO- Participating or a Nonparticipating Provider. Nonparticipating Provider care received without a Preauthorization in any other setting (e.g., Physician's office or Urgent Care center) will not be covered. (See *Section 4: Preauthorizations* for more information about Preauthorization requirements.) Emergency room and Ambulance services for a condition that meets the definition of "Emergency Care" will be covered within the limits of the health care plan. Services for conditions that do *not* meet the definition of "Emergency Care" and have not been preauthorized will not be covered.

In an Emergency:

- If cardiopulmonary resuscitation (CPR) is necessary or if there is an immediate threat to life or limb, **call 911.**
- If you do not call 911, and you are:
  - In the Service Area (i.e., New Mexico): **Either call your PCP or go directly to an HMO-participating Hospital.** If due to the severity of the medical problem, you are unable to reach an HMO- participating Hospital, **go to the nearest medical Facility or trauma center.**
  - Outside the service area: **Go to the nearest medical facility or trauma center.**

### Emergency Notification

To ensure that benefits are correctly paid and that an admission you believe is emergency- related will be covered, you or your physician or hospital should notify BCBSNM as soon as reasonably possible following admission.

You do not need BCBSNM authorization before seeking **Emergency room** services or being hospitalized as an inpatient from the Emergency room for Emergency Care. However, you should call BCBSNM for Preauthorization of Nonparticipating Facility services or in order to notify BCBSNM of any Emergency Inpatient Admission as soon as reasonably possible. Such services, when received without

Preauthorization, may be reviewed for Medical Necessity/appropriateness and you may be responsible for all charges.

### **Follow- Up Care**

Once you are discharged from the Emergency room or inpatient setting, follow- up care from a Nonparticipating Provider **must** be preauthorized by BCBSNM in order to be covered. You should notify your PCP and/or BCBSNM as soon as possible after receiving the Emergency room care or of being admitted as an inpatient in order to arrange for follow- up care.

### **Member Copayments**

If you are directly admitted as an inpatient, the copayment for emergency room services is waived. The inpatient hospital benefit will apply in such cases.

### **Filing Claims for Services of a Nonparticipating Provider**

When you receive the itemized bill from the Hospital or Emergency Room Physician, send it to BCBSNM or the local BCBS Plan in the state where services were received. See *Section 8* for more information on filing Claims.

### **Urgent Care**

This Plan covers urgent care services, which means medically necessary medical or surgical procedures, treatments, or services received for an unforeseen condition that is *not* life-threatening. The condition does, however, require prompt medical attention to prevent a serious deterioration in your health (e.g., high fever, cuts requiring stitches).

Care received in an urgent care facility is subject to the copayment listed on your *Summary of Benefits*. If services are received in an emergency room or other trauma center, the condition must meet the definition of an “emergency” in order to be covered.

Urgent care is covered as any other type of service. However, if services are received in an emergency room or other trauma center, the condition and treatment must meet the definition of emergency care in order to be covered.

The urgent care copayment will apply to care received in an urgent care facility (including hospital- based urgent care centers). Covered services received in an emergency room or other trauma center are subject to the emergency room copayment and your condition must meet the definition of “emergency” in order to be covered.

### **Urgent Care Center Copayments**

When you visit an HMO- Participating Urgent Care Facility, you pay a Copayment for the covered visit. If you visit a Nonparticipating Urgent Care Facility, services will **not** be covered unless such services meet one of the criteria listed in *Section 3: How Your Plan Works* as being eligible for a “benefit exception” for Nonparticipating Providers.

If you need Urgent Care, you have the choice of taking any of the following steps to receive care:

- Call your PCP and request an immediate appointment (if available).
- Visit the nearest BCBSNM HMO- Participating Urgent Care center.
- If there is not a BCBSNM HMO- Participating center nearby, call your PCP and ask for BCBSNM Preauthorization to visit another Facility or other appropriate Provider. If you do not receive Preauthorization before receiving treatment from a Nonparticipating Provider, you may be responsible for the entire cost of the service. If services are not reasonably available in-network, they must be covered out-of-network at the in-network level.



- If you are away from home and need Urgent Care, call a Customer Service Advocate, who will connect you with the BlueCard Program. If you prefer, you may contact a BlueCard representative directly at 1- 800- 810- BLUE (2583). The BlueCard representative will give you the name and telephone number of a local Provider who will be able to call BCBSNM Customer Service for eligibility information and will submit a Claim to the local affiliated HMO Plan. You will also need to call your PCP and have him/her call BCBSNM for Preauthorization to visit an out-of-network Provider. **Urgent Care and follow- up care from Providers who do not participate with BCBSNM must always be preauthorized by BCBSNM.** See *Section 4: Preauthorizations* for more information about preauthorization requirements.

## Exclusions

This Plan does **not** cover:

- the follow- up care received outside the Service Area as a result of an Emergency or an urgent condition, if you could have returned to the Service Area to receive care without medically harmful results
- services received outside the Service Area if you could have foreseen the need for this care before leaving the Service Area
- Urgent Care or follow- up care received from a Nonparticipating Provider if it is not authorized in advance by BCBSNM.

## HEARING AIDS/RELATED SERVICES FOR CHILDREN UP TO AGE 21

This Plan covers the cost of hearing aids, the fitting and dispensing fees for hearing aids and ear molds, **limited to two hearing aids every 36 months** for Members up to 21 years old. This 36-month benefit period begins on the date the first covered hearing aid-related service is received and payable under this provision and ends 36 months later. The next benefit period begins 36 months after the first hearing aid-related service (e.g., fitting cost, ear mold, etc.) OR on the date the next hearing aid-related service, whichever length of time is greater.

Benefits for hearing aid-related services payable under this provision are not subject to any copayment amount. Benefits for hearing aid-related services will be provided at **100 percent** of the covered charges. (Other covered services, such as hearing examinations and audiometric testing related to a hearing aid need for members up to 21 years old are subject to the usual plan Copayment provisions for office services and diagnostic testing. Benefits for these additional services are not applied to the 36-month maximum benefit available for hearing aids.) **Routine hearing examinations and related services are not covered for members age 21 and older.**

## HOME HEALTH CARE/HOME I.V. SERVICES

### Conditions and Limitations of Coverage

If you are homebound (unable to receive medical care on an outpatient basis), this Plan covers Home Health Care Services and home I.V. services provided under the direction of a Physician. Nursing management must be through a Home Health Care Agency approved by BCBSNM. A *visit* is one period of home health service of up to four hours.

### Preauthorization Required

Before you receive home I.V. therapy, your Physician or Home Health Care Agency must obtain **Preauthorization from BCBSNM**. This Plan does not cover home I.V. services without preauthorization.

### Covered Services

This Plan covers the following services, subject to the limitations and conditions above, when provided by an approved Home Health Care Agency during a covered visit in your home:

- Skilled Nursing Care provided on an intermittent basis by a Registered Nurse or Licensed Practical Nurse
- Respiratory Therapy provided by licensed or certified Physical, Occupational, or Respiratory Therapists
- Speech Therapy provided by a speech pathologist or an American Speech and Hearing Association certified therapist
- intravenous medications and other prescription drugs ordinarily not available through a retail pharmacy if **Preauthorization** is received from BCBSNM (If drugs are not provided by the home health care agency, see your separately issued *Drug Plan Rider*.)
- drugs, medicines, or laboratory services that would have been covered during an inpatient Admission
- enteral nutritional supplies (e.g., bags, tubing) (For enteral nutritional formulas, see your separately issued *Drug Plan Rider*.)
- Medical Supplies
- skilled services by a qualified aide to do such things as change dressings and check blood pressure, pulse, and temperature

### **Cost Sharing**

Your Copayment or Coinsurance and Deductible will be the same amount as shown on your *Summary of Benefits* under primary care visits for Covered Services aimed at maximizing level of function, returning to a prior level of function, or maintaining or slowing the decline of function when these services are provided by a licensed or certified Physical Therapist, Occupational Therapist or Speech Therapist. Other Covered Services are subject to usual Member cost-sharing features such as Copayment or Coinsurance or Deductible based on the type of Provider, service or supply.

### **Exclusions**

This Plan does **not** cover:

- care provided primarily for your or your family's convenience
- homemaking services or care that consists mostly of bathing, feeding, exercising, preparing meals for, moving, giving medications to, or acting as a sitter for the patient (See the "Custodial Care" exclusion in *Section 6: General Limitations and Exclusions*.)
- services provided by a nurse who ordinarily resides in your home or is a Member of your immediate family
- private duty nursing

## **HOSPICE CARE SERVICES**

### **Conditions and Limitations**

This Plan covers inpatient and home Hospice services for a Terminally Ill Member received during a Hospice Benefit Period when provided by a Hospice Program **Preauthorized** by BCBSNM. If you need an extension of the Hospice Benefit Period, the Hospice agency must provide a new treatment plan and the attending Physician must recertify your condition to BCBSNM. (See definition of a hospice benefit period in *Section 10* for more information.)

### **Covered Services**

This Plan covers the following services, subject to the conditions and limitations under the Hospice Care benefit:

- visits from Hospice Physicians
- Skilled Nursing Care by a Registered Nurse or Licensed Practical Nurse
- Physical and Occupational Therapy by licensed or certified Physical or Occupational Therapists
- Speech Therapy provided by an American Speech and Hearing Association certified therapist
- Medical Supplies (If supplies are *not* provided by the Hospice agency, see “Supplies, Equipment and Prosthetics.”)
- drugs and medications for the Terminally Ill Patient (If drugs are *not* provided by the Hospice agency, see your separately issued *Drug Plan Rider*.)
- medical social services provided by a qualified individual with a degree in social work, psychology, or counseling, or the documented equivalent in a combination of education, training and experience (Such services must be recommended by a Physician to help the Member or his/her family deal with a specified medical condition.)
- services of a home health aide under the supervision of a Registered Nurse and in conjunction with Skilled Nursing Care
- nutritional guidance and support, such as intravenous feeding and hyperalimentation
- respite care for a period **not to exceed five continuous days** for **every 60 days** of Hospice Care and **no more than two respite care periods** during each Hospice Benefit Period (Respite care provides a brief break from total care-giving by the family.)

### Cost Sharing

Your Copayment or Coinsurance and Deductible will be the same amount as shown on your *Summary of Benefits* under primary care visits for Covered Services aimed at maximizing level of function, returning to a prior level of function, or maintaining or slowing the decline of function when these services are provided by a licensed or certified Physical Therapist, Occupational Therapist or Speech Therapist. Other Covered Services are subject to usual Member cost-sharing features such as Copayment or Coinsurance or Deductible based on the type of Provider, service or supply.

### Exclusions

This Plan does **not** cover:

- food, housing, or delivered meals
- medical transportation
- homemaker and housekeeping services
- comfort items
- private duty nursing
- supportive services provided to the family of a Terminally Ill Patient when the patient is not a Member of this Plan
- care or services received after the Member’s coverage terminates

### HOSPITAL/OTHER FACILITY SERVICES

#### Blood Services

This Plan covers the processing, transporting, handling, and administration of blood and blood components. This Plan covers directed donor or autologous blood storage fees only when the blood

is used during a scheduled surgical procedure. This Plan does **not** cover blood replaced through donor credit.

### **Inpatient Services Preauthorization Required**

If hospitalization is recommended by a nonpreferred provider or you are outside New Mexico, **you are responsible** for obtaining preauthorization. If you do not follow the inpatient preauthorization procedures, benefits for covered facility services may be **denied** as explained in *Section 4: Preauthorizations*.

To be covered, **Preauthorization** from BCBSNM must be received for all inpatient Admissions. Also, Nonparticipating Facility services are covered only for **Emergency Care** or if **Preauthorization** for such services is received from BCBSNM. (You may be required to travel to another city to receive services from a Participating Facility.)

### **Covered Services**

For acute inpatient medical or surgical care received during a covered Hospital Admission, this Plan covers room and board and other Medically Necessary services provided by the Facility.

### **Medical Detoxification**

This Plan also covers Medically Necessary services related to Medical Detoxification from the effects of Alcohol or Drug Abuse. Detoxification is the treatment in an acute care Facility for withdrawal from the physiological effects of Alcohol or Drug Abuse, which usually takes about three days in an acute care Facility. Benefits for detoxification services are the same as for any other acute medical/surgical condition. Preauthorization is required for all inpatient hospitalizations. See “Psychotherapy (Mental Health and Chemical Dependency)” for information about benefits for Chemical Dependency rehabilitation. See *Section 4: Preauthorizations* for more information about preauthorization requirements.

### **Exclusions**

This Plan does **not** cover:

### **Outpatient or Observation Services**

Coverage for outpatient or observation services and related Physician or other Professional Provider services for the treatment of illness or Accidental Injury depends on the type of service received (for example, see “Lab, X-Ray, Other Diagnostic Services” or “Emergency and Urgent Care”). Observation and emergency room services are subject to the copayment listed on the *Summary of Benefits*. The copayment will be waived if you are admitted as an inpatient directly from the observation or emergency room; inpatient hospital benefit will apply.

### **INFUSION THERAPY**

Some outpatient infusion services for routine maintenance drugs have been identified as capable of being administered, outside of an outpatient Hospital setting. Member out-of-pocket expenses may be lower when services are provided by a Professional Provider in an infusion suite, a home or an office, instead of a Hospital. Non-maintenance outpatient infusion therapy services will be covered the same as any other illness. The SBC describe payment for infusion therapy services.

For more information, you may contact a Customer Service Advocate at the toll-free number on your Identification Card.

### **LAB, X-RAY, OTHER DIAGNOSTIC SERVICES**

*For invasive diagnostic procedures such as biopsies and endoscopies or any procedure that requires the use of an operating or recovery room, see “Surgery and Related Services.”*

This Plan covers Diagnostic Services, including but not limited to, pre-Admission testing, that are related to an illness or Accidental Injury. Covered Services include:

- x-ray and radiology services, ultrasound, and imaging studies
- laboratory and pathology tests
- EKG, EEG, and other electronic diagnostic medical procedures
- genetic testing (Tests such as amniocentesis or ultrasound to determine the gender of an unborn child are not covered; see “Maternity/Reproductive Services and Newborn Care.”)
- infertility-related testing (See “Maternity/Reproductive Services and Newborn Care.”)
- PET (Positron Emission Tomography) scans, cardiac CT scans
- MRIs
- psychological or neuropsychological testing with **preauthorization** from BCBSNM
- audiometric (hearing) and vision tests for the diagnosis and/or treatment of an Accidental Injury or an illness

**Note:** All services, including those for which Preauthorization is required, must meet the standards of Medical Necessity criteria established by BCBSNM and will not be covered if excluded for any reason under this Plan. Gynecological or obstetrical ultrasounds do not require Preauthorization. **Some services requiring preauthorization will not be approved for payment.**

## **MATERNITY/REPRODUCTIVE SERVICES AND NEWBORN CARE**

Like benefits for other conditions, Member cost-sharing amounts for pregnancy, family planning, infertility, and newborn care are based on the place of service and type of service received.

### **Family Planning and Infertility-Related Services**

*See your Drug Plan Rider for additional information regarding contraceptive drugs and devices purchased from a pharmacy.*

#### **Family Planning**

Covered family planning services include:

health education tubal ligation; sterilization implant; copper intrauterine device; intrauterine device with progestin; implantable rod; contraceptive shot or injection; combined oral contraceptives; extended or continuous use oral contraceptives; progestin-only oral contraceptives; patch; vaginal ring; diaphragm with spermicide; sponge with spermicide; cervical cap with spermicide; male and female condoms; spermicide alone; vasectomy; ulipristal acetate; levonorgestrel emergency contraception; and any additional method categories of contraception approved by the FDA pregnancy testing and counseling For these following covered family planning services, no Coinsurance, Deductible, Copayment, or benefit maximums will apply when received from a provider in the preferred or participating provider network.

over-the-counter female contraceptives and male contraceptives *the contraceptives* posted on the BCBSNM website (<http://www.bcbsnm.com/pdf/rx/contraceptive-list-nm.pdf>), or available by contacting Customer Service at the toll-free number on your Identification Card

- outpatient contraceptive services such as consultations, examinations, procedures (including follow-up care for trouble you may have from using a birth control method that a family planning Provider gave you) and medical services provided on an outpatient basis and related to the use of contraceptive methods (including natural family planning) to prevent an unintended pregnancy
- female surgical sterilization procedures (other than hysterectomy), including tubal ligations

When obtaining the items noted above, you may be required to pay the full cost and then submit a Claim form with itemized receipts to BCBSNM for reimbursement. Please refer to *Section 8: Claims Payments and Appeals* of this Benefit Booklet for information regarding submitting Claims.

If benefits for contraceptive coverage are denied you or your representative may contact Customer Service at the toll-free number on the ID card to request an expedited review.

### **Infertility-Related Services**

This Plan covers the following infertility-related treatments. (**Note:** the following procedures only *secondarily* treat infertility):

The above services are the **only** infertility-related treatments that will be considered for benefit payment. Diagnostic *testing*, is covered only to diagnose the cause of infertility. Once the cause has been established and the treatment determined to be noncovered, no further testing is covered. For example, this Plan will cover lab tests to monitor hormone levels following the hormone replacement treatment listed as covered above. However, daily ultrasounds to monitor ova maturation are **not** covered since the testing is being used to monitor a noncovered infertility treatment.

### **Exclusions**

In addition to services not listed as covered above, this Plan does **not** cover:

- sterilization reversal for males or females
- infertility treatments and related services, such as hormonal manipulation and excess hormones to increase the production of mature ova for fertilization
- Gamete Intrafallopian Transfer (GIFT)
- Zygote Intrafallopian Transfer (ZIFT)
- cost of donor sperm
- artificial conception or insemination; fertilization and/or growth of a fetus outside the mother's body in an artificial environment, such as in-vivo or in-vitro (test tube) fertilization, and embryo transfer; drugs for induced ovulation; or other artificial methods of conception

### **Pregnancy- Related/Maternity Services**

If you are pregnant, you should call BCBSNM before your maternity due date, soon after your pregnancy is confirmed. BCBSNM must be notified as soon as possible if the mother's stay is greater than **48 hours** for a routine delivery or greater than **96 hours** for a C-section delivery.

Like any other service, Maternity care must be received from a PCP or other HMO- participating women's health care provider. Therefore, once your pregnancy is confirmed, you may choose either your PCP or another HMO- Participating women's health care provider to provide Maternity care and receive benefits for Covered Services. The Provider is then responsible for notifying BCBSNM of any Admissions. If you are pregnant, you or your Physician should call BCBSNM for Admission notification before your Maternity due date, soon after your pregnancy is confirmed. BCBSNM must be notified if the mother's stay is greater than **48 hours** for a routine delivery or greater than **96 hours** for a C- section delivery as soon as possible. If not notified, benefits for covered Facility services may be **denied**. (If you are out-of- area and need Emergency services, also notify BCBSNM, your PCP, or HMO- Participating Provider **within 48 hours** or as soon as possible.)

If there is no PCP or HMO- Participating Provider in your area able to provide Maternity services, you or your Provider may request authorization from BCBSNM to recommend you to a nonparticipating women's health care provider.

If you are pregnant on the date you enroll, and you are already seeing a Provider, please call Customer Service so that BCBSNM can approve your visits to the Provider if he/she is outside the HMO-Participating Provider network. If you are in your first or second trimester, in most cases you will be allowed to continue your care with that doctor for at least 30 days. If you are six or more months pregnant, you can continue seeing your doctor for the rest of your pregnancy.

A covered daughter also has coverage for Pregnancy- Related Services. However, if the parent of the newborn *is* a covered child of the Subscriber (i.e., the newborn is the Subscriber's grandchild), benefits are **not** available for the newborn except for the first 48 hours of Routine Newborn Care (or 96 hours in the case of a C- section).

## Covered Services

Covered Pregnancy- Related Services include:

- Hospital or other Facility charges for room and board and ancillary services, including the use of labor, delivery, and recovery rooms (This Plan covers all Medically Necessary hospitalization, including at least 48 hours of inpatient care following a vaginal delivery and 96 hours following a C-section delivery. **Note:** Newborns who are not eligible for coverage under this Plan will not be covered beyond the 48 or 96 hours required under federal law.)
- routine or complicated delivery, including prenatal and postnatal medical care of an Obstetrician, Certified Nurse-Midwife or Licensed Midwife (Expenses for prenatal and postnatal care are included in the total Covered Charge for the actual delivery or completion of pregnancy.) **Note:** Home births are not covered unless the Provider has an HMO- Participating Provider contract with his/her local BCBS Plan and is credentialed to provide the service.
- pregnancy-related diagnostic tests, including genetic testing or counseling ( Services must be sought due to a family history of a gender-linked genetic disorder or to diagnose a possible congenital defect caused by a present, external factor that increases risk, such as advanced maternal age or Alcohol Abuse. For example, tests such as amniocentesis or ultrasound to determine the gender of an unborn child are **not** covered.)
- necessary anesthesia services by a Provider qualified to perform such services, including Acupuncture used as an anesthetic during a covered surgical procedure and administered by a Physician, a licensed Doctor of Oriental Medicine, or other practitioner as required by law
- when necessary to protect the life of the infant or mother, coverage for transportation, including air transport, for the medically high-risk pregnant woman with an impending delivery of a potentially viable infant to the nearest available Tertiary Care Facility for newly born infants (See "Ambulance Services" for details.)
- services of a Physician who actively assists the operating surgeon in performing a covered surgical procedure when the procedure requires an assistant
- spontaneous, or therapeutic termination of pregnancy prior to full term (Copayment will be based on the place of treatment at the time of pregnancy termination.)

This Plan does **not** cover care for normal deliveries or planned C- sections outside the BCBSNM Service Area, unless you made a reasonable effort to be in the Service Area during the six weeks preceding your anticipated delivery date or your PCP arranges out- of- area care for you by obtaining **Preauthorization** from BCBSNM (which will direct you to a Contracted Provider in the area you will be visiting).

## Special Beginnings

This is a maternity program for BCBSNM members that is available whenever you need it. It can help you better understand and manage your pregnancy. To take full advantage of the program, you should enroll within three months of becoming pregnant. When you enroll, you will receive a questionnaire to

find out if there may be any problems with your pregnancy to watch out for, information on nutrition, newborn care, and other topics helpful to new parents. You will also receive personal and private phone calls from an experienced nurse - all the way from pregnancy to six weeks after your child is born. To learn more, or to enroll, call toll-free at:

**1-888-421-7781**

### **Newborn Care**

If you do not have coverage for your newborn on the date of birth, **you must add coverage within 31 days of birth** in order for any newborn charges, routine or otherwise, to be covered beyond the first 48 hours of birth (or 96 hours in the case of a C-section).

### **Newborn Eligibility**

If you do not elect to add coverage for your newborn within 31 days, and wish to add the child to coverage later, the child is considered a Late Applicant unless eligible for a Special Enrollment. **Note:** If the parent of the newborn is a covered child of the Subscriber (i.e., the newborn is the Subscriber's grandchild), services for the newborn are **not** covered except for the first 48 hours of Routine Newborn Care (or 96 hours in the case of a C-section).

### **Routine Newborn Care**

If both the mother's charges and the baby's charges are eligible for coverage under this Plan, no additional Co-payment for the newborn is required for the Facility's initial routine nursery care if the covered newborn is discharged on the same day as the mother.

### **Covered Services**

Covered Services for initial Routine Newborn Care include:

- routine Hospital nursery services, including alpha-fetoprotein IV screening
- routine medical care in the Hospital after delivery
- pediatrician standby care at a C-section procedure
- services related to circumcision of a male newborn

For children who are covered from their date of birth, benefits include coverage of injury or sickness, including Covered Services related to the necessary care and treatment of medically diagnosed congenital defects and birth abnormalities.

### **Extended Stay Newborn Care**

A newborn who is enrolled for coverage within the time limits specified in *Section 2: Enrollment and Termination Information* is also covered if he/she stays in the Hospital longer than the mother.

If the pediatrician is a Nonparticipating Provider or you are in a Nonparticipating Hospital and services are eligible for coverage, you must ensure that BCBSNM is called **before** the mother is discharged from the Hospital. If you do not, benefits for the newborn's covered Facility services may be denied. The baby's services will be subject to a separate Copayment and Out-of-Pocket Limit.

### **PHYSICIAN VISITS/MEDICAL CARE**

This section describes benefits for therapeutic injections, allergy care and testing, and other nonsurgical, nonroutine medical visits to a health care Provider for evaluating your condition and planning a course of treatment. See specific topics referenced in this section for more information regarding a particular type of service (e.g., "Preventive Services," "Transplant Services," etc.).

This Plan covers Medically Necessary care provided by a Physician or other Professional Provider for an illness or Accidental Injury.



## Office Visits and Consultations

Services covered under this provision include allergy care, therapeutic injections, office visits, consultations (including second or third surgical opinions) and examinations, and other nonroutine office medical procedures — when not related to Hospice Care or payable as part of a surgical procedure. (See “Hospice Care” or “Surgery and Related Services” if the medical visits are related to either of these services.)

