



# Retiree Supplemental Plan (RSP) Government of Guam FY2023 Member Handbook



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## Buenas yan Hafa Adai!



Thank you for enrolling with us and allowing us the opportunity to be your health insurance company for fiscal year 2023. For your convenience, we have provided a briefing to our medical providers with information on GovGuam's benefits and access to member eligibility information. We have also asked providers to be sensitive and flexible during this first few weeks of transition.

Member I.D.s will be sent out via mail around the week of October 20, 2022, but you already may access your transparency compliant digital card via the member section of our web portal at: [calvos.net](http://calvos.net). If you have not created an account in the current year, then, you will need your Social Security number for your first log in but you will have the ability to change your log in I.D. and password thereafter. In addition to the easy access to your I.D. card, our web portal and smart Apps for Apple or Android devices, provide resources such as the schedule of benefits, medical exclusions, provider directory, claims information, and the UnitedHealthcare guide for accessing care in continental USA. It also provides useful tools to the UnitedHealthcare web portal, wellness news and benefits, and other important information.

In addition to the above; you will have access to some of the other great benefits such as:

- **Access to interactive doctors through Teladoc, a 24/7 service. You can download the mobile application to your phone now and register for access after October 6. Download the app on your mobile device.**
- **A 24 hour Nurse line (866-874-3936) to triage, advise, and direct you to the appropriate care when necessary**
- **A comprehensive and extensive medical network that offers you quality providers that includes our partnership with United HealthCare to give you access to over 1.1 million providers, 6,100 hospitals and 560 Centers of Excellence all across the Continental United States.**
- **Wellness and Fitness programs will assist you with improving your lifestyle and becoming healthier.**
- **Health and Wellness Rewards.** (Please review the requirements)
- **Discounted Gym memberships.**
- **Access your claims information, benefits, and member card on our website and Calvo's SelectCare mobile app for your convenience.**
- **More interactive tools for you to include the mobile app.**
- **100% coverage for Preventive Services without meeting the deductible in accordance with the United States Preventive Services Task Force (USPSTF), Grade A and B recommendations.**
- **100% Prenatal care coverage without having to meet the deductible.**
- **Membership in the Calvo's LifeStyle Club that provides you numerous savings and discounts at popular merchants on Guam.**
- **50% Air Ambulance discount.** (Pre-approval and limitations apply)
- **\$500 Travel Benefit to Participating Providers in the Philippines or in Taiwan.** (Pre-approval and limitations apply)
- **Airfare benefit for qualifying conditions and pre-approved to our Centers of Excellence.**

We will provide you more updates as they become available. Continue to stay safe and healthy in the year ahead. We Thank you for your support and understanding during these first few days of coverage.



## Notice on Prescription Drug Coverage

For Fiscal Year 2023, the Government of Guam will self-insure the Prescription Drug Benefit and it will be administered by another health insurance plan.

A “self-insured” Prescription Drug plan is a type of plan where the employer (Government of Guam) collects the premiums from the enrollees and assumes the responsibility of paying pharmacy claims. In this case, the Government of Guam has selected another health insurance plan to “administer” or assume the responsibility of paying pharmacy claims.

We are working with the other health insurance plan and complying with the Department of Administration to ensure that our members may be able to access their prescription drugs accordingly.

### Frequently Asked Questions

**Will I be receiving a separate member ID card for Prescription Drug coverage?**

Yes, you will receive a member ID card from the other insurance carrier. If you have not yet received your card, please contact their Customer Service.

**Will my deductible and/or copayments be applied to the medical plan that I have with SelectCare?**

Yes, your covered out-of-pocket expenses will be applied to your medical plan deductible and co-payments with SelectCare.

**When can I expect my deductible and/or copayments to reflect in my SelectCare deductible and/or co-payment accumulators?**

We will be working with the other insurance carrier to share data on a daily basis. It is our priority to avoid as much disruption and delay to your healthcare benefits and services.

**What will happen with the existing Pre-Certification for my medication?**

We provided the other insurance carrier with your Pre-Certification to ensure continuation of care for up to 60 days after the start of the Fiscal Year, October 1.

**Are my medications covered in the drug formulary?**

Please review your plan's drug formulary on the other insurance carrier's website or contact their Customer Service.

**Can I still use OptumRx for my mail order medication?**

No.



# Member's Rights and Responsibilities



## As member of the Calvo's SelectCare HMO or PPO Plans you have the following rights:

### Information

- Know the names and qualifications of health care professionals involved in your medical treatment.
- Get updated information about the services covered and any limitations or exclusions
- Know how your plan decides what services are covered.
- Get information about copayments and fees that you must pay.
- Get updated information about providers that participate in the plan.
- Get information on how to file a complaint or appeal with the plan.
- Know how the plan pays for services to in-network and out-of-network health care professionals
- Receive information from health care professionals about your medications, how to take them, and possible side effects.
- Receive information from health care professionals about any proposed treatment or procedure, as you may need in order to consent to or refuse a course of treatment. Except during an emergency, this information should include a description of the proposed procedure or treatment, the potential risks and benefits involved, any alternate course of treatment (even if not covered) or non-treatment and the risks involved in each, and the name of the health care professional who will carry out the procedure or treatment.
- Be informed by participating health care professionals about continuing health care requirements after you are discharged from inpatient or outpatient facilities.
- Be informed if a health care professional plans to use an experimental treatment or procedure in your care. You have the right to refuse to participate in research projects.
- Receive an explanation about non-covered services.
- Receive a prompt reply when you ask the plan questions or request information.
- Receive a copy of the plan's Member Rights and Responsibilities Statement.

### Access to care

- Obtain primary and preventive care from the primary care physician you chose from the plan's network.
- Change your primary care physician to another available primary care physician who participates in the plan.
- Get necessary care from participating network specialists, hospitals and other health care professionals.
- Get referrals to participating network specialists who are experienced in treating your chronic illness.

- Be advised by your health care professionals on how to schedule appointments and get health care during and after office hours. This includes continuity of care.
- Be told how to get in touch with your primary care physician or a back-up physician 24 hours a day, every day.
- Call 911 (or any available emergency response service) or go to the nearest emergency facility when you have a medical condition with acute symptoms that are severe enough that a prudent layperson, who has average knowledge of health and medicine, could reasonably expect the lack of immediate medical attention to result in serious danger to the person's health.
- Receive urgently needed medically necessary care.

### The freedom to make decisions

- Use these rights regardless of your race, physical or mental disability, ethnicity, gender, sexual orientation, creed, age, religion, national origin, cultural or educational background, economic or health status, English proficiency, reading skills, genetic information, or source of payment for your care.
- Have any person who has legal responsibility to make medical care decisions for you make use of these rights on your behalf.
- Refuse treatment or leave a medical facility, even against the advice of doctors (providing you accept responsibility and the consequences of the decision).
- Complete an Advance Directive, Living Will or other directive and give it to your health care professionals.
- Know that you or your health care professional cannot be punished for filing a complaint or appeal.

## As member of the Calvo's SelectCare HMO or PPO Plans you have the following responsibilities:

### Member responsibilities

- To provide complete and accurate information to the best of your ability about your health, medications (including over-the-counter products and dietary supplements), and any allergies and sensitivities.
- Agree to follow the treatment plan prescribed by your provider and to participate in your care.
- Inform the provider about any living will, medical power of attorney, or other directive that could affect your care.
- Accept personal financial responsibility for any charges not covered by insurance, if applicable.
- Treat all health care providers, staff, and others respectfully.

# Health Care Terms & Definitions

This section defines some terms used frequently in this Handbook to describe your coverage



**Agreement** is the group contract between your employer and Calvo's SelectCare.

**Benefits** are the medically necessary services covered by your health plan and paid in part or in full by Calvo's SelectCare.

**Centers of Excellence** are the selected outstanding off-island hospitals, which have agreed to provide services at reduced rates to Calvo's SelectCare members.

**Contract Year** or **Plan Year** is normally a twelve-month period of your insurance coverage.

**Co-Insurance** is the percentage of covered services that must be shared by a covered person as specifically set forth in the Schedule of Benefits. Co-insurance is expressed as a percentage rather than as a dollar amount.

**Co-Payment** is the amount of covered medical expenses that must be shared by a covered person at the time of service as specifically set forth in the Schedule of Benefits. Co-payments are expressed as dollar amounts rather than percentages.

**Coordination of Benefits** is a provision in the plan that allows for the coordination of payments for covered medical services when a member is covered under more than one plan. Benefits paid by all plans will be limited to 100% of the covered charges for covered medical services. More information is contained in the "General Information" section of this Handbook.

**Covered Dependent** shall be defined as a Dependent eligible to receive benefits under the terms of this Plan.

**Deductible** is the amount of covered medical expenses that a member must first incur and pay before the plan pays for any covered medical expenses as set forth in the Schedule of Benefits.

**Doctor / Physician** is a properly licensed doctor of medicine (M.D.), osteopath (D.O.), podiatrist (D.P.M.), dentist (D.D.S. or D.M.D.), psychiatrist, psychologist (Ph.D.), or chiropractor (D.C.).

**Eligible Charge** shall be defined as the portion of charges made to a Covered Person for Covered Services rendered which are payable to the Provider under this Agreement. For a Participating Provider, the Eligible Charges shall be the reimbursement amounts agreed to between Calvo's SelectCare and the Participating Provider.

For a Non-Participating Provider, the Eligible Charges for covered medical services shall be limited to the lesser of (a) the actual charge made by the provider, or (b) in the United States, the Medicare Participating Provider fees in the geographic area where the Service was rendered; or (c) in Asia, the fees most recently contracted by the Company at the St. Luke's Medical Center in Manila, Philippines, or (d) elsewhere, the Medicare National Standard Fee.

For a Non-Participating Provider, the Eligible Charges for covered dental services shall be the lesser of (a) the actual charges made by the provider or (b) the usual customary and reasonable charge, as determined by the Company, for the dental Service in the geographic region in which that Service was rendered.

**Emergency** in general, shall be defined as an accidental injury or an acute or serious medical condition of sudden or unexpected onset requiring immediate medical attention because any delay in treatment, in the opinion of the Physician, would seriously impair future treatment or result in permanent disability, a serious worsening of the condition, or irreparable harm to the Covered Person's health or endanger his or her life. Examples of Emergencies include, but are not limited to heart attack, severe hemorrhaging, loss of consciousness, convulsions and loss of respiration.

**Employer** shall mean the Government of Guam (GovGuam) and its agencies.

**H.I.P.A.A.** shall be defined as the Health Insurance Portability and Accountability Act of 1996, as amended including amendments by PPACA, all provisions codified at 42 U.S.C. §300gg, and the regulations promulgated thereunder.

**Member or Covered Person** shall be defined as a person entitled to receive Covered Services pursuant to the Plan. A Covered Person shall reside in the Service Area and shall be:

- a bona fide employee of GovGuam who is classified as a full time employee by GovGuam; or
- voluntarily working under the "Quality Time" program and classified as such by GovGuam pursuant to P.L. 25-72; or
- classified as a retiree of GovGuam by GovGuam; or
- classified as a survivor of a retired employee of GovGuam by GovGuam; or
- except as otherwise provided in this Agreement, a Covered Dependent.

**Medically Necessary** shall mean services or supplies which, under the provisions of this Agreement, are determined to be:

- appropriate and necessary for the symptoms, diagnosis or treatment of the injury or illness or dental condition;
- provided for the diagnosis or direct care and treatment of the injury or illness or dental condition;
- within standards of good medical or dental practice within the organized medical or dental community;
- not primarily for the convenience of the Covered Person or of any Provider providing Covered Services to the Covered Person;
- an appropriate supply or level of service needed to provide safe and adequate care;
- within the scope of the medical or dental specialty, education and training of the Provider;
- provided in a setting consistent with the required level of care; or
- Preventative Services as provided in the Plan.

**Non-Participating Providers** shall be defined as Providers who are NOT contracted by Calvo's SelectCare to provide medical or dental services to Covered Persons.

**Open Enrollment Period** is the annual period when you may join, cancel or adjust your coverage with Calvo's SelectCare.

**Out-of-Pocket Maximum** shall be defined as the total maximum of any Eligible Charges paid, or payable as defined by a payment schedule or arrangement by a Covered Person to a Participating Provider to satisfy any applicable Deductible, Co-Payment, and/or Co-Insurance specified in this Agreement before the Plan will begin to pay Covered Services at one hundred percent (100%) for the remainder of the Plan Year, subject to the maximum amounts provided in the Plan as set forth in the Schedule of Benefits.

**Participating Providers** are doctors, dentists, labs, pharmacies, hospitals, clinics and other allied medical providers, which have a contract with Calvo's SelectCare to provide covered services to covered members at negotiated rates.

**PPACA** shall be defined as the Patient Protection and Affordable Care Act.

**Pre-certification** is a process by which a medical provider obtains prior approval or authorization from the plan to perform certain treatment plans or provide covered services such as diagnostic testing, home health care, physical therapy, or the procurement of durable medical equipment. More information is contained in the "General Information" section of this Handbook.

**Premium** shall be defined as the dollar amount paid to Calvo's SelectCare for the provision of this Plan to Covered Persons, including any contributions required from the Covered Persons.

**Premium Period** is the length of time covered by the periodic premium payments.

**Q.M.C.S.O.** is an acronym for a Qualified Medical Child Support Order. For more information, please refer to the “Summary of Federally Mandated Programs” section of this Handbook.

**Referral** is a formal recommendation by your doctor or physician for you to receive services from a specialist, consultant, or off-island facility.

**Service Area** is defined as the Territory of Guam and the Commonwealth of the Northern Marianas.

**U.C.R.** is the “Usual, Customary and Reasonable” charge of a provider for a service or supply in the geographical area where it was rendered, not exceeding the amount ordinarily paid by Medicare for a comparable service or supply to their participating provider.

**USPSTF** is the acronym for United States Preventive Services Task Force.

**W.H.C.R.A.** is an acronym for the Women’s Health and Cancer Rights Act of 1998. For more information, please refer to the “Summary of Federally Mandated Programs” section of this Handbook.

## Becoming a Member



### Eligibility Information

In order to enroll in the Calvo’s SelectCare Retirement Supplemental Plan, you and your dependents must first meet the eligibility requirements defined in the agreement between Calvo’s SelectCare and GovGuam.

You must complete an Enrollment Application and submit it with any other required documentation during an Open Enrollment period or within 30 days from the date you first become eligible for enrollment under the plan.

Retirees who enroll in the RSP CANNOT enroll in the PPO1500 or HSA2000 plans during the benefit year (October 1, 2021 – September 30, 2022).

### Subscriber Eligibility Requirements

- You must maintain legal residency in the Service Area. Calvo’s SelectCare members must not be absent from the Service Area for more than 182 consecutive days.
- A Retiree MUST be continuously enrolled in Medicare Parts A (Hospital) & B (Medical) for the entire benefit year (October 1, 2021 – September 30, 2022).
- If your Medicare A or B coverage is terminated during the plan year, then the RSP will also be terminated.

### Dependent Eligibility Requirements

Aside from meeting the eligibility requirements set forth by your employer, family members are eligible for coverage as dependents provided they are:

- Your legal spouse.
- Your domestic partner:
  - A domestic partner may only be added during your employer’s Open Enrollment Period or within 30 days from the date you first become eligible to enroll in the plan.
  - Both the Member and the spouse MUST be continuously enrolled in Medicare Parts A & B for the entire benefit year (October 1, 2021 – September 30, 2022).
- Q.M.C.S.O. or a copy of the qualified medical child support order must be provided. Children permanently residing outside the service area are only eligible to enroll in the plan if they qualify under the Q.M.C.S.O.

### Updating Your Information

Your Enrollment Application contains pertinent information. This information is very important because it identifies you and your dependent(s) as eligible members. Please inform our Customer Service Department immediately of any error on your Member ID Card or any changes in name, address, phone numbers or email address.

## Obtaining Care



You and your enrolled dependent may receive care and services from any of the participating medical, dental or pharmacy providers appearing in the most updated Participating Provider Directory. Care received in Guam and in any location in the U.S.A. must be received from a Medicare Participating Provider.

Once properly enrolled, Calvo’s SelectCare will issue Member ID Cards for you and your eligible dependent(s) under the plan. We recommend that you carry your Member ID Card with you and present it to your health care provider to verify your coverage.

### Participating Providers

For your convenience, Calvo’s SelectCare has contracted with medical providers in Guam, The CNMI, Hawaii, the Continental United States and the Philippines to provide you with convenient access to quality medical care.

