[*The below table has been created to auto-populate key terms throughout the document. For proper function, use of Microsoft 2007 or later is required. If using a previous version of Word, follow the instructions below for removing the bookmark table and related instructions.*

***Populating the bookmark table.*** *To populate the table and auto-populate the terms throughout the document, use the following steps:*

1. *Update the values for each of the data fields in the table below by highlighting the text between the carets (< >) and typing the appropriate value. After entering the value, delete the carets.*
2. *Press Ctrl+A to select all text in the main document sections.*
3. *Press F9 to update the field references. If a box appears asking to update the Table of Contents, select “Update entire table” and press OK.*
4. *Double click on the header. Press Ctrl+A to select all header text.*
5. *Press F9 to update the field references in the header.*
6. *If the header does not populate throughout the document, steps 5 and 6 should be repeated for each header section in the document.*
7. *Double click on the footer, and press Ctrl+A to select all footer text.*
8. *Press F9 to update the field references in the footer.*
9. *If the footer does not populate throughout the document, steps 8 and 9 should be repeated for each footer section in the document.*
10. To correct any issues with the Table of Contents, right-click on any line of the Table of Contents, ensuring that the whole table is highlighted in light gray, then click “Update Fields” followed by “Update entire table.”

| **Data Field (bookmarkName)** | **Value** |
| --- | --- |
| Marketing Material ID (marketingMaterialId) | <marketing material ID> |
| Plan Name (planName) | <plan name> |
| Toll-free Number (tollfreeNumber) | <toll-free number> |
| Days and Hours of Operation (daysAndHoursOfOperation) | <days and hours of operation> |
| Web Address (webAddress) | <web address> |
| Plan Type (planType) | <plan type> |
| Sponsor Name (sponsorName) | <sponsor name> |
| Plan Legal or Marketing Name (planLegalOrMarketingName) | <plan legal or marketing name> |
| State Name (stateName) | Rhode Island |
| State Medicaid Name (stateMedicaidName) | Rhode Island Medicaid |
| Plan 2019 Name (plan2019name) | <plan2019Name> |
| Member Services Name (memberServicesName) | <member services name> |
| Name of Care Coordinator (nameOfCareCoordinator) | <name of care coordinator> |
| Initial Coverage Limit Amount (initialCoverageLimitAmount) | <initial coverage limit amount> |
| SHIP Phone Number (shipPhoneNumber) | 1-401-462-4444 |
| SHIP Name (shipName) | The POINT |
| State-specific Name of Ombudsman Program (stateSpecificNameOfOmbudsmanProgram) | RIPIN Healthcare Advocate |
| State-specific Ombudsman Program Phone Number (stateSpecificOmbudsmanProgramPhoneNumber) | 1-855-747-3224 |
| TTY Number (ttyNumber) | 711 |
| TrOOP Amount (troopAmount) | <troop Amount> |
| Name of plan members (memberName) | Member |

*Note: The plan should pay attention to grammar and capitalization when populating the bookmark table and review the document to ensure the populated bookmarks appear appropriately throughout.*

***Correcting error messages in the document.*** *If an error message appears in the document indicating that the source could not be found (shown below), a bookmark may have been deleted.*

C:\Users\570630\AppData\Local\Temp\msohtmlclip1\02\clip_image001.jpg

*To recreate a bookmark, plan should use the following steps:*

1. *In the document, highlight the value that is not updating or the error message.*
2. *On the Insert ribbon tab, in the Links group, select Bookmark.*
3. *Find and select the bookmark name (found within parentheses next to the data field name in the bookmark table above) from the available list and click “Add.”*
4. *If the value does not appear in the list, enter the bookmark name exactly as written in the bookmark table into the “Bookmark name” field and press “Add.”*
5. *Return to the instructions found before the bookmark table, beginning at Step 2, to update the bookmarks throughout the document.*
6. *Repeat steps 1-5 for each additional value showing an error in the document.*