## Allergy Care

This Plan covers direct skin (percutaneous and intradermal) and patch allergy tests, radioallergosorbent testing (RAST), allergy serum, and appropriate FDA-approved allergy injections administered in a Provider’s office or in a Facility.

## Breastfeeding Support and Services

This Plan covers counseling and support services rendered by a lactation consultant such as a Certified Nurse Practitioner, Certified Nurse-Midwife or Midwife, not subject to Coinsurance, Deductible, Copayment, or benefit maximums when received from a provider in the Preferred or Participating Provider Network.

## Genetic Inborn Errors of Metabolism

This Plan covers medically necessary expenses related to the diagnosis, monitoring and control of genetic inborn errors of metabolism as defined in *Section 10: Definitions*. Covered Services include medical assessment, including clinical services, biochemical analysis, medical supplies, prescription drugs (see your *Drug Plan Rider*), corrective lenses for conditions related to the genetic inborn error of metabolism, nutritional management and **Preauthorized** special medical foods (as defined and described in your *Drug Plan Rider*). In order to be covered, services cannot be excluded under any other provision of this benefit booklet and are paid according to the provisions of the Plan that apply to that particular type of service (e.g., special medical foods are covered under your *Drug Plan Rider*, medical assessments under “Physician Visits/Medical Care” and corrective lenses under “Supplies, Equipment and Prosthetics”).

To be covered, the Member must be receiving medical treatment provided by licensed health care professionals, including Physicians, dietitians and nutritionists, who have specific training in managing patients diagnosed with Genetic Inborn Errors of Metabolism.

## Injections and Injectable Drugs

This Plan covers most FDA-approved therapeutic injections administered in a Provider’s office. However, this Plan covers some injectable drugs only when **Preauthorization** is received from BCBSNM. Your BCBSNM-Contracted Provider has a list of those injectable drugs that require Preauthorization. If you need a copy of the list, call a BCBSNM Customer Service Advocate. (When you request Preauthorization, you may be directed to purchase the self-injectable medication through your drug plan.)

BCBSNM reserves the right to exclude any injectable drug currently being used by a Member. Proposed new uses for injectable drugs previously approved by the FDA will be evaluated on a medication-by-medication basis. Call a BCBSNM Customer Service Advocate if you have any questions about this policy.

## Mental Health Evaluation Services

This Plan covers medication checks and intake evaluations for Mental Disorders, Alcohol, and Drug Abuse. See “Psychotherapy (Mental Health and Chemical Dependency)” for psychotherapy and other therapeutic service benefits.

## Inpatient Medical Visits

With the exception of Dental-Related Services, this Plan covers the following services when received on a covered inpatient Hospital day:

- visits for a condition requiring **only** medical care, unless related to Hospice Care
- consultations (including second opinions) and, if surgery is performed, inpatient visits by a Provider who is not the surgeon and who provides medical care **not** related to the surgery (For the surgeon's services, see "Surgery and Related Services" or "Transplant Services.")
- medical care requiring **two or more** Physicians at the same time because of multiple illnesses
- initial Routine Newborn Care for a newborn added to coverage within the time limits specified in *Section 2: Enrollment and Termination Information* (See "Maternity/Reproductive Services and Newborn Care" for details and for extended stay benefits.)

## PREVENTIVE SERVICES

**Claims filed under this provision must clearly show that the office visit and tests were for routine or preventive care.**

The services listed under this provision are not limited as to the number of times you may receive the service in any given period or as to the age of the patient (except when a service is inappropriate for the patient's age group, such as providing a pediatric immunization to an adult). You and your Physician are encouraged to determine how often and at what time you should receive preventive tests and examinations and you will receive coverage according to the benefits and limitations of your health care plan. Coverage for a recommended preventive service that is otherwise considered medically necessary for an individual will be provided regardless of an individual's sex assigned at birth, gender identity or gender that BCBSNM has recorded.

This Plan covers the following Preventive Services, not subject to Coinsurance, Deductible, Copayment, or benefit maximums (to be implemented in the quantities and within the time period allowed under applicable law) when received from a network provider:

- a. evidence- based items or services that have in effect a rating of "A" or "B" in the current recommendations of the United States Preventive Services Task Force ("USPSTF");
- b. immunizations for routine use that have in effect a recommendation by the Advisory Committee on Immunization Practices of the Centers for Disease Control and Prevention ("CDC") with respect to the individual involved;
- c. evidence- informed preventive care and screenings provided for in the comprehensive guidelines supported by the Health Resources and Services Administration ("HRSA") for infants, children, and adolescents;

with respect to women, to the extent not described in item "a" above, evidence- informed preventive care and screenings provided for in comprehensive guidelines supported by the HRSA.

direct links to covered preventive services are:

adults <https://www.healthcare.gov/preventive-care-adults/>,

women <https://www.healthcare.gov/preventive-care-women/>

children <https://www.healthcare.gov/preventive-care-children/>

For purposes of item "a" above, the current recommendations of the USPSTF regarding breast cancer screening mammography and prevention issued in or around November 2009 are not considered to be current.

The Preventive Services described in items “a” through “d” above may change as USPSTF, CDC, and HRSA guidelines are modified. For more information, you may visit the BCBSNM website at [www.bcbsnm.com](http://www.bcbsnm.com) or contact Customer Service at the toll-free number on your BCBSNM health plan Identification Card.

Covered Preventive Services **not** described in items “a” through “d” above may be subject to Copayments, and/or dollar maximums. Allergy injections are **not** considered immunizations under the “Preventive Services” benefit.

**Examples of Covered Preventive Services include, but are not limited to:**

- routine physical, breast, and pelvic examinations
- routine adult and pediatric immunizations
- an annual routine gynecological or pelvic examination and low-dose mammogram screenings
- papilloma virus screening and Cytologic Screening (a Pap test or liquid-based cervical cytopathology)
- human papillomavirus vaccine (HPV) for Members ages 9 - 26 years old
- periodic blood hemoglobin, blood pressure and blood glucose level tests
- periodic colorectal screening tests
- periodic blood cholesterol or periodic fractionated cholesterol level including a low-density lipoprotein (LDL) and a high-density lipoprotein (HDL) level; periodic stool examination for the presence of blood
- periodic left-sided colon examination of 35 to 60 centimeters or colonoscopy
- Well-Child Care, including well-baby and well-child screening for diagnosing the presence of Autism Spectrum Disorder
- periodic glaucoma eye tests
- vision and hearing screenings in order to detect the need for additional vision or hearing testing for Members when received as part of a routine physical examination (A screening does *not* include an eye examination, refraction or other test to determine the amount and kind of correction needed.)
- health education and counseling services if recommended by your Physician, including an annual consultation to discuss lifestyle behaviors that promote health and well-being, including smoking/tobacco use Cessation Counseling
- contraceptive drugs and devices

**Exclusions**

This Plan does **not** cover:

- employment physicals, insurance examinations, or examinations at the request of a third party (the requesting party may be responsible for payment); premarital examinations; sports or camp physicals; any other nonpreventive physical examination
- routine eye examinations; eye refractions; or any related service or supply
- routine hearing examinations; hearing aids; or any related service or supply, unless otherwise specified in this section (See “Hearing Aids/Related Services for Children Under Age 21.”)

**PSYCHOTHERAPY (MENTAL HEALTH AND CHEMICAL DEPENDENCY)**

**Note:** You do not receive a separate mental health/Chemical Dependency ID Card; use your BCBSNM ID Card to receive all medical/surgical and mental health/Chemical Dependency services covered under this Plan.

## Medical Necessity

In order to be covered, treatment must be Medically Necessary and not Experimental, Investigational, or Unproven. Therapy must meet the following definition and conditions:

**Medically Necessary/Medical Necessity is defined as** Health Care Services that BCBSNM determines a Hospital, Physician, or other Provider, exercising prudent clinical judgment, would provide to a patient for the purpose of preventing, evaluating, diagnosing or treating an illness, injury, disease or its symptoms and that are:

- in accordance with generally accepted standards of medical practice;
- clinically appropriate, in terms of type, frequency, extent, site and duration, and considered effective for the patient's illness, injury or disease; and
- not primarily for the convenience of the patient, Hospital, Physician, or other Provider, and not more costly, as determined by BCBSNM or its agents, than an alternative clinical service, therapy, or procedure or sequence of services, therapies, and procedures that based on evidence-based clinical data are at least as likely to produce equivalent therapeutic or diagnostic results as to the diagnosis or treatment of that patient's illness, injury or disease.

For Psychotherapy (Mental Health and Chemical Dependency) Medical Necessity determinations, the applicable generally accepted principles and practices of good medical care and practices guidelines developed by the American Psychiatric Association are contained in the latest version of the *Diagnostic and Statistical Manual*.

## Preauthorization Requirements

**Preauthorizations** are a requirement that you or your Provider must obtain authorization from BCBSNM *before* you are admitted as an inpatient or receive certain types of services.

In order to receive benefits:

- services must be covered and Medically Necessary;
- services must not be excluded; and
- the procedures described in this section must be followed regardless of where services are rendered or by whom.

Preauthorization determines only the Medical Necessity of a specific service and/or an Admission and an allowable length of stay. **Preauthorization does not guarantee your eligibility for coverage, that benefit payment will be made, or that you will receive benefits.** Eligibility and benefits are based on the date you receive the services. Services not listed as covered, excluded services, services received after your termination date under this Plan, and services that are not Medically Necessary will be denied.

## Services Requiring Preauthorization

All inpatient mental health and Chemical Dependency services (e.g., partial hospitalization, residential treatment centers) must be Preauthorized by the Behavioral Health Unit at the phone number listed on the back of your ID card. Preauthorization is also required for the following outpatient services for treatment of mental illness and/or Chemical Dependency:

- outpatient psychological testing
- neuropsychological testing

- Intensive Outpatient Program (IOP) treatment
- electroconvulsive therapy (ECT)
- repetitive transcranial magnetic stimulation
- Applied Behavior Analysis (ABA) therapies

You or your Physician should call the Behavioral Health Unit **before** you schedule treatment. If you do not call before receiving non- Emergency services, **benefits for Covered Services may be denied** as explained in the *Preauthorizations* section, earlier. In such cases, you may be responsible for all charges, so please ensure that you or your Provider have received Preauthorization for any services you plan to receive. The BHU Call Center is open 24/7 to assist Members and Providers with Emergency admission inquiries and to respond to crisis calls.

If you are admitted for a medical condition and later transferred to another unit in the same or different Facility for Drug Abuse rehabilitation (or vice versa), **both admissions must receive Preauthorization.**

Preauthorization is **not** required for group, individual, or family therapy office visits to a Physician or other Professional Provider licensed to perform Covered Services under this Plan.

### **Covered Services/Providers**

Covered Services include solution- focused evaluative and therapeutic mental health services (including individual and group psychotherapy) received in a Psychiatric Hospital, an IOP (Intensive Outpatient Program), or an alcohol- ism treatment program that complies with applicable state laws and regulations, and services rendered by psychiatrists, licensed psychologists, and Other Providers as defined in *Section 10: Definitions*. Mental Disorders that respond to and require long- term treatment with medications and/or therapeutic treatment including schizophrenia, bi- polar disorder, and chronic depression are also covered.

### **Residential Treatment Centers**

Residential Treatment Centers are covered by this Plan. A Residential Treatment Center is a Facility offering a defined course of therapeutic intervention and special programming in a controlled environment which also offers a degree of security, supervision, and structure and is licensed by the appropriate state and local authority to provide such service. It does not include half-way houses, supervised living, group homes, boarding houses, or other facilities that provide primarily a supportive environment and address long-term social needs, even if counseling is provided in such facilities. Patients in Residential Treatment Centers are medically monitored with 24-hour medical availability and 24-hour on-site nursing service for patients with Mental Illness and/or Chemical Dependency disorders.

BCBSNM requires that any mental health Residential Treatment Center must be appropriately licensed in the state where it is located or accredited by a national organization that is recognized by BCBSNM as set forth in its current credentialing policy, and otherwise meets all other credentialing requirements set forth in such policy.

This Plan does **not** cover:

- psychoanalysis or psychotherapy that you may use as credit toward earning a degree or furthering your education
- services billed by a school, halfway house or group home, or their staff Members; foster care; or behavior modification services
- maintenance therapy or care provided after you have reached your rehabilitative potential
- biofeedback, hypnotherapy, or behavior modification services
- religious or pastoral counseling

- Custodial Care
- hospitalization or admission to a Skilled Nursing Facility (SNF), nursing home, or other Facility for the primary purposes of providing Custodial Care service, convalescent care, rest cures, or domiciliary care to the patient
- services or supplies received during an Inpatient stay when the stay is solely related to behavioral, social mal- adjustment, lack of discipline, or other antisocial actions which are not specifically the result of Mental Illness. This does not include services or supplies provided for the treatment of an injury resulting from an act of domestic violence or a medical condition (including both physical and mental health conditions)
- any care that is patient-elected and is not considered Medically Necessary
- care that is mandated by court order or as a legal alternative, and lacks clinical necessity as diagnosed by a licensed Provider; services rendered as a condition of parole or probation
- special education, school testing and evaluations, counseling, therapy, or care for learning deficiencies or educational and developmental disorders; behavioral problems unless associated with manifest Mental Disorders or other disturbances
- non-national standard therapies, including those that are Experimental as determined by the mental health professional practice
- the cost of any damages to a treatment Facility

## **REHABILITATION AND OTHER THERAPY**

*When billed by a Facility during a covered Admission, therapy is covered in the same manner as the other ancillary services (see “Hospital/Other Facility Services”).*

### **Acupuncture and Chiropractic Services**

This Plan covers Acupuncture and osteopathic or chiropractic services when administered by a licensed Provider acting within the scope of licensure and when necessary for the treatment of a medical condition. Benefits for acupuncture and for chiropractic services are limited as specified in the *Summary of Benefits*. **Note:** If your Provider charges for other services in addition to Acupuncture or Chiropractic Services, the other services will be covered according to the type of service being claimed. For example, Physical Therapy services from a Provider on the same day as an Acupuncture or Chiropractic Service will apply toward the “Short- Term Rehabilitation” benefit.

### **Cardiac and Pulmonary Rehabilitation**

This Plan covers outpatient Cardiac Rehabilitation programs provided within six months of a cardiac incident and outpatient Pulmonary Rehabilitation services.

### **Chemotherapy and Radiation Therapy**

This Plan covers the treatment of malignant disease by standard Chemotherapy and treatment of disease by Radiation Therapy.

### **Cancer Clinical Trials**

If you are a participant in an approved Cancer Clinical Trial, you may receive coverage for certain Routine Patient Care Costs incurred in the trial. The trial must be conducted as part of a scientific study of a new therapy or intervention for the prevention of reoccurrence, early detection, or treatment of cancer. The persons conducting the trial must provide BCBSNM with notice of when the Member enters and leaves a qualified Cancer Clinical Trial and must accept BCBSNM’s Covered Charges as payment in full (this includes the health care Plan’s payment plus your share of the Covered Charge).

The Routine Patient Care costs that are covered must be the same services or treatments that would be covered if you were receiving standard cancer treatment. Benefits also include FDA-approved prescription drugs that are not paid for by the manufacturer, distributor, or supplier of the drug. (Member cost-sharing provisions described under your separately issued *Drug Plan Rider* will apply to these benefits.)

### **Benefits for Routine Patient Care Costs for Participation in Certain Clinical Trials**

Benefits for eligible expenses for Routine Patient Care costs are provided in connection with a phase I, phase II, phase III, or phase IV clinical trial if the clinical trial is conducted in relation to the prevention, detection, or treatment of cancer or other life-threatening disease or condition and is recognized under state and/or federal law.

Benefits are not available under this section for services that are a part of the subject matter of the clinical trial and that are customarily paid for by the research institution conducting the clinical trial. If benefits for services provided in the trial are denied, you may contact the Superintendent of Insurance for an expedited appeal.

### **Dialysis**

This Plan covers the following services when received from a dialysis provider:

- renal dialysis (hemodialysis)
- continual ambulatory peritoneal Dialysis (CAPD)
- apheresis and plasmapheresis
- the cost of equipment rentals and supplies for home Dialysis

### **Short-Term Rehabilitation: Occupational, Physical, Speech Therapy (Inpatient and Outpatient, Including Skilled Nursing Facility)**

#### **Preauthorization Required**

To be covered, all **inpatient** short-term rehabilitation treatments, including Skilled Nursing Facility and physical rehabilitation Facility Admissions, must receive **Preauthorization** from BCBSNM. See *Section 4: Preauthorizations* for more information about preauthorization requirements.

Short-term rehabilitation services are provided in those instances when the Member's Physician determines that such services can be expected to result in the significant improvement of the Member's physical condition within a period of two (2) months. Benefits for such services may be extended beyond the two-month period with recommendation by the Member's Physician and Preauthorization from BCBSNM.

#### **Covered Services**

This Plan covers the following short-term rehabilitation services when rendered for the Medically Necessary treatment of Accidental Injury or illness:

- Occupational Therapy performed by a licensed Occupational Therapist
- Physical Therapy performed by a Physician, licensed Physical Therapist, or other Professional Provider licensed as a Physical Therapist (such as a Doctor of Oriental Medicine)
- Speech Therapy, including audio diagnostic testing, performed by a properly accredited Speech Therapist for the treatment of communication impairment or swallowing disorders caused by disease, trauma, congenital anomaly, or a previous treatment or therapy
- inpatient physical rehabilitation and Skilled Nursing Facility services when **preauthorized** by BCBSNM

#### **Cost Sharing**

Your Copayment or Coinsurance and Deductible will be the same amount as shown on your *Summary of Benefits* under primary care visits for Covered Services aimed at maximizing level of function, returning to a prior level of function, or maintaining or slowing the decline of function when these services are provided by a licensed or certified Physical Therapist, Occupational Therapist or Speech Therapist. Other Covered Services are subject to usual Member cost-sharing features such as Copayment or Coinsurance or Deductible based on the type of Provider, service or supply.

### **Benefit Limits**

Benefits are limited, if applicable, as specified in the *Summary of Benefits*. **Note:** Long- term therapy, maintenance therapy, and therapy for chronic conditions are **not** covered. This Plan covers Short- Term Rehabilitation only.

### **Exclusions**

This Plan does **not** cover:

- maintenance therapy or care provided after you have reached your rehabilitative potential (Even if you have not reached your rehabilitative potential, this Plan does not cover services that exceed the maximum benefit limits, if any.)
- therapy for the treatment of chronic conditions such as, but not limited to, cerebral palsy or developmental delay, and described in this *Covered Services* section under “Autism Spectrum Disorders”
- services provided at or by a health spa or fitness center, even if the service is provided by a licensed or registered Provider
- therapeutic exercise equipment prescribed for home use (e.g., treadmill, weights)
- Speech Therapy for dysfunctions that self- correct over time; speech services that maintain function by using routine, repetitive, and reinforced procedures that are neither diagnostic or therapeutic; other speech services that can be carried out by the patient, the family, or caregiver/teacher
- herbs, homeopathic preparations, or nutritional supplements
- services of a massage therapist or rolfing

### **SUPPLIES, EQUIPMENT AND PROSTHETICS**

*Supplies or equipment that are dispensed by a Facility for use outside of the Facility are subject to the provisions of “Supplies, Equipment and Prosthetics” section.*

To be covered, items must be Medically Necessary and ordered by a health care Provider. If you have a question about Durable Medical Equipment, Medical Supplies, Prosthetics or Appliances not listed, please call the BCBSNM Health Services Department.

### **Breast Pumps**

This Plan covers the rental (but not to exceed the total cost) or purchase of manual, electric and Hospital-grade breast pumps and supplies with a written prescription from a health care Provider. The rental or purchase cost of manual, electric or Hospital- grade breast pumps and supplies are not subject to Coinsurance, Deductible, Copayment, or benefit maximums when received from an in-network Provider. Electric breast pumps are limited to 1 per calendar year.

### **Durable Medical Equipment and Appliances**

This Plan covers the following items:

- Orthopedic Appliances



- replacement of items only when required because of wear (and the item cannot be repaired) or because of a change in your condition
- oxygen and oxygen equipment, wheelchairs, Hospital beds, crutches, and other Medically Necessary Durable Medical Equipment
- lens implants for aphakic patients (those with no lens in the eye) and soft lenses or sclera shells (white supporting tissue of eyeball)
- either one set of prescription eyeglasses or one set of contact lenses (whichever is appropriate for your medical needs) when needed to replace lenses absent at birth or lost through cataract or other intraocular surgery or ocular injury, to treat conditions related to genetic inborn errors of metabolism, or prescribed by a Physician as the only treatment available for keratoconus (Duplicate glasses/lenses are not covered. Replacement is covered only if a Physician or Optometrist recommends a change in prescription due to a change in your medical condition.)
- cardiac pacemakers

This Plan covers the rental (or at the option of BCBSNM, the purchase of) Durable Medical Equipment (including repairs to or replacement of such purchased items), when prescribed by a covered health care Provider and required for therapeutic use.

### **Medical Supplies**

This Plan covers the following Medical Supplies, not to exceed a **30-day supply** purchased during any 30-day period, unless otherwise indicated:

- colostomy bags, catheters
- gastrostomy tubes
- hollister supplies
- tracheostomy kits, masks
- lamb's wool or sheepskin pads
- ace bandages, elastic supports when billed by a Physician or other Provider during a covered office visit
- slings
- support hose prescribed by a Physician for treatment of varicose veins (six pair per Calendar Year).

### **Orthotics and Prosthetic Devices**

This Plan covers the following items when Medically Necessary and ordered by a Provider:

- surgically implanted Prosthetics or devices, including penile implants required as a result of illness or Accidental Injury
- externally attached Prostheses to replace a limb or other body part lost after Accidental Injury or surgical removal; their fitting, adjustment, repairs and replacement
- replacement of Prosthetics only when required because of wear (and the item cannot be repaired) or because of a change in your condition
- breast Prosthetics when required as the result of a mastectomy and mastectomy bras, which are limited to **four bras** per Calendar Year
- functional orthotics only for patients having a locomotive problem or gait difficulty resulting from mechanical problems of the foot, ankle, or leg (A functional orthotic is used to control the function of the joints and prescribed by a physician or podiatrist.)

- orthotics (e.g., collars, braces, molds) prescribed by an eligible Provider to protect, restore, or improve impaired body function

When alternative Prosthetic Devices are available, the allowance for a prosthesis will be based upon the most cost- effective item.

## **Exclusions**

This Plan does **not** cover, regardless of therapeutic value, items such as, but not limited to:

- air conditioners, biofeedback equipment, humidifiers, purifiers, self-help devices, or whirlpools
- items that are primarily nonmedical in nature such as Jacuzzi units, hot tubs, exercise equipment, heating pads, hot water bottles, or diapers
- nonstandard or deluxe equipment, such as motor-driven wheelchairs, chairlifts or beds; external Prosthetics that are suited for heavier physical activity such as fast walking, jogging, bicycling, or skiing
- repairs to items that you do not own
- comfort items such as bedboards, beds or mattresses of any kind, bathtub lifts, overbed tables, or telephone arms
- repair or rental costs that exceeds the purchase price of a new unit
- dental Appliances (See “Dental Related Services and Oral Surgery” for exceptions.)
- accommodative orthotics (deal with structural abnormalities of the foot, accommodate such abnormalities, and provide comfort, but do not alter function)
- orthopedic shoes, unless joined to braces (Diabetic Members should refer to “Diabetic Supplies and Equipment” earlier in this section for information about covered podiatric equipment and orthopedic shoes.)
- equipment or supplies not ordered by a health care Provider, including items used for comfort, convenience, or personal hygiene
- duplicate items; repairs to duplicate items; or the replacement of items because of loss, theft, or destruction
- stethoscopes or blood pressure monitors
- voice synthesizers or other communication devices
- eyeglasses or contact lenses or the costs related to prescribing or fitting of glasses or contact lenses, unless listed as covered; sunglasses, special tints, or other extra features for eyeglasses or contact lenses
- hearing aids or ear molds, fitting of hearing aids or ear molds, or related services or supplies for persons 21 or older or, if under age 21, in excess of the maximum benefit described in this section (For surgically implanted devices for the profoundly hearing impaired, see “Surgery and Related Services” below.)
- syringes or needles for self-administering drugs (Coverage for insulin needles and syringes and other diabetic supplies not listed as covered in this section is described under your separately issued *Drug Plan Rider*.)
- items that can be purchased over-the-counter, including but not limited to dressings for wounds (i.e., bed sores) and burns, gauze, and bandages items not listed as covered

## **SURGERY AND RELATED SERVICES**

**To be covered, Preauthorization from BCBSNM must be received for all inpatient surgical procedures except in the case of an Emergency. See “Preauthorizations” in *Section 4* for details.**

## Surgeon's Services

Covered Services include surgeon's charges for a covered surgical procedure.

## Cochlear Implants

This Plan covers cochlear implantation of a hearing device (such as an electromagnetic bone conductor) to facilitate communication for the profoundly hearing impaired, including training to use the device.