Please refer to your Schedule of Benefits and the Participating Provider Directory to determine which off-island providers apply to your plan. Because Participating Providers may change from time to time, we encourage you to call any Calvo’s SelectCare Office for a more current listing should the need arise.

When visiting your doctor, arrive promptly for appointments and remember to call in advance if you must cancel. The plan does not pay for any fees or charges for any missed appointments.

### Non-Participating Providers

Benefits obtained by non-medicare providers are not covered.

### Pharmacy

Calvo’s SelectCare has contracted with a national Prescription Benefit Manager (P.B.M.). The local participating pharmacy providers work with our P.B.M. to dispense prescribed drugs and help manage the prescription drug benefits and Drug Formulary offered under your plan. The Drug Formulary is subject to change throughout the year.

For more information regarding the drug benefit under your plan, refer to your “Schedule of Benefit” section of this Handbook

### Emergencies and Non-Emergencies

Calvo’s SelectCare will follow Medicare’s determination.



# Your Payment Responsibilities



## Premium

The periodic premium due for you and your dependent is normally handled by GovGuam through their payroll system. Please check with GovGuam for details on the employer premium contributions they may pay on your behalf.

## Important Information on Off-Island Care

You are responsible for obtaining and providing to us any and all necessary information to process a claim for all services received at non-participating providers within 120 days from date of service.

Care obtained in any location in the U.S.A. must be obtained from a Medicare Participating Provider.

## Co-Payments & Co-Insurances

After any applicable deductible is met, a Participating Provider should only collect the applicable co-payment or co-insurance from you and will bill Calvo's SelectCare for the remaining amount. Please refer to your Schedule of Benefits for the co-payment and co-insurance amounts for each specific benefit.

## Non-covered and Non-approved Services

You are responsible for payments if you choose to receive services:

- Which are not listed on the attached Schedule of Benefits; or
- If they are specifically excluded on the Schedule of Benefits, this Handbook or the policy; or
- Services which were not approved through the plan's Pre-certification process when prior authorization is required.

# General Information



## Pre-certification Process

Pre-certification is a process by which a medical provider obtains prior approval or authorization from the plan to perform certain treatment plans or provide covered services such as diagnostic testing, home health care, physical therapy, or the procurement of durable medical equipment.

Pre-certification is also the process of collecting information prior to certain inpatient admissions. The process permits advance eligibility verification, determination of coverage and communication with the physician and/or member. Pre-certification becomes more important when a member is traveling off-island by coordinating and streamlining the process to prevent any inconvenient delay of care to such member. In some instances, Pre-certification is used to inform physicians, members and other health care providers about cost-effective programs and alternative therapies and treatments.

Certain health care services require Pre-certification to ensure coverage for those benefits. When a member is to obtain such services through a local Participating Provider, this provider should pre-certify those services prior to treatment.

Pre-certification approvals are only valid for 30 days from date of approval, if services are not completed within the 30 days, then Pre-certification will be null and void.

If pre-certification is not obtained, the plan is only responsible for 50% of eligible charges. However, this only applies to medically necessary procedures, otherwise, the bill will be the member's responsibility.

## Explanation of Benefits (EOB)

After a medical service is rendered to you, whether by a physician, clinic, lab, or hospital, a claim is submitted to Calvo's SelectCare for payment. An EOB will be mailed to you only if:

- You owe money beyond your normal co-payment, co-insurance or deductible,
- Additional information is required from you or your provider regarding the treatment from an accident,
- The treatment or service is excluded under your plan, or
- The limitations on specific benefits have been exhausted.

The amount stated on the EOB under "Employee's Responsibility" is the dollar-amount that you owe. The EOB will also state in boldface, "THIS IS NOT A BILL". You can expect to be billed that amount by your provider, or you might have already paid this portion of the bill at the time of treatment. It's good practice to compare their bill with the EOB to make sure that the amounts due agree.

## Coordination of Benefits

You must tell us if you or a covered family member has coverage under another health plan. This is called "dual coverage". When you have dual coverage, one plan normally pays its benefits in full as the primary payer and the other plan pays a reduced benefit as the secondary payer. We, like other health plans, determine which coverage is primary according to the U.S. National Association of Insurance Commissioners' guidelines.

When we are the primary payer, we will pay the full benefits for which you are covered. When we are the secondary payer, we will determine our allowance. After the primary plan pays, we will pay what is left of our allowance, up to our regular benefit. We will not pay more than our allowance. It is important to update your COB record with the plan to avoid becoming responsible for any unpaid bills.

## Medicare

Medicare is a U.S. health insurance program for:

- People 65 years of age or older.
- Some people with disabilities under age 65 years of age.
- People with End-Stage Renal Disease (permanent kidney failure requiring dialysis or a transplant).

Medicare has four parts:

- Part A (Hospital Insurance). Most people do not have to pay for Part A. If you or your spouse worked for at least 10 years in U.S. Medicare covered employment, you should be able to qualify for premium-free Part A insurance. Otherwise, if you are age 65 or older, you may be able to buy it.
- Part B (Medical Insurance). Most people pay monthly for Part B. Generally, Part B premiums are withheld from your monthly Social Security check or your monthly retirement check.
- Part C ("Medicare+Choice" now known as "Medicare Advantage"). The 1997 Balanced Budget Act expanded the types of private health care plans that may offer Medicare benefits to include medical savings accounts, managed care plans, and private fee-for-service plans. The new Medicare Part C programs are in addition to the fee-for-service options available under Medicare Parts A and B. The availability of Part C on Guam and the C.N.M.I. is limited.
- Part D (Prescription Drug Coverage). Medicare offers a prescription drug benefit. You can enroll in Part D only if you are enrolled in Part A or Part B. Those who wish to enroll in a Medicare Part D program must choose from a large list of approved drug plans. It is recommended that you contact the Guam Medicare Assistance Program under the Department of Public Health and Social Services at 735-7388 or Medicare directly at 1-800-633-4227 for information and enrollment assistance.

When Medicare benefits are your primary coverage, they will take the place of Calvo's SelectCare benefits. Benefits allowed by Calvo's SelectCare will be reduced by an amount equal to the amount paid by Medicare.

You must enroll in any Medicare program if it is available to you at no cost. Your Calvo's SelectCare plan benefits will be reduced by the amount that Medicare would have paid, even if you are not enrolled. If you have questions regarding the plan's coordination with Medicare benefits, contact our Customer Service Department.

### **Third-Party Liability**

If you or any covered dependent are injured by the actions of another person (a third party), and receive compensation for your medical services, you will be required to reimburse Calvo's SelectCare for the medical services we paid to treat your injury up to the amount of such compensation.

In such cases, you will be asked to complete the appropriate forms to assist in the recovery of expenses from the third party and their insurer. Calvo's SelectCare members are asked not to settle any claim or release any person from liability without the written consent of Calvo's SelectCare. Should you compromise your claim without recognizing Calvo's SelectCare's claim for reimbursement, Calvo's SelectCare has the right to initiate legal action against you to recover its claim.

### **Workers Compensation**

If you are receiving benefits as a result of Workers' Compensation, Calvo's SelectCare will not duplicate those benefits.

### **Stop Health Care Fraud**

Fraud increases the cost of health care for everyone. Here are some things you could do to prevent fraud:

- Be wary of giving your Calvo's SelectCare member number over the telephone or to people you do not know, except to your doctor or other provider.
- Avoid using health care providers who say that an item or service is usually not covered, but they know how to bill us to get it paid.
- Carefully review any Explanation of Benefits (EOB) that you receive from us after we process your claim.
- Do not ask a doctor to make false entries on certificates, bills or records in order to get us to pay for an item or service.

- If you suspect that a provider has charged you for services you did not receive, billed you twice for the same service, or misrepresented any information, do the following:
- Call the provider and ask for an explanation. There may be an error.
- If the provider does not resolve the matter, call your Calvo's SelectCare office and explain the situation.
- Does not maintain as a family member on your plan:
- Your former spouse after a divorce decree or annulment is final,
- Your child over age 26 unless he/she is disabled and incapable of self support.

### **Grievance & Appeals Procedures**

Calvo's SelectCare believes that member complaints can be one of the best sources of information for the plan. A member who has a complaint or criticism can be our best customer over time if the complaint is handled quickly and fairly. We believe that effective and efficient complaint handling is aimed at member retention; it is important to establish a process whereby our members can address their complaints or grievances directly with the health plan in order to come to a fair and equitable resolution.

Calvo's SelectCare will make every attempt to resolve any concerns that you may have. When Calvo's SelectCare denies payment of a claim or disapproves a Pre-certification/authorization of a service and if you do not agree with the decision, you need to let us know within 180 days of the denial. We urge you to call our Customer Service department to see if we can resolve the concern over the phone.

If we are unable to resolve your concerns or if our solution is unacceptable to you, you have the right to submit a formal appeal through the Grievance & Appeals Procedure described below and in the group contract between your employer and Calvo's SelectCare.

Our Grievance & Appeals process may involve 3 stages of reviews and appeals, (1) The Internal Review Process, (2) The External Review Process, and (3) Binding Arbitration. The time frames indicated below are for non-critical grievance reviews. Calvo's SelectCare will make every effort to expedite any review process where a delay may reasonably appear to seriously jeopardize a member's life or health or jeopardize a member's ability to regain maximum function.



To initiate the **Internal Review** process, a Grievance Form or letter should be completed by you and submitted to our Grievance Coordinator. It should include the following information:

- Subscriber's ID number
- Subscriber's name
- Patient's name
- The nature of the grievance arising
- The factual circumstances giving rise to the grievance
- A summary of the actions already taken
- A statement about the desired remedy sought for the situation
- Any other information that may be helpful for the review

You may be assisted or represented by a person of your choosing, including a family member, employer representative or attorney provided you complete and sign an authorization form.

The Grievance Coordinator will gather all the material provided in the request for review, along with other needed information from other departments and the medical provider to conduct a thorough review of the grievance.

During the Internal Review process, the Coordinator will consult with our Utilization Manager and Medical Director for all cases relating to Medical Necessity and will consult with the Plan Administrators for all cases related to coverage and benefits. You will be notified of our decision in writing within 10-15 working days from receiving the complaint.

If you disagree with our decision, you have the right to an External Review Process and have our decision reviewed by independent health care professionals who have no association with us if our decision involved:

- Making a Judgement as to the Medical Necessity,
- Appropriateness, Health Care Setting,
- Level of Care, or Effectiveness of the Health Care Service or Treatment you requested.

You must submit a request for External Review within 4 months after receipt of our denial to the Office of the Insurance Commissioner (Insurance and Banking Division, Dept. of Rev & Tax Bldg. in Barrigada - phone: (671) 635-1846).

A decision will be made within 45 days of receiving your request. If you have a medical condition that would seriously jeopardize your life or would jeopardize your ability to regain maximum function if treatment is delayed, you may be entitled to request for an **Expedited External Review** of our denial. If our denial to provide or pay for health care services or course of treatment is based on the determination that the service is Experimental or Investigation, you also may be entitled to file for a request for External Review of our denial. For details, please review your Benefit Plan Document, contact us or the Office of the Insurance Commissioner.

#### After-hours Care

Sometimes you may have a medical problem that is not an emergency and your doctor's office is closed. At those times, you can use one of Calvo's Urgent Care Services (After Hours Services).

Here are some examples of Urgent Care or After Hours Services:

- Sore throat
- Back pain
- Headache
- Cold
- Minor injury
- Flu
- Ear ache
- Cuts & minor wounds
- Frequent urination

Call your primary care doctor for help in getting these urgent, after-hours services.

#### Advance Directives

Advance Directives are written instructions that tell your doctor what kind of care you would like to have if you were in a serious medical situation that would make you unable to make medical decisions. They do not take away your right to decide about your current healthcare needs.

Advance Directives include the following:

- **Living Will** allows you to specify or limit the kinds of life-prolonging procedures you wish to receive if you become unable to make medical decisions.
- **Life Prolonging Declaration** allows you to specify your wish to receive life-prolonging procedures that would extend your life if you become terminally ill and unable to make medical decisions.
- **Health Care Surrogate Designation** allows you to name someone else to make health care decisions for you should you become unable to make health care decisions. The other person can be a husband, wife or friend.
- **Appointment of Durable Power of Attorney for Healthcare** allows you to name an agent or proxy (substitute person) to make your health care decisions if the time comes that you are unable to do so.

The Guam legislature has provided statutes governing the content and use of a living will declaration. Refer to Guam Health and Safety Code, Title 10, Div. 4, Chapter §9110 to §9117 for specific information.

If your doctor has a copy of your Advance Directive, he/she will be able to honor your choices. If he or she cannot then they will let you know why they will not.

To download an Advance Directive form go to: [www.lifecaredirectives.com](http://www.lifecaredirectives.com)

If you have questions about Advance Directives call Calvo's SelectCare at 671-477-9808.

#### End of Life Care

End-of-life care is the term used to describe the support and medical care given during the time surrounding death. Such care does not happen only in the moments before breathing ceases and the heart stops beating. Older people often live with one or more chronic illnesses and need a lot of care for days, weeks, and even months before death.

In the final stages of many terminal illnesses, care priorities tend to shift. Instead of ongoing curative measures, the focus often changes to palliative care for the relief of pain, symptoms, and emotional stress. Ensuring a loved one's final months, weeks or days are as good as they can be requires more than just a series of care choices.

Examples of end of life care include:

- **Practical care and assistance** with routine activities when a loved one can no longer talk, sit, walk, or eat. These tasks can be supported by personal care assistants, a hospice team, or physician-ordered nursing services.
- **Hospice** is typically an option for patients whose life expectancy is six months or less, and involves palliative care (pain and symptom relieve). Hospice care can be provided onsite some hospitals, nursing homes, and other health care facilities, although in most cases hospice is provided in the patient's own home.
- **Comfort and dignity** – when the patient's cognitive and memory functions are depleted help to ease discomfort and provide meaningful connections to family and loved ones.
- **Respite Care** – to give you and your family a break from the intensity of end-of-life caregiving. It may be simply a case of having a hospice volunteer sit with a patient for a few hours so you can meet friends for coffee or watch a movie, or it could involve the patient having a brief inpatient stay in a hospice facility.
- **Grief support** with bereavement specialists or spiritual advisors to help you and your family prepare for the coming loss.

# Retiree Supplemental Plan

## Schedule of Benefits

\*Subscriber is required to have Medicare A and B

### Eligibility Provision

#### RETIREES & SURVIVORS Medicare A and B Primary

Qualified GovGuam retirees and survivors, who are age 65 and older and who are enrolled in Medicare Parts A & B Primary.

Qualified retirees and survivors who are under 65 years of age with a disability or ESRD under Medicare.

#### RSP DEPENDENTS

Spouse or domestic partner who are both Medicare Part A and B, Primary Medicare A and B Primary

#### RSP DEPENDENTS Not Medicare A and B Primary

Spouse, domestic partner and children up to age 26, regardless of student status NOT Medicare Primary or NOT Medicare enrolled are eligible to participate in either the PP01500 or HSA2000 plan.

\*Services covered by Medicare must be incurred by a Medicare participating provider. If your provider accepts Medicare assignment, then you pay nothing for covered charges. Services covered by Medicare and incurred at a non-Medicare provider within Guam/CNMI (or the United States) are not covered. If services are not covered by Medicare, services will only be covered at our participating provider per the benefits noted below. All services outside of Guam/CNMI require pre-authorization, to include the U.S. Mainland and Hawaii. With the exception of urgent and emergency care, services incurred outside of Guam/CNMI where pre-authorization was not obtained in advance of care will not be covered under the plan.