***Moving a tagged field.*** *To move a tagged field to another location within the document, use the following steps:*

1. *Highlight the entire tagged field and any surrounding text you want to move or copy and press Ctrl+C to make a copy, leaving the original in place, or Ctrl+X to move the field, removing the original.*
2. *Place the cursor where the copied text should begin, and press Ctrl+V.*
3. *Ensure the field has remained intact by placing the cursor anywhere within the field. The entire field should have a light gray background.*
4. *If the field’s background is not light gray, press Ctrl+Z to undo the previous steps.*
5. *Repeat the previous steps, being careful to highlight the entire field before pressing either Ctrl+C or Ctrl+X*

***Removing the bookmark table and related instructions.*** *Oversight and monitoring entities (such as MMCO or individual states) must* ***not*** *remove the bookmark table or any of the relevant plan instructions even after they have entered values. Instead, the MMP should utilize the following instructions to remove the bookmark table and plan instructions only after all information has been entered and the document is final or if the MMP chooses to manually populate the document:*

1. *Convert tagged fields into untagged text.*
   1. *Select all text within the body of the document by placing the cursor anywhere in the document and pressing Ctrl+A.*
   2. *Press Ctrl+F9 to convert all tagged fields in the main body of the document to untagged text.*
      1. *Note: After this step, changes made to the bookmarks will not update the tagged fields in the main body of the document.*
   3. *Double click within the header and press Ctrl+A to highlight all header text.*
   4. *Press Ctrl+F9 to convert all tagged fields in the header to untagged text. Steps c and d should be repeated for each header section in the document* 
      1. *Note: After this step, changes made to the bookmarks will not update the tagged fields in the document’s header.*
   5. *Double click within the footer and press Ctrl+A to highlight all footer text.*
   6. *Press Ctrl+F9 to convert all tagged fields in the footer to untagged text. Steps e and f should be repeated for each footer section in the document.*
      1. *Note: After this step, changes made to the bookmarks will not update the tagged fields in the document’s footer.*
2. *Delete all plan instruction pages prior, including these instructions and the bookmark table.*
3. *Ensure that all text generated from the recently converted tagged fields has remained intact in the header, footer, and main body of the document.*]

**Instructions to Health Plan**

* [Plan may include the ANOC in the 2019 Member Handbook (Evidence of Coverage) or provide it to members separately.]
* [Before use and under the appropriate, State-specific material code(s), plan must upload in HPMS only (1) a standalone ANOC and (2) standalone EOC (Member Handbook). Plan should work with their marketing reviewers to withdraw any duplicate material submitted in error. Plan must enter Actual Mail Dates (AMDs) for ANOCs in accordance with CMS requirements *as detailed in the “Update AMD/Beneficiary Link/Function” section of the Marketing Review Users Guide in HPMS. Note that the plan must enter AMD information for ANOC mailings only for mailings to current members. The plan should not enter ANOC AMD information for October 1, November 1, or December 1 effective enrollment dates or for January 1 effective enrollment dates for any new members*.]
* [*The plan is subject to the notice requirements under Section 1557 of the Affordable Care Act. For more information, refer to* [*https://www.hhs.gov/civil-rights/for-individuals/section-1557*](https://www.hhs.gov/civil-rights/for-individuals/section-1557)*.*]
* [Plan may modify the language in the ANOC, as applicable, to address Medicaid benefits and cost sharing for its dual eligible population.]
* [Plan should follow the instructions in the Medicare Marketing Guidelines and the State’s specific Marketing Guidance regarding use of the standardized plan type (Medicare-Medicaid Plan) following the plan name.]
* [Where the template uses “medical care,” “medical services,” or “health care services,” plan may revise and/or add references to long-term services and supports (LTSS) and/or home and community-based services as applicable.]
* [Plan should refer members to the 2019 Member Handbook using the appropriate chapter number, section, and/or page number. For example, "see Chapter 9, Section A, page 1." An instruction [plan may insert reference, as applicable] is listed next to each cross reference.]
* [Where the template instructs inclusion of a phone number, plan must ensure it is a toll-free number and include a toll-free TTY/TDD number and days and hours of operation.]
* [*Wherever possible, the plan is encouraged to adopt good formatting practices that make information easier for English speaking and non-English speaking enrollees to read and understand. The following are based on input from beneficiary interviews:*
* *Format a section, chart, table, or block of text to fit onto a single page. In instances where an item or text continues on to the following page, enter a blank return before right aligning with clear indication that the item continues (for example, similar to the Benefits Chart in Chapter 4 of the Member Handbook, insert:* **This section is continued on the next page***).*
* *Ensure plan-customized text is in plain language and complies with reading level requirements established in the three-way contract.*
* *Break up large blocks of plan-customized text into short paragraphs or bulleted lists and give a couple plan-specific examples as applicable.*
* *Spell out an acronym or abbreviation before its first use in a document or on a page (for example, Long-term services and supports (LTSS) or low income subsidy (LIS)).*
* *Include the meaning of any plan-specific acronym, abbreviation, or key term with its first use.*
* *Avoid separating a heading or subheading from the text that follows when paginating the model.*
  + *Use universal symbols or commonly understood pictorials.*
* *Draft and format plan-customized text and terminology in translated models to be culturally and linguistically appropriate for non-English speakers.*
* *Consider using regionally appropriate terms or common dialect in translated models.*
* *Include instructions and navigational aids in translated models in the translated language rather than in English.*
* *Consider producing translated models in large print.*]