## Mastectomy Services

This Plan covers Medically Necessary hospitalization related to a covered mastectomy (including at least 48 hours of inpatient care following a mastectomy and 24 hours following a lymph node dissection).

This Plan also covers reconstructive breast surgery following a covered mastectomy. Coverage is limited to:

- surgery of the breast/nipple on which the mastectomy was performed, including tattooing procedures
- the initial surgery of the other breast to produce a symmetrical appearance
- Prostheses and treatment of physical complications following the mastectomy, including treatment of lymphedema

This Plan does **not** cover subsequent procedures to correct unsatisfactory Cosmetic results attained during the initial breast/nipple surgery or tattooing, or breast surgery.

## Reconstructive Surgery

Reconstructive Surgery improves or restores bodily function to the level experienced before the event that necessitated the surgery, or in the case of a congenital defect, to a level considered normal. Such surgeries may have a coincidental Cosmetic effect. This Plan covers Reconstructive Surgery when required to correct a functional disorder caused by:

- an Accidental Injury
- a disease process or its treatment (For breast surgery following a mastectomy, see "Mastectomy Services," above.)
- a functional congenital defect (any condition, present from birth, that is significantly different from the common form; for example, a cleft palate or certain heart defects)

Cosmetic procedures and procedures that are **not Medically Necessary**, including all services related to such procedures, may be **denied**.

## Exclusions

This Plan does **not** cover:

- Cosmetic or plastic surgery or procedures, such as breast augmentation, rhinoplasty, and surgical alteration of the eye that does not materially improve the physiological function of an organ or body part (unless covered under "Mastectomy Services")
- procedures to correct cosmetically unsatisfactory surgical results or surgically induced scars
- refractive keratoplasty, including radial keratotomy, or any procedure to correct visual refractive defect
- unless required as part of Medically Necessary diabetic disease management, trimming of corns, calluses, toenails, or bunions (except surgical treatment such as capsular or bone surgery)

- subsequent surgical procedures needed because you did not comply with prescribed medical treatment or because of a complication from a previous noncovered procedure (such as a noncovered organ Transplant, or previous Cosmetic surgery)
- the insertion of artificial organs, or services related to Transplants not specifically listed as covered under “Transplant Services”
- standby services unless the procedure is identified by BCBSNM as requiring the services of an assistant surgeon and the standby Physician actually assists

### **Anesthesia Services**

This Plan covers necessary anesthesia services, including Acupuncture used as an anesthetic, when administered during a covered surgical procedure by a Physician, certified Registered Nurse anesthetist (CRNA), or other practitioner licensed to provide anesthesia.

### **Exclusions**

This Plan does **not** cover local anesthesia, except for preventive colonoscopies. (Coverage for surgical procedures includes an allowance for local anesthesia because it is considered a routine part of the surgical procedure.)

### **Assistant Surgeon Services**

Covered Services include services of a Professional Provider who actively assists the operating surgeon in the performance of a covered surgical procedure when the procedure requires an assistant.

### **Exclusions**

This Plan does **not** cover:

- services of an assistant only because the Hospital or other Facility requires such services
- services performed by a resident, intern, or other salaried employee or person paid by the Hospital
- services of more than one assistant surgeon unless the procedure is identified by BCBSNM as requiring the services of more than one assistant surgeon

## **TRANSPLANT SERVICES**

**Preauthorization, requested in writing**, must be obtained from BCBSNM **before** a pre- Transplant evaluation is scheduled. A pre- Transplant evaluation may **not be** covered if Preauthorization is not obtained from BCBSNM. If approved, a BCBSNM case manager will be assigned to you (the Transplant recipient candidate) and must later be contacted with the results of the evaluation.

If you are approved as a transplant recipient candidate, you must ensure that **preauthorization** for the actual transplant is also received. None of the benefits described here are available unless you have this preauthorization. See *Section 4: Preauthorizations* for more information about preauthorization requirements.

### **Facility Must Be in Transplant Network**

Benefits for covered services will be approved only when the transplant is performed at a facility that contracts with BCBSNM, another Blue Cross Blue Shield (BCBS) Plan or the national BCBS transplant network, for the transplant being provided. Your BCBSNM case manager will assist your provider with information on the exclusive network of contracted facilities and required approvals. Call BCBSNM Health Services for information on these BCBSNM transplant programs.

### **Effect of Medicare Eligibility on Coverage**

If you are now eligible for (or are *anticipating* receiving eligibility for) Medicare benefits, **you** are solely responsible for contacting Medicare to ensure that the Transplant will be eligible for Medicare benefits.

## Organ Procurement or Donor Expenses

If a Transplant is covered, the surgical removal, storage, and transportation of an organ acquired from a cadaver is also covered. If there is a living donor that requires surgery to make an organ available for a covered Transplant, coverage is available for expenses incurred by the donor for surgery, organ storage expenses, and inpatient follow-up care only.

This Plan does **not** cover donor expenses after the donor has been discharged from the Transplant Facility. Coverage for compatibility testing prior to organ procurement is limited to the testing of cadavers and, in the case of a live donor, to testing of the donor selected.

## Bone Marrow, Cornea or Kidney

This Plan covers the following Transplant procedures if **Preauthorization** is received from BCBSNM (See *Section 4: Preauthorizations* for more information about preauthorization requirements.):

- bone marrow Transplant for a Member with aplastic anemia, leukemia, severe combined immunodeficiency disease (SCID), or Wiskott-Aldrich syndrome, and other conditions determined by BCBSNM to be Medically Necessary and not Experimental, Investigational, or Unproven
- cornea Transplant
- kidney Transplant

## Cost-Sharing Provisions

Covered Services related to the above Transplants are subject to the usual cost-sharing features and benefit limits of this Plan (e.g., Deductible, Coinsurance and Out-of-Pocket Limits; and annual home health care maximums, if applicable).

## Heart, Heart-Lung, Liver, Lung, Pancreas-Kidney

This Plan covers Transplant-Related Services for a **heart, heart-lung, liver, lung or pancreas-kidney** Transplant. Services must be **preauthorized** in order to be covered. All other limitations, requirements, and exclusions of this “Transplant Services” provision apply to these Transplant-Related Services. See *Section 4: Preauthorizations* for more information about preauthorization requirements.

In addition to the general provisions of this “Transplant Services” section, the following benefits, limitations, and exclusions apply to the above-listed Transplants for **one year** following the date of the actual Transplant or re-Transplant. After one-year, usual benefits apply, and the services must be covered under other provisions of the Plan in order to be considered for benefit payment.

## Recipient Travel and Per Diem Expenses

If BCBSNM requires you (i.e., the Transplant recipient) to temporarily relocate outside of your city of residence to receive a covered Transplant, travel to the city where the Transplant will be performed is covered. A standard per diem benefit (**\$50**) will be allocated for lodging expenses for the recipient and one additional adult traveling with the Transplant recipient. If the Transplant recipient is an eligible child under the age of 18, benefits for travel and per diem expenses for **two adults** to accompany the child are available.

Travel expenses and standard per diem allowances are limited to a total combined lifetime maximum benefit of **\$10,000** per Transplant. Your case manager may approve travel and per diem lodging allowances based upon the total number of days of temporary relocation, up to the **\$10,000** benefit maximum.

Travel expenses are **not** covered and per diem allowances are **not** paid if you *choose* to travel to receive a Transplant for which travel is not considered Medically Necessary by the case manager or

if the travel occurs **more than five days** before or **more than one year** following the Transplant or re-Transplant date.

### **Transplant Exclusions**

This Plan does **not** cover:

- any Transplant or organ-combination Transplant not listed as covered
- implantation of artificial organs or devices (mechanical heart, unless covered under BCBSNM Medical Policy)
- nonhuman organ Transplants
- care for complications of noncovered Transplants or follow-up care related to such Transplants
- expenses incurred by a Member of this plan for the donation of an organ to another person
- drugs that are self-administered or for use while at home unless specifically covered under this Plan
- donor expenses after the donor has been discharged from the Transplant Facility
- lodging expenses in excess of the per diem allowance, if available, and food, beverage, or meal expenses
- travel or per diem expenses:
  - incurred **more than five days before** or **more than one year following** the date of transplantation
  - if the recipient's case manager indicates that travel is not Medically Necessary
  - related to a kidney Transplant (unless services are not reasonably available within your community without travel)
- moving expenses or other personal expenses (e.g., laundry or dry-cleaning expenses; telephone calls; day care expenses; taxicab or bus fare; vehicle rental expenses; parking expenses; personal convenience items)
- expenses charged only because benefits are available under this provision (such as transportation received from a member of your family, or from any other person charging for transportation that does not ordinarily do so)

## SECTION 6: GENERAL LIMITATIONS AND EXCLUSIONS

These general limitations and exclusions apply to **all** services listed in this Benefit Booklet and your *Drug Plan Rider*.

This Plan does not cover any service or supply not specifically listed as a covered service in this benefit booklet. If a service is not covered, then all services performed in conjunction with it are not covered.

This Plan will not cover any of the following services, supplies, situations, or related expenses:

### **Before Effective Date of Coverage**

**This Plan does not cover** any service received, item purchased, prescription filled, or health care expense incurred before your Effective Date of Coverage. If you are an inpatient when coverage either begins or ends, benefits for the Admission will be available only for those Covered Services received on and after your Effective Date of Coverage or those received before your termination date.

### **Biofeedback**

**This Plan does not cover** services related to biofeedback.

### **Blood Services**

**This Plan does not cover** directed donor or autologous blood storage fees when the blood is used during a non-scheduled surgical procedure. **This Plan does not cover** blood replaced through donor credit.

### **Complications of Noncovered Services**

**This Plan does not cover** any services, treatments, or procedures required as the result of complications of a non-Covered service, treatment, or procedure (e.g., due to a noncovered sex change operation, Cosmetic surgery, transplant, or Experimental procedure).

### **Convalescent Care or Rest Cures**

**This Plan does not cover** convalescent care or rest cures.

### **Cosmetic Services**

Cosmetic surgery is beautification or aesthetic surgery to improve an individual's appearance by surgical alteration of a physical characteristic. **This Plan does not cover Cosmetic** surgery, services, or procedures for psychiatric or psychological reasons, or to change family characteristics or conditions caused by aging. **This Plan does not cover** services related to or required as a result of a Cosmetic service, procedure, surgery, or subsequent procedures to correct unsatisfactory Cosmetic results attained during an initial surgery.

Examples of Cosmetic procedures are: dermabrasion; revision of surgically induced scars; breast augmentation; rhinoplasty; surgical alteration of the eye; correction of prognathism or micrognathism; excision or reformation of sagging skin on any part of the body including, but not limited to, eyelids, face, neck, abdomen, arms, legs, or buttock; services performed in connection with the enlargement, reduction, implantation, or change in appearance of a portion of the body including, but not limited to, breast, face, lips, jaw, chin, nose, ears, or genitals; **or any procedures that BCBSNM determines are not required to materially improve the physiological function of an organ or body part unless Medically Necessary.**

**Exception:** Breast/nipple surgery performed as reconstructive procedures following a covered mastectomy may be covered. However, **Preauthorization**, requested in writing, must be obtained from BCBSNM for such services. Also, Reconstructive Surgery, which may have a coincidental cosmetic effect, may be covered when required as the result of Accidental Injury, illness, or congenital defect.

### **Custodial Care**

**This Plan does not cover** Custodial Care. Custodial Care is any service primarily for personal comfort or convenience that provides general maintenance, preventive, and/or protective care without any clinical likelihood of improvement of your condition. Custodial Care includes those services which do not require the technical skills, professional training and clinical assessment ability of medical and/or nursing personnel in order to be safely and effectively performed. These services can be safely provided by trained or capable non-professional personnel assisting with routine medical needs (e.g., simple care and dressings, administration of routine medications, etc.), and/or assisting with activities of daily living (e.g., bathing, eating, dressing, etc.).

### **Dental-Related Services and Oral Surgery**

In addition to services excluded by the other general limitations and exclusions listed throughout this section, see “Dental-Related Services and Oral Surgery” in *Section 5: Covered Services* for additional exclusions.

### **Domiciliary Care**

**This Plan does not cover** domiciliary care or care provided in a residential institution, treatment center, halfway house, or school because your own home arrangements are not available or are unsuitable, and consisting chiefly of room and board, even if therapy is included.

### **Duplicate (Double) Coverage**

**This Plan does not cover** amounts already paid by Other Valid Coverage or that would have been paid by Medicare as the primary carrier if you were entitled to Medicare, had applied for Medicare, and had claimed Medicare benefits. See *Section 7: Coordination of Benefits and Reimbursement* for more information. Also, if your prior coverage has an extension of benefits provision, **this Plan will not cover** charges incurred after your Effective Date of Coverage under this Plan that are covered under the prior plan’s extension of benefits provision.

### **Duplicate Testing**

**This Plan does not cover** duplicative diagnostic testing or overreads of laboratory, pathology, or radiology tests.

### **Experimental, Investigational, or Unproven Services**

**This Plan does not cover** any treatment, procedure, Facility, equipment, drug, device, or supply not accepted as *standard medical practice* (as defined) or those considered Experimental, Investigational, or Unproven, unless for Acupuncture rendered by a licensed Doctor of Oriental Medicine or unless specifically listed as covered under “Autism Spectrum Disorders” or under “Cancer Clinical Trials” in *Section 5: Covered Services*. In addition, if federal or other government agency approval is required for use of any items and such approval was not granted when services were administered, the service is Experimental and will not be covered. To be considered Experimental, Investigational, or Unproven, one or more of the following conditions must be met:

- The device, drug, or medicine cannot be marketed lawfully without approval of the U.S. Food and Drug Administration (FDA), and approval for marketing has not been given at the time the device, drug, or medicine is furnished.
- Reliable evidence shows that the treatment, device, drug, or medicine is the subject of ongoing phase I, II, or III clinical trials or under study to determine its maximum tolerated dose, its toxicity, its safety, or its efficacy as compared with the standard means of treatment or diagnosis.
- Reliable evidence shows that the consensus of opinion among experts regarding the treatment, procedure, device, drug, or medicine is that further studies or clinical trials are necessary to



determine its maximum tolerated dose, its toxicity, its efficacy, its safety, or its efficacy as compared with the standard means of treatment or diagnosis.

The guidelines and practices of Medicare, the FDA, or other government programs or agencies may be considered in a determination; however, approval by other bodies will neither constitute nor necessitate approval by BCBSNM.

*Reliable evidence* means only published reports and articles in authoritative peer-reviewed medical and scientific literature; the written protocol or protocols used by the treating Facility, or the protocol(s) of another Facility studying substantially the same medical treatment, procedure, device, or drug; or the written informed consent used by the treating Facility or by another Facility studying substantially the same medical treatment, procedure, device, or drug. *Experimental or investigational* does not mean cancer Chemotherapy or other types of therapies that are the subjects of ongoing phase IV clinical trials.

The service must be Medically Necessary and not excluded by any other contract exclusion. *Standard medical practice* means the services or supplies that are in general use in the medical community in the United States, and:

- have been demonstrated in standard medical textbooks published in the United States and/or peer-reviewed literature to have scientifically established medical value for curing or alleviating the condition being treated;
- are appropriate for the Hospital or other Facility Provider in which they were performed; and
- the Physician or other Professional Provider has had the appropriate training and experience to provide the treatment or procedure.

## **Food or Lodging Expenses**

**This Plan does not cover** food or lodging expenses, except for those lodging expenses that are eligible for a per diem allowance under “Transplant Services” in *Section 5: Covered Services*, and not excluded by any other provision in this section.

## **Genetic Testing or Counseling**

**This Plan does not cover** tests such as amniocentesis or ultrasound to determine the gender of an unborn child. See “Maternity/Reproductive Services and Newborn Care” in *Section 5: Covered Services* for details.

## **Hair Loss Treatments**

**This Plan does not cover** wigs, artificial hairpieces, hair Transplants or implants, or medication used to promote hair growth or control hair loss, even if there is a medical reason for hair loss.

## **Hearing Examinations, Procedures and Aids**

**This Plan does not cover** audiometric (hearing) tests **unless** 1) required for the diagnosis and/or treatment of an Accidental Injury or an illness, or 2) covered as a preventive *screening* service, or 3) covered as part of the hearing aid benefit for Members up to age 21 and described under “Hearing Aids/Related Services for Children Up To Age 21” in *Section 5: Covered Services*. (A screening does *not* include a hearing test to determine the amount and kind of correction needed.) **This Plan does not cover** hearing aids or ear molds, fitting of hearing aids or ear molds, or any related service or supply for **Members age 21 and older**. For **Members up to age 21**, see “Hearing Aids/Related Services for Children Up to Age 21” in *Section 5*. (For surgically implanted devices, see “Surgery and Related Services” in *Section 5: Covered Services*.)

## **Home Health, Home I.V. and Hospice Services**

In addition to services excluded by the other general limitations and exclusions listed throughout this section, see “Home Health Care/Home I.V. Services” or “Hospice Care” in *Section 5: Covered Services*

for additional exclusions.

## **Hypnotherapy**

**This Plan does not cover** hypnosis or services related to hypnosis, whether for medical or anesthetic purposes.

## **Infertility Services/Artificial Conception**

**This Plan does not cover** services related to, but not limited to, procedures such as: artificial conception or insemination, fertilization and/or growth of a fetus outside the mother's body in an artificial environment, such as in-vivo or in-vitro ("test tube") fertilization, Gamete Intrafallopian Transfer (GIFT), Zygote Intrafallopian Transfer (ZIFT), embryo transfer, drugs for induced ovulation, or other artificial methods of conception. **This Plan does not cover** the cost of donor sperm, costs associated with the collection, preparation, or storage of sperm for artificial insemination, or donor fees.

**This Plan does not cover** infertility testing, treatments, or related services, such as hormonal manipulation and excess hormones to increase the production of mature ova for fertilization.

**This Plan does not cover** reversal of a prior sterilization procedure. (Certain treatments of medical conditions that sometimes result in restored fertility may be covered; see "Maternity/Reproductive Services and Newborn Care" in *Section 5: Covered Services*.)

## **Late Claim Filing**

**This Plan does not cover** services of a Nonparticipating Provider if the Claim for such services is received by BCBSNM **more than 12 months** after the date of service. (HMO- Participating Providers will file Claims for you and must submit them within a specified period of time, usually 180 days.) If a Claim is returned for further information, resubmit it **within 45 days**.

## **Learning Deficiencies/Behavioral Problems**

**This Plan does not cover** special education, counseling, therapy, diagnostic testing, treatment, or any other service for learning deficiencies or chronic behavioral problems, whether or not associated with a manifest mental disorder, retardation, or other disturbance. See "Autism Spectrum Disorders" in *Section 5: Covered Services* for details about mandated coverage for children with these diagnoses.

## **Limited Services/Covered Charges**

**This Plan does not cover** amounts in excess of Covered Charges or services that exceed any maximum benefit limits listed in this Benefit Booklet, or any amendments, riders, addenda, or endorsements.

## **Local Anesthesia**

**This Plan does not cover** local anesthesia. (Coverage for surgical, Maternity, diagnostic, and other procedures includes an allowance for local anesthesia because it is considered a routine part of the procedure.)

## **Long-Term and Maintenance Therapy**

**This Plan does not cover** long-term therapy whether for physical or for mental conditions, even if Medically Necessary and even if any applicable benefit maximum has not yet been reached, except that medication management for chronic conditions is covered. Therapies are considered long-term if measurable improvement is not possible **within two months** of beginning active therapy. Long-term therapy includes treatment for chronic or incurable conditions for which rehabilitation produces minimal or temporary change or relief. Treatment of chronic conditions is not covered. (Chronic conditions include, but are not limited to, muscular dystrophy, Down's syndrome, and cerebral palsy.) **Note:** This

exclusion does **not** apply to benefits for medication or medication management or to certain services for children with Autism Spectrum Disorders.

**This Plan does not cover** maintenance therapy or care or any treatment that does not significantly improve your function or productivity, or care provided after you have reached your rehabilitative potential (unless therapy is covered during an approved Hospice Benefit Period). In a dispute about whether your rehabilitative potential has been reached, you are responsible for furnishing documentation (e.g., medical records, physician's letters, progress notes) from your Physician supporting his/her opinion.

### **Medical Necessity Guidelines Determinations**

Any technologies, procedures, or services for which Medical Necessity Guidelines have been developed by BCBSNM are either limited or excluded as defined in the Medical Necessity Guidelines. **Exception:** The fact that this Plan covers certain services that are excluded under BCBSNM Medical Necessity Guidelines and certain services defined as Experimental or as maintenance therapy, but which must be covered under New Mexico state law (such as Cancer Clinical Trials and applied behavioral analysis) does not mean that any other services will be or should be covered when contraindicated by BCBSNM Medical Necessity Guidelines. Only those services mandated by state law will be excepted from this BCBSNM standard Medical Necessity Guidelines exclusion.

### **Medical Tourism**

**This Plan does not cover** any services and/or supplies provided to a Member outside the United States if the Member traveled to the location for the purposes of receiving medical services, supplies, or drugs.

### **Medically Unnecessary Services**

**This Plan does not cover** services that are not Medically Necessary as defined in *Section 5: Covered Services* unless such services are specifically listed as covered (e.g., see "Preventive Services" or "Autism Spectrum Disorders" in *Section 5: Covered Services*).

BCBSNM, in consultation with the Provider, determines whether a service or supply is Medically Necessary and whether it is covered. Because a Provider prescribes, orders, recommends, or approves a service or supply does *not* make it Medically Necessary or make it a Covered Service, even if it is not specifically listed as an exclusion.

### **No Legal Payment Obligation**

**This Plan does not cover** services for which you have no legal obligation to pay or that are free, including:

- charges made only because benefits are available under this Plan
- services for which you have received a professional or courtesy discount
- volunteer services
- services provided by you for yourself or a covered family member, by a person ordinarily residing in your household, or by a family member
- Physician charges exceeding the amount specified by Centers for Medicare & Medicaid Services (CMS) when primary benefits are payable under Medicare

**Note:** The "No Legal Payment Obligation" exclusion does not apply to services received at Department of Defense facilities or covered by Indian Health Service/Contract Health Services, and Medicaid, or certain services that are reimbursed to the Department of Health according to the "Early Developmental Delay and Disability" provision in *Section 8: Claim Payments and Appeals*.

### **Noncovered Providers of Service**

**This Plan does not cover** services prescribed or administered by a:

- member of your immediate family or a person normally residing in your home
- Physician, other person, supplier, or Facility (including staff members) that are not specifically listed as covered in this Benefit Booklet, such as a:
  - health spa or health fitness center (whether or not services are provided by a licensed or registered Provider)
  - school infirmary
  - halfway house
  - massage therapist
  - private sanitarium
  - dental or medical department sponsored by or for an employer, mutual benefit association, labor union, trustee, or any similar person or group
  - homeopathic or naturopathic Provider

## **Nonemergency Services**

**This Plan does not cover** nonemergency services outside the United States.

## **Nonmedical Expenses**

**This Plan does not cover** nonmedical expenses (even if medically recommended and regardless of therapeutic value), including costs for services or items such as, but not limited to:

- adoption or surrogate expenses
- educational programs such as behavior modification, and arthritis classes (Some diabetic services and other educational programs may be covered; see “Physician Visits/Medical Care” and “Preventive Services” in *Section 5: Covered Services* for details.)
- vocational or training services and supplies
- mailing and/or shipping and handling
- missed appointments; “get-acquainted” visits without physical assessment or medical care; provision of medical information to perform admission review or other Preauthorizations; filling out of claim forms; copies of medical records; interest expenses
- modifications to home, vehicle, or workplace to accommodate medical conditions; voice synthesizers; other communication devices
- membership at spas, health clubs, or other such facilities
- personal convenience items such as air conditioners, humidifiers, exercise equipment, or personal services such as haircuts, shampoos, guest meals, and television rentals, Internet services
- personal comfort services, including homemaker and housekeeping services, except in association with respite care covered during a Hospice Admission
- immunizations or medications required for international travel
- moving expenses or other personal expenses (e.g., laundry or dry-cleaning expenses; phone calls; day care expenses; taxicab or bus fare; vehicle rental expenses; parking expenses; personal convenience items)
- physicals or screening examinations and immunizations given primarily for insurance, licensing, employment, camp, weight reduction programs, medical research programs, sports, or for any nonpreventive purpose
- hepatitis B immunizations when required due to possible exposure during the Member’s work

- court-or police-ordered services unless the services would otherwise be covered, or services rendered as a condition of parole or probation
- the cost of any damages to a treatment Facility that are caused by the Member

## Nonparticipating Provider Services

**This Plan does not cover** non- Emergency services provided by a Nonparticipating Provider unless **Preauthorization** for such services is received from BCBSNM. You will be financially responsible for the services of a Nonparticipating Provider if you did not receive, in advance, a valid authorization from BCBSNM. **Note:** When Preauthorization is requested, BCBSNM may require that you travel to another city to receive services from an HMO- Participating Provider.