Plan pays Medicare Part A and Part B Deductible when applied by Medicare

Your Benefits: What the plan covers	In-Network Retiree Supplemental Plan Pays <sup>1</sup>
<b>PLAN DESCRIPTION</b>	Medicare A & B is primary. The GovGuam plan pays secondary. Medicare covered services should be incurred at a Medicare provider. Services not covered by Medicare, but covered by the plan, should be received at a carrier in-network provider. Carrier will pay primary in this circumstance. Out-of-Network services are not covered unless referred and pre-approved by an in-network provider.
<b>OUT-OF-AREA SERVICES</b> Any service outside Guam that includes but is not limited to Philippines, Hawaii, U.S. Mainland, Japan, Taiwan, and any foreign participating providers (Pre-Certification Required)	Requires a referral from your doctor and approval in advance from the plan; When Medicare is not payable (outside U.S.), covered services under the plan are paid at the copay or coinsurance listed and the Plan pays primary in this circumstance. There is no deductible under this plan.
<b>COVERAGE MAXIMUMS</b> Individual member annual maximum	Unlimited

Preventative Services (Out-Patient Only)	Retiree Supplemental Plan Pays
In accordance with the guidelines established by the U.S. Preventive Services Task Force (USPSTF) Grades A and B recommendations. Notes: Members may choose to receive age appropriate annual physical in the Philippines with no dollar limit. Annual exam includes preventive lab tests.	
<b>ANNUAL PHYSICAL EXAM</b> One exam every 12 months	Medicare covers; When Medicare is not primary, the plan pays 100%
<b>IMMUNIZATIONS/VACCINATIONS</b> In accordance with the guidelines established by the Advisory Committee on Immunization Practices	Medicare covers; When Medicare is not primary, the plan pays 100%
<b>WELL-WOMAN CARE</b> In accordance with the guidelines supported by the Health Resources and Services Administration (HRSA) Contraceptives including Sterilization and Tubal Ligation	Medicare covers; When Medicare is not primary, the plan pays 100%

# Retiree Supplemental Plan

## Schedule of Benefits

\*Subscriber is required to have Medicare A and B

Preventative Services (Out-Patient Only)	Retiree Supplemental Plan Pays
<b>ROUTINE CANCER SCREENINGS</b> Including any applicable lab work, for cervical, prostate, colorectal, and breast (in accordance with PL 34-02, 34-03, and 34-109)	Medicare covers; When Medicare is not primary, the plan pays 100%
<b>ANNUAL EYE EXAM</b> One exam every 12 months, covered in Guam only	Medicare covers; When Medicare is not primary, the plan pays 100%
<b>VISION CARE SUPPLIES</b> Frames, lenses, contact lenses, fitting	Plan pays 100% up to \$150 per member per 12-months Member pays anything beyond \$150
<b>ROUTINE HEARING EXAM</b> Includes one routine exam every 24 months	Medicare covers; When Medicare is not primary, the plan pays 100%
Outpatient Physician Care and Services	Retiree Supplemental Plan Pays
<b>PRIMARY OFFICE VISITS</b>	Plan pays Medicare Part B deductible, and Medicare 20% coinsurance Member pays Nothing; Plan pays 80% when approved outside of Medicare
<b>SPECIALIST OFFICE VISITS</b>	Plan pays Medicare Part B deductible, and Medicare 20% coinsurance Member pays Nothing; Plan pays 80% when approved outside of Medicare
<b>OUTPATIENT LABORATORY</b>	Medicare covers; Member pays Nothing; Plan pays 80% when approved outside of Medicare
<b>X-RAY SERVICES</b>	Medicare covers; Member pays Nothing; Plan pays 80% when approved outside of Medicare
<b>HOME HEALTH CARE</b> 120 visits per plan year	Medicare covers; Member pays Nothing; Plan pays 80% when approved outside of Medicare
<b>HOSPICE CARE FACILITY OUTPATIENT</b> maximum 180 days per plan year (Pre-Certification Required)	Plan pays 80%; Member pays 20%
<b>ALLERGY SERUM &amp; INJECTIONS</b> Does not include those on the Specialty Drugs List & Orthopedic injections	Medicare Primary: Plan pays 100% per visit Medicare Secondary: Plan pays 80% per visit outside of Medicare, Member pays 20% per visit
<b>CHIROPRACTIC CARE</b>	Plan pays 80%; Member pays 20%
<b>MENTAL HEALTH AND SUBSTANCE ABUSE</b>	Plan pays Medicare Part B deductible, and Medicare 20% coinsurance Member pays Nothing Plan pays 80% when approved outside of Medicare
<b>SHORT TERM REHABILITATION</b> Includes coverage for Occupational, Physical and Speech Therapies; 60 combined visits per plan year	Medicare Primary: Plan pays 100% per admission Outside of Medicare: Plan pays 80% per admission, Member pays 20% per admission
<b>URGENT CARE</b>	Plan pays Medicare Part B deductible, and Medicare 20% coinsurance; Member pays Nothing; Plan pays 80% when approved outside of Medicare
<b>VOLUNTARY SECOND SURGICAL OPINION</b>	Plan pays Medicare Part B deductible, and Medicare 20% coinsurance; Member pays Nothing; Plan pays 80% when approved outside of Medicare



# Retiree Supplemental Plan

## Schedule of Benefits

\*Subscriber is required to have Medicare A and B

### Prescription Drugs

This benefit is self-insured by the Government of Guam and is administered by another plan.

Additional Benefits	Retiree Supplemental Plan Pays
<b>ACCUPUNCTURE</b> 30 visits per member, per plan year	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%
<b>AIRFARE BENEFIT TO CENTERS OF EXCELLENCE ONLY</b> For members who meet qualifying conditions, Plan provides roundtrip airfare (Plan Approval Required)	Plan pays 100%
<b>ALLERGY TESTING</b>	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%
<b>AMBULATORY SURGI-CENTER CARE (Pre-Certification Required)</b>	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%
<b>BLOOD &amp; BLOOD DERIVATIVES</b>	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%
<b>BREAST RECONSTRUCTIVE SURGERY</b> (In accordance with 1998 W.H.C.R.A) (Pre-Certification Required)	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%
<b>CARDIAC SURGERY</b>	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%
<b>CATARACT SURGERY</b> Outpatient Only (including conventional lens)	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%
<b>CHEMICAL DEPENDENCY</b>	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%
<b>CHEMOTHERAPY BENEFIT</b> (Pre-Certification Required)	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%
<b>CONGENITAL ANOMALY DISEASES COVERAGE</b> (Pre-Certification Required)	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%
<b>DIAGNOSTIC TESTING</b> MRI, CT scan, and other diagnostic procedures (Pre-Certification Required)	Plan pays Medicare Part B deductible, and Medicare 20% coinsurance Plan pays 80% when approved outside of Medicare
<b>DURABLE MEDICAL EQUIPMENT (DME)</b> (Pre-Certification Required)	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%
<b>ELECTIVE SURGERY</b> (Pre-Certification Required)	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%
<b>EMERGENCY CARE</b> For off-island emergencies, Plan must be contacted and advised within 48 hours 1. U.S. based and Out-of-U.S. emergency facility, physician services, laboratory, X-rays 2. Ambulance Services (Ground Transportation Only)	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%

# Retiree Supplemental Plan

## Schedule of Benefits

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Additional Benefits	Retiree Supplemental Plan Pays	
<b>NON-EMERGENCY CARE</b> in a hospital emergency room	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%	
<b>END STAGE RENAL DISEASE / HEMODIALYSIS</b> (Pre-Certification Required)	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%	
<b>HEARING AIDS</b> Maximum \$500 per member per plan year	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%	
<b>HOSPITALIZATION &amp; INPATIENT BENEFITS</b> 1. Room & Board for a semi-private room, intensive care, coronary care and surgery 2. All other inpatient hospital services including laboratory, x-ray, operating room, anesthesia and medication 3. Physician's hospital services 4. Inpatient Hospice limited to 30 days	Medicare Primary: Plan pays 100% per admission Outside of Medicare: Plan pays 80% per admission, Member pays 20% per admission	
<b>IMPLANTS</b> (Limitations apply, please refer to contract) Limited to cardiac pacemakers, heart valves, stents, Intraocular lenses, orthopedic internal prosthetic devices	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%	
<b>INHALATION THERAPY</b>	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%	
<b>NUCLEAR MEDICINE</b> (Pre-Certification Required)	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%	
<b>ORGAN TRANSPLANT</b> (Pre-Certification Required) Including but not limited to: Heart, Lung, Liver, Kidney, Pancreas, Intestine, Bone Marrow, Cornea (Benefits include organ donor)	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%	
<b>ORTHOPEDIC CONDITIONS</b> Internal and External Prosthesis (Pre-Certification Required)	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%	
<b>RADIATION THERAPY</b> (Pre-Certification Required)	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%	
<b>ROBOTIC SURGERY/ROBOTICS SUITE</b>	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%	
<b>SKILLED NURSING FACILITY</b> Maximum 60 days per member per plan year (Pre-Certification Required)	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%	
<b>SLEEP APNEA</b> Diagnostics and Therapeutic Procedure (Pre-Certification Required)	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%	
<b>STERILIZATION PROCEDURES</b> Vasectomy (Outpatient Only)	Medicare primary; Plan pays 100% Outside of Medicare: Plan pays 80%, Member pays 20%	
<b>TRAVEL BENEFIT</b> - Prior authorization (written approval) and coordination is required from Plan prior to departure from Guam - Applicable only to approved referrals for conditions not treatable on Guam - Airfare and/or lodging expenses coverage for eligible members for approved specialty care visits, consultations, treatments and hospitalization services at Participating Providers in the Philippines or in Taiwan - Executive check-ups preventive services, primary care services and dental care DO NOT QUALIFY for this benefit - Conditions and limitations apply as specified in the Member Handbook	Member pays all cost above \$500 Limited to once per plan year	Not Covered

(1) If a benefit is covered by Medicare, the RSP will cover the Part A or B deductible and the 20% coinsurance. If a benefit is NOT COVERED by Medicare, the RSP will cover the percentage indicated on the Schedule of Benefits.

# Medical Exclusions & Limitations

The following medical services and conditions are Not Covered. You are responsible for all related charges.



1. No benefits will be paid for Injury or Illness when: (a) the Covered Person is entitled to receive disability benefits or compensation (or forfeits his or her right thereto) under Worker's Compensation or Employer's Liability Law for such Injury or Illness; or (b) Services for an Injury or Illness are rendered to the Covered Person by any federal, state, territorial, municipal or other governmental instrumentality or agency without charge, or (c) when such Services would have been rendered without charge but for the fact that the person is a Covered Person under the Plan.
2. No benefits will be paid if any material statement made in an application for coverage, enrollment of any Dependent or in any claim for benefits is false. Upon identifying any such false statement, Company shall give the Covered Person at least 30 days' notice that his or her benefits have been suspended and that his or her coverage is to be terminated. If the false statement is fraudulent or is an intentional misrepresentation of a material fact, such termination shall be retroactive to the date coverage was provided or continued based on such fraudulent statement or intentional misrepresentation of material fact. If the false statement was not a fraudulent statement or intentional misrepresentation of material fact, termination of coverage shall be effective no earlier than the date of the suspension. The Covered Person may dispute any termination of coverage by filing a claim under the grievance procedure provided for in this Certificate at \$5.31. If a grievance is filed, the resolution of the matter shall be in accordance with the outcome of the grievance proceedings. If no grievance is filed for any retroactive termination and the Company paid benefits prior to learning of any such false statement, the Subscriber must reimburse the Company for such payment. Terminations of coverage shall be handled in accordance with the applicable claims procedure requirements of Section 2719 of the PHSA, as added by PPACA. Retroactive terminations of coverage shall not violate the applicable prohibitions on rescissions of Section 2712 of the PHSA, as added by PPACA, and recessions shall be handled in compliance with PPACA's applicable claim denial requirements.
3. No benefits will be paid for confinement in a Hospital or in a Skilled Nursing Facility if such confinement is primarily for custodial or domiciliary care. (Custodial or domiciliary care includes that care which consists of training in personal hygiene, routine nursing services and other forms of self-care. Custodial or domiciliary care also includes supervisory services by a Physician or Nurse for a person who is not under specific medical or surgical treatment to reduce his or her disability and to enable that person to live outside an institution providing such care.) Company and not Covered Person shall be liable if the Company approves the confinement, regardless of who orders the service.
4. No benefits will be paid for nursing and home health aide services provided outside of the home (such as in conjunction with school, vacation, work or recreational activities).
5. No benefits will be paid for private duty nursing. This provision does not apply to Home Health Care.
6. No benefits will be paid for special medical reports, including those not directly related to treatment of the Covered Person. (e.g., employment or insurance physicals, and reports prepared in connection with litigation.)
7. No benefits will be paid for services required by third parties, including but not limited to, physical examinations, diagnostic services and immunizations in connection with obtaining or continuing employment, obtaining or maintaining any license issued by a municipality, state, or federal government, securing insurance coverage, travel, school admissions or attendance, including examinations required to participate in athletics, except when such examinations are considered to be part of an appropriate schedule of wellness services.
8. No benefits will be paid for court ordered services, or those required by court order as a condition of parole or probation.
9. No benefits will be paid for Services and supplies provided to a Covered Person for Injuries incurred while the person was committing a criminal act.
10. Unless otherwise specifically provided in this Certificate, no benefit will be paid for, or in connection with, airfare, and the Company will not pay for the transportation from Guam to any off-island facility, nor for any other non-medical expenses such as taxes, taxis, hotel rooms, etc. In no event will the Company pay for air ambulance or for the transportation of the remains of any deceased person.
11. No benefits will be paid for living expenses for Covered Persons who require, or who of their own accord seek, treatment in locations removed from their home.
12. No benefits will be paid for Services and supplies provided to a dependent of a non-Spouse Dependent. Dependents of non-Spouse Dependents are not eligible for coverage. For example, when a Dependent, other than a Spouse of the Subscriber, has a child, that child is a dependent of a non-Spouse Dependent and is not eligible to become covered under the Plan, unless such child otherwise becomes eligible for enrollment.
13. No benefits will be paid for home uterine activity monitoring.
14. No benefits will be paid for services performed by an immediate family member for which, in the absence of any health benefits coverage, no charge would be made. Immediate family member is defined as parents, spouses, siblings, or children of the Covered Person.
15. If a member is covered under a Worker's Compensation law or similar law, and submits proof that the member is not covered for a particular disease or injury under such law, that disease or injury will be considered "non-occupational" regardless of cause. The covered benefits under this Certificate for members eligible for Worker's Compensation are not designed to duplicate any benefit to which they are entitled under Worker's Compensation Law. All sums payable for Worker's Compensation services provided under this Certificate shall be payable to, and retained by Company. A Covered Person shall complete and submit to Company such consents, releases, assignments and other documents reasonably requested by Company in order to obtain or assure reimbursement under the Worker's Compensation Law.
16. Except for clinical trials and a Covered Person exercising his or her "Right to Try" as set forth in Public Law 115-176 (May 30, 2018), no benefits will be paid for:
  - a. Drugs or substances not approved by the Food and Drug Administration (FDA), or
  - b. Drugs or substances not approved by the FDA for treatment of the Illness or Injury being treated unless empirical clinical studies have proven the benefits of such drug or substance in treating the Illness or Injury, or
  - c. Drugs or substances labeled "Caution: limited by federal law to investigational use."
  - d. Any drug or substance which does not, by federal or state law, require a prescription order (i.e., an over-the-counter (OTC) drug).
17. Except for a Covered Person exercising his or her "Right to Try" as set forth in Public Law 115-176 (May 30, 2018), no benefits will be paid for experimental or investigational procedures, or ineffective surgical, medical, psychiatric, or dental treatments or procedures, research studies, or other experimental or investigational health care procedures or pharmacological regimes as determined by Company, unless prior authorization is obtained from the Company.

Experimental and investigational treatments and procedures are those medical treatments and procedures that have not successfully completed a Phase III trial, have not been approved by the FDA and are not generally recognized as the accepted standard treatment for the disease or condition from which the patient suffers.