**<plan name> <plan type> offered by <sponsor name>**

***Annual Notice of Changes* for 2019**

[Optional: insert beneficiary name]  
[Optional: insert beneficiary address]

**Introduction**

[If there are any changes to the plan for 2019, insert: You are currently enrolled as a member of <plan name>. Next year, there will be some changes to the plan’s [insert as applicable: benefits, coverage, rules, [and] costs]. This [insert as applicable: section **or** Annual Notice of Changes] tells you about the changes and where to find more information about them. Key terms and their definitions appear in alphabetical order in the last chapter of the Member Handbook.]

[If there are no changes whatsoever for 2019 (e.g. no changes to benefits, coverage, rules, costs, networks, etc.), insert: You are currently enrolled as a Member of <plan name>. Next year, there are no changes to the plan’s benefits, coverage, [and] rules [insert if applicable: and costs]. However, you should still read this [insert as applicable: section or Annual Notice of Changes] to learn about your coverage choices. Key terms and their definitions appear in alphabetical order in the last chapter of the Member Handbook.]

[*Plan must update the Table of Contents to this document to accurately reflect where the information is found on each page after plan adds plan-customized information to this template.*]

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Disclaimers

* [*Plan must include all applicable disclaimers as required in the Medicare Communications and Marketing Guidelines and State-specific Marketing Guidance.*]
* [Plan may insert additional disclaimers or state-required statements, including state-required disclaimer language, here.]

Reviewing Your Medicare and Medicaid Coverage for Next Year

It is important to review your coverage now to make sure it will still meet your needs next year. If it does not meet your needs, you may be able to leave the plan. See section G2 for more information.

If you leave our plan, you will still be in the Medicare and Medicaid programs as long as you are eligible.

* You will have a choice about how to get your Medicare benefits (go to page <page number> to see your choices).
* You will be enrolled in Neighborhood UNITY for your Medicaid services*.* Your Medicaid services include most long-term services and supports (LTSS) (if you are eligible) and behavioral health care. [Plan may add the specific Medicaid services it provides.]
* You will get a new Member ID Card. You will also get a [insert: new Provider and Pharmacy Directory **or** information about the providers and pharmacies in our network]. [*Plan may insert the following if it sends the Member Handbook separately from the welcome mailing:* We will send you a *Member Handbook* (Evidence of Coverage).] [*If plan elects not to send the Member Handbook to enrollees, insert:*An up-to-date copy of the *Member Handbook* (Evidence of Coverage) is always available on our website at <web address>. You may also call Member Services at <toll-free number> to ask us to mail you a *Member Handbook*.]