Except in emergencies, BCBSNM will generally NOT preauthorize services of a Nonparticipating Provider if the services could be obtained from an HMO- Participating Provider. Preauthorizations for such services are given only under very special circumstances related to **Medical Necessity** and **lack of Provider availability in the BCBSNM HMO- Participating Provider network**. BCBSNM will NOT approve a Preauthorization request based on non- medical issues such as whether or not you or your doctor prefer the Nonparticipating Provider or find the Provider more convenient. Regardless of Medical Necessity or non- medical issues, Nonparticipating Providers' services are NOT covered under this Plan, except during an Emergency, if you do not first obtain Preauthorization.

**Note:** If your health care Provider leaves the BCBSNM HMO- Participating Provider network (for reasons other than medical competence or professional behavior) or if you are a new Member and your Provider is not in the HMO- Participating Provider network when you enroll, BCBSNM may authorize you to continue an ongoing course of treatment with the Provider for a transitional period of time of not less than 30 days. (If necessary and ordered by the treating Provider, BCBSNM may also preauthorize transitional care from other Nonparticipating Providers.) The period will be sufficient to permit coordinated transition planning consistent with your condition and needs. Special provisions may apply if the required transitional period exceeds 30 days. If you have entered the third trimester of pregnancy at the effective date of enrollment, the transitional period shall include post- par- tum care directly related to the deliver. Call the BCBSNM Customer Service department for details.

Members who extend coverage under an extension of benefits due to disability after the Group Contract is terminated are not eligible to receive Preauthorization for services of a Nonparticipating Provider. Services of a Nonparticipating Provider are not covered in such instances of extended coverage.

## Nonprescription Drugs

**This Plan does not cover** nonprescription or over-the-counter drugs, medications, ointments, or creams, including herbal or homeopathic preparations, or prescription drugs that have over-the-counter equivalents, except for those products specifically listed in the Drug List/Formulary or as covered in your separately issued *Drug Plan Rider* under "Prescription Drugs and Other Items."

## Nutritional Supplements

**This Plan does not cover** vitamins, dietary/nutritional supplements, special foods, formulas, mother's milk, or diets, unless prescribed by a Physician. Such supplements require a prescription to be covered under the "Home Health Care/Home I.V. Services" in *Section 5: Covered Services*. This Plan covers other nutritional products only under specific conditions set forth under your *Drug Plan Rider*.

## Post-Termination Services

**This Plan does not cover** any service received or item or drug purchased after your coverage is terminated, even if:

1) Preauthorization for such service, item, or drug was received from BCBSNM, or 2) the service, item, or drug was needed because of an event that occurred while you were covered. (If you are an inpatient when coverage ends, benefits for the Admission will be available only for those Covered Services received before your termination date.)

## **Prescription Drugs**

You should have received a separately issued *Drug Plan Rider* that explains your benefits for these items. All general limitations and exclusions listed in this *Section 6* also apply to items covered under the *Drug Plan Rider*.

## **Preauthorization Not Obtained When Required**

**This Plan does not cover** certain services if you do not obtain Preauthorization from BCBSNM before those services are received. See *Section 4: Preauthorizations*.

## **Private Duty Nursing Services**

**This Plan does not cover** private duty nursing services.

## **Psychotherapy (Mental Health and Chemical Dependency)**

In addition to services excluded by the other general limitations and exclusions listed throughout this section, see “Psychotherapy (Mental Health and Chemical Dependency)” in *Section 5: Covered Services* for additional exclusions.

## **Sexual Dysfunction Treatment**

**This Plan does not cover** services related to the treatment of sexual dysfunction.

## **Supplies, Equipment and Prosthetics**

In addition to services excluded by the other general limitations and exclusions listed throughout this section, see “Supplies, Equipment and Prosthetics” in *Section 5: Covered Services* for additional exclusions.

## **Surgery and Related Services**

In addition to services excluded by the other general limitations and exclusions listed throughout this section, see “Surgery and Related Services” in *Section 5: Covered Services* for additional exclusions.

## **Therapy and Counseling Services**

**This Plan does not cover** therapies and counseling programs other than the therapies listed as covered in this Benefit Booklet. In addition to treatments excluded by the other general limitations and exclusions listed throughout this section, (see “Rehabilitation and Other Therapy” in *Section 5: Covered Services* for additional exclusions)

**This Plan does not cover** services such as, but not limited to:

- recreational, sleep, crystal, primal scream, sex, and Z therapies
- self-help, stress management and codependency programs
- smoking/tobacco use cessation counseling programs that do not meet the standards described under “Cessation Counseling” in *Section 10: Definitions*
- services of a massage therapist or rolfing
- transactional analysis, encounter groups, and transcendental meditation (TM); moxibustion; sensitivity or assertiveness training
- vision therapy; orthoptics

- pastoral, spiritual, or religious counseling
- supportive services provided to the family of a Terminally Ill Patient when the patient is not a Member of this Plan
- therapy for chronic conditions such as, but not limited to, cerebral palsy or developmental delay and described in *Section 5* under “Autism Spectrum Disorders”
- any therapeutic exercise equipment for home use (e.g., treadmill, weights)
- speech therapy for dysfunctions that self- correct over time; speech services that maintain function by using routine, repetitive, and reinforced procedures that are neither diagnostic or therapeutic, other speech services that can be carried out by the patient, the family, or caregiver/teacher

## Thermography

**This Plan does not cover** thermography (a technique that photographically represents the surface temperatures of the body).

## Transplant Services

Please see “Transplant Services” in *Section 5: Covered Services* for specific Transplant services that are covered and related limitations and exclusions. In addition to services excluded by the other general limitations and exclusions listed throughout this section, **this Plan does not cover** any other Transplants (or organ-combination Transplants) or services related to any other Transplants.

## Travel or Transportation

**This Plan does not cover** travel expenses, even if travel is necessary to receive Covered Services unless such services are eligible for coverage under “Transplant Services” or “Ambulance Services” in *Section 5: Covered Services*.

## Veteran’s Administration Facility

**This Plan does not cover** services or supplies furnished by a Veterans Administration Facility for a service-connected disability or while a Member is in active military service.

## Vision Services

**This Plan does not cover** any services related to refractive keratoplasty (surgery to correct nearsightedness) or any complication related to keratoplasty, including radial keratotomy or any procedure designed to correct visual refractive defect (e.g., farsightedness or astigmatism). **This Plan does not cover** eyeglasses, contact lenses, prescriptions associated with such procedures, and costs related to the prescribing or fitting of glasses or lenses, unless listed as covered under “Supplies, Equipment and Prosthetics” in *Section 5: Covered Services*. **This Plan does not cover** sunglasses, special tints, or other extra features for eyeglasses or contact lenses.

## War-Related Conditions

**This Plan does not cover** any service required as the result of any act of war or related to an illness or Accidental Injury sustained during combat or active military service.

## Work-Related Conditions

**This Plan does not cover** services resulting from work-related illness or injury, or charges resulting from occupational accidents or sickness covered under:

- occupational disease laws
- employer’s liability

- municipal, state, or federal law (except Medicaid)
- Workers' Compensation Act

To recover benefits for a work-related illness or injury, you must pursue your rights under the Workers' Compensation Act or any of the above provisions that apply, including filing an appeal. (BCBSNM may pay Claims during the appeal process on the condition that you sign a reimbursement agreement.)

**This Plan does not cover** a work-related illness or injury, **even if:**

- You fail to file a Claim within the filing period allowed by the applicable laws and rules, including but not limited to statutes, ordinances, judicial decisions and regulations.
- You obtain care not authorized by Workers' Compensation insurance.
- Your employer fails to carry the required Workers' Compensation insurance. (The employer may be liable for an employee's work-related illness or injury expenses.)
- You fail to comply with any other provisions of the law.

**Note:** This "Work-Related Conditions" exclusion does not apply to an executive employee or sole proprietor of a professional or business corporation who has affirmatively elected not to accept the provisions of the New Mexico Workers' Compensation Act. You must provide documentation showing that you have waived Workers' Compensation and are eligible for the waiver. (The Workers' Compensation Act may also not apply if an employer has a very small number of employees or employs certain types of laborers excluded from the Act.)



## SECTION 7: COORDINATION OF BENEFITS (COB) AND REIMBURSEMENT

*For a work-related injury or condition, see the “Work-Related Conditions” exclusion in Section 6: General Limitations and Exclusions.*

This Plan contains a coordination of benefits (COB) provision that prevents duplication of payments. When you are enrolled in any Other Valid Coverage, the combined benefit payments from all coverages cannot exceed 100 percent of BCBSNM’s Covered Charges. (Other Valid Coverage is defined as all other group and individual (or direct-pay) insurance policies or health care plans including Medicare, but excluding Indian Health Service and Medicaid coverages, that provide payments for medical services and are considered Other Valid Coverage for purposes of coordinating benefits under this Plan.)

If you are also covered by Medicare, special COB rules may apply. Contact a Customer Service Advocate for more information. If you are enrolled in federal continuation coverage, coverage ends at the beginning of the month when you become entitled to Medicare or when you become insured under any Other Valid Coverage.

When this Plan is secondary, all provisions (such as obtaining preauthorization) must be followed or benefits may be denied.

### **The following rules determine which coverage pays first:**

**No COB Provision** — If the Other Valid Coverage does not include a COB provision, that coverage pays first.

**Medicare** — If the Other Valid Coverage is Medicare and Medicare is not secondary according to federal law, Medicare pays first.

**Child/Spouse** — If a covered child under this health plan is covered as a spouse under another health plan, the covered child’s spouse’s health plan is primary over this health plan.

**Subscriber/Family Member** — If the Member who received care is covered as an employee, retiree, or other policy holder (i.e., as the subscriber) under one health plan and as a spouse, child, or other family member under another, the health plan that designates the Member as the employee, retiree, or other policy holder (i.e., as the subscriber) pays first.

If you have Other Valid Coverage *and* Medicare, contact the other carrier’s customer service department to find out if the other coverage is primary to Medicare. There are many federal regulations regarding Medicare Secondary Payer provisions, and other coverage may not be subject to those provisions.

**Child** — For a child whose parents are not separated or divorced, the coverage of the parent whose birthday falls earlier in the Calendar Year pays first. If the Other Valid Coverage does not follow this rule, the father’s coverage pays first.

**Child, Parents Separated or Divorced** — For a child of divorced or separated parents, benefits are coordinated in the following order:

- *Court-Decreed Obligations.* Regardless of which parent has custody, if a court decree specifies which parent is financially responsible for the child’s health care expenses, the coverage of that parent pays first.
- *Custodial/Noncustodial.* The plan of the custodial parent pays first. The plan of the spouse of the custodial parent pays second. The plan of the noncustodial parent pays last.
- *Joint Custody.* If the parents share joint custody, and the court decree does not state which parent is responsible for the health care expenses of the child, the plans follow the rules that apply to children whose parents are not separated or divorced.

**Active/Inactive Employee** — If a Member is covered as an active employee under one coverage and as an inactive employee under another, the coverage through active employment pays first. (Even if a Member is covered as a family member under both coverages, the coverage through active employment pays first.) If the other plan does not have this rule and the plans do not agree on the order of benefits, the next rule applies.

**Longer/Shorter Length of Coverage** — When none of the above applies, the plan in effect for the longest continuous period of time pays first. (The start of a new plan does not include a change in the amount or scope of benefits, a change in the entity that pays, provides, or administers the benefits, or a change from one type of plan to another.)

Responsibility for Timely Notice

BCBSNM is not responsible for coordination of benefits if timely information is not provided.

Facility of Payment

Whenever any other plan makes benefit payments that should have been made under this Plan, BCBSNM has the right to pay the other plan any amount BCBSNM determines will satisfy the intent of this provision. Any amount so paid will be considered to be benefits paid under this Plan, and with that payment BCBSNM will fully satisfy its liability under this provision.

Overpayments - Right of Recovery

Regardless of who was paid, whenever benefit payments made by BCBSNM exceed the amount necessary to satisfy the intent of this provision, BCBSNM has the right to recover the excess amount from any persons to or for whom those payments were made, or from any insurance company, service plan, or any other organizations or persons.

## **REIMBURSEMENT**

If you or one of your covered family members incur expenses for sickness or injury that occurred due to the negligence of a third party and benefits are provided for Covered Services described in this Benefit Booklet, you agree:

- BCBSNM has the right to reimbursement for all benefits provided from any and all damages collected from the third party for those same expenses whether by action at law, settlement, or compromise, by you or your legal representative as a result of that sickness or injury, in the amount of the total Covered Charges for Covered Services for which BCBSNM has provided benefits to you or your covered family members.
- BCBSNM is assigned the right to recover from the third party, or his or her insurer, to the extent of the benefits BCBSNM provided for that sickness or injury.

BCBSNM shall have the right to first reimbursement out of all funds you, your covered family members, or your legal representative, are or were able to obtain for the same expenses for which BCBSNM has provided benefits as a result of that sickness or injury.

You are required to furnish any information or assistance or provide any documents that BCBSNM may reasonably require in order to obtain our rights under this provision. This provision applies whether or not the third party admits liability.

## SECTION 8: CLAIMS PAYMENTS AND APPEALS

### IMPORTANT NOTE ABOUT FILING CLAIMS

**This section addresses the procedures for filing Claims and appeals.** The instructions in no way imply that filing a Claim or an appeal will result in benefit payment and do not exempt you from adhering to all of the provisions described in this Benefit Booklet. All Claims submitted will be processed by BCBSNM according to the patient's eligibility and benefits in effect at the time services are received. Whether inside or outside New Mexico and/or the United States, you must meet all Preauthorization requirements or benefits may be denied as explained in *Section 4: Preauthorizations*. Covered Services are the same services listed as covered in *Section 5: Covered Services* and all services are subject to the limitations and exclusions listed throughout this booklet.

### CLAIM FORMS AND PROOF OF LOSS

Written proof of loss must be furnished to BCBSNM in accordance with the Claim procedures specified in this *Section 8: Claims Payments and Appeals*. Proof may be submitted either electronically or on paper. Written notice of Claim must be given to BCBSNM within 365 days after the occurrence or start of the loss on which the Claim is based. If notice is not given in that time, the Claim will not be invalidated or denied if it is shown that written notice was given as soon as was reasonably possible. When BCBSNM receives a request for a claim form or the notice of a Claim, BCBSNM will give the Member the claim forms that we use for filing proof of loss. If the claimant does not receive these forms within 15 days after BCBSNM receives notice of claim or the request for a claim form, the claimant will be considered to meet the proof of loss requirements of this Plan if the claimant submits written proof of loss within 365 days after the date of the first service, except in the absence of legal capacity.

### IF YOU HAVE OTHER VALID COVERAGE

When you have Other Valid Coverage that is “primary” over this Plan, you need to file your Claim with the other coverage first. (See *Section 7: Coordination of Benefits (COB) and Reimbursement*.) After your other coverage (including health care insurance, dental or vision plan, Medicare, automobile, or other liability insurance, Workers' Compensation, etc.) pays its benefits, a copy of their payment explanation form must be attached to the Claim sent to BCBSNM or to the local BCBS Plan, as instructed under “Where to Send Claim Forms” later in this section.

If the Other Valid Coverage pays benefits to you (or your family member) directly, give your Provider a copy of the payment explanation so that he/she can include it with the Claim sent to BCBSNM or to the local BCBS Plan. (If a Nonparticipating Provider does not file Claims for you, attach a copy of the payment explanation to the Claim that you send to BCBSNM or to the local BCBS Plan, as applicable.)

### HMO - PARTICIPATING PROVIDERS

PCPs and other HMO- Participating Providers File Claims with BCBSNM (or their local, affiliated BCBS Plan) and payment is made directly to them. Be sure that these Providers know you have Managed Care (HMO) health care coverage administered by BCBSNM. Do **not** file claims for these services yourself. Also, HMO- Participating Providers have specific timely filing limits in their contracts with BCBSNM (usually 180 days). The contract language lets Providers know that they may not bill the employer or any member if they do not meet that filing limit for a service and the Claim for that service is denied.

### NONPARTICIPATING PROVIDERS

If your nonparticipating provider does not file a claim for you for emergency care, submit a separate claim form for each family member as the services are received. Attach itemized bills and, if applicable, your other valid coverage's payment explanation, to a *Member Claim Form*. (Forms can be printed from the BCBSNM website at [www.bcbsnm.com](http://www.bcbsnm.com) or requested from a Customer Service Advocate.) Complete

the claim form using the instructions on the form. (See special claim filing instructions for out-of-country claims under “Where to Send Claim Forms” later in this section.)

Payment normally is made to the Contracted Provider. However, if you have already paid the Provider for the services being claimed, your Claim must include evidence that the charges were paid in full. Upon approval of the Claim, BCBSNM will reimburse you for Covered Services, based on Covered Charges, less any required Member Copayment. You will be responsible for charges not covered by the Plan.

Please contact the non-Participating Provider for any balance billing issues. If you need additional assistance you may also contact the Managed Health Care Bureau (MHCB) at OSI

**Office of Superintendent of Insurance – MHCB**  
**P.O. Box 1689**  
**1120 Paseo de Peralta**  
**Santa Fe, NM 87504- 1689**  
**1- (505) 827- 4601 or toll free at 1- (855) 407- 5674**  
**Fax: (505) 827- 6341, Attn: MHCB**  
**Email: mhcb.grievance@state.nm.us**

## **ITEMIZED BILLS**

Claims for Covered Service must be itemized on the Provider’s billing forms or letterhead stationery and must show:

- Member’s identification number
- Member’s and Subscriber’s name and address
- Member’s date of birth and relationship to the Subscriber
- name, address, National Provider Identification number (NPI), and tax ID or social security number of the Provider
- date of service or purchase, diagnosis, type of service or treatment, procedure, and amount charged for each service (each service must be listed separately)
- accident or surgery date (when applicable)
- amount paid by you (if any) along with a receipt, cancelled check, or other proof of payment

**Correctly itemized bills are necessary for your Claim to be processed.** The only acceptable bills are those from health care Providers. Do **not** file bills you prepared yourself, canceled checks, balance due statements, or cash register receipts. Make a copy of all itemized bills for your records before you send them. The bills are not returned to you. All information on the Claim and itemized bills must be readable. If information is missing or is not readable, BCBSNM will return it to you or to the Provider.

Do not file for the same service twice unless asked to do so by a Customer Service Advocate. If your itemized bills include services previously filed, identify clearly the new charges that you are submitting. (See “Where to Send Claim Forms” below, for special instructions regarding out-of-country Claims.)

## **WHERE TO SEND CLAIM FORMS**

If your Nonparticipating Provider does not file a Claim for you, you (not the Provider) are responsible for filing the Claim. **Remember:** Participating and Preferred Providers will file Claims for you; these procedures are used only when you must file your own Claim.

### **Services in United States, Canada, Jamaica, U.S. Virgin Islands, and Puerto Rico**

If a Nonparticipating Provider will not file a Claim for you, ask for an itemized bill and complete a Claim form the same way that you would for services received from any other Nonparticipating Provider.

Mail the Claim forms and itemized bills to BCBSNM at the address below (or, if you prefer, you may send to the local Blue Cross Blue Shield Plan in the state where the services were received):

**Blue Cross and Blue Shield of New Mexico**

**P.O. Box 27630**

**Albuquerque, New Mexico 87125-7630**

**Mental Health/Chemical Dependency Claims**

Claims for covered mental health and Chemical Dependency services received in New Mexico should be submitted to:

**BCBSNM, BH Unit**

**P.O. Box 27630**

**Albuquerque, New Mexico 87125-7630**

**Drug Plan Claims**

If you purchase a prescription drug or other item covered under the drug plan from a non- Participating Pharmacy or other Provider in an Emergency, or if you do not have your ID Card with you when purchasing a prescription or other covered item, you must pay for the prescription in full and then submit a Claim to BCBSNM's pharmacy benefit manager. **Do not send these Claims to BCBSNM.** The bills or receipts must be issued by the pharmacy and must include the pharmacy name and address, drug name, prescription number, and amount charged. If not included in enrollment materials, you can obtain the name and address of the pharmacy benefit manager and the necessary forms from a Customer Service Advocate or on the BCBSNM website at [www.bcbsnm.com](http://www.bcbsnm.com).

**Services Outside the United States, U.S. Virgin Islands, Jamaica, or Puerto Rico**

Non-emergency care received outside the United States is not covered. For covered emergency inpatient Hospital services received outside the United States (including Puerto Rico, Jamaica, and the U.S. Virgin Islands), show your Plan ID Card issued by BCBSNM. BCBSNM participates in a Claim payment program with the Blue Cross and Blue Shield Association. If the Hospital has an agreement with the Association, the Hospital files the Claim for you to the appropriate Blue Cross Plan. Payment is made to the Hospital by that Plan, and then BCBSNM reimburses the other Plan. **Note:** Services received outside the United States (including Puerto Rico, Jamaica, and the U.S. Virgin Islands) and Canada **will be covered only if they are for Emergency treatment.**

You will need to pay up front for care received from a **doctor, a participating outpatient Hospital,** and/or a **non- participating Hospital.** Then, complete an *International Claim Form* and send it with the bill(s) to the service center (the address is on the form). The *International Claim Form* is available from BCBSNM, the service center, or online at:

**[www.bcbs.com/already-a-member/coverage-home-and-away.html](http://www.bcbs.com/already-a-member/coverage-home-and-away.html)**

The Blue Cross Blue Shield Global Core *International Claim Form* is to be used to submit institutional and professional Claims for benefits for covered Emergency services received outside the United States, Puerto Rico, Jamaica and the U.S. Virgin Islands. For filing instructions for other Claim types (e.g., dental, prescription drugs, etc.) contact your Blue Cross and Blue Shield Plan. The *International Claim Form* must be completed for each patient in full and accompanied by fully itemized bills. It is not necessary for you to provide an English translation or convert currency.

Since the Claim cannot be returned, please be sure to keep photocopies of all bills and supporting documentation for your personal records. The Member should submit an *International Claim Form* (available at [www.bcbs.com](http://www.bcbs.com)), attach itemized bills, and mail to Blue Cross Blue Shield Global Core at the address below. Blue Cross Blue Shield Global Core will then translate the information, if necessary, and convert the charges to United States dollars. They also will contact BCBSNM for benefit information in order to process the Claim. Once the Claim is finalized, the *Explanation of Benefits*

will be mailed to the Subscriber and payment, if applicable, will be made to the Subscriber via wire transfer or check. Mail international Claims to:

**Service Center:  
P.O. Box 72017  
Richmond, VA 23255- 2017**

## **CLAIMS PAYMENT PROVISIONS**

Most Claims will be evaluated and you and/or the Provider notified of the BCBSNM benefit decision within 30 days of receiving the Claim. If all information needed to process the Claim has been submitted, but BCBSNM cannot make a determination within 30 days, you will be notified (before the expiration of the 30-day period) that an additional 15 days is needed for Claim determination.

After a Claim has been processed, the Subscriber will receive an *Explanation of Benefits* (EOB). The EOB indicates what charges were covered and what charges, if any, were not. **Note:** If a Qualified Child Medical Support Order (QCMSO) is in effect, the QCMSO provisions will be followed. For example, when the Member is an eligible child of divorced parents, and the Subscriber under this Plan is the noncustodial parent, the custodial parent may receive the payment and the EOB.

### **If A Claim or Preauthorization Is Denied**

If benefits are denied or only partially paid, BCBSNM will notify you of the determination. The notice to you will include: 1) the reasons for denial; 2) a reference to the health care plan provisions on which the denial is based; and 3) an explanation of how you may appeal the decision if you do not agree with the denial. (See “Grievance Procedures,” later in this section.) **You also have 180 days in which to appeal a decision.**

### **Covered Charge**

Provider payments are based upon HMO- Participating Provider agreements and Covered Charges as determined by BCBSNM. For services received outside of New Mexico, Covered Charges may be based on the local Plan practice (e.g., for out-of-state Providers that contract with their local Blue Cross and Blue Shield Plan, the Covered Charge may be based upon the amount negotiated by the other Plan with its own Contracted Providers). You are responsible for paying Copayments and noncovered expenses. For covered Emergency services received in foreign countries, BCBSNM will use the exchange rate in effect on the date of service in order to determine billed charges.

### **HMO- Participating Providers**

Payments for Covered Services usually are sent directly to network (HMO-Participating) Providers. The EOB you receive explains the payment.

### **Nonparticipating Providers**

If Covered Services are received from a Nonparticipating Provider, payments are usually made to the Subscriber (or to the applicable alternate payee when a QCMSO is in effect). The check will be attached to an EOB that explains BCBSNM’s payment. In these cases, you are responsible for arranging payment to the Provider and for paying any amounts greater than Covered Charges plus Copayments and noncovered expenses.

### **Accident-Related Hospital Services**

If services are administered as a result of an accident, a Hospital or treatment Facility may place a lien upon a compromise, settlement, or judgement obtained by you when the Facility has not been paid its total billed charges from all other sources.