18. No benefits will be paid for services or supplies related to genetic testing, with the exception of BRAC1 Testing.
19. No benefits will be paid for services or supplies related to paternity testing.
20. No benefits will be paid for any item or substance that is available without a Physician's prescription even if prescribed by a Physician, except as otherwise provided herein and except for medication and supplies provided as part of Medically Necessary inpatient care.
21. No benefits will be paid in relation to the Robotic Suite or for Robotic Surgery.
22. No benefits will be paid for Services and supplies provided to perform transsexual surgery or to evaluate the need for such surgery. Evaluations and subsequent medications and Services necessary to maintain transsexual status are also excluded from coverage, as are complications or medical sequelae of such surgery or treatment.
23. No benefits will be paid for injuries incurred by the operator of a motorized vehicle while such operator is under the influence of intoxicating alcoholic beverage, or controlled drugs or substances. If a blood alcohol level or the DRAEGER ALCO TEST is available and shows levels that are equal to or exceed 0.08 grams percent (gms%) or that exceed the amount allowed by Guam law as constituting legal intoxication, no benefits will be paid.
24. No benefits will be paid for any medical Service or supply which is available to the Covered Person on Guam and which is paid by or reimbursable through a governmental agency or institution. However, notwithstanding the aforesaid, in no event will the Company consider the availability of benefits under Medicaid or Medically Indigent Program when paying benefits under this Certificate.
25. No benefits will be paid for audiograms, regardless of the reason for such tests.
26. Except under the optional Dental Plan, no benefits will be paid for dental services including but not limited to, services related to the care, filling, removal or replacement of teeth and treatment of injuries to or diseases of the teeth, dental services related to the gums, orthodontics, dental splint and other dental appliances, root canal treatment, soft tissue impactions, alveolectomy, augmentation, and vestibuloplasty, treatment of periodontal disease, false teeth, prosthetic restoration of dental implants, maxillary and mandible implants (Osseo integration) and all related services, removal of impacted teeth, bite plates, orthognathic surgery to correct a bite defect. This exclusion does not apply to:
  - a. Removal of bony impacted teeth, bone fractures, removal of tumors, and biopsy or excision of oral cysts.
  - b. Emergency Services stabilize an acute Injury to sound natural teeth, the jawbone or surrounding structures, if provided within 48 hours of the Injury or as required by PPACA to stabilize and treat a PPACA Emergency.
  - c. Surgical treatment of Temporomandibular Joint (TMJ) disorder.
  - d. Dental anesthesia when Medically Necessary.
27. To the extent permitted by PPACA and except as provided in the §4.51, no benefits will be paid for Services and supplies provided for the purpose of organ transplantation. Unless PPACA requires otherwise, all organ transplants are excluded from coverage, including but not limited to: heart, lung, liver, kidney, pancreas, bone marrow and cornea. Autologous bone marrow transplant (where the donor is also the recipient) is also excluded. Services and supplies directly related to the transplant, such as tissue typing and other pre-operative procedures are excluded as are Services and supplies provided post-operatively which are a consequence of the transplant surgery or the presence of the transplanted organ. This exclusion for post-operative supplies, to include anti-rejection or immunosuppressant medications, and Services continues for the life of the patient. Benefits directly related to the transplant will cease as of the time when it is determine that a transplant will be performed.
28. No benefits will be paid for Services and supplies provided in the course of organ donation whether for a Covered Person who is donating an organ or for someone who is donating an organ for transplantation into a Covered Person.
29. No benefits will be paid in connection with elective abortions unless Medically Necessary.
30. No benefits will be paid for vision care services and supplies, including orthoptics (a technique of eye exercises designed to correct the visual axes of eyes not properly coordinated for binocular vision), Lasik, keratoplasty, and radial keratotomy, including related procedures designed to surgically correct refractive errors except as provided in this Certificate.
31. No benefits will be paid for eyeglasses or contact lenses or for Services and supplies in connection with surgery for the purpose of diagnosing or correcting errors in refraction with the exception of the benefit specifically provided for in this Certificate.
32. No benefits will be paid in connection with any injuries sustained while the Covered Person is operating any wheeled vehicle during an organized, off-road, competitive sporting event.
33. No benefits will be paid for personal comfort or convenience items, including those services and supplies not directly related to medical care, such as guest meals and accommodations, barber services, telephone charges, radio and television rentals, homemaker services, travel expenses, take-home supplies.
34. No benefits will be paid in connection with dialysis treatments which would not have been charged in the absence of the Plan.
35. No benefits will be paid for hypnotherapy.
36. No benefits will be paid for religious, marital and sex counseling, including services and treatment related to religious counseling, marital/relationship counseling, and sex therapy.
37. No benefits will be paid for cosmetic surgery, defined as any surgical procedure directed at improving appearance; or for treatment or Services relating to the consequences of, or as a result of, cosmetic surgery, or except when required for as soon medically feasible repair of accidental injury or for the improvement of the functioning of a malformed body member. This exclusion does not apply to:
  - a. Breast Reconstruction. In accordance with the Women's Health and Cancer Rights Act, reconstruction of the breast on which a mastectomy was performed, surgery and reconstruction of the other breast to produce a symmetrical appearance, and prostheses and physical complications of all states of mastectomy, including lymphedemas, are covered. Such re-constructive procedures are not limited to reconstructive procedures necessitated by mastectomies performed while covered under this Plan.
  - b. Surgery required for the prompt (i.e., as soon as medically feasible) repair of accidental Injury;
  - c. Surgery as a continuation of a staged reconstruction procedure, including but not limited to post-mastectomy reconstruction;
  - d. Surgery for the improvement of the functioning of a malformed body member, including but not limited to correcting congenital defects necessary to restore normal bodily functions (e.g., cleft lip and cleft palate).
38. No benefits will be paid for routine foot/hand care, including routine reduction of nails, calluses and corns.
39. Except as otherwise provided in this agreement, no benefit will be paid for specific non-standard allergy services and supplies, including but not limited to, skin titration (wrinkle method), cytotoxicity testing (Bryan's Test), treatment of non-specific candida sensitivity, and urine auto injections.
40. No benefits will be paid for Services and supplies associated with growth hormone treatment unless the Covered Person is proven to have growth hormone deficiency using accepted stimulated growth hormone analyses and also shows an accelerated growth response to growth hormone treatment. Under no circumstances will growth hormone treatment be covered to treat short stature in the absence of proven growth hormone deficiency.
41. No benefits will be paid for Services and supplies provided for liposuction.
42. No benefits will be paid for weight reduction programs, or dietary

- supplements, except as pre-authorized by Company for the Medically Necessary treatment of morbid obesity.
43. No benefits will be paid for any drug, food substitute or supplement or any other product, which is primarily for weight reduction even if it is prescribed by a Physician.
  44. If for aesthetic purposes, no benefits will be paid in connection with gastric bypass, stapling or reversal.
  45. No benefits will be paid for surgical operations, procedures or treatment of obesity, except when Company has provided prior authorization.
  46. No benefits will be paid for the treatment of male or female infertility, including but not limited to:
    - a. The purchase of donor sperm and any charges for the storage of sperm;
    - b. The purchase of donor eggs and any charge associated with care of the donor required for donor egg retrievals or transfers or gestational carriers;
    - c. Charges associated with cryopreservation or storage of cryopreserved embryos (e.g. office, hospital, ultrasounds, laboratory tests, etc.);
    - d. Home ovulation prediction kits;
    - e. Injectable Infertility medications, including but not limited to, menotropins, hCG, GnRH agonists, IVIG;
    - f. Artificial Insemination, including in vitro fertilization (IVF), gamete intrafallopian tube transfer (GIFT), zygote intrafallopian tube transfer (ZIFT), and intracytoplasmic sperm injection (ICSI), and any advanced reproductive technology ("ART") procedures or services related to such procedures;
    - g. Any charges associated with care required for ART (e.g., office, hospital, ultrasounds, laboratory tests, etc.);
    - h. Donor egg retrieval or fees associated with donor egg programs, including but not limited to fees for laboratory tests;
    - i. Any charge associated with a frozen embryo transfer including but not limited to thawing charges;
    - j. Reversal of sterilization surgery; and
    - k. Any charges associated with obtaining sperm for ART procedures.
  47. No benefits will be paid for household equipment, including but not limited to, the purchase or rental of exercise cycles, water purifiers, hypo-allergenic pillows, mattresses or waterbed, whirlpool or swimming pools, exercise and massage equipment, central or unit air conditioners, air purifiers, humidifiers, dehumidifiers, escalators, elevators, ramps, stair glides, emergency alert equipment, handrails, heat appliances, improvements made to a Covered Person's house or place of business, and adjustments to vehicles.
  48. No benefits will be paid for outpatient supplies (except diabetic supplies), including but not limited to, outpatient medical consumable or disposable supplies such as syringes, incontinence pads, and elastic stockings.
  49. No benefits will be paid for Services and supplies provided for penile implants of any type.
  50. No benefits will be paid in connection with any implants or organ transplants. This exception shall not apply to orthopedic, cardiac, and ear and eye surgeries including but not limited to: Single and dual pacemakers; intraocular lens implants; artificial eyes; heart valves; orthopedic internal prosthetic devices; cardiac stents; stump hose; cochlear implants; corrective orthopedic appliances; and braces.
  51. No benefits will be paid for Services and supplies to correct sexual dysfunction.
  52. Except as specifically provided, if a benefit is excluded, all Hospital, surgical, medical treatments, prescription drugs, laboratory services, and x-rays in relation to the excluded benefits are also excluded as of the time it is determined that the benefit is excluded.
  53. Except as specifically provided in this Certificate, no benefits will be provided for Services and supplies not ordered by a Physician or not Medically Necessary.
  54. Except as specifically provided in this Certificate, no benefits will be provided for:
    - a. Orthopedic footwear: Orthopedic footwear unless attached to an artificial foot or unless attached as a permanent part of a leg brace.
    - b. Motorized limbs: Motorized artificial limbs.
  55. No benefits will be paid for Temporomandibular Joint (TMJ) disorder treatment, including treatment performed by prosthesis placed directly on the teeth, except as provided for in § 4.26 of this Certificate.
  56. No benefits will be paid for Services for which the Covered Person is not legally obligated to pay.
  57. No benefits will be paid for recreational or educational therapy.
  58. No benefit will be paid for ambulance services when used for routine and convenience transportation to receive outpatient or inpatient services, unless deemed Medically Necessary with prior authorization obtained from Company.
  59. Elective or voluntary enhancement procedures, surgeries, services, supplies and medications including, but not limited to, hair growth, hair removal, hair analysis, sexual performance, athletic performance, anti-aging, and mental performance, even if prescribed by a Physician.
  60. No benefits will be paid for hospital take-home drugs.
  61. No benefits will be paid for fees for any missed appointments or voluntary transfer of records as requested by the Covered Person.
  62. No benefits will be paid for educational services and treatment of behavioral disorders, together with services for remedial education including evaluation or treatment of learning disabilities, minimal brain dysfunction, developmental and learning disorders including developmental and learning disorders associated with mental retardation, behavioral training, and cognitive rehabilitation. This includes services, treatment or educational testing and training related to behavioral (conduct) problems, learning disabilities, or developmental delays. Special education, including lessons in sign language to instruct a Covered Person, whose ability to speak has been lost or impaired, to function without that ability, are not covered.
  63. No benefits will be paid for Intelligence, IQ, aptitude ability, learning disorders, or interest testing not necessary to determine the appropriate treatment of a psychiatric condition.
  64. No benefits will be paid for psychoanalysis or psychotherapy credited toward earning a degree or furtherance of education or training regardless of diagnosis or symptoms or whether providing or receiving the Service.
  65. No benefits will be paid for non-Medically Necessary services, including but not limited to, those Services and supplies:
    - a. Which are not Medically Necessary, as determined by Company, for the diagnosis and treatment of Illness, Injury, restoration of physiological functions, or covered preventive services;
    - b. That do not require the technical skills of a medical, mental health or a dental professional;
    - c. Furnished mainly for the personal comfort or convenience of the Member, or any person who cares for the Member, or any person who is part of the Member's family, or any Provider;
    - d. Furnished solely because the Member is an inpatient on any day in which the Member's disease or Injury could safely and adequately be diagnosed or treated while not confined;
    - e. Furnished solely because of the setting if the service or supply could safely and adequately be furnished in a Physician's or a Dentist's office or other less costly setting.
  66. As required by HIPAA, no source-of-injury exclusion will apply if: a) the Injury resulted from an act of domestic violence, or b) the Injury resulted from a medical condition (including both physical and mental health conditions). There is no source-of-injury exclusion for intentionally self-induced or intentionally self-inflicted injuries resulting from a medical condition (including physical and mental health conditions).



# Preventive Services



The information below is a synopsis of the covered preventive services in accordance with the U.S. Preventive Services Task Force (USPSTF), Grades A and B recommendations to clinicians. For a full listing of all USPSTF A and B recommendations for adults and children, please go to <http://www.uspreventiveservicestaskforce.org/Page/Name/uspstf-a-and-b-recommendations/>

## Physical Exam Frequency

Age	Frequency & Recommendations
Infancy (Newborn to nine months)	Maximum 7 visits
Early Childhood (One to four years old)	Maximum 7 visits
Middle Childhood / Adolescence (Five to seventeen years old)	Maximum 1 visit per year

## Immunization vaccines for children from birth to age 18

Immunizations	Frequency & Recommendations
Diphtheria, tetanus, pertussis	At ages 2, 4, 6 and 18 months, once between 4 and 6 years, a single dose of Tdap for booster between ages 11 and 12 and subsequently every 10 years
Haemophilus influenzae type B	At ages 2, 4, 6 and 15 to 18 months
Hepatitis A	Two doses at least six months apart at ages 12 to 23 months. From age 2 to 18 years, at physician's discretion: two doses at least six months apart if not vaccinated previously and at high risk
Hepatitis B series age 2 to 18 years if not vaccinated in infancy	Three doses in the first 18 months. (First dose of Hep B to be administered to all newborns before leaving the hospital.) May begin three-dose series age 2 to 18 years if not vaccinated in infancy
Human papillomavirus (HPV)	Three dose series at age 11 to 12 years
Inactivated poliovirus	At ages 2, 4 and 6 to 18 months, once between ages 4 and 6 years
Influenza	For healthy children receiving the immunization for the first time, ages 6 months to 9 years, two doses separated by four weeks. Annually for children 2 years and older after first immunization
Measles, mumps, rubella (MMR)	Two vaccinations, the first at ages 12 to 15 months. MMR vaccinations should never be given less than one month apart. Second vaccination given between ages 4 and 6 years. After age 7, two doses if not previously vaccinated or no history of disease
Meningococcal	One dose for ages 2 to 10 years if high risk. One dose between 11 to 12 years. One dose 13 to 18 years if not previously vaccinated
Pneumococcal	For all children ages 23 months and younger, four doses at 2, 4, 6, and 12 to 15 months. For ages 2 to 6 years, a single dose, if not immunized previously for healthy children. One additional dose for children with underlying medical conditions who have already received three doses. Vaccinate high risk groups after age 7
Rotavirus	At 2, 4 and 6 months
Varicella	One vaccination between ages 12 and 18 months. Second dose to be given at 4 to 6 years. Two-dose series for children 7 years to adult if no history of varicella and no previous vaccination

## Assessments and screenings for children from birth to age 18

Assessments, screenings and counseling	Frequency & Recommendations
Alcohol and drug use assessments	All adolescents, during each visit for age 11 to 18 years
Autism screening	Children at 18 and 24 months
Blood pressure	Beginning at 3 years
Breastfeeding support, supplies and counseling	In conjunction with each birth
Cervical dysplasia/cancer screening	At start of sexual activity for females
Chlamydia infection, gonorrhea and syphilis screenings	All sexually active adolescents to be screened for sexually transmitted infections (STIs)
Congenital hypothyroidism screening	Newborns
Contraceptive methods and counseling	As prescribed
Depression screening and behavioral assessments	Children between ages 12 to 18
Developmental screening	Children under the age of 3 to be checked at 9, 18 and 30 months
Dyslipidemia screening	Risk assessment at 2, 4, 6, 8 and 10 years old, then annually through age 21. (Routine lab testing not recommended, but may be done for children identified as high risk)
Gonorrhea preventive medication	For the eyes of all newborns
Hearing screening	0 to 90 days
Height, weight and body mass percentile measurements	Height and weight at each visit up to 2 years. Starting at 2 years body mass percentile at each visit
Hematocrit or hemoglobin screening	Once at 12 months, once between ages 11 and 21, once annually for menstruating adolescents
HIV screening	Annually for adolescents at high risk
Human papillomavirus testing	Screening should begin at 30 years of age and should occur no more frequently than every 3 years
Lead screening	Children at risk of exposure. Risk assessment for lead exposure between ages 6 and 12 months and again at 24 months and assess for risk between ages 2 to 6. Blood tests for those identified as high risk
Medical history	All children throughout development
Newborn screenings as identified by the Federal Health Resources and Services Administration	Once at birth, screenings include but are not limited to PKU and sickle cell screenings
Obesity screening and physical activity and nutrition counseling	6 years and older
Oral health risk assessment	12, 18, 24 and 30 months. 3 and 6 years
Screening and counseling for interpersonal and domestic violence	
Screening for gestational diabetes	In pregnant women between 24 and 28 weeks of gestation and at the first prenatal visit for pregnant women identified to be at high risk of diabetes
Sexually transmitted infection (STI) prevention counseling	Adolescents at higher risk, anticipatory guidance at physician discretion for ages 11 to 18 years
Tuberculin testing	Children at high risk of tuberculosis
Vision screening	Between the ages of 3 and 5 years, to detect the presence of amblyopia or risk factors