**NOTE**: If you are in a drug management program, you may not be able to join a different plan. See Chapter 5 [plan may insert reference, as applicable] of your Member Handbook for information about drug management programs.

| **Resources** |
| --- |
| B1. Additional Resources  * ATTENTION: If you speak [*insert language of the disclaimer*]*,* language assistance services, free of charge, are available to you. Call [insert Member Services toll-free phone and TTY/TDD numbers, and days and hours of operation]. The call is free. [*This disclaimer must be included in Spanish and any other non-English languages that meet the Medicare and/or state thresholds for translation.*] * You can get this [Insert as applicable: section **or** Annual Notice of Changes] for free in other formats, such as large print, braille, or audio. Please call <member services name> at <toll-free number>, <days and hours of operation>. TTY users should call 711. The call is free. * [*Plan must also describe how members can make a standing request to get this document, now and in the future, in a language other than English or in an alternate format*.]  B2. Information about <plan name>  * <plan legal or marketing name> is a health plan that contracts with both Medicare and Rhode Island Medicaid to provide benefits of both programs to enrollees. * Coverage under <plan name> qualifies as minimum essential coverage (MEC). It satisfies the Patient Protection and Affordable Care Act’s (ACA) individual shared responsibility requirement. Please visit the Internal Revenue Service (IRS) website at [www.irs.gov/Affordable-Care-Act/Individuals-and-Families](http://www.irs.gov/Affordable-Care-Act/Individuals-and-Families) for more information on the individual shared responsibility requirement for MEC. * <plan name> is offered by <sponsor name>. When this *Annual Notice of Changes* says “we,” “us,” or “our,” it means <sponsor name>. When it says “the plan” or “our plan,” it means <plan name>*.* |

| B3. Important things to do  * **Check if there are any changes to our benefits** [insert if applicable: **and costs**] **that may affect you.** * Are there any changes that affect the services you use? * It is important to review benefit [insert if applicable: and cost] changes to make sure they will work for you next year. * Look in sections <section letter> [plan may insert reference, as applicable] and <section letter> [plan may insert reference, as applicable] for information about benefit [insert if applicable: and cost] changes for our plan. * **Check if there are any changes to our prescription drug coverage that may affect you.** * Will your drugs be covered? Are they in a different [*insert if applicable*: cost-sharing] tier? Can you continue to use the same pharmacies? * It is important to review the changes to make sure our drug coverage will work for you next year. * Look in section <section letter> [plan may insert reference, as applicable] for information about changes to our drug coverage. * **Check to see if your providers and pharmacies will be in our network next year.** * Are your providers in our network? What about your pharmacy? What about the hospitals or other providers you use? * Look in section <section letter> [plan may insert reference, as applicable] for information about our *Provider and Pharmacy Directory.* * **Think about your overall costs in the plan.** * [*Insert if applicable*: How much will you spend out-of-pocket for the services and prescription drugs you use regularly?] * How do the total costs compare to other coverage options? * **Think about whether you are happy with our plan.** |
| --- |

| **If you decide to stay with <plan2019Name>:** | **If you decide to leave <plan2019Name>:** |
| --- | --- |
| If you want to stay with us next year, it’s easy – you don’t need to do anything. If you don’t make a change, you will automatically stay enrolled in our plan. | [The plan should revise this paragraph as necessary] If you decide other coverage will better meet your needs, you may be able to leave our plan (see section G2 for more information). If you leave our plan, your new coverage will begin on the first day of the following month. Look in section <section letter>, page <page number> [plan may insert additional reference, as applicable] to learn more about your choices. |

Changes to the plan’s name

[If the plan is not changing the plan name, delete this section. Plan with an anticipated name change at a time other than January 1 may modify the date below as necessary.]

On January 1, 2019, our plan name will change from <2018 plan name> to <>.

[Insert language to inform members whether they will get new Member ID Cards and how, as well as how the name change will affect any other beneficiary communication.]

# Changes to the network providers and pharmacies

[Plan with no changes to network providers and pharmacies insert: We have not made any changes to our network of providers and pharmacies for next year.