### **Assignment of Benefits**

BCBSNM specifically reserves the right to pay the Subscriber directly and to refuse to honor an assignment of benefits in any circumstances. No person may execute any power of attorney to interfere with BCBSNM's right to pay the Subscriber instead of anyone else.

## **Medicaid**

Payment of benefits for Members eligible for Medicaid is made to the appropriate state agency or to the Provider when required by law.

## **Overpayments**

If BCBSNM makes an erroneous benefit payment to the Subscriber or Member for any reason (e.g., Provider billing error, claims processing error), BCBSNM may recover overpayments from you. If you do not refund the overpayment, BCBSNM reserves the right to withhold future benefit payments to apply to the amount that you owe the Plan, and to take legal action to correct payments made in error.

## **Pricing of Noncontracted Provider Claims**

Except for certain categories the BCBSNM Covered Charge for some Covered Services received from Noncontracted Providers is the lesser of the Provider's billed charges or the BCBSNM "Noncontracting Allowable Amount." The BCBSNM Noncontracting Allowable Amount is based on the **Medicare Allowable** amount for a particular service, which is determined by the Centers for Medicaid and Medicare Services (CMS). The Medicare Allowable is determined for a service covered under your BCBSNM health plan using information on each specific Claim and, based on place of treatment and date of service, is multiplied by an "Adjustment Factor" to calculate the BCBSNM Noncontracting Allowable Amount. The Adjustment Factor for non-Emergency services are:

- 100% of the base Medicare Allowable for inpatient Facility Claims
- 300% of the base Medicare Allowable for outpatient Facility Claims
- 200% of the base Medicare Allowable for freestanding ambulatory surgical center Claims
- 100% of the base Medicare Allowable for Physician, other Professional Provider Claims, and other ancillary Providers of covered Health Care Services and supplies

Certain categories of Claims for **Covered Services** from Noncontracted Providers are excluded from this Noncontracted Provider pricing method. These include:

- services for which a Medicare Allowable cannot be determined based on the information submitted on the Claim (in such cases, the Covered Charge is 50 percent of the billed charge)
- home health Claims (the Covered Charge is 50 percent of the billed charge)
- services administered and priced by any subcontractor of BCBSNM or by the Blue Cross and Blue Shield Association
- Claims paid by Medicare as primary coverage and submitted to your health plan for secondary payment
- New Mexico ground Ambulance Claims (for which the state's Office of Superintendent Insurance sets fares) covered Claims priced by a non-New Mexico BCBS Plan through BlueCard using local pricing methods

The categories of Claims for Covered Services from Noncontracted Providers discussed in more detail below.

**NOTE:** Non-Emergency services are generally **not covered** under HMO or EPO plans when received out-of-net-work from Noncontracted Providers. The pricing methods above apply **only** when the

Claim for out-of-network services has been authorized for payment and does not satisfy any of the conditions below:

### **Benefits for Emergency Care**

If you receive treatment from a Nonparticipating Provider for Emergency Care, BCBSNM will review and process payment consistent with the In-Network benefit for the Covered Services provided. For services to be Covered Services, the services must be consistent with the definition of Emergency Care. As for air ambulance Emergency Care, you may be responsible for charges from the Nonparticipating Provider above any amount that BCBSNM pays that corresponds to the In-Network benefit level.

Pricing for the following categories of Claims for **Covered Services** from Noncontracted Providers will be priced at billed charges or at an amount negotiated by BCBSNM with the Provider, or other amount allowed by law, whichever is less:

- Covered Services required during an Emergency and received in an Air Ambulance

Pricing for the following categories of Claims for Covered Services from Noncontracted Providers will be priced at either the sixtieth percentile of the allowed commercial reimbursement rate for the particular Covered Service based on claims paid in 2017, or at 150% of the 2017 Medicare Allowable for the Covered Service, whichever is greater. Unlike the pricing methods above, you will not be responsible for paying to the Noncontracted Provider the difference between the BCBSNM Covered Charge and the Noncontracted Provider's billed charge for a Covered Service.

- Covered Services required during an Emergency, excluding Covered Services received in an Ambulance; and
- Non-emergent Covered Services that have been preauthorized, if needed, and are rendered at a Contracted Facility where:
  - a Contracted Provider is unavailable;
  - a Noncontracted Provider renders unforeseen Covered Services; or
  - a Noncontracted Provider renders Covered Services for which you did not give specific consent to the Noncontracted Provider to render.

BCBSNM will use essentially the same Claims processing rules and/or edits for Noncontracted Provider Claims that are used for Contracted Provider Claims, which may change the Covered Charge for a particular service. If BCBSNM does not have any Claim edits or rules for a particular Covered Service, BCBSNM may use the rules or edits used by Medicare in processing the Claims. Changes made by CMS to the way services or Claims are priced for Medicare will be applied by BCBSNM within 90-145 days of the date that such change is implemented by CMS or its successor.

### **INTER-PLAN ARRANGEMENTS**

Blue Cross and Blue Shield of New Mexico (BCBSNM) has a variety of relationships with other Blue Cross and/or Blue Shield Licensees. Generally, these relationships are called "Inter-Plan Arrangements". These Inter-Plan Arrangements work based on rules and procedures issued by the Blue Cross and Blue Shield Association. Whenever you obtain healthcare services outside of the BCBSNM Service Area, the claims for these services may be processed through one of these Inter-Plan Arrangements.

Inter-Plan Arrangements link the BCBSNM provider network with other individual Blue Cross Blue Shield networks across the country to provide you broad access to Contracted Providers. When you receive care outside of the BCBSNM Service Area, you will receive it from one of two types of Providers. Most Providers have a contractual agreement (i.e., are "Contracted Providers") with the local Blue Cross and/or Blue Shield Licensee in that geographic area ("Host Blue"). Some Providers ("Non-contracted



Providers”) don’t contract with the Host Blue. BCBSNM explains below how BCBSNM pays both kinds of Providers.

You always have the choice to receive services from Contracted or Noncontracted Providers in New Mexico or outside New Mexico, but the difference in the amount you pay may be substantial. When services are received by you outside the state of New Mexico from either Contracted or Noncontracted Providers, the Host Blue will provide BCBSNM with a Covered Charge based on what it uses for its own local Members for services received from either Contracted or Noncontracted Providers in the state where the Host Blue is located.

For purposes of the Inter-Plan Arrangements described in this section, “Covered Charge” means the amount that BCBSNM determines is fair and reasonable for a particular covered and medically necessary service, as provided to BCBSNM by a Host Blue. After the member’s share of the Covered Charge is calculated, BCBSNM will pay the remaining amount of the Covered Charge up to the maximum benefit limitation, if any.

### **BlueCard® Program**

#### **Services Received from Contracted Providers Outside of New Mexico:**

Under the BlueCard Program, when you receive Covered Services within the geographic area served by a Host Blue, BCBSNM will remain responsible for doing what we agreed to in the contract. However, the Host Blue is responsible for contracting with and generally handling all interactions with its Contracted Providers.

Whenever you access Covered Services outside the BCBSNM Service Area and the claim is processed through the BlueCard Program, the amount you pay for Covered Services is based on the lower of:

- The billed charges for your Covered Services;
- The negotiated price or “allowable amount” that the Host Blue makes available to BCBSNM.

If the services are provided by a Contracted Provider of the Host Blue, the Provider will submit your claims directly to the Host Blue to determine the allowable amount. BCBSNM will use the allowable amount to determine the Covered Charge so that your claim can be processed timely. The Covered Charge will be an amount up to but not in excess of the allowable amount the Host Blue has passed on to BCBSNM. Because the services were provided by a Contracted Provider, you will receive the benefit of the payment/rate negotiated by the Host Blue with the Provider. As always, you will be responsible for any applicable deductible, copay and/or coinsurance amounts (“Member Share”). The amount that BCBSNM pays together with your Member Share is the total amount the Contracted Provider has contractually agreed to accept as payment in full for the services you have received.

Often, this “allowable amount” will be a simple discount that reflects an actual price that the Host Blue pays to you. Sometimes, it is an estimated price that takes into account special arrangements with your healthcare Provider or Provider group that may include types of settlements, incentive payments, and/or other credits or charges. Occasionally, it may be an average price, based on a discount that results in expected average savings for similar types of healthcare Providers after taking into account the same types of transactions as with an estimated price.

Estimated pricing and average pricing, going forward, also take into account adjustments to correct for over- or underestimation of past pricing of claims, as noted above. However, such adjustments will not affect the price we use for your claim because they will not be applied after a claim has already been paid.

In some cases, BCBSNM may, but is not required to, in its sole and discretion, negotiate a payment with a non- contracting health care Provider on an exception basis.

Federal law or the laws in a small number of states may require the Host Blue to add a surcharge to your liability calculation.

### **Services Received from a Noncontracted Provider Outside of New Mexico**

If services are provided by a Noncontracted Provider, the Provider may, but is not required to, submit Claims on your behalf. A Noncontracted Provider has not negotiated its payments/rates with either the Host Blue or BCBSNM. If the Noncontracted Provider does not submit Claims on your behalf, you will be required to submit the Claims directly to the Host Blue. You will be subject to balance billing when you receive services from a Noncontracted Provider. This amount may be significant. "Balance billing" means that the Noncontracted Provider may require you to pay any amount that the Provider bills that exceeds the sum of what BCBSNM pays toward the Covered Charge and your Member Share of the Covered Charge.

### **Member Liability Calculation**

#### **• In General**

Under Inter-Plan Arrangements, when services are received outside the state of New Mexico from a Noncontracted Provider, the Covered Charge will be determined by the Host Blue servicing area or by applicable laws and rules, including but not limited to statutes, ordinances, judicial decisions and regulations, and will be passed on to BCBSNM. BCBSNM will use the Host Blue's Covered Charge as its Covered Charge so that your Claim can be processed timely. BCBSNM's Covered Charge will be an amount up to but not in excess of the Covered Charge the Host Blue has passed on to BCBSNM. In addition to being responsible to pay your Member Share, you may be subject to balance billing by the Noncontracted Provider who provided services to you. Before you receive services from a Noncontracted Provider, you should ask for a written breakdown of all amounts that you will have to pay, including Member Share and balance billing amounts for the services you receive. Federal or state law, as applicable, will govern payments for out-of-network emergency services.

#### **• Exceptions**

In certain situations, BCBSNM may use other payment bases, to determine the amount BCBSNM will pay for services rendered by Non-contracted healthcare providers, such as (i) billed charges for Covered Services, (ii) the payment we would make if the health care services had been obtained within our Service Area, (iii) a special negotiated payment, as permitted under the Inter-Plan Arrangements (iv) for professional Providers, make a payment based on publicly available data and historic reimbursement to Providers for the same or similar professional services, adjusted for geographical differences where applicable; or (v) for hospital or facility Providers, make a payment based on publicly available data reflecting the approximate costs that hospitals or facilities have incurred historically to provide the same or similar service, adjusted for geographical differences where applicable, plus a margin factor for the hospital or facility. In these situations, the Member may be responsible for the difference between the amount that the Noncontracted Provider bills and the payment BCBSNM will make for the Covered Services as set forth in this paragraph.

### **INTER-PLAN ARRANGEMENTS: FEDERAL/STATE TAXES/SURCHARGES/FEES**

Federal or state laws or regulations may impose a surcharge, tax, or other fee. If applicable, BCBSNM will include any such surcharge, tax or other fee as part of the Claim charge passed on to you.

### **SPECIAL CASES: VALUE- BASED PROGRAMS**

If you received Covered Services under a Value- Based Program inside a Host Blue's Service Area, you will not be responsible for paying any of the Provider incentives, risk-sharing, and/or care coordinator fee that are a part of such an arrangement, except when a Host Blue passes these fees to

BCBNSM through average pricing or fee schedule adjustments. Additional information available upon request.

### **Blue Cross Blue Shield Global Core**

If you are outside the United States, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands (hereinafter “BlueCard service area”), you may be able to take advantage of the Blue Cross Blue Shield Global Core when accessing Covered Services. The Blue Cross Blue Shield Global Core Program is unlike the BlueCard Program available in the BlueCard service area in certain ways. For instance, although the Blue Cross Blue Shield Global Core assists you with accessing a network of inpatient, outpatient and professional providers, the network is not served by a Host Blue. As such, when you receive care from providers outside the BlueCard service area, you will typically have to pay the providers and submit the claims yourself to obtain reimbursement for these services.

If you need medical assistance services (including locating a doctor or hospital) outside the United States, you should call the service center at 1-800-810-BLUE (2583) or call collect at 1-804-673-1177, 24 hours a day, seven days a week. An assistance coordinator, working with a medical professional, can arrange a physician appointment or hospitalization, if necessary.

For services received in foreign countries, BCBNSM will use the exchange rate in effect on the date of the service in order to determine the Covered Charge.

### **Emergency Care Services**

This Plan covers only limited health care services received outside of the United States. As used in this section, “Out- of-Area Covered Services” include Emergency services and Urgent Care obtained outside of the United States. Follow-up care following an Emergency is also available provided the services are Preauthorized by BCBNSM. Any other services will not be eligible for Benefits unless Preauthorized by BCBNSM.

### **Inpatient Services**

In most cases, if you contact the service center for assistance, hospitals will not require you to pay for covered inpatient services, except for your cost-share amounts (Deductibles, Coinsurance, etc.). In such cases, the hospital will submit your claims to the service center to begin claims processing. However, if you paid in full at the time of service, you must submit a claim to receive reimbursement for Covered Services. You must contact BCBNSM to obtain Preauthorization for non-emergency inpatient services.

### **Outpatient Services**

Outpatient services are available for Emergency Care treatment. Physicians, urgent care centers and other outpatient providers located outside the BlueCard Service Area will typically require you to pay in full at the time of service. You must submit a claim to obtain reimbursement for Covered Services.

### **Submitting a Blue Cross Blue Shield Global Core Claim**

When you pay for Covered Services outside the BlueCard Service Area, you must submit a claim to obtain reimbursement. For institutional and professional claims, you should complete a Blue Cross Blue Shield Global Core International claim form and send the claim form with the provider’s itemized bill(s) to the service center (the address is on the form) to initiate claims processing. Following the instructions on the claim form will help ensure timely processing of your claim. The claim form is available from BCBNSM, the service center or online at Blue Cross Blue Shield Global Core [www.bcbsglobalcore.com](http://www.bcbsglobalcore.com). If you need assistance with your claim submission, you should call the service center at 1-800-810-BLUE (2583) or call collect at 1-804-673-1177, 24 hours a day, 7 days a week.

### **MEMBER DATA SHARE**

You may, under certain circumstances as specified below, apply for and obtain, subject to any applicable terms and conditions, replacement coverage. The replacement coverage will be that which is offered by BCBSNM, a division of Health Care Service Corporation, or, if you do not reside in the BCBSNM service area, by the Host Blue whose service area covers the geographic area in which you reside. The circumstances mentioned above may arise in various ways, such as from involuntary termination of your health coverage sponsored by the subscriber. As part of the overall plan of benefits that BCBSNM offers to you if you do not reside in the BCBSNM service area, BCBSNM may facilitate your right to apply for and obtain such replacement coverage, subject to applicable eligibility requirements, from the Host Blue in which you reside. To do this, BCBSNM may (1) communicate directly with you and/or (2) provide the Host Blues whose service area covers the geographic area in which you reside with your personal information and may also provide other general information relating to your coverage under the Plan the subscriber has with BCBSNM to the extent reasonably necessary to enable the relevant Host Blues to offer you coverage continuity through replacement coverage.

## **SUMMARY OF HEALTH INSURANCE GRIEVANCE PROCEDURES**

Unless otherwise specified below: 1.) any reference to 1-5 days means only working days and excludes weekends and holidays; and 2.) any reference to 6 days or more means calendar days, including weekends and holidays.

This is a summary of the process you must follow when you request a review of a decision by your insurer. You will be provided with detailed information and complaint forms by your insurer at each step. In addition, you can review the complete New Mexico regulations that control the process under the Managed Health Care Bureau page found under the Departments Legal tab on the Office of Superintendent of Insurance (OSI) website, located at [www.osi.state.nm.us](http://www.osi.state.nm.us). You may also request a copy from your insurer at:

**Blue Cross Blue Shield of New Mexico**  
**P.O. Box 27630**  
**Albuquerque, NM 87125-7630**  
**or from OSI by calling:**  
**1-505- 827- 4601 or toll free at 1- 855- 427- 5674**

### **What types of decisions can be reviewed?**

You may request a review of two different types of decisions:

**Adverse determination:** You may request a review if your insurer has denied preauthorization (certification) for a proposed procedure, has denied full or partial payment for a procedure you have already received, or is denying or reducing further payment for an ongoing procedure that you are already receiving, and that has been previously covered. (The insurer must notify you *before* terminating or reducing coverage for an ongoing course of treatment, and must continue to cover the treatment during the appeal process.) this type of denial may also include a refusal to cover a service for which benefits might otherwise be provided because the service is determined to be experimental, investigational, or not medically necessary or appropriate. It may also include a denial by insurer of a participant's or beneficiary's eligibility to participate in a plan. These types of denials are collectively called "**adverse determinations.**"

**Administrative decision:** You may also request a review if you object to how the insurer handles other matters, such as its administrative practices that affect the availability, delivery, or quality of health care services; claims payment, handling or reimbursement for health care services; or if your coverage has been terminated.

## **REVIEW OF AN ADVERSE DETERMINATION**

### **How does pre- authorization for a health care service work?**

When your insurer receives a request to pre-authorize (certify) payment for a healthcare service (service) or a request to reimburse your healthcare provider (provider) for a service that you have already had, it follows a two-step process.

**Coverage:** First, the insurer determines whether the requested service is covered under the terms of your health benefits plan (policy). For example, if your policy excludes payment for adult hearing aids, then your insurer will not agree to pay for you to have them even if you have a clear need for them.

**Medical Necessity:** Next, if the insurer finds that the requested service is covered by the policy, the insurer determines, in consultation with a physician, whether a requested service is medically necessary. The consulting physician determines medical necessity either after consultation with specialists who are experts in the area or after application of uniform standards used by the insurer. For example, if you have a crippling hand injury that could be corrected by plastic surgery and you are also requesting that your insurer pay for cosmetic plastic surgery to give you a more attractive nose, the insurer might certify the first request to repair your hand and deny the second, because it is not medically necessary.

Depending on terms of your policy, your insurer might also deny certification if the service you are requesting is outside the scope of your policy. For example, if your policy does not pay for experimental procedures, and the service you are requesting is classified as experimental, the insurer may deny certification. Your insurer might also deny certification if a procedure that your provider has requested is not recognized as a standard treatment for the condition being treated.

**IMPORTANT: If your insurer determines that it will not certify your request for services, you may still go forward with the treatment or procedure. However, you will be responsible for paying the provider yourself for the services.**

### How long does initial certification take?

**Standard decision:** The insurer must make an initial decision within 5 working days. However, the insurer may extend the review period for a maximum of 10 calendar days if it: **(1)** can demonstrate reasonable cause beyond its control for the delay; **(2)** can demonstrate that the delay will not result in increased medical risk to you; and **(3)** provides a written progress report and explanation for the delay to you and your provider within the original 5 working day review period.

### What if I need services in a hurry?

**Urgent care situation:** An **urgent care situation** is a situation in which a decision from the insurer is needed quickly because: **(1)** delay would jeopardize your life or health; **(2)** delay would jeopardize your ability to regain maximum function; **(3)** the physician with knowledge of your medical condition **reasonably** requests an expedited decision; **(4)** the physician with knowledge of your medical condition, believes that delay would subject you to severe pain that cannot be adequately managed without the requested care or treatment; or **(5)** the medical demands of your case require an expedited decision.

If you are facing an urgent care situation **or** your insurer has notified you that payment for an ongoing course of treatment that you are already receiving is being reduced or discontinued, you or your provider may request an expedited review and the insurer must either certify or deny the initial request quickly. The insurer must make its initial decision in accordance with the medical demands of the case, but within 24 hours after receiving the request for an **expedited** decision.

If you are dissatisfied with the insurer's initial expedited decision in an urgent care situation, you may then request an expedited review of the insurer's decision by both the insurer and an external reviewer called an Independent Review Organization (IRO). When an expedited review is requested the insurer must review its prior decision and respond to your request within 72 hours. If you request that an IRO also perform an expedited review simultaneously with the insurer's review and your request is eligible

for an IRO review, the IRO must also provide its expedited decision within 72 hours of receiving the necessary release of information and related records. If you are still dissatisfied after the IRO completes its review, you may request that the Superintendent review your request. This review will be completed within 72 hours after your request is complete.

The internal review, the IRO review, and the review by the Superintendent are described in greater detail in the following sections.

**IMPORTANT: If you are facing an emergency, you should seek medical care immediately and then notify your insurer as soon as possible. The insurer will guide you through the claims process once the emergency has passed.**

### **When will I be notified that my initial request has been either certified or denied?**

If the initial request is approved, the insurer must notify you and your provider within 1 working day after the decision, unless an urgent matter requires a quicker notice. If the insurer denies certification, the insurer must notify you and the provider within 24 hours after the decision.

### **If my initial request is denied, how can I appeal this decision?**

If your initial request for services is denied or you are dissatisfied with the way your insurer handles an administrative matter, you will receive a detailed written description of the grievance procedures from your insurer as well as forms and detailed instructions for requesting a review. **You may submit the request for review either orally or in writing, depending on the terms of your policy.** The insurer provides representatives who have been trained to assist you with the process of requesting a review. This person can help you to complete the necessary forms and with gathering information that you need to submit your request. For assistance, contact the insurer's consumer assistance office as follows:

**Blue Cross Blue Shield of New Mexico**  
**P.O. Box 27630**  
**Albuquerque, NM 87125- 7630**  
**Medical/Surgical 1- 800- 205- 9926**  
**Mental Health/Chemical Dependency 1- 888- 898- 0010**  
**Fax (505) 816- 3837 or toll free at (800) 773- 1521**

You may also contact the Managed Health Care Bureau (MHCB) at OSI for assistance with preparing the written request for a review at:

**Office of Superintendent of Insurance – MHCB**  
**P.O. Box 1689,**  
**1120 Paseo de Peralta**  
**Santa Fe, NM 87504- 1689**  
**1- (505) 827- 4601 or toll free at 1- (855) 407- 5674**  
**Fax: (505) 827- 6341, Attn: MHCB Email: [mhcb.grievance@state.nm.us](mailto:mhcb.grievance@state.nm.us)**

### **Who can request a review?**

A review may be requested by you as the patient, your provider, or someone that you select to act on your behalf. The patient may be the actual subscriber or a dependent who receives coverage through the subscriber. The person requesting the review is called the “**grievant.**”

### **Appealing an adverse determination - first level review**

If you are dissatisfied with the initial decision by your insurer, you have the right to request that the insurer's decision be reviewed by its medical director. The medical director may make a decision based on the terms of your policy, may choose to contact a specialist or the provider who has requested the service on your behalf, or may rely on the insurer's standards or generally recognized standards.

### **How much time do I have to decide whether to request a review?**

You must notify the insurer that you wish to request an internal review within **180 days** after the date you are notified that the initial request has been denied.

### **What do I need to provide? What else can I provide?**

If you request that the insurer review its decision, the insurer will provide you with a list of the documents you need to provide and will provide to you all of your records and other information the medical director will consider when reviewing your case. You may also provide additional information that you would like to have the medical director consider, such as a statement or recommendation from your doctor, a written statement from you, or published clinical studies that support your request.

### **How long does a first level internal review take?**

**Expedited review:** If a review request involves an urgent care situation, your insurer must complete an expedited internal review as required by the medical demands of the case, but in no case later than 72 hours from the time the internal review request was received.

**Standard review:** Your insurer must complete both the medical director's review and (if you then request it) the insurer's internal panel review within 30 days after receipt of your pre-service request for review or within 60 days if you already received the service. The medical director's review generally takes only a few days.

### **The medical director denied my request - now what?**

If you remain dissatisfied after the medical director's review, you may either request a review by a panel that is selected by the insurer or you may skip this step and ask that your request be reviewed by an IRO that is appointed by the Superintendent.

- If you ask to have your request reviewed by the insurer's panel, then you have the right to appear before the panel in person or by telephone or have someone, (including your attorney), appear with you or on your behalf. You may submit information that you want the panel to consider and ask questions of the panel members. Your health provider may also address the panel or send a written statement.
- If you decide to skip the panel review, you will have the opportunity to submit your information for review by the IRO, but you will not be able to appear in person or by telephone. OSI can assist you in getting your information to the IRO.

**IMPORTANT: If you are covered under the NM State Healthcare Purchasing Act, you may NOT request an IRO review if you skip the panel review.**

### **How long do I have to make my decision?**

If you wish to have your request reviewed by the insurer's panel, you must inform the insurer within **5 days** after you receive the medical director's decision. If you wish to skip the insurer's panel review and have your matter go directly to the IRO, you must inform OSI of your decision within **4 months** after you receive the medical director's decision.