## Immunization vaccines for adults

Immunizations	Frequency & Recommendations
Hepatitis A	Recommended if risk factors are present
Hepatitis B	Recommended if risk factors are present
Herpes zoster	One dose at age 60 and older
Human papillomavirus (HPV)	Three dose series at age 19 to 26 years on a zero, two and six-month schedule for females
Influenza	Annually
Measles, mumps, rubella (MMR)	One to two doses if not vaccinated previously or no history of disease. For high risk groups age 40 years and older
Meningococcal	For ages 19 to 24, one dose if not vaccinated previously. For high risk groups 24 years and older
Pneumococcal	For high risk groups under age 65. One after age 65
Tetanus, diphtheria and pertussis (Td/Tdap)	Every 10 years (One dose of Tdap if pertussis booster was not received previously) After 65 Td alone
Varicella	Two-dose series for adults if no history of varicella and no previous vaccination

## Assessments and screenings for adults

Assessments, screenings and counseling	Frequency & Recommendations
Abdominal aortic aneurysm screening	Men between ages 65 and 75 who have ever smoked, a one-time screening for abdominal aortic aneurysm
Alcohol misuse screening	All adults at physical exam
Blood pressure screening	All adults at physical exam
Chlamydia infection, gonorrhea and syphilis screenings	All sexually active adults to be screened for sexually transmitted infections (STIs)
Colorectal cancer screening	Adults over 50. Beginning at age 50, one of the following screening options: • Fecal occult blood test annually • Flexible sigmoidoscopy every five years • Colonoscopy every 10 years. Those with a family history (first degree relative) of colorectal cancer or adenomatous polyps: begin screening at age 40 or 10 years before the youngest case in the immediate family. Colonoscopy every five years. Consider stopping screening at age 75. Use individual consideration between ages 75 and 85. Screening is not recommended for individuals older than 85 at high risk
Depression screening	All adults, during each physical exam
Diabetes screening	Fasting plasma glucose test every three years in adults with hypertension or hyperlipidemia
Diet counseling	Adults at higher risk for chronic disease
Height, weight and body mass percentile measurements	All adults during physical exam
Hematocrit or hemoglobin screening	Once every two years for adults
HIV screening	Annually for adults at high risk
Cholesterol profile	USPSTF Rating A - All men aged 35 and older USPSTF Rating A - Women aged 45 and older if at increased risk for coronary heart disease USPSTF Rating B - Men aged 20 to 35 if at increased risk for coronary heart disease USPSTF Rating B - Women aged 20 to 45 if at increased risk for coronary heart disease
Obesity screening and counseling	All adults
Sexually transmitted infection (STI) prevention counseling	Adults at higher risk
Tobacco use screening	All adults during each visit (includes cessation interventions for tobacco users) expanded counseling for pregnant tobacco users
Tuberculin testing	Adults at higher risk of tuberculosis

## Women's Preventive Services

Assessments, screenings and counseling	Frequency & Recommendations
Bacteriuria (urinary tract or other infection screening)	Pregnant women
Breastfeeding support, supplies & counseling renting breastfeeding equipment.	Each birth. Comprehensive lactation support & counseling by trained provider during pregnancy &/or in the post partum period, and costs for
Cervical dysplasia/cancer screening	Start screening at beginning of sexual activity or at 21, whichever is first. Annual screening up to age 30. For ages 30 and older, screening every two to three years. Suggest stopping at 70 if three or more normal Pap tests in a row, no abnormal Pap test in previous 10 years and not at high risk.
Counseling for breast cancer chemoprevention	Women at high risk.
Counseling related to BRCA screening	Women whose family history is associated with an increased risk for deleterious mutations in BRCA 1 or BRCA 2 genes.
Counseling for sexually transmitted infections	Annually for all sexually active women.
Counseling & screening for Human immunodeficiency virus (HIV)	Annually for all sexually active women.
Contraceptive methods & counseling	As prescribed. All FDA approved contraceptive methods, sterilization procedures & patient education & counseling for all women with reproductive capacity. Subject to Plan Drug Formulary.
Hepatitis B screening	Pregnant women at their first prenatal visit
Human papillomavirus testing (HPV)	Screening begins at 30 years of age & should occur no more frequently than every 3 years. High-risk human papillomavirus DNA testing in women with normal cytology results.
Iron deficiency anemia screening	On a routine basis for pregnant women
Mammography	Women ages 40 to 74, every one to two years. Annually for ages 50 and older.
Osteoporosis screening	Once every two years as a part of physical exam (does not include bone density test) for women 40 to 64 years old. Bone density test beginning at 65, or at 60 for women at risk.
Rh incompatibility screening	All pregnant women on first visit and follow-up testing for women at higher risk.
Screening for gestational diabetes	Pregnant women between 24 & 28 weeks of gestation & at the first prenatal visit identified to be at high risk for diabetes.
Screening & counseling for interpersonal & domestic violence	Annually

# Off-Island Care



The following was developed to assist members with the off-island referral process.  
Please contact our office for any additional assistance you may require.

## Referral Procedures

- Visit the Calvo's SelectCare office to see a Customer Service Representative at least four (4) weeks prior to departure. It is advisable not to purchase airline tickets without a confirmed off-island doctor's appointment. You will be asked to complete our Off-Island Appointment Request Form. Among other things, this form is used to convey your preferred off-island facility, appointment dates and the required level of care and provides us with additional information to better serve your off-island needs. Your Representative will be able to provide you with the necessary information for you to make the best possible choices regarding your off-island medical care.



## Required Documents

- Off-island medical referral from your local doctor.
- Medical Records related to your illness. You will likely need to bring these records with you to present to your off-island provider.
  - Copies of diagnostics tests such as Ultrasound, X-Ray, MRI, CT Scan, Biopsy Reports, Pathology Slides, Angiogram CD, and any other pertinent records.
  - Most Recent Blood Tests/Laboratory/Pathology and other diagnostic procedure results.
  - If you were recently discharged from a hospital, please bring the Discharge Summary, Laboratory Results, and any Operative Reports.
- Completed Calvo's SelectCare form authorizing us to receive health information from your off-island provider.
- Calvo's SelectCare Member ID Card and a picture ID.
- Please allow us time to review your request, generate the necessary paperwork, and confirm acceptance by a physician and/or facility. Most delays in processing are due to appointment unavailability, changes in schedule, and/or incomplete records. All appointments are subject to provider and facility availability and there may be a waiting period until your scheduled appointment.
- A Guam Memorial Hospital Social Worker may provide assistance for Hospital-to-Hospital transfers, so please communicate with them as they have standard procedures and protocols for Hospital-to-Hospital transfers.
- When a referral packet is ready, we will call you for pick-up. Anticipate and allot 30 minutes of your time to review the off-island referral packet and sign any necessary documents.

## Additional Information and Suggestions

- **Passport:** It is recommended that you always have a valid passport with more than 6 months prior to its expiration. This document is necessary to travel and seek care with our providers outside the United States, especially in cases where a medical transfer or evacuation is necessary.
- **Advanced Health Care Directive – aka Living Will:** You should set up a personal directive, advance directive, or advance decision, or living will. This is a legal document in which a person specifies what actions should be taken for their health if they are no longer able to make decisions for themselves because of illness or incapacity.
- For travel and lodging arrangements, you should register and coordinate with the Guam Medical Referral Office on Guam (671-475-9350) or their satellite offices in the Philippines, Hawaii and California as they may be able to assist you with lodging and travel arrangements.
- Completed Fitness for Travel Forms may be required by the airline and must be obtained from your referring physician prior to 10 days of departure and forwarded to the airline for their review.
- Please verify with the attending physician if oxygen is needed during the trip and during any layovers. If required, please coordinate with the Guam Medical Referral Office to make arrangements.
- Wear comfortable clothing and footwear when undergoing physicals.
- Your Calvo's SelectCare plan only pays for covered medical services, aside from applicable deductibles, Co-Insurance, or Co-Payments, you should also be prepared to pay for any items not related to your care, such as phone calls and comfort items. Payments must be made at the time of service or at the time of discharge from the hospital. We suggest bringing extra money or credit cards in anticipation of such expenses.
- Please obtain receipts for any payment you may make for your covered medical care and submit them to our office no later than 120 days from the date of service.
- Be sure to bring back all medical records and reports related to your off-island care and present to your local provider to help in the continuity of your care.
- If care is sought in the Philippines, you may need to coordinate with our Calvo's SelectCare Office located at one the following locations:

### Calvo's SelectCare at **St. Luke's Medical Center: Quezon City**

Rm. 716 7th Floor, North Tower  
Cathedral Heights Building Complex  
St. Luke's Medical Center Compound  
#279 E. Rodriguez Sr. Avenue,  
Quezon City, Philippines  
Phone: (632) 413-1312

### Calvo's SelectCare at **St. Luke's Medical Center: Global City**

Rm. 1008 10th Floor  
Medical Arts Building  
32nd St. Bonifacio Global City  
Taguig City, 1112 Philippines  
Phone: (632) 555-0443/0448

### Calvo's SelectCare at **The Medical City: Pasig City**

Business Center, 9th Floor  
The Medical City, Ortigas Center  
Pasig City, Philippines  
Phone: (632) 650-0589



- Bringing along a companion is a good idea. He or she may be very helpful.

Whenever you want someone else to communicate with Calvo's SelectCare to coordinate your referral (e.g. spouse, companion, Guam Medical Referral Office, etc.), you must sign our form authorizing us to release Protected Health Information (PHI) to anyone acting on your behalf. Verbal authorizations are not accepted.

- Please refer to our directory of Participating Providers to avoid the extra expenses that you may incur if you obtain care from Non-participating Providers. When you go to a Non-participating Provider without the Plan's prior approval, you may end up financially responsible for significant sums. A more detailed explanation is found in the "Your Payment Responsibilities" section of this Handbook.
- Coverage for certain procedures requires the Plan's prior approval. Contact our office for clarifications.
- If you lose your coverage for any reason at any time during your off-island care, you will be required to reimburse Calvo's SelectCare or any providers for charges incurred beyond the insurance coverage period.
- **Coverage for dependent child or children residing in the Continental USA:** We will extend coverage to an eligible dependent child or children residing in the Continental USA through the PHCS/ Multiplan PPO network. We recommend that you or your dependent child identify and select a medical provider by accessing the PHCS/ Multiplan website: <https://www.multiplan.com>. Once a provider is identified, it is advisable that you inform us, so we can issue a coverage letter to your child and the provider. This will improve the manner in which your dependent child or children access care. It is also recommended that you check with the provider regarding his or her participation with the PHCS/ Multiplan network, as their participation status may change.
- **Please make sure that you, your next of kin, or medical provider contact us within 48 hours for the following:**
  - Hospital Admission
  - Outpatient Surgery
  - Emergency Room Visit
  - High Level Diagnostic Testing such as MRIs or CT Scans

**Failure to may result in becoming financially responsible for charges.**



# Completing your Deductible/Reimbursement Claim Form



## Reminder:

Deductible/Reimbursement Claims along with all receipts must be submitted within **120 days from the date of service**, otherwise these expenses will not be covered.

If you have paid a deductible under your plan or if you are seeking reimbursement on a claim you have paid, it is important that you provide us with the following in order for us to process your claim or reimbursement in a timely manner:

- **A properly completed  
Deductible/Reimbursement Claim Form; and**

- **ALL the required information below:**

### Medical or Dental Services

- **Medical & Dental:**  
Name of Doctor
- **Medical:**  
Diagnosis Code (ICD)
- **Medical & Dental:**  
Procedure Code (CPT & Modifier)
- **Medical & Dental:**  
Itemized Bill of Charges
- **Medical:**  
Clinic Notes from Doctor
- **Dental:**  
Tooth # or Surface or Quadrant
- **Medical & Dental:**  
Proof of Payment
- **Medical:**  
If injury from an accident  
- Cause and Place of Accident
- **Medical Certificate from Philippine or  
foreign Non-participating Providers**

### Hospital Services

- UB04 Claim Form
- Itemized Bill of Charges
- Complete Medical Report
- Patient's Account Number
- Proof of Payment

### Laboratory

- Name of Laboratory
- Diagnosis Code (ICD)
- Procedure Code (CPT)
- Description of Procedure
- Itemized Bill of Charges
- Proof of Payment

### Prescription Drugs

- Name of Pharmacy
- Name & Strength of Medication
- National Drug Code (NDC)
- Quantity
- Original Prescription (for Philippine Claims)
- Itemized Bill of Charges
- Proof of Payment
- "Explanation of Benefits" from your Primary Insurance such as Medicare / AARP Summary



## Please Note:

Deductible/Reimbursement Claim Forms must be submitted within **120 days** to assure complete and timely processing.

All deductibles will be processed based on the contracted fees with our Participating Providers. You may need to seek reimbursement from a provider for any excess charges over such contracted fees.

We will not be able to accept any bill or required document in a foreign language unless it is translated to English.



## Deductible / Reimbursement Claim Form

Claims for Deductibles or Reimbursements must be submitted within 120 days from the Date of Service

For Official Use Only:

Letter No.:

Patient's Name (Last Name, First Name, Middle Initial)		Patient's Birth Date	Patient's Member Number
Date of Service From	Through	Provider Name	Paid
			Official Use
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total			\$

Please make sure to provide ALL required information below

### Medical or Dental Services

- Medical & Dental: Name of Doctor
- Medical: Diagnosis Code (ICD9)
- Medical & Dental: Procedure Code (CPT & Modifier)
- Medical & Dental: Itemized Bill of Charges
- Medical: Clinic Notes from Doctor
- Dental: Tooth # or Surface or Quadrant
- Medical & Dental: Proof of Payment
- Medical: If injury from an accident - Cause and Place of Accident

### Hospital Services

- UB92 Claim Form
- Itemized Bill of Charges
- Complete Medical Report
- Patient's Account Number
- Proof of Payment

### Prescription Drugs

- Name of Pharmacy
- Name & Strength of Medication
- National Drug Code (NDC)
- Quantity
- Original Prescription (for Philippine Drug Claims)
- Itemized Bill of Charges
- Proof of Payment



### Laboratory

- Name of Laboratory
- Diagnosis Code (ICD9)
- Procedure Code (CPT)
- Description of Procedure
- Itemized Bill of Charges
- Proof of Payment

I hereby certify that the above information is true, accurate and complete.  
I authorize any physician, practitioner, hospital, medical care institution, insurance company or other organization, institution, person or employer that has any records or knowledge of care, treatment or advice of me, my spouse, or my children to give such information to Calvo's SelectCare or its representatives. This authorization remains in effect as long as necessary to evaluate and/or process the above claim for me or my covered dependents. A photographic copy of this authorization shall be as valid as the original.