However, it is important that you know that we may make changes to our network during the year. If your provider does leave the plan, you have certain rights and protections. For more information, see Chapter 3 of your Member Handbook.]

[Plan with changes to provider and/or pharmacy networks, as described in *Chapter 4 of the Medicare Managed Care Manual, Chapter 5 of the Medicare Prescription Drug Benefit Manual, and the Provider and Pharmacy Directories Requirements subsection in the Introduction to the State’s specific Marketing Guidance*, insert: Our[insert if applicable: provider] [and] [insert if applicable: pharmacy] network[s] [insert as applicable: has or have] changed for 2019.

We strongly encourage you to **review our current *Provider and Pharmacy Directory*** to see if your providers or pharmacy are still in our network. An updated Provider and Pharmacy Directory is located on our website at <web address>. You may also call <member services name> at <toll-free number> for updated provider information or to ask us to mail you a *Provider and Pharmacy Directory*.

It is important that you know that we may also make changes to our network during the year. If your provider does leave the plan, you have certain rights and protections. For more information, see Chapter 3 of your *Member Handbook*.]

Changes to benefits [insert if applicable: and costs] for next year

## E1. Changes to benefits [insert if applicable: and costs] for health care services

[If there are no changes in benefits or in cost sharing, replace the rest of the section with: There are no changes to your benefits [insert if applicable: or amounts you pay] for health care services. Our benefits [insert if applicable: and what you pay for these covered health care services] will be exactly the same in 2019 as they are in 2018.]

We are changing our coverage for certain health care services [insert if applicable: and what you pay for these covered health care services] next year. The following table describes these changes.

[The table must include:

* all new benefits that will be added or 2018 benefits that will end for 2019;
* new limitations or restrictions on benefits for 2019; and
* all changes in cost sharing for 2019 for covered health care services, including any changes to service category out-of-pocket maximums.]

|  | **2018 (this year)** | **2019 (next year)** |
| --- | --- | --- |
| [*Insert benefit name*] | [For benefits that were not covered in 2018, insert:  [insert benefit name] is **not** covered.]  [For benefits with a  copay insert:  You pay a **$<2018  copay amount>**  copay [insert language as needed to accurately describe the benefit, e.g., “per office visit”].] | [For benefits that will not be covered in 2019, insert:  [insert benefit name] is **not** covered.]  [For benefits with a  copay insert:  You pay a **$<2019  copay amount>**  copay [insert language as needed to accurately describe the benefit, e.g., “per office visit”].] |
| [*Insert benefit name*] | [Insert 2018 cost or coverage, using format described above.] | [Insert 2019 cost or coverage, using format described above.] |

## 

## E2. Changes to prescription drug coverage

**Changes to our Drug List**

[*Plan that did not include a List of Covered Drugs in the envelope, insert*: You will get a 2019 *List of Covered Drugs* in a separate mailing].

[*Plan that did not include a List of Covered Drugs in the envelope and will not mail it separately unless requested, insert*: An updated *List of Covered Drugs* is located on our website at <web address>. You may also call <member services name> at <toll-free number> for updated drug information or to ask us to mail you a *List of Covered Drugs*.]

[*Plan that included a List of Covered Drugs in the envelope, insert*: We sent you a copy of our 2019 *List of Covered Drugs* in this envelope.] The *List of Covered Drugs* is also called the “Drug List.”

[Plan with no changes to covered drugs, tier assignment, or restrictions may replace the rest of this section with: We have not made any changes to our Drug List for next year. The drugs included on our Drug List will be the same in 2019 as in 2018. However, we are allowed to make changes to the Drug List from time to time throughout the year, with approval from Medicare and/or Rhode Island Medicaid. See the 2019 Drug List for more information.]

We made changes to our Drug List, including changes to the drugs we cover and changes to the restrictions that apply to our coverage for certain drugs.

Review the Drug List to **make sure your drugs will be covered next year** and to see if there will be any restrictions.