### **What happens during a panel review?**

If you request that the insurer provide a panel review its decision, the insurer will schedule a hearing with a group of medical and other professionals to review the request. If your request was denied because the insurer felt the requested services were not medically necessary, were experimental or were investigational, then the panel will include at least one specialist with specific training or experience with the requested services.

The insurer will contact you with information about the panel's hearing date so that you may arrange to attend in person or by telephone or arrange to have someone attend with you or on your behalf. You may review all of the information that the insurer will provide to the panel and submit additional information that you want the panel to consider. If you attend the hearing in person or by telephone, you may ask questions of the panel members. Your medical provider may also attend in person or by telephone may address the panel or send a written statement.

The insurer's internal panel must complete its review within 30 days following your original request for an internal review of a request for pre-certification or within 60 days following your original request if you already received the services. You will be notified within 1 day after the panel decision. If you fail to provide records or other information that the insurer needs to complete the review, you will be given an opportunity to provide the missing items, but the review process may take much longer and you will be forced to wait for a decision.

**HINT: If you need extra time to prepare for the panel's review, then you may request that the panel be delayed for a maximum of 30 days.**

#### **If I choose to have my request reviewed by the insurer's panel, can I still request the IRO review?**

Yes. If your request has been reviewed by the insurer's panel and you are still dissatisfied with the decision, you will have **4 months** to decide whether you want to have the request reviewed by an IRO.

#### **What's an IRO and what does it do?**

An IRO is a certified organization appointed by OSI to review requests that have been denied by an insurer. The IRO employs various medical and other professionals from around the country to perform reviews. Once OSI selects and appoints an IRO, the IRO will assign one or more professionals who have specific credentials that qualify them to understand and evaluate the issues that are particular to a request. Depending on the type of issue, the IRO may assign a single reviewer to consider your request, or it may assign a panel of reviewers. The IRO must assign reviewers who have no prior knowledge of the case and who have no close association with the insurer or with you. The reviewer will consider all of the information that is provided by the insurer and by you. (OSI can assist you in getting your information to the IRO) In making a decision, the reviewer may also rely on other published materials, such as clinical studies.

The IRO will report the final decision to you, your provider, your insurer, and to OSI. Your insurer must comply with the decision of the IRO. If the IRO finds that the requested services should be provided, then the insurer must provide them.

**The IRO's fees are billed directly to the insurer - there is no charge to you for this service.**

#### **How long does an IRO review take?**

The IRO must complete the review and report back within 20 days after it receives the information necessary for the review. (however, if the IRO has been asked to provide an expedited review regarding an urgent care matter, the IRO must report back within 72 hours after receiving all of the information it needs to review the matter.)

#### **Review by the Superintendent of Insurance**



If you remain dissatisfied after the IRO's review, you may still be able to have the matter reviewed by the Superintendent. You may submit your request directly to OSI, and if your case meets certain requirements, a hearing will be scheduled. You will then have the right to submit additional information to support your request and you may choose to attend the hearing and speak. You may also ask other persons to testify at the hearing. The Superintendent may appoint independent co-hearing officers to hear the matter and to provide a recommendation.

The co-hearing officers will provide a recommendation to the Superintendent within 30 days after the hearing is complete. The Superintendent will then issue a final order.

**There is no charge to you for a review by the Superintendent of Insurance and any fees for the hearing officers are billed directly to the insurer. However, if you arrange to be represented by an attorney or your witnesses require a fee, you will need to pay those fees.**

## **REVIEW OF AN ADMINISTRATIVE DECISION**

### **How long do I have to decide if I want to appeal and how do I start the process?**

If you are dissatisfied with an initial administrative decision made by your insurer, you have a right to request an internal review within **180 days** after the date you are notified of the decision. The insurer will notify you within 3 days after receiving your request for a review and will review the matter promptly. You may submit relevant information to be considered by the reviewer.

### **How long does an internal review of an Administrative Decision take?**

The insurer will mail a decision to you within 30 days after receiving your request for a review of an administrative decision.

### **Can I appeal the decision from the internal reviewer?**

Yes. You have 20 days to request that the insurer form a committee to reconsider its administrative decision.

### **What does the reconsideration committee do? How long does it take?**

When the insurer receives your request, it will appoint two or more members to form a committee to review the administrative decision. The committee members must be representatives of the company who were not involved in either the initial decision or the internal review. The committee will meet to review the decision within 15 days after the insurer receives your request. You will be notified at least 5 days prior to the committee meeting so that you may provide information, and/or attend the hearing in person or by telephone.

If you are unable to prepare for the committee hearing within the time set by the insurer, you may request that the committee hearing be postponed for up to 30 days. The reconsideration committee will mail its decision to you within 7 days after the hearing.

### **How can I request an external review?**

If you are dissatisfied with the reconsideration committee's decision, you may ask the Superintendent to review the matter within **20 days** after you receive the written decision from the insurer. You may submit the request to OSI using forms that are provided by your insurer. Forms are also available on the OSI website located at [www.osi.state.nm.us](http://www.osi.state.nm.us). You may also call OSI to request the forms at (505) 827- 4601 or toll free at 1- (855)- 427- 5674.

### **How does the external review work?**

Upon receipt of your request, the Superintendent will request that both you and the insurer submit information for consideration. The insurer has 5 days to provide its information to the Superintendent, with a copy to you. You may also submit additional information including documents and reports for

review by the Superintendent. The Superintendent will review all of the information received from both you and the insurer and issue a final decision within 45 days. If you need extra time to gather information, you may request an extension of up to 90 days. Any extension will cause the review process and decision to take more time.

## **GENERAL INFORMATION**

### **Confidentiality**

Any person who comes into contact with your personal health care records during the grievance process must protect your records in compliance with state and federal patient confidentiality laws and regulations. In fact, the provider and insurer cannot release your records, even to OSI, until you have signed a release.

### **Special needs and cultural and linguistic diversity**

Information about the grievance procedures will be provided in accessible means or in a different language upon request in accordance with applicable state and federal laws and regulation.

### **Reporting requirements**

Insurers are required to provide an annual report to the Superintendent with details about the number of grievances it received, how many were resolved and at what stage in the process they were resolved. You may review the results of the annual reports on the OSI website.

**The preceding summary has been provided by the Office of Superintendent of Insurance. This is not legal advice, and you may have other legal rights that are not discussed in these procedures.**

## **SECTION 9: GENERAL PROVISIONS**

### **ADVANCE DIRECTIVES**

Advance directives are written documents (such as a Living Will, Health Care Treatment Directives, and Durable Power of Attorney) that designate a person with the responsibility for making your health care decisions if you are incapable of expressing your own wishes. They also describe the kind of treatment you do and do not want. Members over age 18 have the right to refuse or accept medical care or surgical treatments and to execute advance directives.

BCBSNM, Providers, and staff do not discriminate care based on whether you have signed any type of advance directive. If you have questions or concerns about advance directives, contact your PCP or personal Physician to discuss these issues.

### **AVAILABILITY OF PROVIDER SERVICES**

BCBSNM does not guarantee that a certain type of room or service will be available at any Hospital or other Facility within the BCBSNM network, nor that the services of a particular Hospital, Physician, or other Provider will be available.

### **CATASTROPHIC EVENTS**

In case of fire, flood, war, civil disturbance, court order, strike, or other cause beyond BCBSNM's control, BCBSNM may be unable to process Claims or provide Preauthorization for services on a timely basis. If due to circumstances not within the control of BCBSNM or a Network Provider (such as partial or complete destruction of facilities, war, riot, disability of a Network Provider, or similar case), BCBSNM and the Provider will have no liability or obligation if medical services are delayed or not provided. BCBSNM and its Network Providers will, however, make a good-faith effort to provide services.

### **CHANGES TO THE BENEFIT BOOKLET**

No employee of BCBSNM may change this Benefit Booklet by giving incomplete or incorrect information, or by contradicting the terms of this Benefit Booklet. Any such situation will not prevent BCBSNM from administering this Benefit Booklet in strict accordance with its terms. See the inside back cover for further information.

### **DISCLAIMER OF LIABILITY**

BCBSNM has no control over any diagnosis, treatment, care, or other service provided to you by any Facility or Professional Provider, whether Preferred or not. BCBSNM is not liable for any loss or injury caused by any health care Provider by reason of negligence or otherwise.

Nothing in this Benefit Booklet is intended to limit, restrict, or waive any Member rights under the law and all such rights are reserved to the individual.

### **DISCLOSURE AND RELEASE OF INFORMATION**

BCBSNM will only disclose information as permitted or required under state and federal law.

### **EXECUTION OF PAPERS**

On behalf of yourself and your Eligible Family Members you must, upon request, execute and deliver to BCBSNM any documents and papers necessary to carry out the provisions of this Plan.

### **INDEPENDENT CONTRACTORS**

The relationship between BCBSNM and its Network Providers is that of independent contractors; Physicians and other Providers are not agents or employees of BCBSNM, and BCBSNM and its employees are not employees or agents of any Network Provider. BCBSNM will not be liable for any

claim or demand on account of damages arising out of, or in any manner connected with, any injuries suffered by you while receiving care from any Network Provider.

The relationship between BCBSNM and the Group is that of independent contractors; the employer is not an agent or employee of BCBSNM, and BCBSNM and its employees are not employees or agents of the Group.

## **MEMBER RIGHTS**

All members have these rights:

- The right to available and accessible services, when medically necessary, as determined by your primary care or treating Physician in consultation with BCBSNM, 24 hours per day, 7 days a week, or Urgent or Emergency Care services, and for other health services as defined by your Benefit Booklet.
- The right to receive information about BCBSNM, our services, practitioners and providers and member rights and responsibility.
- The right to participate with practitioners in making decisions about your health care.
- The right to make recommendations regarding BCBSNM's member rights and responsibility policy.
- The right to be treated with courtesy and consideration, and with respect for your dignity and your need for privacy.
- The right to have their privacy respected, including the privacy of medical and financial records maintained by BCBSNM and its health care Providers as required by law.
- The right to be provided with information concerning BCBSNM's policies and procedures regarding products, services, Providers, and appeals procedures and other information about the company and the benefits provided.
- The right to choose a PCP within the limits of the covered benefits and plan network, including the right to refuse care of specific practitioners.
- The right to receive from your Physician(s) or Provider, in terms that you understand, an explanation of your complete medical condition, recommended treatment, risk(s) of treatment, expected results and reasonable medical alternatives, irrespective of BCBSNM's position on treatment options. If you are not capable of understanding the information, the explanation shall be provided to your next of kin, guardian, agent or surrogate, if able, and documented in your medical record.
- The right to file a complaint or appeal with BCBSNM and to receive an answer to those complaints within a reasonable time.
- The right to detailed information about coverage, maximum benefits, and exclusions of specific conditions, ailments or disorders, including restricted prescription benefits, and all requirements that you must follow for Preauthorization and utilization review.
- The right to make recommendations regarding BCBSNM's member rights and responsibilities policies.
- The right to a complete explanation of why care is denied, an opportunity to appeal the decision to BCBSNM's internal review and the right to a secondary appeal.

## **MEMBER RESPONSIBILITIES**

As a member enrolled in a Managed Health Care Plan administered by BCBSNM, you have these responsibilities:

- The responsibility to supply information (to the extent possible) that BCBSNM and its preferred practitioners and Providers need in order to provide care.
- The responsibility to follow plans and instructions for care that you have agreed on with your treating Provider or practitioners.
- The responsibility to understand your health problems and participate in developing mutually agreed-upon treatment goals with your treating Provider or practitioner to the degree possible.

## **MEMBERSHIP RECORDS**

BCBSNM will keep membership records and the employer will periodically forward information to BCBSNM to administer the benefits of this Plan. You can inspect all records concerning your membership in this Plan during normal business hours given reasonable advance notice.

## **REFUSAL TO FOLLOW RECOMMENDED TREATMENT**

If you refuse treatment that has been recommended by a participating provider, the provider may decide that your refusal compromises the provider-patient relationship and obstructs the provision of proper medical care. Providers will try to render all necessary and appropriate professional services according to your wishes when they are consistent with the provider's judgment. If you refuse to follow the recommended treatment or procedure, you are entitled to see another provider of the same specialty for a second opinion. You can also pursue the appeal process.

## **RELIGIOUS EMPLOYER EXEMPTION AND ELIGIBLE ORGANIZATION ACCOMMODATION**

Your group may certify that its group health plan is established or maintained by an organization(s) that is a "religious employer(s)" as defined in 45 C.F.R. 147.130(a), as modified or replaced, and qualifies for a religious employer exemption from the Affordable Care Act requirement to cover certain contraceptive services without cost-sharing under guidelines supported by the Health Resources and Services Administration (*Religious Employer Exemption*). Provided that the Religious Employer Exemption is satisfied for your group health plan, then coverage under your group health plan will not include coverage for some or all of such contraceptive services. Please call Customer Service at the number on the back of your ID card for more information. Questions regarding the Religious Employer Exemption should be directed to your Group.

In addition, a certification(s) may have been provided to BCBSNM that your group health plan is established or maintained by an organization(s) that is an "eligible organization(s)" as defined in 45 C.F.R. 147.131(b), as modified or replaced, and qualifies for an eligible organization accommodation with respect to the Affordable Care Act requirement to cover certain contraceptive services without cost-sharing under guidelines supported by the Health Resources and Services Administration ("Eligible Organization Accommodation"). Provided that the Eligible Organization Accommodation is satisfied, coverage under your group health plan will not include coverage for some or all of such contraceptive services. Please call Customer Service at the number on the back of your ID card for more information. If you have questions regarding the certification(s), you may contact your Group. For other questions about the Eligible Organization Accommodation, you may contact Customer Service at the number on the back of your ID card.

## **SENDING NOTICES**

All notices to you are considered to be sent to and received by you when deposited in the United States mail with first-class postage prepaid and addressed to the subscriber at the latest address on BCBSNM membership records or to the employer.

## **TRANSFER OF BENEFITS**

All documents described in this booklet are personal to the member. Neither these benefits nor health care plan payments may be transferred or given to any person, corporation, or entity. Any attempted transfer will be void. Use of benefits by anyone other than a member will be considered fraud or material misrepresentation in the use of services or facilities, which may result in cancellation of coverage for the member and appropriate legal action by BCBSNM.

## SECTION 10: DEFINITIONS

**Accidental Injury** — A bodily injury caused solely by external, traumatic, and unforeseen means. Accidental Injury does not include disease or infection, hernia or cerebral vascular accident. Dental injury caused by chewing, biting, or malocclusion is not considered an Accidental Injury.

**Acupuncture** — The use of needles inserted into the human body for the prevention, cure, or correction of any disease, illness, injury, pain, or other condition.

**Adjustment Factor** — The percentage by which the Medicare Allowable amount is multiplied in order to arrive at the “Noncontracting Allowable Amount.” (See definition of “Covered Charge.”) Adjustment Factors will be evaluated and updated no less than every two years.

**Admission** — The period of time between the dates when a patient enters a Facility as an inpatient and is discharged as an inpatient. (If you are an inpatient at the time your coverage either begins or ends, benefits for the Admission will be available only for those Covered Services received on and after your Effective Date of Coverage or those received before your termination date.)

**Alcohol Abuse** — Conditions defined by patterns of usage that continue despite occupational, social, marital, or physical problems related to compulsive use of alcohol. Alcohol Abuse may also be defined by significant risk of severe withdrawal symptoms if the use of alcohol is discontinued.

**Ambulance** — A specially designed and equipped vehicle used **only** for transporting the sick and injured. It must have customary safety and lifesaving equipment such as first-aid supplies and oxygen equipment. The vehicle must be operated by trained personnel and licensed as an Ambulance.

**Ambulatory Surgical Facility** — A facility where health care providers perform surgeries, including diagnostic and preventive surgeries that do not require hospital admission.

**Appliance** — A device used to provide a functional or therapeutic effect.

**Applied Behavioral Analysis (ABA)** — Services that include behavior modification training programs that are based on the theory that behavior is learned through interaction between an individual and the environment. The goal of behavior management is to reinforce and increase desirable, functional behaviors while reducing undesirable, “mal-adaptive” behaviors.

**Autism Spectrum Disorder — (ASD)**

A condition that meets the diagnostic criteria for Autism Spectrum Disorder published in the current edition of the Diagnostic and Statistical Manual of Mental Disorders published by the American Psychiatric Association; or a condition diagnosed as autistic disorder, Asperger’s disorder, pervasive development disorder not otherwise specified, Rett’s disorder or childhood disintegrative disorder.

**Benefit Booklet** — This document or evidence of coverage issued to you along with your separately issued *Summary of Benefits*, explains the benefits, limitations, exclusions, terms, and conditions of your health coverage.

**Benefit Program Application (BPA)** — The application for coverage completed by the Group and made a part of the Group Contract.

**Blue Access for Members (BAM)** — On-line programs and tools that BCBSNM offers its Members to help track claims payments, make health care choices, and reduce health care costs.

**BlueCard** — BlueCard is a national program that enables members of one Blue company to obtain Health Care Services while traveling or living in another Blue company’s service area. The program links participating healthcare Providers with the independent Blue companies across the country and in more than 200 countries and territories worldwide., through a single electronic network for claims processing and reimbursement.

**BlueCard Access** — The term used by Blue Cross and Blue Shield companies for national doctor and Hospital finder resources available through the Blue Cross and Blue Shield Association. These provider location tools are useful when you need covered health care outside New Mexico. Call BlueCard Access at 1 (800) 810- BLUE (2583) or visit BlueCard Doctor and Hospital Finder at [bcbsnm.com](http://bcbsnm.com).

**Blue Cross and Blue Shield of New Mexico** — A Division of Health Care Service Corporation, a Mutual Legal Reserve Company, an Independent Licensee of the Blue Cross and Blue Shield Association; also referred to as BCBSNM.

**Calendar Year** — A Calendar Year (also known as a benefit period) is a period of one year that begins on January 1 and ends on December 31 of the same year (also referred to as Calendar Year). The initial Calendar Year benefit period is from a Member's Effective Date of Coverage and ends on December 31, which may be less than 12 months.

**Cancer Clinical Trial** — A course of treatment provided to a patient for the prevention of reoccurrence, early detection or treatment of cancer for which standard cancer treatment has not been effective or does not exist. It does not include trials designed to test toxicity or disease pathophysiology but must have a therapeutic intent and be provided as part of a study being conducted in a Cancer Clinical Trial in New Mexico. The scientific study must have been approved by an institutional review board that has an active federal-wide assurance of protection for human subjects and include all of the following: specific goals, a rationale and background for the study, criteria for patient selection, specific direction for administering the therapy or intervention and for monitoring patients, a definition of quantitative measures for determining treatment response, methods for documenting and treating adverse reactions, and a reasonable expectation based on clinical or pre-clinical data, that the treatment will be at least as effective as standard cancer treatment. The trial must have been approved by a United States federal agency or by a qualified research entity that meets the criteria established by the federal National Institutes of Health for grant eligibility.

**Cardiac Rehabilitation** — An individualized, supervised physical reconditioning exercise session lasting 4-12 weeks. Also includes education on nutrition and heart disease.

**Certified Nurse-Midwife** — A person who is licensed by the Board of Nursing as a Registered Nurse and who is licensed by the New Mexico Department of Health (or appropriate state regulatory body) as a certified nurse-midwife.

**Certified Nurse Practitioner** — A Registered Nurse whose qualifications are endorsed by the Board of Nursing for expanded practice as a certified nurse practitioner and whose name and pertinent information is entered on the list of certified nurse practitioners maintained by the Board of Nursing.

**Cessation Counseling** — As applied to the “smoking/tobacco use cessation” benefit described in *Section 5: Covered Services*, under “Preventive Services,” Cessation Counseling means a program, including individual, group, or proactive telephone quit line, that:

- is designed to build positive behavior change practices and provides counseling at a minimum on: establishment of reasons for quitting, understanding nicotine addiction, techniques for quitting, discussion of stages of change, overcoming the problems of quitting, including withdrawal symptoms, short-term goal setting, setting a quit date, relapse prevention information, and follow-up;
- operates under a written program outline that meets minimum requirements established by the Office of Superintendent of Insurance;
- employs counselors who have formal training and experience in tobacco cessation programming and are active in relevant continuing education activities; and



- uses a formal evaluation process, including mechanisms for data collection and measuring participant rate and impact of the program.

**Chemical Dependency** — Conditions defined by patterns of usage that continue despite occupational, marital, or physical problems that are related to compulsive use of alcohol, drugs or other substance. Chemical dependency (also referred to as “substance abuse,” which includes Alcohol or Drug Abuse) may also be defined by significant risk of severe withdrawal symptoms if the use of alcohol, drugs, or other substance is discontinued.

**Chemotherapy** — Drug therapy administered as treatment for malignant conditions and diseases of certain body systems.

**Eligible Child** — The following family Members of the Subscriber through the end of the month during which the Child turns age 26:

- natural or legally adopted Child of the Subscriber’s spouse or the Subscriber’s Domestic Partner
- Child placed in the Subscriber’s home for purposes of adoption (including a Child for whom the Subscriber’s spouse or the Subscriber’s Domestic Partner is a party in a suit in which the adoption of the Child by the Subscriber, Subscriber’s spouse, or the Subscriber’s Domestic Partner is being sought)
- stepchild of the Subscriber, Subscriber’s spouse, or the Subscriber’s Domestic Partner
- eligible foster child of the Subscriber, Subscriber’s spouse, or the Subscriber’s Domestic Partner
- child for whom the Subscriber, Subscriber’s spouse, or the Subscriber’s Domestic Partner must provide coverage because of a court order or administrative order pursuant to state law

**Chiropractor Services**— Any service or supply administered by a Chiropractor acting within the scope of his/her licensure and according to the standards of chiropractic medicine in New Mexico or the state in which services are rendered.

**Chiropractor** — A person who is a Doctor of Chiropractic (D.C.) licensed by the appropriate governmental agency to practice chiropractic medicine.

**Claim** — The term “Claim” as used in this document, refers only to post-service bills for services already received and sent to BCBSNM (or its designee) for benefit determination

**Coinsurance** — A percentage of Covered Charges that you are required to pay for a Covered Service. For Covered Payment Services that are subject to Coinsurance, you pay the percentage (indicated on the *Summary of Benefits*) of BCBSNM’s Covered Charge after the Deductible (if any) has been met.

**Contracted Provider** — A Provider that has a contract with BCBSNM or another BCBS Plan to bill BCBSNM (or other BCBS Plan) directly and to accept this health plan’s payment (provided in accordance with the provisions of the contract) plus the Member’s share (Coinsurance, Deductibles, Copayments, etc.) as in full for Covered Services. Also see “Network Provider (In-Network Provider),” in this section.

**Copayment** — A cost-sharing method that requires a covered person to pay a fixed dollar amount when a medical or pharmaceutical service is received, with the health insurance carrier paying the allowed balance; there may be different copayment amounts for different types of services under the same health benefits plan. Copayments are listed on the *Summary of Benefits*. **Cosmetic Surgery Services** — Cosmetic Surgery Services is a beautification or aesthetic surgery to improve an individual’s appearance by surgical alteration of a physical characteristic.

**Cost Effective** — A procedure, service, or supply that is an economically efficient use of resources with respect to cost, relative to the benefits and harms associated with the procedure, service, or supply. When determining Cost Effectiveness, the situation and characteristics of the individual patient are considered.

**Covered Charge** — The amount that BCBSNM allows for Covered Services using a variety of pricing methods and based on generally accepted claim coding rules. The Covered Charge for services from “Contracted Providers” is the amount the Provider, by contract with BCBSNM (or another entity, such as another BCBS Plan), will accept as payment in full under this health plan.

**Noncontracting Allowable Amount** — The maximum amount, not to exceed billed charges, that will be allowed for a Covered Service received from a Noncontracted Provider in most cases. The BCBSNM Noncontracting Allowable Amount is based on the **Medicare Allowable** amount for a particular service, which is determined by the Centers for Medicaid and Medicare Services (CMS).

**Medicare Allowable** — The amount allowed by CMS for Medicare- participating provider services, which is also used as a base for calculating Noncontracted Provider Claims payments for some Covered Services of Noncontracted Providers under this health plan. The Medicare Allowable amount will not include any additional payments that are not directly tied to a specific Claim, for example, medical education payments. If Medicare is primary over this health plan, and has paid for a service, the Covered Charge under this health plan may be one of the two following amounts:

**Covered Services** — Those services and other items for which benefits are available under the terms of the benefit plan of an Eligible Plan Member.

**Creditable Coverage** – Health care coverage through an employment-based group health care plan; health insurance coverage; Part A or B of title 18 of the Social Security Act (Medicare); Title 19 of the Social Security Act (Medicaid) except coverage consisting solely of benefits pursuant to section 1928 of that title; 10 USCA Chapter 55 (military benefits); a medical care program of the Indian Health Service or of an Indian nation, tribe, or pueblo; the NM Medical Insurance Pool (NMMIP) Act, or similar state sponsored health insurance pool; a health plan offered pursuant to 5 USCA Chapter 89; a public health plan as defined in federal regulations, whether foreign or domestic; any coverage provided by a governmental entity; whether or not insured, a State Children’s Health Insurance Program; or a health benefit plan offered pursuant to section 5(e) of the federal Peace Cops Act.