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

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

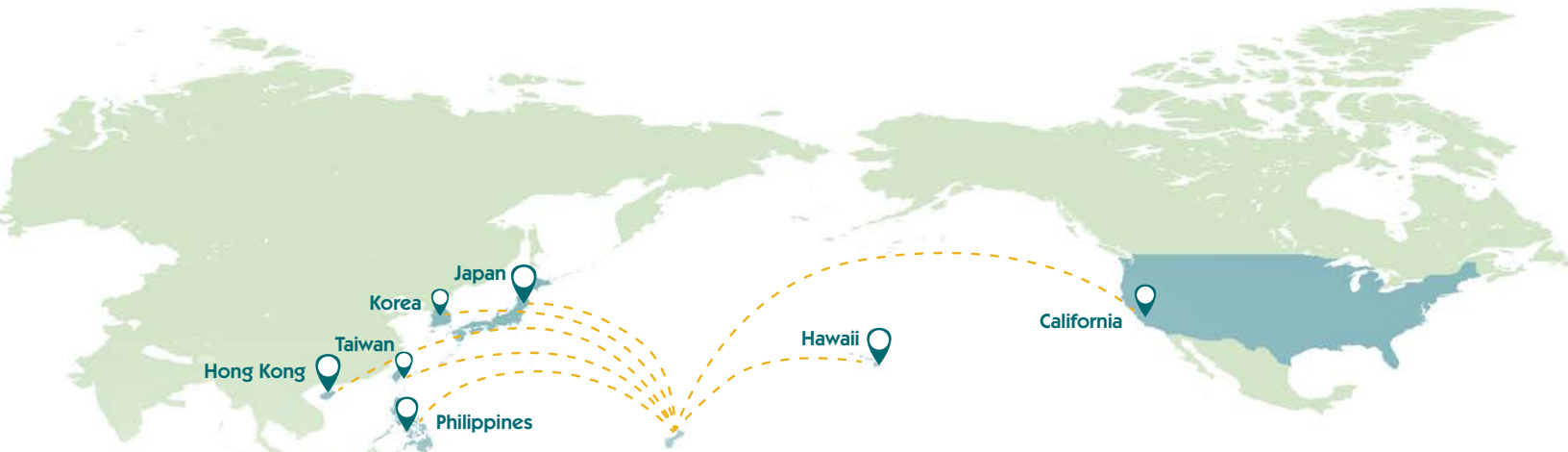
Deductible/Reimbursement Claim Form 20130731

White - Calvo's SelectCare

Yellow - Member

# Comprehensive Provider Network

Local, national and international access to thousands of doctors, hospitals, dental and vision care providers



## Asia Providers

### Philippines

- **Cardinal Santos Medical Center**
- **Makati Medical Center**
- **Manila Doctor's Hospital**
- **National Kidney and Transplant Institute**
- **St. Luke's Medical Center: Global City**
- **St. Luke's Medical Center: Quezon City**
- **The Medical City: Clark Freeport Zone, Pampanga**
- **The Medical City: Molo, Iloilo City**
- **The Medical City: Pasig City**

### Hong Kong

- Hong Kong Adventist Hospital - Stubbs Road
- Gleneagles Hospital

### Taiwan

- **China Medical University Hospital**
- **Shin Kong Wu Ho-Su Memorial Hospital**
- **Taiwan Adventist Hospital**

### Japan

- Kameda Medical Center, Chiba
- Kameda Kyobashi Clinic, Tokyo

### Korea

- Samsung Medical Center

## U.S. Direct Contracted Providers

### California

- **Doctor's Medical Center of Modesto**
- **Good Samaritan Hospital**
- **Keck Hospital of USC**
- **Long Beach Memorial Medical Center**
- **PIH Health Downey Hospital**
- **PIH Health Whittier Hospital**
- **St. Vincent Medical Center**
- **USC Norris Cancer Center**
- **USC Verdugo Hills Hospital**
- **White Memorial Medical Center**
- Anaheim Global Medical Center
- Cedars-Sinai Medical Center
- Chapman Global Medical Center
- Children's Hospital of Los Angeles
- Orange County Global Medical Center
- Sharp Chula Vista Medical Center
- Sharp Coronado Hospital and Medical Center
- Sharp Grossmont Hospital
- Sharp Memorial Hospital
- South Coast Global Medical Center
- St. John's Health Center

### Hawaii

- Kapiolani Women & Children's Hospital
- Pali Momi Medical Center
- Shriners Hospital for Children
- Straub Clinic and Hospital
- The Cancer Center of Hawaii
- University Clinical Education Research Associates

**Bold Teal Text = Center of Excellence**    Black Text = Other Participating Provider



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Excellence



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Convenience  
Care Centers



**6,100+**  
Hospitals



**111K+**  
Doctors  
and Health  
Professionals

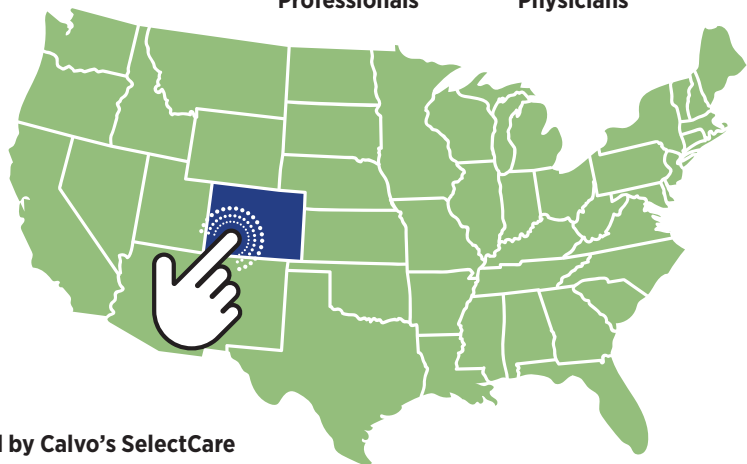


**1.1M+**  
UnitedHealth  
Premium Care  
Physicians

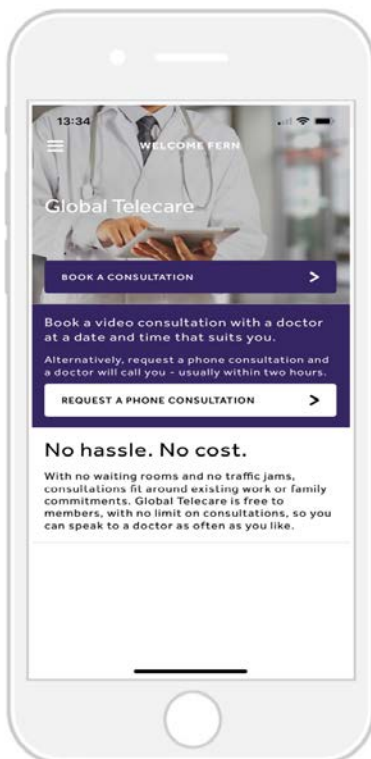
## Facility/Provider Finder

- Find the nearest provider in the area of the U.S. you are in
- Find providers by category (people, places, services, conditions)

[us1.welcometouhc.com](https://us1.welcometouhc.com)



All Off-Island Services must be pre-approved by Calvo's SelectCare



Government of Guam employees  
have access to telehealth  
services through **Teladoc**  
HEALTH

### Services include:

- Book a Video Consultation
- Book a Call Back Request
- Access the Global Telecare Service
- Viewing Video/Phone Consultation Notes

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# Guam Providers

## Participating Guam Doctors and Dentists

Providers may change from time to time, we encourage you to call our customer service department.

### Doctors

#### Cardiology

Giambartolome, Alessandro\*  
Inaba, Yoichi\*  
Kim, Byungsoo\*  
Palusinski, Robert\*  
Prieto, Alejandro\*  
Quiros, Juan - VISITING\*  
Wiedermann, Joseph\*

#### Dermatology

LaTour, Donn - VISITING\*  
Prodanovic, Edward - VISITING\*  
Yang, Hoseong Steve\*

#### E.N.T. (Otolaryngology)

Castro, Jerry\*  
Ryu, David\*  
Williams, Lawrence\*

#### Endocrinology

Alford, Erika\*  
Rubio, Joel\*

#### Family Practice

Adolphson, Arania\*  
Akimoto, Vincent\*  
Akoma, Ugochukwu\*  
Anderson, Mark\*  
Bryson, Julie\*  
Campus, Hieu\*  
Cook-Hyunh, Mariana  
Cruz, Luis\*  
Flores, Lisa\*  
Frickel, Wendy\*  
Galgo, Geoffrey\*  
Lee, Delores\*  
Loder, Bryce  
Lom, Jitka  
Lujan, Davina\*  
Manlucu, Luella\*  
Mariano, Maria\*  
Miyagi, Shishin\*  
Nguyen, Hoa Van\*  
Nguyen, Luan\*  
Raab, Jeremy\*  
Richardson, Ian  
Robinson, Michael\*  
Samaniego, Maria  
Santos, Patrick  
Schroeder Jr., Edmund\*  
Terlaje, Ricardo\*

#### Gastroenterology

Farrell, Frank - VISITING\*

#### Geriatrics

Liu, Pei-Chang\*  
Ouhadi, Faraz\*  
Schroeder Jr., Edmund\*

#### Hematology

Coty, Paul\*  
Friedman, Samuel\*  
Huang Chen\*

#### Infectious Disease Medicine

Magcalas, Edgardo\*  
Ursales, Anna Leigh\*  
Yamamoto, Michelle\*

#### Internal Medicine

Agustin, Michael\*  
Alford, Erika\*  
Arcilla, Leopoldo\*  
Chang, Young  
Chenet, Alix  
Duenas, Vincent A.\*  
Inaba, Yoichi\*  
Kang, Jiyeong\*  
Lim, Doris\*  
Lim Jr., Johnny\*  
Lizama, Florencio Larry T.\*  
Magcalas, Edgardo\*  
Nerves, Robert C.\*  
Osman, Sharleen\*  
Ouhadi, Faraz\*  
Preston, Donald\*  
Rubio, Joel\*  
Safa, Saied\*  
Samonte, Romeo\*  
Taitano, John Ray\*  
Thorp, Jonathan\*  
Trinh, Tien\*  
Ursales, Anna Leigh\*  
Villa, Eden  
Yamamoto, Michelle\*

#### Nephrology

Dissadee, Mana\*  
Mesbah, Anita\*  
Nerves, Robert C.\*  
Osman, Sharleen\*

Philips, Sherif\*  
Safa, Saied\*

#### Neurology

Carlos, Ramel\*  
Hale, Justin\*

#### OB/GYN

Bieling, Friedrich\*  
Bordallo, Annie U.  
Gabel, Jeffrey  
Hirata, Greigh - VISITING  
Jyung, Jin\*  
Miller, Vanessa\*  
Sidell, Jonathan\*  
Shieh, Thomas  
Swena, Deborah\*  
Todd, Rose\*  
Underwood, Teresa

#### Oncology

Au, Kin-Sing\*  
Coty, Paul\*  
Friedman, Samuel\*  
Huang, Chen\*  
Ko, Song-Chu\*

#### Ophthalmology

Burton, Gregory P.\*  
DeBenedictis, Marjorie\*  
Flowers, Charles  
Horio, Blake\*  
Jack, Robert\*  
Klocek, Matthew\*  
Lombard, Peter\*  
Margalit, Eyal  
Ng, Eugene - VISITING\*  
Parks, David - VISITING\*  
Smith, Anthony  
Wresh, Robert\*

#### Orthopedics

Arafiles, Ruben\*  
Cunningham, Glenn\*  
Galang, Carmelino\*  
Kim, Andrew\*

#### Pediatrics

Blancaflor, Maria  
Carrera, Yolanda

Del Rosario, Amanda  
Domalanta, Dina  
Fojas, Milliecor  
Garcia, Antonio  
Garrido, John  
Linsangan, Gladys  
Manaloto, Cristina  
Sarmiento, Dennis  
Um, Michael  
Walker, Jasmine

#### Physical Medicine & Rehabilitation

Gaerlan, Maria Stella\*

#### Podiatry

Borja, Teresa\*  
Kim, Sungwook\*  
Prins, Dustin\*  
Silan, Noel\*

#### Pulmonology/Critical Care

Agustin, Michael\*  
Aguon, Joleen\*  
Hernandez, Mary Elizabeth\*

#### Radiology

Berg, Nathaniel\*  
Fenton, Michael\*  
Hum, Barbara\*  
Khandelwal, Ashish\*  
Lizama, Vincent  
Mallikarjunappa\*  
Nguyen, Tuan\*  
Packianathan, Xavier\*  
Piana, Peachy\*  
Pomeranz, Steven\*  
Schneider, Michael  
Shay, Jeffery\*  
Spak, Eric\*  
Tan, Kenneth  
Taylor, Laura\*  
Thorisson, Hjalte  
Young, John\*

#### Sleep Medicine

Barthlen, Gabriele\*  
Lin, Shih Hao\*  
Schumann, Richard

#### Surgery-General

Bandy, Nicholas\*  
Cruz, Michael\*  
Eusebio, Christian\*  
Eusebio, Ricardo B.\*  
Go, Peter\*  
Helm, Joseph\*  
Im, Sunggeun\*  
Kobayashi, Ronald\*  
Leon Guerrero, Alexandra\*  
Li, Doris Sophia\*  
Medina, Daniel\*  
Oh, Daniel\*  
Rahmani, Kia\*  
Sandy, Gisella\*  
Saw, Eng\*

#### Surgery-Hand & Microsurgery

Landstrom, Jerone\*

#### Surgery-Neurological

Hayashida, Steven  
Nyame, Verrad\*  
Weingarten, David

#### Surgery-Plastic & Reconstructive

Fegurgur, John\*

#### Surgery-Vascular

Eusebio, Ricardo\*  
Kobayashi, Ronald\*

#### Urology

Fenton, Ann\*  
Peters, Virgilio\*

#### Wound Care

Acuna, Edna\*

Providers marked with an asterisk (\*) are Medicare Providers



# Guam Providers

## Participating Clinics, Hospitals, Pharmacies and Services

Providers may change from time to time, we encourage you to call our customer service department.

### Participating Clinics

Adult Health Care Clinic*	Guam Hearing Doctors*	Health Partners, LLC*	Omnihealth Wound Care and Hyperbaric Medicine*	St. Lucy's Eye Clinic*
American Medical Center*	Guam Medical Care*	Health Services of the Pacific*	One Love Pediatrics	The Doctor's Clinic*
American Pediatric Clinic, LLC	Guam Medical	Hepzibah Family Medical Clinic*	Pacific Cardiology Consultants*	The Neurology Clinic*
Byungsoo Kim, M.D.*	Health Care Center	IHP Medical Group*	Pacific Hand Surgery Center*	The Pediatric and Adolescent Clinic
Cancer Center of Guam, LLP*	Guam Medical	Island Cancer Center*	Pacific Medical Group*	The Weingarten Institute for Neuroscience
Center for Women's Health	Imaging Center*	Island Eye Center*	Pacific Radiology, Inc.	The Women's Clinic
Central Medical Clinic*	Guam Orthopedic Clinic*	Island Surgical Center*	Pacific Retina Group, LLC*	Thomas Shieh, M.D.
Dededo Polymedic Clinic	Guam Radiology Consultants*	Latte Stone Cancer Care*	Pacific Retina Specialists	Tumon Kidney Center*
Evergreen Health Center*	GRMC Specialty Care Center*	Leopoldo Arcilla, M.D.*	Pacific Sleep Care	Tumon Medical Office
Express Care Health & Skin Care Center	Guam SDA Clinic*	Lombard Health*	Pacific Sleep Center	U.S. Renal Care
Guam Adult & Pediatric Clinic*	Guam Sleep Center*	Marianas Footcare Clinic*	Pediatric & Asthma Clinic, PC	Finegayan Dialysis*
Guam Behavioral Health & Wellness Center*	Guam Specialist Group, PLLC*	Marianas Physicians Group	Renal Centers of Guam*	U.S. Renal Care Sinajana Dialysis*
Guam Dermatology Institute*	Guam Surgical Group*	MDX Imaging*	Romeo Samonte, M.D.*	United Family Medical Center
Guam Dialysis Center*	Guam Surgicenter, LLC*	Micronesia Medical and Anesthesia Assoc., PLLC*	Sagua Managu	Young Chang, M.D.
Guam E.N.T., LLC*	Guam Urology, LLC*	MPG Pediatrics, PC	SDA Wellness Center	
Guam Foot Clinic*	Hagatna MED Clinic*	Northern Region Community Health Center	Southern Region Community Health Center	
	Harmon Pediatrics			

### Allied Services

<b>Acupuncture</b>	Romero, Amy	Medquest Medical Supply	<b>Optical</b>	O'Connor, Shannon
Baik, Jong Sun	Rosario-Sanchez, Katrina	<b>Home Health Care</b>	Agahan Optical	Pagaduan, Marc
Chong, Richard	Santos, Jamela	Guam Visiting Nurses*	FHP Vision Center*	Santos, Isaías*
Yu, Jong	Swaddell, Joan	Health Services of the Pacific*	Garcia Optical	Sibug, Mary Ann
<b>Audiology</b>	Tolentino, Doris	Isla Home Infusion	Ideal Optical	S.O.A.R. Physical Therapy
Koffend, Renee*	Toves, Louise	Paradise Home Care	Ideal Vision Center	<b>Radiology</b>
<b>Behavioral Health</b>	<b>Chiropractic</b>	<b>Laboratory</b>	Lombard Health	Guam Medical Imaging Center*
Aguon, Risha	Arthur, Steve	Diagnostic Laboratory Services & Bio Path*	New 20/20 Vision Center	Guam Radiology Consultants*
Aquino, JoBeth	Beckwith, Nicholas	- American Medical Center*	Seventh Day Adventist Eye Clinic*	MDX Imaging*
Baleto, Jesse	Dimalanta, Albert J.	- Dededo Polymedic Clinic*	Vision Express	Pacific Radiology, Inc.*
Baynum, Andri	Gregory, Barbara	- Express Care Health & Skin Care*	<b>Physical Therapy</b>	The Doctor's Clinic*
Baza, Joleen	Gregory, Robert W.	- GITC Bldg*	Bright, Kim	<b>Sleep Center</b>
Baza, Lisa	Larkin, Gary	- Guam Adult & Pediatric Clinic*	Campos, Leonard	Guam Sleep Center
Bellis, Kirk	Larkin, Lani F.	- Guam Medical Healthcare Center*	Chan, Keith	Pacific Sleep Care
Bordallo, Sandra	Larkin, Scott	- Guam Medical Plaza*	Chong, Dae-II*	Pacific Sleep Center
Camacho, Lavina	Miller, Gregory J.*	- IHP Medical Group*	Claros, Ryan	<b>Speech Pathology</b>
Chargualaf, Melissa	Nicdao, Placido	- PeMar Place*	Golez, Rolan	Duenas, Nicole
Cristobal, Hope	White, Roderick	- Sagan Amot Pharmacy*	Guam Regional Medical City*	
Guillot, Rosemarie	<b>Durable Medical Equipment</b>	- The Doctor's Clinic*	Kim, Justin*	
Hunterspeaks Organization	Guam Med*			
Kallingal, George	Health Services of the Pacific*			
Leitheiser, Andrea	Healthcare Specialties*			
Lizama, Tricia	Isla Home Infusion, Inc.			
Natividad, LisaLinda				
Perez, Lilli				

**In-Area Hospitals**

**Guam**  
Guam Memorial Hospital Authority  
Guam Regional Medical City

**CNMI**  
Commonwealth Health Center

Providers marked with an asterisk (\*) are Medicare Providers



Nurse Triage and Advice Service  
**No co-payment! No deductible!**

*Our NurseLine Nurse Triage and Advice Service will help direct you to the right care, at the right time, based on the level of care you need.*

**Call Toll Free:  
866-874-3936**



**24-hour support:**

Toll-free access to NurseLine nurses 24 hours a day, seven days a week for triage support and clinical guidance.