If you are affected by a change in drug coverage, we encourage you to:

* Work with your provider (or other prescriber) to find a different drug that we cover.
  + You can call <member services name> at <toll-free number> [*insert if applicable:* or contact your <name for care coordinator>] to ask for a list of covered drugs that treat the same condition.
  + This list can help your provider find a covered drug that might work for you.
* [Plan should include the following language if they have an advance transition process for current members:]Work with your provider (or other prescriber) and ask the plan to make an exception to cover the drug.
* You can ask for an exception before next year and we will give you an answer within 72 hours after we get your request (or your prescriber’s supporting statement).
* To learn what you must do to ask for an exception, see Chapter 9 of the *2019 Member Handbook* [plan may insert reference, as applicable] or call at .
* If you need help asking for an exception, you can contact [*insert if applicable*: or <name for care coordinator>]. See Chapter 2 and Chapter 3 of the *Member Handbook* to learn more about how to contact your <name for care coordinator>.
* [Plan should include the following language if all current members will not be transitioned in advance for the following year:]Ask the plan to cover a temporary supply of the drug.
* In some situations, we will cover a **temporary** supply of the drug during the first [must be at least 90] days of the calendar year.
* This temporary supply will be for up to [insert supply limit (must be the number of days in plan’s one-month supply)] days. (To learn more about when you can get a temporary supply and how to ask for one, see Chapter 5 of your *Member Handbook* [plan may insert reference, as applicable].)
* When you get a temporary supply of a drug, you should talk with your provider to decide what to do when your temporary supply runs out. You can either switch to a different drug covered by the plan or ask the plan to make an exception for you and cover your current drug.

[Plan may include additional information about processes for transitioning current enrollees to formulary drugs when your formulary changes relative to the previous plan year.]

[Include language to explain whether current formulary exceptions will still be covered next year or a new one needs to be submitted.]

### Changes to prescription drug costs [*option for plan with two drug payment stages*]

[Plan with two payment stages (i.e., a plan charging LIS cost-shares in the initial coverage stage), should include the following information in the ANOC.]

[If there are no changes in prescription drug costs, insert: There are no changes to the amount you pay for prescription drugs in 2019. Read below for more information about your prescription drug coverage.]

There are two payment stages for your Medicare Part D prescription drug coverage under <>. How much you pay depends on which stage you are in when you get a prescription filled or refilled. These are the two stages:

| **Stage 1** Initial Coverage Stage | **Stage 2** Catastrophic Coverage Stage |
| --- | --- |
| During this stage, the plan pays part  of the costs of your drugs, and you pay your share. Your share is called the copay.  You begin this stage when you fill your first prescription of the year. | During this stage, the plan pays all  of the costs of your drugs through December 31, 2019.  You begin this stage when you have paid a certain amount of out-of-pocket costs. |

The Initial Coverage Stage ends when your total out-of-pocket costs for prescription drugs reaches [*insert as applicable****:* $<initial coverage limit>** *or* **$<TrOOP amount*>***]. At that point, the Catastrophic Coverage Stage begins. The plan covers all your drug costs from then until the end of the year. See Chapter 6 of your Member Handbook for more information about how much you will pay for prescription drugs.

## E3. Stage 1: “Initial Coverage Stage”

During the Initial Coverage Stage, the plan pays a share of the cost of your covered prescription drugs, and you pay your share. Your share is called the copay. The copay depends on what cost-sharing tier the drug is in and where you get it. You will pay a copay each time you fill a prescription. If your covered drug costs less than the copay, you will pay the lower price.

[Insert if applicable: **We moved some of the drugs on the Drug List to a lower or higher drug tier.** If your drugs move from tier to tier, this could affect your copay. To see if your drugs will be in a different tier, look them up in the Drug List.]

The table below shows your costs for drugs in each of our <number of tiers> drug tiers. These amounts apply **only**during the time when you are in the Initial Coverage Stage.