**Custodial Care Services**— Any service primarily for personal comfort or convenience that provides general maintenance, preventive, and/or protective care without any clinical likelihood of improvement of your condition.

Custodial Care includes those services which do not require the technical skills, professional training, and clinical assessment ability of medical and/or nursing personnel in order to be safely and effectively performed. These services can be safely provided by trained or capable non- professional personnel are to assist with routine medical needs (e.g., simple care and dressings, administration of routine medications, etc.), and are to assist with activities of daily living (e.g., bathing, eating, dressing, etc.).

**Cytological Screening** — A papanicolaou test or liquid- based cervical cytopathology, a human papillomavirus test, and a pelvic exam for symptomatic, as well as, asymptomatic female patients.

**Deductible** — An amount of Covered Charges that you must pay in a Calendar Year before this Plan begins to pay its share of Covered Charges you incur during that Calendar Year.

**Dental-Related Services** — Services performed for treatment or conditions related to the teeth or structures supporting the teeth.

**Dentist, Oral Surgeon** — A Doctor of Dental Surgery (D.D.S.) or Doctor of Medical dentistry (D.M.D.) who is licensed to practice prevention, diagnosis, and treatment of diseases, accidental injuries and malformation of the teeth, jaws, and mouth.

**Diagnostic Services** — Procedures such as laboratory and pathology tests, x-ray services, EKGs and EEGs that do not require the use of an operating or recovery room and that are ordered by a Provider to determine a condition or disease.

**Dialysis** — The treatment of a kidney ailment during which impurities are mechanically removed from the body with dialysis equipment.

**Doctor of Oriental Medicine** — A person who is a doctor of oriental medicine (D.O.M.) licensed by the appropriate governmental agency to practice Acupuncture and oriental medicine.

**Domestic Partner** — A person of the same or opposite sex who meets all of the following criteria:

- shares your permanent residence and has resided with you for no less than one year;
- is not less than 18 years of age;
- is financially interdependent with you and has proven such interdependence by providing documentation of at least two of the following arrangements: common ownership of real property or a common leasehold interest in such property; community ownership of a motor vehicle; a joint bank account or a joint credit account; designation as a beneficiary for life insurance or retirement benefits or under your partner's will; assignment of a durable power of attorney or health care power of attorney; or such other proof as is sufficient to establish financial interdependency under the circumstances of your particular case;
- is not a blood relative any closer than would prohibit legal marriage; and
- has signed jointly with you, a notarized affidavit which can be made available to BCBSNM on request.
- In addition, you and your Domestic Partner will meet the terms of this definition as long as neither you nor your Domestic Partner:
- has signed a Domestic Partner affidavit or declaration with any other person within 12 months prior to designating each other as Domestic Partners hereunder;
- is currently legally married to another person; or
- has any other Domestic Partner, spouse, or spouse equivalent of the same or opposite sex.

**Drug Abuse** — A condition defined by patterns of usage that continue despite occupational, marital, or physical problems related to compulsive use of drugs or other non-alcoholic substance. There may also be significant risk of severe withdrawal symptoms if the use of drugs is discontinued. Drug Abuse does not include nicotine addiction or Alcohol Abuse.

**Drug List** — A list of prescription drugs that are preferred for use by BCBSNM for retail and mail-order pharmacy benefits. The list is subject to periodic review and change by BCBSNM. BCBSNM-contracted providers should have received a copy of the list. If you need a list of commonly prescribed drugs on the BCBSNM Drug List, request it from a Customer Service Advocate or visit the BCBSNM website. Your drug plan may or may not use a Drug List. See your separately issued *Drug Plan Rider* for details.

**Drug Plan Rider** — The document that explains the coverage available to you for prescription drugs, insulin, diabetic supplies, and certain nutritional products.

**Durable Medical Equipment** — Any equipment that can withstand repeated use, is made to serve a medical purpose, and is generally considered useless to a person who is not ill or injured.

**Effective Date of Coverage** — 12:01 a.m. of the date on which a Member's coverage under this Plan begins.

**Eligible Family Members** — Family members of the Subscriber, limited to the following:

- the Subscriber's legal **spouse**;
- the Subscriber's **Domestic Partner** (NOTE: Domestic Partner coverage is available at your employer's discretion. Contact your employer for information on whether Domestic Partner coverage is available for your Group.);
- the Subscriber's Eligible Child or the Eligible Child of the Subscriber's Spouse or Subscriber's Domestic Partner (provided your employer covers Domestic Partners) through the end of the month in which the Child reaches **age 26** (Once a covered Child reaches age 26, the Child is automatically removed from coverage and rates adjusted accordingly - unless the Child is an Eligible Family Member under this Plan due to a disability as described below.)
- the Subscriber's **unmarried** Child or the unmarried Child of the Subscriber's Spouse or Subscriber's Domestic Partner (provided your employer covers Domestic Partners) age 26 or older who was enrolled as the Subscriber's covered Child in this Plan at the time of reaching the age limit, and who is medically certified as **disabled**, chiefly dependent upon the Subscriber for support and maintenance, and incapable of self-sustaining employment by reason of his/her disability (Such condition must be certified by a Physician and BCBSNM. Also, a Child may continue to be eligible for coverage age 26 only if the condition began before or during the month in which the Child would lose coverage due to his/her age. BCBSNM must receive written notice of the disabling condition within 31 days of the Child's attainment of the limiting age).

**Emergency, Emergency Care** — Medical or surgical procedures, treatments, or services delivered after the sudden onset of what reasonably appears to be a medical condition with symptoms of sufficient severity, including severe pain, that the absence of immediate medical attention could reasonably be expected by a reasonable layperson to result in jeopardy to his/her health; serious impairment of bodily functions; serious dysfunction of any bodily organ or part, or disfigurement. In addition, services must be received in an emergency room, trauma center, or Ambulance to qualify as an Emergency. Examples of Emergency conditions include but are not limited to: heart attack or suspected heart attack, coma, loss of respiration, stroke, acute appendicitis, severe allergic reaction, or poisoning.

**Enteral Nutritional Products** — A product designed to provide calories, protein, and essential micronutrients by the enteral route (i.e., by the gastrointestinal tract, which includes the stomach and small intestine only).

**Experimental, Investigational or Unproven** — Any treatment, procedure, facility, equipment, drug, device, or supply that is not accepted as standard medical practice in the state where services are provided. In addition, if a federal or other governmental agency approval is required for use of any items and such approval was not granted at the time services were administered, the service is Experimental. To be considered standard medical practice and not Experiment or Investigational, treatment must meet all five of the following criteria:

- a technology must have final approval from the appropriate regulatory government bodies; however, approval by a governmental or regulatory agency will be taken into consideration by BCBSNM in assessing Experimental/Investigational status of a drug, device, biological product, supply and equipment for medical treatment or procedure but will not be determinative;

- the scientific evidence as published in peer-reviewed literature must permit conclusions concerning the effect of the technology on health outcomes;
- the technology must improve the net health outcome;
- the technology must be as beneficial as any established alternatives; and
- the improvement must be attainable outside the Investigational settings.

**Facility** — A Hospital (see “Hospital” later in this section) or other institution (also, see “Provider” later in this section).

**FDA** — The United States Food and Drug Administration.

**Genetic Inborn Error of Metabolism** — A rare, inherited disorder that is present at birth; if untreated, results in mental retardation or death, and requires that the affected person consume Special Medical Foods.

**Group** — A bonafide employer covering employees of such employer for the benefit of persons other than the employer; or an association, including a labor union, that has a constitution and bylaws and is organized and maintained in good faith for purposes other than that of obtaining insurance.

**Group Contract** — The group administration document the Group’s application to the Plan (Benefit Program Application), this Benefit Booklet, the Summary of Benefits and Coverage, and any other applications, riders, enclosures, addenda exhibit, and Amendments, or Endorsements, if any, between the Plan and the Group, referred to as the Group Contract.

**Group Health Care Plan** — An employee welfare benefit plan as defined in Section 3(1) of the federal Employee Retirement Income Security Act of 1974 to the extent that the plan provides medical care and includes items and services paid for as medical care (directly or through insurance, reimbursement, or otherwise) to employees or their eligible family members (as defined under the terms of the Plan).

**Habilitative Services** — Occupational Therapy, Physical Therapy, Speech Therapy and other health care services that help you keep, learn, or improve skills and functioning for daily living, as prescribed by your Physician pursuant to a treatment plan. Examples include therapy for a child who isn’t walking or talking at the expected age and includes therapy to enhance the ability of a child to function with a Congenital, Genetic or Early Acquired Disorder. These pathology and other services for people with disabilities in a variety of Inpatient and/or Outpatient settings, with coverage as described in this benefit booklet.

**Health Care Benefits** — Benefits for Medically Necessary services consisting of preventive care, Emergency care, inpatient and out-patient hospital and Physician care, diagnostic laboratory and diagnostic and therapeutic radiological services and does not include dental services, vision services for adults, or long-term rehabilitation treatment.

**Health Care Facility** — An institution providing Health Care Services, including a Hospital or other licensed inpatient center, an ambulatory surgical or treatment center, a Skilled Nursing Facility, a Residential Treatment Center, a Home Health Care Agency, a diagnostic laboratory or imaging center, and a rehabilitation or other therapeutic health setting.

**HMO- Participating Provider** — Either a Facility (i.e., a Hospital) or a Professional Provider (i.e., a Physician) that, for the service being provided, contracts with BCBSNM as an HMO- Participating Provider, either directly or indirectly, or with the National BCBS Transplant Network to provide Health Care Services to Members with an expectation of receiving payment (other than Copayments, Coinsurance, or Deductibles) directly or indirectly from BCBSNM. An HMO- Participating Provider also agrees to bill BCBSNM and to accept this Plan’s payment (provided in accordance with the provisions

of the contract) plus the Member's Copayment as payment in full for Covered Services. BCBSNM will pay the HMO- Participating Provider directly.

The contracts between BCBSNM and its Providers include a "hold harmless" clause so that an HMO Member cannot be liable to the provider for moneys owed by BCBSNM for services covered under this Plan.

BCBSNM may add, change, or terminate specific Participating Providers at its discretion or recommend a specific Provider for specialized care as Medical Necessity warrants. Participating Providers are not required by BCBSNM to comply with any specified numbers, targeted averages, or maximum durations of patient visits.

**HMO- Participating Specialist** — A health care practitioner who has an HMO- Participating Provider contract with BCBSNM but is **not** specially contracted as a "PCP." A specialist does not include Hospitals or other treatment facilities, Urgent Care Facilities, pharmacies, equipment suppliers, Ambulance companies, or similar ancillary health care Providers.

**Home Health Care Agency** — An appropriately licensed provider that both:

- brings Skilled Nursing Care and other services on an intermittent, visiting basis into your home in accordance with the licensing regulations for home health care agencies in New Mexico or in the state where the services are provided; *and*
- is responsible for supervising the delivery of these services under a plan prescribed and approved in writing by the attending Physician.

**Home Health Care Services** — Covered Services, as listed under "Home Health Care/Home I.V. Services" in *Section 5: Covered Services*, that are provided in the home according to a treatment plan by a certified Home Health Care Agency under active Physician and nursing management. Registered Nurses must coordinate the services on behalf of the Home Health Care Agency and the patient's Physician.

**Hospice** — A licensed program providing care and support to Terminally Ill Patients and their families. An approved Hospice must be licensed when required, Medicare-certified as, or accredited by, the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), as a Hospice.

**Hospice Benefit Period** — The period of time during which Hospice benefits are available. It begins on the date the attending Physician certifies that the Member is terminally ill and ends **six months** after the period began (or upon the Member's death, if sooner). The Hospice Benefit Period must begin while the Member is covered for these benefits, and coverage must be maintained throughout the Hospice Benefit Period.

**Hospice Care** — An alternative way of caring for Terminally Ill Patients in the home or institutional setting, which stresses controlling pain and relieving symptoms but does not cure. Supportive services are offered to the family before the death of the patient.

**Hospital** — A health institution offering facilities, beds, and continuous services 24 hours a day, 7 days a week. The Hospital must meet all licensing and certification requirements of local and state regulatory agencies. Services provided include:

- diagnosis and treatment of illness, injury, deformity, abnormality or pregnancy
- clinical laboratory, diagnostic x-ray, and definitive medical treatment provided by an organized medical staff within the institution
- treatment facilities for Emergency Care and Surgical Services either within the institution or through a contractual arrangement with another licensed Hospital (These contracted services must be documented by a well-defined plan and related to community needs.).

**Host Blue** — When you are outside New Mexico and receive Covered Services, the provider will submit Claims to the Blue Cross Blue Shield (BCBS) Plan in that state. That BCBS Plan (the “Host Blue” Plan) will then price the Claim according to local practice and contracting, if applicable, and then forward the Claim electronically to BCBSNM - your “Home” Plan - for completion of processing (e.g., benefits and eligibility determination).

**Identification Card (ID Card)** — The card BCBSNM issues to the Subscriber that identifies the cardholder as a Plan Member.

**Infusion Suite** — An alternative to Hospital and clinic-based infusion settings where specialty medications can be infused.

**Initial Enrollment Eligibility Date** – A member’s effective date of coverage or the first day of any employee probationary period imposed on the member by the employer, whichever is earlier. For a Late Applicant or for a person applying under a special enrollment provision, the initial enrollment eligibility date is his/her effective date of coverage.

**Inpatient Services** — Care provided while you are confined as an inpatient in a Hospital or treatment center for at least 24 hours. Inpatient care includes partial hospitalization (a nonresidential program that includes from 5-12 hours of continuous mental health or Chemical Dependency care during any 24- hour period in a treatment Facility).

**Intensive Outpatient Program (IOP)** — Distinct levels or phases of treatment that are provided by a certified/licensed Chemical Dependency or mental health program. IOPs provide a combination of individual, family, and/or group therapy in a day, totaling nine or more hours in a week.

**Late Applicant** — Unless eligible for a Special Enrollment, applications from the following enrollees will be considered late:

- anyone not enrolled **within 31 days** of becoming eligible for coverage under this health care plan (e.g., a Child added **more than 31 days** after legal adoption, a new spouse or stepchild added more than 31 days after marriage)
- anyone enrolling on the Group’s initial BCBSNM enrollment date who was not covered under the Group’s prior plan (but who was eligible for such coverage)
- anyone eligible but not enrolled during the Group’s initial enrollment
- anyone who voluntarily terminates his/her coverage and applies for reinstatement of such coverage at a later date (except as provided under the USERRA of 1994)

**Licensed Midwife** — A person who practices lay midwifery and is registered as a licensed midwife by the New Mexico Department of Health (or appropriate state regulatory body).

**Licensed Practical Nurse (L.P.N.)** — A nurse who has graduated from a formal practical nursing education program and is licensed by appropriate state authority.

**Managed Health Care Plans** — A policy, contract, certificate or agreement offered or issued by a health care insurer, provider service network, or plan administrator to provide, deliver arrange for, pay for, or reimburse the costs of health care services except as otherwise provided in this subsection. A MHCP either requires a covered person to use, or creates incentives, including financial incentives, for a covered person to use health care providers managed, owned, under contract with or employed by the health care insurer

**Maternity/Pregnancy Related** — Any condition that is related to pregnancy. Maternity care includes prenatal and postnatal care and care for the complications of pregnancy, such as ectopic pregnancy, spontaneous abortion (miscarriage), elective abortion or C-section. See

“Maternity/Reproductive Services and Newborn Care” in *Section 5: Covered Services* for more information.

**Medicaid** — A state-funded program that provides medical care for indigent persons, as established under Title XIV of the Social Security Act of 1965, as amended.

**Medical Detoxification** — Treatment in an acute care Facility for withdrawal from the physiological effects of Alcohol or Drug Abuse. (Detoxification usually takes about three days in an acute care Facility.)

**Medical Supplies** — Expendable items (except prescription drugs) ordered by a Physician or other Professional Provider, that are required for the treatment of an illness or Accidental Injury.

**Medically Necessary, Medical Necessity** — Health Care Services that BCBSNM determines a Hospital, Physician, or other Provider, exercising prudent clinical judgment, would provide to a patient for the purpose of preventing, evaluating, diagnosing or treating an illness, injury, disease or its symptoms and that are:

in accordance with generally accepted standards of medical practice;

clinically appropriate, in terms of type, frequency, extent, site and duration, and considered effective for the patient’s illness, injury or disease; and

not primarily for the convenience of the patient, Hospital, Physician, or other Provider, and not more costly, as determined by BCBSNM or its agents, than an alternative clinical service, therapy, or procedure or sequence of services, therapies, and procedures that based on evidence-based clinical data are at least as likely to produce equivalent therapeutic or diagnostic results as to the diagnosis or treatment of that patient’s illness, injury or disease.

**Medicare** — Title 18 of the Social Security Amendments of 1965, “*Health Insurance for Aged and Disabled*,” as then constituted or later amended.

**Member** — An enrollee (the Subscriber or any Eligible Family Member) who is enrolled for coverage and entitled to receive benefits under this Plan in accordance with the terms of the Group Contract Throughout this Benefit Booklet, the terms “you” and “your” refer to each Member.

**Mental Disorder** — A clinically significant behavioral or psychological syndrome or condition that causes distress and disability and for which improvement can be expected with relatively short-term treatment. Mental Disorder does not include developmental disabilities, autism or Autism Spectrum Disorders, drug or Alcohol Abuse, or learning disabilities.

**Morbid Obesity** — A serious health condition that can interfere with a person’s basic physical functions such as breathing or walking and that meets the following criteria with respect to such person’s weight and/or health:

- a body mass index (BMI) equal to or greater than 40 kg/meters<sup>2</sup>;
- a BMI equal to or greater than 35kg/meters<sup>2</sup> with at least one (1) of the following clinically significant obesity- related diseases or complications that are not controlled by best practice medical management: hypertension, dyslipidemia, diabetes mellitus, coronary heart disease, sleep apnea, or osteoarthritis

**Network Provider (In- network Provider)** — A Contracted Provider that has agreed to provide services to Members in your *specific* type of health plan (e.g., PPO etc.).

**Network Service Area** — The geographic area designated by BCBSNM, within which the Benefits of this Plan are available to Members. A Member may call Customer Service at the number shown on the back of the Identification Card (ID) to determine if he/she resides or works in the Network Service Area or he/she may log on to the website at [www.bcbsnm.com](http://www.bcbsnm.com).



**Noncontracted** — A Provider that does not have any contract with BCBSNM, either directly or indirectly (for example, through another BCBS Plan), to accept the Covered Charge as payment in full under your health plan.

**Obstetrician-Gynecologist** — A physician who is eligible to be or who is board certified by the American board of Obstetricians and Gynecologists or by the American college of osteopathic Obstetricians and Gynecologists.

**Occupational Therapist** — A person registered to practice Occupational Therapy. An Occupational Therapist treats neuromuscular and psychological dysfunction caused by disease, trauma, congenital anomaly or prior therapeutic process through the use of specific tasks or goal-directed activities designed to improve functional performance of the patient.

**Occupational Therapy** — The use of rehabilitative techniques to improve a patient's functional ability to perform activities of daily living.

**Optometrist** — A Doctor of Optometry (O.D.) licensed to examine and test eyes and treat visual defects by prescribing and adapting corrective lenses and other optical aids.

**Orthopedic Appliance** — An individualized rigid or semi rigid support that eliminates, restricts, or supports motion of a weak, injured, deformed, or diseased body part; for example, functional hand or leg brace, Milwaukee brace, or fracture brace.

**OSI** — The Office of Superintendent of Insurance.

**Other Valid Coverage** — All other group and individual (or direct-pay) insurance policies or health care benefit plans (including Medicare, but excluding Indian Health Service and Medicaid coverages), that provide payments for medical services will be considered Other Valid Coverage for purposes of coordinating benefits under this Plan.

**Other Providers** — Clinical Psychologists and the following masters-degreed psychotherapists (an independently licensed Professional Provider with either an M.A. or M.S. degree in psychology or counseling); licensed independent social workers (L.I.S.W.); licensed professional clinical mental health counselors (L.P.C.C.); masters-level Registered Nurse certified in psychiatric counseling (R.N.C.S.); licensed marriage and family therapist (L.M.F.T.). For Chemical Dependency services, a Provider also includes a licensed Alcohol and Drug Abuse counselor (L.A.D.A.C.).

**Out-of-Area Services** — Covered services that are provided to you when outside the BCBSNM HMO Network Service Area.

**Out-of-Pocket Limit** — The maximum total Copayments that any one *Member* will pay for basic health care services (as defined in federal and state regulations) in any calendar year will not exceed twice the annual premium.

**Outpatient Services** — Medical/Surgical Services received in the outpatient department of a Hospital, observation room, Emergency room, Ambulatory Surgical Facility, freestanding Dialysis Facility, or other covered outpatient treatment Facility.

**Outpatient Surgery** — Any Surgical Services that is performed in an Ambulatory Surgical Facility or the outpatient department of a Hospital, but **not** including a procedure performed in an office or clinic. Outpatient Surgery includes any procedure that requires the use of an Ambulatory Surgical Facility or an outpatient Hospital operating or recovery room.

**Participating Provider** — See definition of “HMO- Participating Provider,” earlier in this section.

**Physical Therapist** — A licensed physical therapist. Where there is no licensure law, the Physical Therapist must be certified by the appropriate professional body. A Physical Therapist treats disease or Accidental Injury by physical and mechanical means (regulated exercise, water, light, or heat).

**Physical Therapy** — The use of physical agents to treat disability resulting from disease or injury. Physical agents include heat, cold, electrical currents, ultrasound, ultraviolet radiation, and therapeutic exercise.

**Physician** — A Doctor of Medicine (M.D.) or osteopathy (D.O.) and who is licensed to practice medicine under the laws of the state or jurisdiction where the services are provided.

**Physician Assistant** — A skilled person who is a graduate of a physician assistant or surgeon assistant program approved by a nationally recognized accreditation body or who is currently certified by the national commission on certification of physical assistants, and who is licensed to practice medicine, usually under the supervision of a licensed physician.

**Podiatrist** — A licensed doctor of podiatric medicine (D.P.M.). A podiatrist treats conditions of the feet.

**Practitioner of the Healing Arts** — A health care professional as defined in Paragraph (2) of Subsection B of Section 59A-22-32 NMSA 1978.

**Preauthorization** — A pre-service determination made by a health insurance carrier regarding a covered person's eligibility for Health Care Services based on Medical Necessity, health benefits coverage and the appropriateness and site of services pursuant to the terms of the health benefits plan.

**Predetermination** — An advance confirmation, or "predetermination," of benefits for a requested Covered Service. Predetermination does not guarantee benefits if the actual circumstances of the case differ from those originally described.

**Preventive Services** — Professional services rendered for the early detection of asymptomatic illnesses or abnormalities and to prevent illness or other conditions.

**Primary Care Provider (PCP)** — HMO- participating providers who have signed special "Primary Care Provider" agreements with BCBSNM and are listed as "PCPs" in the provider directory or online provider finder. They include family and general practice, internal medicine, obstetrics/gynecology, and pediatric health care providers conveniently located throughout New Mexico and along the New Mexico border of neighboring states. See the definition of "Provider" for more information. Other health care professionals may also provide primary care.

**Professional Provider (Health Care Professional)** — A Physician or health care practitioner, including a pharmacist, who is licensed, certified, or otherwise authorized by the state to provide Health Care Services consistent with state law.

**Prosthetics, Prostheses or Prosthetic Device** — An externally attached or surgically implanted artificial substitute for an absent body part; for example, an artificial eye or limb.

**Provider** — A licensed health care professional, hospital or other facility authorized to furnish health care services. A Provider may belong to one or more networks, but if you want to visit a Network Provider, you must choose the Provider from the *appropriate* network:

**Preferred Provider:** A Provider who has contracted with BCBSNM as a Preferred Provider but does not practice one of the Primary Preferred Provider medical specialties.

**Nonpreferred Provider:** Providers that have not contracted with BCBSNM, either directly or indirectly (for example, through another BCBS Plan). These Providers may have "participating-only" or "HMO" Provider agreements but are not considered Preferred Providers and are not eligible for Preferred Provider coverage under your health plan - unless listed as an exception under "Exceptions for Nonpreferred Providers."

**Participating Pharmacy:** A retail supplier that has contracted with BCBSNM or its authorized representatives to dispense prescription drugs and medicines, insulin, diabetic supplies, and nutritional products to members covered under the drug plan portion of this Plan and that has contractually accepted

the terms and conditions as set forth by BCBSNM and/or its authorized representatives. Some participating pharmacies are contracted with BCBSNM to provide specialty drugs to members; these pharmacies are called “Specialty Pharmacy Providers” and some drugs must be dispensed by these specially contracted pharmacy providers in order to be covered.