**Triage support:**

NurseLine provides comprehensive clinical guidance to help you decide the most cost-effective levels of care, whether that is the emergency room, an urgent care center, their physician or even virtual care.

**Health education:**

Supported by 700 triage guidelines and health education topics.

**Experienced nurses:**

All member interactions are with a clinician. NurseLine nurses are registered nurses with an average tenure of 15 years. Our nurses have extensive experience providing culturally appropriate triage services to members.

**Accessibility:**

TTY service available for the hearing impaired.

NurseLine provided by  **OPTUM**

# Urgent Care and Emergency Care



Knowing the difference can save you time and give you piece of mind



## When should you go to Urgent Care?



- Symptom onset is gradual
- Conditions that are not life-or limb-threatening, but require immediate care
- Sprains
- Sore throat
- Urinary tract infections
- Mild asthma
- Rash without fever
- Broken bones of the wrist, hand, ankle or foot that have no obvious need to reset and have not broken the skin

## When should you call 9-1-1?



**Shortness of breath or difficulty breathing**  
**Signs of a Stroke** (slurred speech, severe headache)  
**Heart Attack Symptoms** (chest pain, pain in the left arm)  
**Life- or Limb-threatening injury**

## When should you go to the Emergency Room?



- Broken bones and dislocated joints
- Deep cuts that require stitches – especially on the face
- Head or eye injuries
- Severe flu or cold symptoms
- Sudden change in mental state
- High fevers
- Fevers with rash
- Fevers in infants
- Fainting or loss of consciousness
- Severe pain, particularly in the abdomen or starting halfway down the back
- Bleeding that won't stop or a large open wound
- Vaginal bleeding with pregnancy
- Repeated vomiting
- Serious burns
- Seizures without a previous diagnosis of epilepsy

# Summary of Federally Mandated Programs

Calvo's SelectCare is pleased to provide this summary as a means of keeping you better informed as decision-makers and consumers of health care. We are committed to meeting all the requirements and certifications outlined in these federally mandated programs.



## Family and Medical Leave Act of 1993

This act entitles eligible employees to 12 work weeks of unpaid leave during a 12 month period for any of the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- The care of a child, spouse, or parent who has a serious health condition;
- The employee's own serious health condition that prevents performance of his or her job.

Employers are required to allow any employee who is out on family and medical leave to be enrolled in the group health plan.

## Health Insurance Portability and Accountability Act (H.I.P.A.A.) of 1996

The Health Insurance Portability and Accountability Act (H.I.P.A.A.) offers new protections for employees that improve portability and continuity of health insurance coverage.

H.I.P.A.A. protects employees and their families by:

- Limiting exclusions for pre-existing medical conditions to 12 months or 18 months for late enrollees;
- Provides credit for prior health coverage;
- Provides new rights that allow individuals to enroll for health coverage when they lose other health coverage or add a new dependent;
- Allows for only a 6 month look back period regarding illnesses;
- No pre-existing condition for newborns, adopted children and pregnancy;
- Prohibits discrimination in enrollment and in premiums charged to employees based on health status and related factors.

Certificates of Creditable Coverage must be automatically provided by the plan when an individual loses coverage under the plan. Certificates of Creditable Coverage must be provided, if requested, before losing coverage or within 24 months of losing coverage.

Special Enrollment Rights are provided for individuals who lose their coverage in certain situations and for individuals who become a new dependent through marriage, birth, adoption or placement for adoption.

## Newborns' & Mothers' Health Protection Act of 1996

The Newborns' and Mothers' Health Protection Act (the Newborns' Act) puts the decisions affecting length of hospital stays following childbirth in the hands of mothers and the attending providers.

The Newborns' Act and its regulations provide that health plans and insurance issuers may not restrict a mothers' or newborns' benefits for a hospital length of stay that is in connection with childbirth to less than 48 hours following a vaginal delivery or 96 hours following a delivery by cesarean section. However, the attending provider (who is a person such as the mother's physician or nurse midwife) may, in consultation with the mother, discharge earlier.

The Newborns' Act and the new regulations, also prohibit incentives in any way (positively or negatively) that could encourage less than the minimum protections under this act as described above.

## Patient Protection and Affordable Care Act (PPACA)

The enactment of the Patient Protection and Affordable Care Act (PPACA) was enacted into law on March 23, 2010 and amended by the Health Care and Education Reconciliation Act of 2010 (HCERA), and are both collectively referred to as the Affordable Care Act (ACA). ACA launches an overhaul of the health care system wherein changes to the American Health Care system will take effect in stages up through 2018 and beyond. Several changes which are in effect as of September 23, 2010 are as follows:

- Coverage for children until age 26. Parents will be allowed to keep their children on their health plans until age 26.
- Lifetime Limits. All existing health plans will be prevented from imposing lifetime limits on coverage in group and individual health plans.
- Preventive Health Services. Group and individual health plans must provide first dollar coverage for preventive coverage.
- No coverage rescissions. Health Insurance companies may no longer cancel insurance policies unless there is proof of fraud.

## Women's Health and Cancer Rights Act Of 1998 (W.H.C.R.A.)

The Women's Health and Cancer Rights Act contains protections for breast cancer patients who elect breast reconstruction in connection with a mastectomy. In certain cases, plans offering coverage for a mastectomy must also cover reconstructive surgery in connection with a mastectomy. Under the Act, reconstructive benefits must include coverage for:

- Reconstruction of the breast on which the mastectomy has been performed;
- Surgery and reconstruction of the other breast to produce a symmetrical appearance;
- Prostheses and physical complications at all stages of mastectomy, including lymphedemas.

Please be advised that benefits under this act may be subject to annual deductibles and co-insurance consistent with those established for other benefits under the plan.

## Mental Health and Addiction Act of 2008

This act took effect on January 1, 2010. It requires employers that offer a health insurance plan with mental health coverage to provide the mental health benefits at the same level as medical and surgical benefits, including deductibles, Co-Payments, out-of-pocket expenses, inpatient stays, and outpatient visits. The law ends limits on mental health coverage if a company's plan does not have similar limits for physical ailments.

# Notice of Privacy Practices

## Protected Health Information (PHI)

This notice describes how medical information about you may be used and disclosed and how you can access this information. Please review it carefully.



This Notice describes the privacy policies of Calvo's SelectCare (CSC) Tokio Marine Pacific Insurance Limited ("TMPI") and health benefit plans underwritten by TMPI (the "Plans"), and how that information may be used or disclosed in administering the Plans. It is intended to describe the policies that protect medical information relating to your past, present and future medical conditions, health care treatment and payment for that treatment ("PHI"). This notice applies to any information created or received by the Plans on or after the September 23, 2013 that would allow someone to identify you and learn something about your health. It does not apply to information that contains nothing that could reasonably be used to identify you. It applies to you if you are insured by TMPI on or after September 23, 2013.

The terms "we" or "us" as used throughout this Notice refer to Calvo's SelectCare Health Plans, TMPI or the Plan. The terms "you" and "your" refer to each individual participant in the Plans.

### Our Legal Duties:

- We are required by law to maintain the privacy of your PHI.
- We are required to provide you this Notice of Privacy Practices.
- We are required to abide by the terms of this Notice until we officially adopt a new notice.

### How we may use or disclose your PHI:

We may use your PHI, or disclose your PHI to others, for a number of different reasons. This notice describes the categories of reasons for using or disclosing your information. For each category, we have provided a brief explanation, and in many cases have provided examples. The examples given do not include all of the specific ways we may use or disclose your PHI. However, any time we use or disclose your information in administration of the Plans, it will be for one of the categories of listed below.

**Treatment:** We may use or disclose PHI for treatment purposes. For example, we may use or disclose your PHI to coordinate or manage your health care with your doctors, nurses, technicians, or other personnel involved in taking care of you.

**Payment:** We may use and disclose PHI for purposes related to payment for health care services. For example, we may use your PHI to anyone who helps pay for your care, to settle claims, to reimburse health care Plans for services provided to you or disclose it to another health plan to coordinate benefits.

**Health Care Operations:** We may use and disclose PHI for plan operations. For example, we may use or disclose your PHI for quality assessment and improvement activities, case management and care coordination, to comply with law and regulation, accreditation purposes, patients' claims, grievances or lawsuits, health care contracting relating to our operations, legal or auditing activities, business management and general administration, underwriting, obtaining re-insurance and other activities to operate the Plans.

**To Business Associates:** We may hire third parties that may need your PHI to perform certain services on behalf of TMPI or the Plans. These third parties are "Business Associates" of TMPI or the Plans. Business Associates must protect any PHI they receive from, or create and maintain on behalf of, TMPI or the Plans.

**Plan Sponsor:** We may disclose certain health and payment information about you to the sponsor of your Plan (the "Plan Sponsor") to obtain premium bids for the Plan or to modify, amend or terminate the Plan. We may release other health information about you to the Plan Sponsor for purposes of Plan administration, if certain provisions have been added to the Plan to protect the privacy of your health information, and the Plan Sponsor agrees to comply with the provisions. Note, however, that your Plan is prohibited from, and will not, use or disclose protected health information that is genetic information of an individual for underwriting purposes.

**Family and Friends:** We may disclose your PHI to a member of your family or to someone else who is involved in your medical care or payment for care. We may notify family or friends if you are in the hospital, and tell them your general condition. In the event of a disaster, we may provide information about you to a disaster relief organization so they can notify your family of your condition and location. We will not disclose your information to family or friends if you object and you notify us that you object. We may also disclose PHI to your personal representatives who have authority to act on your behalf (for example, to parents of minors or to someone with a power of attorney).

**Treatment Options:** We may use your PHI to provide you with additional information. This may include giving you information about treatment options or other health-related services that are available for you based on your medical condition.



**Public Health Oversight:** We may disclose your PHI to a public health oversight agency for oversight activities authorized by law. This includes uses or disclosures in civil, administrative or criminal investigations; licensure or disciplinary actions (for example, to investigate complaints against health care Plans); inspections; and other activities necessary for appropriate oversight of government programs (for example, to investigate Medicaid fraud). This also includes such activities as preventing or controlling disease, and notifying persons of recalls, exposures to disease.

**Plan Government Programs Providing Public Benefits:** We may disclose your health information relating to eligibility for or enrollment in the Plans to another agency administering a government program providing medical or public benefits, as long as sharing the health information or maintaining the health information in a single or combined data system is required or otherwise authorized by law.

**To Report Abuse:** We may disclose your PHI when the information relates to a victim of abuse, neglect or domestic violence. We will make this report only in accordance with laws that require or allow such reporting, or with your permission.

**Legal Requirement to Disclose Information:** We will disclose your information when we are required by law to do so. This includes reporting information to government agencies that have the legal responsibility to monitor the health care system. For instance, we may be required to disclose your PHI, and the information of others, to a state department of health.

**Law Enforcement:** We may disclose your PHI for law enforcement purposes. This includes providing information to help locate a suspect, fugitive, material witness or missing person, or in connection with suspected criminal activity. We must also disclose your PHI to a federal agency investigating our compliance with federal privacy regulations.

**For Lawsuits and Disputes:** We may disclose PHI in response to an order of a court or administrative agency, but only to the extent expressly authorized in the order. We may also disclose PHI in response to a subpoena, a lawsuit discovery request, or other lawful process, but only if we have received adequate assurances that the information to be disclosed will be protected.

**Specialized Purposes:** We may disclose your PHI for a number of other specialized purposes. We will only disclose as much information as is necessary for the purpose. For instance, we may disclose your information to coroners, medical examiners and funeral directors; to organ procurement organizations (for organ, eye, or tissue donation); or for national security and intelligence purposes. We may disclose the PHI of members of the armed forces as authorized by military command authorities. We also may disclose PHI about an inmate to a correctional institution or to law enforcement officials to provide the inmate with health care, to protect the health and safety of the inmate and others, and for the safety, administration, and maintenance of the correctional institution. We may also disclose your PHI to your employer or as otherwise authorized or required by law for purposes of workers' compensation and work site safety laws (OSHA, for instance). We may disclose PHI to organizations engaged in emergency and disaster relief efforts.

In our effort to better serve your complete insurance needs, we may use the information we collect about you to better understand your relationship with us when assessing your needs, providing you services, and determining what products you may want to know more about.

**To Avert a Serious Threat:** We may disclose your PHI if we decide that the disclosure is necessary to prevent serious harm to the public or to an individual. The disclosure will only be made to someone who is able to prevent or reduce the threat.

**Research:** We may disclose your PHI in connection with medical research projects if allowed under federal and state laws and rules. The Plans may also disclose PHI for use in a limited data set for purposes of research, public health or health care operations, but only if a data use agreement has been signed.

#### ***Your Rights:***

**Authorization:** We will ask for your written authorization if we plan to use or disclose your PHI for reasons not covered in this notice, including but not limited to uses and disclosures relating to psychotherapy notes, marketing activities, and any sale of your PHI. If you authorize us to use or disclose your PHI, you have the right to revoke the authorization at any time. If you want to revoke an authorization, send a written notice to the Privacy Official listed at the end of this notice. You may not revoke an authorization for us to use and disclose your information to the extent that we have already given out your information or taken other action in reliance on the authorization. If the authorization is to permit disclosure of your information to an insurance company, as a condition of obtaining coverage, other laws may allow the insurer to continue to use your information to contest claims or your coverage, even after you have revoked the authorization.

**Request Restrictions:** You have the right to request that we restrict how we use or disclose your PHI for treatment, payment, or health care operations. You must make this request in writing. We will consider your request, but we are not required to agree. If we do agree, we will comply with the request unless the information is needed to provide you with emergency treatment. We cannot agree to restrict disclosures that are required by law. We may end the restriction if we tell you.

#### ***An important note regarding your right to request restrictions at your health care providers***

**You have a right to restrict your provider from disclosing protected health information to insurers or health plans because you paid for provider services or items out of pocket and in full. If you choose to use a medical expense reimbursement/flexible spending account (FSA) or a health savings account (HSA) to pay for the health care items or services that you wish to have restricted, you may not restrict disclosure to the FSA or HSA necessary to substantiate or effectuate that payment or reimbursement. That means you will still be required to provide the necessary substantiation of the expenses in order to receive payment.**

**Confidential Communication:** You have the right to request that we communicate with you about health matters in a certain way or at a certain location. For example, you may ask that we contact you only at home or only by mail. If you want us to communicate with you in a special way, you will need to give us details about how to contact you, including a valid alternative address. You also will need to give us information as to how payment will be handled. We may ask you to explain how disclosure of all or part of your health information could put you in danger. We will honor reasonable requests. However, if we are unable to contact you using the requested ways or locations, we may contact you using any information we have.

**Access to and Copies of PHI:** With certain exceptions (i.e., psychotherapy notes, information collected for certain legal proceedings, and health information restricted by law), you have a right to access the PHI held by TMPI or the Plans in their enrollment, payment, claims adjudication, and case or medical management records systems that are used by the Plans in making decisions about you (the "Designated Record Set"). To the extent PHI is maintained electronically, you have a right to request an electronic copy of those records. We may charge a reasonable, cost-based fee for copying, mailing, and transmitting the records, and the cost of any specific media you request, to the extent allowed by state and federal law.

To ask to inspect your records, or to receive a copy, send a written request to the Privacy Official listed at the end of this notice. Your request should specifically list the information you want copied. We will respond to your request within a reasonable time, but generally no later than 30 days. If your Health Plan cannot respond to your request within 30 days, an additional 30 days is allowed if that Health Plan provides you with a written statement of the reason(s) for the delay and the date by which access will be provided. We may deny you access to certain information, such as if we believe it may endanger you or someone else, in which case we will also explain how you may appeal the decision.

**Amend PHI:** You have the right to ask us to amend PHI contained in the Designated Record Set held by TMPI or the Plans if you believe that PHI is not correct, or not complete. You must make this request in writing, and give us the reason you believe the information is not correct or complete. We will respond to your request in writing within 30 days. Any amendment we agree with will be made by an addendum. We may deny your request if we did not create the information, if it is not part of the records we use to make decisions about you, the information is something you would not be permitted to inspect or copy, or if it is complete and accurate.

**Accounting of Disclosures:** You have a right to receive an accounting of certain disclosures of your information to others. The list will include dates of the disclosures, the names of the people or organizations to whom the information was disclosed, a description of the information, and the reason. We will provide the first list of disclosures you request at no charge. We may charge you for any additional lists you request during the following 12 months. You must request this list in writing, and indicate the time period you want the list to cover. We cannot include disclosures made prior to the most recent 6 year period (the longest period that records of disclosures are maintained). Disclosures for the following reasons will not be included on the list: disclosures for treatment, payment, or health care operations; disclosures incident to a permitted use or disclosure; disclosures as part of a limited data set; disclosures to your family members, other relatives, or friends who are involved in your care or who otherwise need to be notified of your location, general condition, or death; disclosures for national security purposes; certain disclosures to correctional or law enforcement personnel; disclosures that you have authorized; and disclosures made directly to you or your representatives.

**Right to Notification of Breach of Unsecured PHI:** We will comply with the requirements of HIPAA and its implementing regulations to provide notification to affected individuals, HHS, and the media (when required) if TMPI, a Plan or a business associate discovers a breach of unsecured PHI.

**Rights More Stringent Than HIPAA:** In certain instances, protections afforded under applicable state or territorial law may be more stringent than those provided by HIPAA and are therefore not preempted. We will comply with applicable state or territorial law to the extent it is more stringent than HIPAA with regard to requested disclosures of records (i.e., if we receive a subpoena for your PHI, and the state or territory in which you live requires your written consent or a court order to disclose the type of records requested).

**Paper Copy of this Privacy Notice:** You have a right to receive a paper copy of this notice. If you have received this notice electronically, you may receive a paper copy by contacting the office of the Privacy Official listed at the end of this notice.

**Future Changes to this Notice:** We reserve the right to change this Notice and the privacy practices of TMPI or the Plans covered by this Notice. We reserve the right to make the revised or changed Notice effective for health information we already have about you as well as any information we receive in the future.

If this Notice is maintained by TMPI or the Plans on a website, material changes will be prominently posted on that website, and information regarding the updated Notice will be made available in TMPI's or your Plan's next annual mailing. If the Notice is not maintained on a website, copies of the revised Notice will be made available to you within 60 days of a material change.

**Complaints:** You have a right to complain if you think your privacy has been violated. We encourage you to contact our Privacy Official. You may also file a complaint with the Secretary of the Department of Health and Human Services. We will not retaliate against you for filing a complaint.

**Office of the Privacy Official:** If you have any questions regarding this Notice or if you wish to exercise any of your rights described in this Notice, you may contact the Privacy Official at:

**Calvo's Insurance Underwriters, Inc.,**  
**Attn: Frank Campillo**  
P.O. Box FJ  
Hagatña, Guam 96932

## Procedures & CPT Codes requiring Pre-Certification:



Procedures which are not specifically listed will be evaluated based on Medical Necessity and the member's plan benefits. Medicare CCI rules apply.

This is a brief summary and list may change throughout the year.

<b>1</b>	All diagnostic procedures performed or ordered by the same provider on a single patient two or more times
<b>2</b>	All inpatient services (surgical/ non-surgical, skilled nursing, rehabilitation)
<b>3</b>	All outpatient surgical procedures requiring the use of surgical facilities (except for female sterilization)
<b>4</b>	All Diagnostic Procedures (including laboratory/ pathology) in excess of \$500.00
<b>5</b>	Applied Behavioral Analysis services
<b>6</b>	BRCA Gene Testing (in accordance with the USPSTF Grade B Recommendation)
<b>7</b>	Cardiac Catheterization and Procedures
<b>8</b>	Carpal Tunnel Release, Monofilament Testing
<b>9</b>	Chemotherapy and Radiation Therapy
<b>10</b>	Durable Medical Equipment: Std. hospital bed, Std. wheelchairs, walkers, crutches, oxygen, suction machine
<b>11</b>	EMG / NCT (upper extremities)/ Autonomic Testing
<b>12</b>	Home Health, Hospice and Palliative Care Services
<b>13</b>	Hyperbaric Oxygen Therapy & Wound Care Services
<b>14</b>	Imaging (CT Scans, DEXA Scans, MRIs, MRAs, Angiographies, PET Scans, Ultrasounds – except first obstetric ultrasound)
<b>15</b>	Mammograms (except for routine screenings according to the guidelines of the American Cancer Society)
<b>16</b>	MIBI Scan, Thallium Stress Test, Exercise Stress Test
<b>17</b>	Nuclear Medicine Studies
<b>18</b>	Ophthalmology Diagnostic Procedures
<b>19</b>	Pain Management Studies & Treatment
<b>20</b>	Physical Therapy, Occupational Therapy, and Speech Therapy
<b>21</b>	Organ Transplant Services
<b>22</b>	Orthotics/ Prosthetics and Implantable Devices
<b>23</b>	Plastic/ Reconstructive procedures
<b>24</b>	Sleep Studies
<b>25</b>	Specialty Injections (Ophthalmic, Orthopedic)
<b>26</b>	Specialty Medications (See Drug Formulary)

## Wellness & Fitness



Our wellness programs provide a very dynamic and rewarding opportunity for our members to improve their lifestyle and become healthier.

### Health Risk Assessments

**You could be at risk for cancer or heart disease.  
Do you know how to reduce the risk? Find out how!**

**Take our simple, secure, online health assessment. All answers are confidential. See questions about your health habits and history.**

- Get reports uncovering risks you may not know about
- Identify health concerns that need your attention
- Find out your next steps to getting and staying healthy
- Share your reports with your doctors
- Stay informed with the Monthly “WellNotes” Newsletter



### Wellness and Disease Management Programs

#### Free Programs

- Diabetes Management Program
- Stop Smoking Class
- Optum Wellness Resources

**Free classes on a first-come, first-served basis!**

#### Programs at 50% coverage

- Newstart
- Seven-day Detox
- Shape-Up
- **Other 50% reimbursable upon completion**

**Other Dietitian Programs with Payless Supermarkets and Sagua Mañagu are covered.**

*\*Providers may expand through the year.*



**Members have access to EXCLUSIVE group classes offered by our gym partners for Free!**

- No membership required
- Classes are on a first come, first served basis



## Gym Memberships: GovGuam Subscribers and Dependents

### Gym Memberships - 100% Covered



Anigua: 989-0436



Maite: 969-3786



Hagåtña: 475-2100/1  
Dededo: 635-2100/1



Maite: 472-9642  
Hagåtña: 472-7674



Tamuning: 929-8795



Tamuning: 969-8641

### Gym Memberships Discounted Rates



Dededo  
Tel: 633-2357(CFLS)



Tel: 788-5719  
Registration Link:  
<https://tribegu.com/join-a-camp>



## Health and Wellness Rewards

Earn up to \$200 (\$100 per person), Subscriber and spouse/domestic partner, by first completing the HRA and any one of the two remaining actions:

**Complete the Online Health Risk Assessment (Required)**

**Get a Biometric Screening**

**Complete the Health Management Program  
with a participating Wellness Provider**

***NOTE: Members must complete a claim reimbursement form and submit to Calvo's SelectCare along with proper documentation in order to claim benefit.***

## Gym/Fitness Reward

Members will be rewarded \$75 for each GovGuam quarter by working out 10 days per month for three (3) consecutive months.



**To earn the Gym/Fitness Reward, subscribers must complete the following requirements:**

- Enroll and complete the Calvo's SelectCare Health Risk Assessment
- Select one of our gym/fitness partners
- Work out at least ten (10) days per month at the selected gym/fitness partner
- For three consecutive months per GovGuam Quarters:  
**October to December, January to March, April to June, July to September**
- Open your Gym Check-In from your Lifestyle Club app and scan the QR code for validation each day you work out
- Submit the completed validation cards to our administrative office no later than sixty (60) days after the end of each quarter

**HRA must be completed prior to submission.**



## Digital Services



Providing digital tools and media to enhance the health and wellness initiatives of every member



### Calvo's SelectCare online

- Enroll on desktop or mobile device
- View Medical Claims Record
- View Deductible Status and monitor out-of-pocket accumulators
- Submit Claims or other documents
- Access your Provider Directory to find a doctor or facility
- Access Cost Estimators for medical services in the U.S., Guam, and Asia
- Download or print Schedule of Benefits
- Download or print Member Handbook
- View or print membership card
- Access links to UnitedHealth and OptumRx



[www.calvos.net](http://www.calvos.net)

**Members and providers can get information and access from our website and our mobile app!**

## A woman with long brown hair, wearing sunglasses and a red and white patterned dress, smiling and holding a shopping bag and a black bag.

Available on the iPhone  **App Store**  **GET IT ON Google Play**   

**CALVO'S**  
**Life** *style*  
**CLUB**





# Frequently Asked Questions



## **What do I need to do to schedule an appointment at a Participating Provider off-island, including Philippines?**

Contact Customer Service to coordinate your appointment dates and travel dates at least 2 weeks before your preferred travel date. Please provide to Calvo's SelectCare a copy of your Referral for services along with your preferred travel dates. We recommend that you do not purchase your ticket until your appointment dates are set. Also, allow more time to arrange appointments during high demand seasons such as Summer, Christmas and Spring break.

## **When is Pre-Certification (prior approval) of a service or procedure required?**

A Pre-Certification is required when your physician requests, for you, services such as diagnostic procedures, home health care, physical therapy, durable medical equipment, Brand name drugs not listed in the Drug Formulary or Specialty Drug list. Refer to the "List of Procedures & CPT Codes requiring Pre-Certification" section in your member handbook.

## **How long does it take to receive a reimbursement for a claim I filed?**

If you submitted all required documentation, as indicated on the "Completing your Deductible / Reimbursement Claim Form" section in your member handbook, your claim will be processed within 10-12 working days for claims from local providers or 20-30 working days for claims from Off-island/Foreign providers. You will receive a reimbursement or an Explanation of Benefits in the mail.

## **Why am I receiving a bill from the lab for my Annual Exam labs that should be covered at 100%? What Preventive services are covered by the plan?**

The plan covers Preventive labs in accordance with the U.S. Preventive Service Task Force Recommendations A and B. You can obtain a list of recommended services in the Additional Resources section on our website at [www.calvos.net](http://www.calvos.net).

## **Will the plan pay for my lodging and transportation when I go to a Participating Provider off-island, including Philippines?**

Lodging and transportation are not covered by the plan with the exception of those benefits specifically allowed by the \$500 Travel Benefit and the AirFare Benefit. These two benefits also have certain limits and conditions.

## **Can other individuals, such as family members, including the subscriber of my plan, obtain information on my Health Insurance account?**

Your privacy is our priority. The plan will not release information to individuals not authorized on your account. You can obtain the HIPAA Privacy Authorization form in the Additional Resources section on our website at [www.calvos.net](http://www.calvos.net). Note that authorization is limited and does not include disclosure of your personal claims information.

## **What if my member ID card is missing or stolen?**

Please call us at 477-9808 or email [service@calvos.com](mailto:service@calvos.com) and request for a replacement card. You should receive it in the mail within 2 weeks.

## **Up to what age can I cover my dependent child in my plan?**

Insured parents will be allowed to keep their children on their health plan until age 26.

## **How do I find Participating Providers in my plan network?**

You can refer to your Calvo's SelectCare member handbook for a list of network providers. If you do not have a member handbook, you can retrieve it on our website at [www.calvos.net](http://www.calvos.net). Please note that not all plans have access to the same provider network.

## **How can I add my newborn child to my insurance plan?**

You must submit your child's birth certificate along with a completed Enrollment/Change of Status form within 30 days from the date of birth. You can obtain an Enrollment/Change of Status form on our website at [www.calvos.net](http://www.calvos.net). If you miss the 30-day window, you will have to wait until next Open Enrollment to add your child.

## Frequently Asked Questions (cont)

### **What is needed to file a Deductible / Reimbursement claim?**

Please refer to the “Deductible/Reimbursement Request Form” in the Additional Resources section on our website at [www.calvos.net](http://www.calvos.net). All required information and documentation stated on the Form must be provided in order for the plan to accept, review and reimburse your claim.

### **Medicare Part A & B are my Primary insurance, am I liable for paying my Medicare deductible and/or co-payment? How about my Medicare D deductible and/or co-payment?**

Your plan will cover the cost of your Medicare A & B deductible and/or co-payment, but you may still be liable for your Medicare D deductible and/or co-payment depending on your plan.

### **How long is a standard Preventive Exam at St. Luke’s Medical Center or The Medical City (TMC) in Philippines?**

For patients below 50 years old, you will only need up to 3 days to complete the Exam. The initial Exam procedures will only take a few hours and 3 days later, when your results are available, a Wellness physician will discuss them with you. For patients 50 years old and above, you will need up to a week if additional procedures must be completed, such as a Colonoscopy.

### **What does the plan cover if I want to have an “Executive Check-up” package offered by St. Luke’s Medical Center or The Medical City (TMC)?**

The plan will cover only the costs of the items included in the U.S. Preventive Service Task Force Recommendations A and B. You will have to pay for the excess cost of the package you select.

### **How can my child attending college in the U.S. establish a Primary Care Physician?**

We have contracted with the UnitedHealthcare PPO network to extend services to children attending college in the U.S. Mainland. For access, go to the UnitedHealthcare website at <http://us1.welcometouhc.com/home>, choose a provider under “Option PPO”, and advise us of provider’s name so we can issue a verification and authorization to access the provider.

### **Do I have to notify the plan if I have an Emergency off-island?**

Yes, in order for the plan to cover your bona fide Emergency service, you will have to notify us within 48 hours of an Emergency. Failure to notify the Plan will result in a denial of benefits.

### **How much money should I bring when seeking treatment at a Participating Provider off-island, including Philippines?**

Please bring enough money to cover your remaining deductible and out-of-pocket expenses for the plan year and remember to consider costs for lodging, food and transportation in your chosen area. Please refer to “Your Payment Responsibilities” section in your member handbook for additional information.

### **How long should I plan on staying when seeking treatment at a Participating Provider off-island, including Philippines?**

For basic, outpatient procedures, you should plan to stay for at least a week. For more invasive procedures that require a longer recovery period or inpatient admission, you should plan to stay at least 2 weeks. However, we recommend that you consult your physician for your particular case.

*Si Yu'os Ma'ase!*





**Guam** 115 Chalan Santo Papa  
P.O. Box FJ  
Hagåtña, Guam 96932  
Phone: 671-477-9808  
Fax: 671-477-4141

**Saipan** Oleai Center Bldg., San Jose  
P.O. Box 500035  
Saipan, MP 96950-0035  
Phone: 670-234-5690/9  
Fax: 670-234-5696

**Palau** JR Professional Bldg., Suite 2  
P.O. Box 10248  
Koror, Palau 96940  
Phone: 680-488-7222  
Fax: 680-488-7333

**Philippines** 5th Floor, First Life Center  
174 Salcedo Street, Legaspi Village  
Makati City, Philippines  
Phone: +63-2-7759-2871  
+63-2-8813-1989  
Fax: +63-2-7759-3126

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Medical Center  
Global City** Rm. 1008 10th Floor  
Medical Arts Building  
32nd St. Bonifacio Global City  
Taguig City, 1112 Philippines  
Phone: +63-2-8555-0443  
+63-2-8555-0448-51  
Fax: +63-2-8555-0438

**St. Luke's  
Medical Center  
Quezon City** Rm. 716 7th Floor, North Tower  
Cathedral Heights Building Complex  
St. Luke's Medical Center Compound  
#279 E. Rodriguez Sr. Avenue,  
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**The Medical City  
Pasig City** Business Center, 9th Floor  
The Medical City, Ortigas Center  
Pasig City, Philippines  
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**Email** [service@calvos.com](mailto:service@calvos.com)