A **Network Provider** agrees to provide Health Care Services to Members with an expectation of receiving payment directly or indirectly from BCBSNM (or other entity with whom the Provider has contracted). A Network Provider agrees to bill BCBSNM (or other contracting entity) directly and to accept this Plan’s payment (provided in accordance with the provisions of the contract) plus the Member’s share (Coinsurance, Deductibles, copayments, etc.) as payment in full for Covered Services. BCBSNM (or other contracting entity) will pay the Network Provider directly. BCBSNM (or other contracting entity) may add, change, or terminate specific Network Providers at its discretion or recommend a specific Provider for specialized care as medical necessity warrants.

**Participating Provider** — Any Provider that, for the service being provided, contracts with BCBSNM, a BCBSNM contractor or subcontractor, another Blue Cross and Blue Shield (BCBS) Plan or the national BCBS Transplant network as a “Participating” Provider **only** and does not hold a Preferred Provider contract. Providers that have only a Participating Provider contract are **not** considered Preferred Providers and are paid at the Nonpreferred Provider Benefit level. However, they do obtain Preauthorization for the Member and bill BCBSNM directly just like a Preferred Provider. BCBSNM pays them directly and they cannot balance bill the Member.

**Nonparticipating Provider:** A provider that does not have either a Preferred or a Participating Provider contract and is paid at the Nonpreferred Provider Benefit level.

**Psychiatric Hospital** — A psychiatric Facility licensed as an acute care Facility or a psychiatric unit in a medical Facility that is licensed as an acute care Facility. Services are provided by or under the supervision of an organized staff of Physicians. Continuous 24-hour nursing services are provided under the supervision of a Registered Nurse.

**Psychologist** — A person who is duly licensed or certified in the state where the service is rendered and has a doctoral degree in psychology and has had at least two years of clinical experience in a recognized health setting or has met the standards of the national register of health service providers in psychology.

**Pulmonary Rehabilitation** — An individualized, supervised physical conditioning program. Occupational Therapists teach you how to pace yourself, conserve energy, and simplify tasks. Respiratory Therapists train you in bronchial hygiene, proper use of inhalers, and proper breathing.

**Radiation Therapy** — X-ray, radon, cobalt, betatron, telocobalt, and radioactive isotope treatment for malignant diseases and other medical conditions.

**Reconstructive Surgery** — Reconstructive Surgery improves or restores bodily function to the level experienced before the event that necessitated the surgery, or in the case of a congenital defect, to a level considered normal. Such surgeries may have a coincidental Cosmetic effect.

**Registered Lay Midwife** — Any person who practices lay midwifery and is registered as a lay midwife by the New Mexico Department of Health.

**Registered Nurse (R.N.)** — A nurse who has graduated from a formal program of nursing education (diploma school, associate degree or baccalaureate program) and is licensed by appropriate state authority.

**Registered Nurse (R.N.) in an Expanded Practice** — A person licensed by the board of nursing as a Registered Nurse for Expanded Practice as a certified nurse practitioner, certified registered nurse anesthetist, certified clinical nurse specialist in psychiatric mental health nursing or clinical nurse

specialist in private practice and who has a master's degree or doctorate in a defined clinical nursing specialty and is certified by a national nursing organization.

**Rehabilitative Service** — Including, but not limited to Speech Therapy, Physical Therapy and Occupational Therapy. Treatment, as determined by your Physician that must be limited to therapy which is expected to result in significant improvement in the conditions for which it is rendered, “Rehabilitative Services” must be expected to help a person regain, maintain or prevent deterioration of a skill or function that has been acquired but then lost or impaired due to illness, injury or disabling condition.

**Rescission** — A cancellation or discontinuance of coverage that has retroactive effect; a cancellation or discontinuance of coverage is not a rescission if:

- the cancellation or discontinuance of coverage has only a prospective effect; or
- the cancellation or discontinuance of coverage is effective retroactively to the extent it is attributable to a failure to timely pay required premiums or contributions towards the cost of coverage.

**Residential Treatment Center** — A Facility offering a defined course of therapeutic intervention and special programming in a controlled environment which also offers a degree of security, supervision, and structure and is licensed by the appropriate state and local authority to provide such service. It does not include half- way houses, supervised living, group homes, boarding houses, or other facilities that provide primarily a supportive environment and address long- term social needs, even if counseling is provided in such facilities. Patients in Residential Treatment Centers are medically monitored with 24- hour medical availability and 24- hour on- site nursing service for patients with Mental Illness and/or Chemical Dependency disorders.

**Respiratory Therapist** — A person qualified for employment in the field of respiratory therapy. A Respiratory Therapist assists patients with breathing problems.

**Routine Newborn Care** — Care of a child immediately following his/her birth that includes:

- routine Hospital nursery services, including alpha-fetoprotein IV screening
- routine medical care in the Hospital after delivery
- pediatrician
- services related to circumcision of a male newborn
- standby care at a C-section procedure

**Routine Patient Care Cost** — The cost for all items and services consistent with the coverage provided under this Plan that is typically covered for a Member who is not enrolled in a clinical trial. Routine Patient Care Cost does not include:

- the investigational item, device, or service itself;
- items and services that are not provided solely to satisfy data collection and analysis needs and that are not used in the direct clinical management of the patient; or
- a service that is clearly inconsistent with widely accepted and established standards of care for a particular diagnosis.

**Routine Screening Colonoscopy/Mammogram** — Tests to screen for occult colorectal and/or breast cancer in persons who, at the time of testing, are not known to have active cancer of the colon or breast, respectively. (If there is a history of colon or breast cancer, for the purposes of the “Preventive Services” benefit, a cancer is no longer active if there has been no treatment for it and no evidence of

recurrence for the previous three years.) Routine screening tests are performed at defined intervals based on recommendations of national organizations as summarized in the BCBSNM Preventive Care Guidelines. Routine screening tests do not include tests (sometimes called “surveillance testing”) intended to monitor the current status or progression of a cancer that is already diagnosed.

**Note:** BCBSNM Preventive Care Guidelines may be found at the BCBSNM website below or contacting Customer Service:

**[www.bcbsnm.com/health/know\\_your\\_numbers](http://www.bcbsnm.com/health/know_your_numbers)**

**Service Area** — BCBSNM’s service area is the geographic area where BCBSNM is licensed to conduct business (all counties in New Mexico).

**Short-Term Rehabilitation** — Inpatient, outpatient, office- and home- based occupational, physical, and Speech Therapy techniques that are medically necessary to restore and improve lost bodily functions following illness or Accidental Injury. (This does not include services provided as part of an approved home health or Hospice Admission, which are subject to separate benefit limitations and exclusions, and does not include Alcohol or Drug Abuse rehabilitation.)

**Skilled Nursing Care** — Care that can be provided only by someone with at least the qualifications of a Licensed Practical Nurse (L.P.N.) or Registered Nurse (R.N.).

**Skilled Nursing Facility** — A Facility or part of a Facility that:

- is licensed in accordance with state or local law; *and*
- is a Medicare-participating Facility; *and*
- is primarily engaged in providing Skilled Nursing Care to inpatients under the supervision of a duly licensed Physician; *and*
- provides continuous 24-hour nursing service by or under the supervision of a Registered Nurse; *and*
- does **not** include any Facility that is primarily a rest home, a Facility for the care of the aged, or for treatment of tuberculosis, or for intermediate Custodial or Educational Care.

**Sound Natural Teeth** — Teeth that are whole, without impairment, without periodontal or other conditions and not in need of treatment for any reason other than Accidental Injury. Teeth with crowns or restorations (even if required due to a previous injury) are **not** Sound Natural Teeth. Therefore, injury to a restored tooth will not be covered as an accident related expense. (Your Provider must submit x-rays taken *before* the dental or surgical procedure in order for BCBSNM to determine whether the tooth was “sound.”)

**Special Care Unit** — A designated unit that has concentrated facilities, equipment and supportive services to provide an intensive level of care for critically ill patients. Examples of Special Care Units are intensive care unit (ICU), cardiac care unit (CCU), subintensive care unit, and isolation room.

**Special Enrollment** — When an otherwise eligible employee or Eligible Family Member did not enroll in the Plan when initially eligible, there are certain instances (or “qualifying events”) during which the employee and his/her Eligible Family Members, if any, may enroll in the Plan at a later date or more than 31 days after becoming eligible - and not considered Late Applicants. The “Special Enrollment” period is the period of time during which an otherwise Late Applicant may apply for coverage outside the annual open enrollment period.

**Special Medical Foods** — Nutritional substances in any form that are consumed or administered internally under the supervision of a Physician, specifically processed or formulated to be distinct in one or more nutrients present in natural food; intended for the medical and nutritional management of

patients with limited capacity to metabolize ordinary foodstuffs, or certain nutrients contained in ordinary foodstuffs, or who have other specific nutrient requirements as established by medical evaluation; and essential to optimize growth, health, and metabolic homeostasis. Special Medical Foods are covered only when prescribed by a Physician for treatment of genetic disorders of metabolism, and the member is under the Physician's ongoing care. Special Medical Foods are not for use by the general public and may not be available in stores or supermarkets. Special Medical Foods are not those foods included in a health diet intended to decrease the risk of disease, such as reduced-fat foods, low sodium foods, or weight loss products.

**Specialty Pharmacy Provider** — See definition of "Participating Pharmacy."

**Speech Therapist** — A speech pathologist certified by the American Speech and Hearing Association. A Speech Therapist assists patients in overcoming speech disorders.

**Speech Therapy** — Services used for the diagnosis and treatment of speech and language disorders.

**Subscriber** — An individual whose employment or other status, except family dependency, is the basis for eligibility for enrollment in the health benefits plan, or in the case of an individual contract, the person in whose name the contract is issued.

**Summary of Benefits and Coverage (SBC)** — The separately issued schedule that defines your copayment and/or coinsurance requirements, deductible, out-of-pocket limit, and annual or lifetime benefits, and provides an overview of covered services. It is referred to as the *Summary of Benefits* throughout this benefit booklet.

**Surgical Services** — Any of a variety of technical procedures for treatment or diagnosis of anatomical disease or Accidental Injury including, but not limited to: cutting; microsurgery (use of scopes); laser procedures; grafting, suturing, castings; treatment of fractures and dislocations; electrical, chemical, or medical destruction of tissue; endoscopic examinations; anesthetic epidural procedures; other invasive procedures. Benefits for Surgical Services also include usual and related local anesthesia, necessary assistant surgeon expenses, and pre- and post-operative care, including recasting.

**Temporomandibular Joint (TMJ) Syndrome** — A condition that may include painful temporomandibular joints, tenderness in the muscles that move the jaw, clicking of joints, and limitation of jaw movement.

**Terminally Ill Patient** — A patient with a life expectancy of **six months or less**, as certified in writing by the attending Physician.

**Tertiary Care Facility** — A hospital unit that provides complete perinatal care and intensive care of intrapartum and perinatal high-risk patients with responsibilities for coordination of transport, communication, education and data analysis systems for the geographic area served.

**Totally Disabled** — With respect to an Eligible Person, an inability by reason of illness, injury or physical condition to perform the material duties of any occupation for which the Eligible Person is or becomes qualified by reason of experience, education or training or with respect to a covered person other than an Eligible Person, the inability by reason of illness, injury or physical condition to engage in the normal activities of a similarly situated person who is in good health.

**Transplant** — A surgical process that involves the removal of an organ from one person and placement of the organ into another. Transplant can also mean removal of organs or tissue from a person for the purpose of treatment and re-implanting the removed organ or tissue into the same person.

**Transplant-Related Services** — Any hospitalizations and medical or Surgical Services related to a covered Transplant or re-Transplant and any subsequent hospitalizations and medical or Surgical Services related to a covered Transplant or re-Transplant and received within one year of the Transplant or re-Transplant.

**Urgent Care** — A situation in which a prudent layperson in that circumstance, possessing an average knowledge of medicine and health would believe that he or she does not have an emergency medical condition but needs care expeditiously because:

- (a) the life or health of the covered person would otherwise be jeopardized;
- (b) the covered person's ability to regain maximum function would otherwise be jeopardized;
- (c) in the opinion of a physician with knowledge of the covered person's medical condition, delay would subject the covered person to severe pain that cannot be adequately managed without care or treatment;
- (d) the medical exigencies of the case require expedited care; or
- (e) the covered person's claim otherwise involves urgent care.

**Virtual Visits** — Consultation with a licensed Provider through interactive video and/or store-and-forward technology via online portal or mobile application.

**Well-child Care** — Periodic health and development assessments and screenings, immunizations, and physical exams provided to children who have no symptoms of current illness as recommended by the American Academy of Pediatrics and the U.S. Preventive Services Task Force (USPSTF).

## SECTION 11: CONTINUATION COVERAGE RIGHTS UNDER COBRA

This notice contains important information about your possible right to COBRA continuation coverage, which is a temporary extension of coverage under this Group Health Care Plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), for certain larger group employers. COBRA continuation coverage may be available to you and to other members of your family who are covered under the health care plan when you would otherwise lose your Group health coverage. Contact your employer to determine if you or your Group are eligible for COBRA continuation coverage.

This notice generally explains:

- COBRA continuation coverage;
- when it may become available to you and your family if your Group is subject to the provisions of COBRA; and
- what you need to do to protect your right to receive it.

This notice gives only a summary of COBRA continuation coverage rights. For more information about the rights and obligations under the Plan and under federal law, contact the Plan administrator or see *Section 2: Enrollment and Termination Information* of this Benefit Booklet.

The Plan administrator of the Plan is named by the employer or by the group health plan. Either the Plan administrator or a third party named by the Plan administrator is responsible for administering COBRA continuation coverage. Contact your Plan administrator for the name, address, and telephone number of the party responsible for administering your COBRA continuation coverage.

### COBRA CONTINUATION COVERAGE

COBRA continuation coverage is a continuation of health care plan coverage when coverage would otherwise end because of a life event known as a “qualifying event.” Specific qualifying events are listed later in this notice. COBRA continuation coverage must be offered to each person who is a “qualified beneficiary.” A qualified beneficiary is someone who will lose coverage under the health care plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and eligible children of employees may be qualified beneficiaries. Under the Plan, generally most qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage. Contact the employer and/or COBRA administrator for specific information for your Plan.

If you are an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because either one of the following qualifying events happens:

- your hours of employment are reduced; or
- your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because any of the following qualifying events happens:

- your spouse dies;
- your spouse’s hours of employment are reduced;
- your spouse’s employment ends for any reason other than his or her gross misconduct;
- your spouse becomes enrolled in Medicare (Part A, Part B or both); or
- you become divorced or legally separated from your spouse.



Your eligible children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens and if your Group is subject to the provisions of COBRA:

- the parent-employee dies;
- the parent-employee's hours of employment are reduced;
- the parent-employee's employment ends for any reason other than his or her gross misconduct;
- the parent-employee becomes enrolled in Medicare (Part A, Part B or both);
- the parents become divorced or legally separated; or
- the child stops being eligible for coverage under the Plan as an "eligible child".

If the Plan provides health care coverage to retired employees, the following applies: Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to the employer, and that bankruptcy results in the loss of coverage of any retiree covered under the Plan, the retiree is a qualified beneficiary with respect to the bankruptcy. The retiree's spouse, surviving spouse and eligible children will also be qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan administrator has been notified that a qualifying event has occurred.

The employer must notify the Plan administrator **within 30 days** when the qualifying event is:

- the end of employment;
- the reduction of hours of employment;
- the death of the employee;
- with respect to a retired employee health coverage, commencement of a proceeding in bankruptcy with respect to the employer; or
- the enrollment of the employee in Medicare (Part A, Part B or both).

For the other qualifying events (divorce or legal separation of the employee and spouse or an eligible child losing eligibility for coverage as an eligible child), you must notify the Plan administrator. The Plan requires you to notify the Plan administrator **within 60 days** after the qualifying event occurs. Contact your employer and/or the COBRA administrator for procedures for this notice, including a description of any required information or documentation.

Once the Plan administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date that Plan coverage would otherwise have been lost.

COBRA continuation coverage is a temporary continuation of coverage. COBRA continuation coverage may last for up to 36 months when the qualifying event is:

- the death of the employee;
- the enrollment of the employee in Medicare (Part A, Part B or both);
- your divorce or legal separation; or
- an eligible child losing eligibility as an eligible child.

When the qualifying event is the end of employment or reduction in hours of employment, COBRA

continuation coverage lasts for **up to 18 months**. There are two ways in which this 18-month period of COBRA continuation can be extended:

### **Disability Extension of 18-month Period of Continuation Coverage**

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled at any time during **the first 60 days** of COBRA continuation coverage and you notify the Plan administrator in a timely fashion, you and your entire family can receive **up to an additional 11 months** of COBRA continuation coverage, **for a total maximum of 29 months**. You must make sure that your Plan administrator is notified of the Social Security Administration's determination **within 60 days** of the date of the determination and before the end of the 18-month period of COBRA continuation coverage. Contact your employer and/or the COBRA administrator for procedures for this notice, including a description of any required information or documentation.

### **Second Qualifying Event Extension of 18-Month Period of Continuation Coverage**

If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and eligible children in your family can get additional months of COBRA continuation coverage, **up to a maximum of 36 months**. This extension is available to the spouse and eligible children if the former employee dies, enrolls in Medicare (Part A, Part B or both), or gets divorced or legally separated. The extension is also available to an eligible child when that child stops being eligible under the Plan as an eligible child.

In all of these cases, you must make sure that the Plan administrator is notified of the second qualifying event **within 60 days** of the second qualifying event. Contact your employer and/or the COBRA administrator for procedures for this notice, including a description of any required information or documentation.

## **IF YOU HAVE QUESTIONS**

If you have questions about COBRA continuation coverage, contact the Plan administrator or the nearest Regional or District Office of the U. S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's Web site at [www.dol.gov/ebsa](http://www.dol.gov/ebsa).

In order to protect your family's rights, you should keep the Plan administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to your Plan administrator.

## **PLAN CONTACT INFORMATION**

Contact your employer for the name, address and telephone number of the party responsible for administering your COBRA continuation coverage.

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Acceptance of coverage under this benefit booklet constitutes acceptance of its terms, conditions, limitations, and exclusions. Members are bound by all of the terms of this benefit booklet.

The legal agreement between your employer (or association) and Blue Cross and Blue Shield of New Mexico (BCBSNM) includes the following documents:

- this benefit booklet and any amendments, riders, or endorsements;
- the enrollment/change form(s) for the subscriber and his/her dependents;
- the members' identification cards; and
- the *Summary of Benefits*

In addition, your employer (or association) has important documents that are part of the legal agreement:

- the Benefit Program Application from the employer; and
- the Group Contract between BCBSNM and the employer or association.

The above documents constitute the entire legal agreement between BCBSNM and the employer. No change or modification to the agreement will be valid unless it is in writing and signed by an officer of BCBSNM. No agent or employee of BCBSNM has authority to change this benefit booklet or waive any of its provisions. You will be notified of any changes to this benefit booklet at least 60 days before the changes become effective.

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**BlueCross BlueShield  
of New Mexico**

## New Mexico HMO Service Area



A Division of Health Care Service Corporation, a Mutual Legal Reserve Company,  
an Independent Licensee of the Blue Cross and Blue Shield Association



**Health care coverage is important for everyone.**

We provide free communication aids and services for anyone with a disability or who needs language assistance. We do not discriminate on the basis of race, color, national origin, sex, gender identity, age, sexual orientation, health status or disability.

To receive language or communication assistance free of charge, please call us at 855-710-6984.

If you believe we have failed to provide a service, or think we have discriminated in another way, contact us to file a grievance.

Office of Civil Rights Coordinator  
300 E. Randolph St.  
35th Floor  
Chicago, Illinois 60601

Phone: 855-664-7270 (voicemail)  
TTY/TDD: 855-661-6965  
Fax: 855-661-6960  
Email: [CivilRightsCoordinator@hcsc.net](mailto:CivilRightsCoordinator@hcsc.net)

You may file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, at:

U.S. Dept. of Health & Human Services  
200 Independence Avenue SW  
Room 509F, HHH Building 1019  
Washington, DC 20201

Phone: 800-368-1019  
TTY/TDD: 800-537-7697  
Complaint Portal: <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>  
Complaint Forms: <http://www.hhs.gov/ocr/office/file/index.html>



If you, or someone you are helping, have questions, you have the right to get help and information in your language at no cost. To talk to an interpreter, call 855-710-6984.

Español Spanish	Si usted o alguien a quien usted está ayudando tiene preguntas, tiene derecho a obtener ayuda e información en su idioma sin costo alguno. Para hablar con un intérprete, llame al 855-710-6984.
العربية Arabic	إن كان لديك أو لدى شخص تساعد أسئلة، ف لديك الحق في الحصول على المساعدة والمعلومات الضرورية بلغتك من دون أية تكلفة. للتحدث مع مترجم فوري، اتصل على الرقم 855-710-6984.
繁體中文 Chinese	如果您，或您正在協助的對象，對此有疑問，您有權利免費以您的母語獲得幫助和訊息。洽詢一位翻譯員，請撥電話 號碼 855-710-6984。
Français French	Si vous, ou quelqu'un que vous êtes en train d'aider, avez des questions, vous avez le droit d'obtenir de l'aide et l'information dans votre langue à aucun coût. Pour parler à un interprète, appelez 855-710-6984.
Deutsch German	Falls Sie oder jemand, dem Sie helfen, Fragen haben, haben Sie das Recht, kostenlose Hilfe und Informationen in Ihrer Sprache zu erhalten. Um mit einem Dolmetscher zu sprechen, rufen Sie bitte die Nummer 855-710-6984 an.
ગુજરાતી Gujarati	જો તમને અથવા તમે મદદ કરી રહ્યા હોય એવા કોઈ બીજી વ્યક્તિને એસ.બી.એમ. કાયદેસર બાબતે પ્રશ્નો હોય, તો તમને વિના ખર્ચે, તમારી ભાષામાં મદદ અને માહિતી મેળવવાનો હક્ક છે. દુભાષિયા સાથે વાત કરવા માટે આ નંબર 855-710-6984 પર કોલ કરો.
हिंदी Hindi	यदि आपके, या आप जिसकी सहायता कर रहे हैं उसके, प्रश्न हैं, तो आपको अपनी भाषा में नि:शुल्क सहायता और जानकारी प्राप्त करने का अधिकार है। किसी अनुवादक से बात करने के लिए 855-710-6984 पर कॉल करें।
Italiano Italian	Se tu o qualcuno che stai aiutando avete domande, hai il diritto di ottenere aiuto e informazioni nella tua lingua gratuitamente. Per parlare con un interprete, puoi chiamare il numero 855-710-6984.
한국어 Korean	만약 귀하 또는 귀하가 돕는 사람이 질문이 있다면 귀하는 무료로 그러한 도움과 정보를 귀하의 언어로 받을 수 있는 권리가 있습니다. 통역사가 필요하시면 855-710-6984 로 전화하십시오.
Diné Navajo	T'áá ní, éí doodago ła'da bíká anánílwo'ígíí, na'ídlíkidgo, ts'ídá bee ná ahóótí'i' t'áá níik'e níká a'doolwoł dóó bína'ídlíkidígíí bee níł h odoonih. Ata'dahalne'ígíí bich'í' hodíílnih kwe'é 855-710-6984.
فارسی Persian	اگر شما، یا کسی که شما به او کمک می کنید، سوالی داشته باشید، حق این را دارید که به زبان خود، به طور رایگان کمک و اطلاعات دریافت نمایید. جهت گفتگو با یک مترجم شفاهی، با شماره 855-710-6984 تماس حاصل نمایید.
Polski Polish	Jeśli Ty lub osoba, której pomagasz, macie jakiegokolwiek pytania, macie prawo do uzyskania bezpłatnej informacji i pomocy we własnym języku. Aby porozmawiać z tłumaczem, zadzwoń pod numer 855-710-6984.
Русский Russian	Если у вас или человека, которому вы помогаете, возникли вопросы, у вас есть право на бесплатную помощь и информацию, предоставленную на вашем языке. Чтобы связаться с переводчиком, позвоните по телефону 855-710-6984.
Tagalog Tagalog	Kung ikaw, o ang isang taong iyong tinutulungan ay may mga tanong, may karapatan kang makakuha ng tulong at impormasyon sa iyong wika nang walang bayad. Upang makipag-usap sa isang tagasalin-wika, tumawag sa 855-710-6984.
اردو Urdu	اگر آپ کو، یا کسی ایسے فرد کو جس کی آپ مدد کر رہے ہیں، کوئی سوال درپیش ہے تو، آپ کو اپنی زبان میں مفت مدد اور معلومات حاصل کرنے کا حق ہے۔ مترجم سے بات کرنے کے لیے، 855-710-6984 پر کال کریں۔
Tiếng Việt Vietnamese	Nếu quý vị, hoặc người mà quý vị giúp đỡ, có câu hỏi, thì quý vị có quyền được giúp đỡ và nhận thông tin bằng ngôn ngữ của mình miễn phí. Để nói chuyện với một thông dịch viên, gọi 855-710-6984.





BlueCrossBlueShield  
of New Mexico