[Plan must list all drug tiers in the following table.]

|  | **2018 (this year)** | **2019 (next year)** |
| --- | --- | --- |
| Drugs in Tier <Tier number> ([Insert short description of tier (e.g., generic drugs)])  Cost for a one-month supply of a drug in Tier <Tier number> that is filled at a network pharmacy | [Insert 2018 cost sharing: Your copay for a one-month ([insert number of days in a one-month supply]-day) supply is **$<XX> per prescription**.] | [Insert 2019 cost sharing: Your copay for a one-month ([insert number of days in a one-month supply]-day) supply is **$<XX>** **per prescription**.] |
| Drugs in Tier <Tier number> ([Insert short description of tier (e.g., generic drugs)])  Cost for a one-month supply of a drug in Tier <Tier number> that is filled at a network pharmacy | [Insert 2018 cost sharing: Your copay for a one-month ([insert number of days in a one-month supply]-day) supply is **$<XX>** **per prescription**.] | [Insert 2019 cost sharing: Your copay for a one-month ([insert number of days in a one-month supply]-day) supply is **$<XX>** **per prescription**.] |

The Initial Coverage Stage ends when your total out-of-pocket costs reach [insert as applicable: **$**<initial coverage limit amount>**or** **$**<troop Amount>]. At that point the Catastrophic Coverage Stage begins. The plan covers all your drug costs from then until the end of the year. See Chapter 6 of your *Member Handbook* for more information about how much you will pay for prescription drugs.

## E4. Stage 2: “Catastrophic Coverage Stage”

When you reach the out-of-pocket limit [*insert:* **$<TrOOP amount>**] for your prescription drugs, the Catastrophic Coverage Stage begins. You will stay in the Catastrophic Coverage Stage until the end of the calendar year.

* [*Plan that does not reduce the copays for Medicaid-covered drugs in the catastrophic coverage stage should insert the following language:* When you are in the Catastrophic Coverage Stage, you will continue to make copays for your Medicaid-covered drugs.]
* [*Plan that does not reduce the copays for Medicaid-covered drugs in the catastrophic coverage stage should insert the following language:* To locate more information about which of your prescriptions are covered by Medicaid versus Medicare, see the *List of Covered Drugs*,[*plan may insert reference, as applicable*].]

**Changes to prescription drug costs** [*option for plan with a single payment stage*]

[Plan with one payment stage (i.e., a plan with no cost-sharing for all Part D drugs) should include the following information.]

[If there are no changes in prescription drug costs, insert: There are no changes to the amount you pay for prescription drugs in 2019. Read below for more information about your prescription drug coverage.]

[Insert if applicable: **We moved some of the drugs on the Drug List to a lower or higher drug tier**. [Insert if applicable: If your drugs move from tier to tier, this could affect your copay.] To see if your drugs will be in a different tier, look them up in the Drug List.]

The table below shows your costs for drugs in each of our <number of tiers> drug tiers.

[Plan must list all drug tiers in the following table.]

|  | 2018 (this year) | **2019 (next year)** |
| --- | --- | --- |
| Drugs in Tier <Tier number> ([Insert short description of tier (e.g., generic drugs)])  Cost for a one-month supply of a drug in Tier <Tier number> that is filled at a network pharmacy | [Insert 2018 cost sharing: Your copay for a one-month ([insert number of days in a one-month supply]-day) supply is **$<XX> per prescription**.] | [Insert 2019 cost sharing: Your copay for a one-month ([insert number of days in a one-month supply]-day) supply is **$<XX> per prescription.**] |
| Drugs in Tier <Tier number> ([Insert short description of tier (e.g., generic drugs)])  Cost for a one-month supply of a drug in Tier <Tier number> that is filled at a network pharmacy | [Insert 2018 cost sharing: Your copay for a one-month ([insert number of days in a one-month supply]-day) supply is **$<XX> per prescription**.] | [Insert 2019 cost sharing: Your copay for a one-month ([insert number of days in a one-month supply]-day) supply is **$<XX> per prescription.**] |

Administrative changes

[This section is optional. Plan with administrative changes that impact members (e.g., changes in prior authorization requirements, change in contract or PBP number) may insert this section, include an introductory sentence that explains the general nature of administrative changes, and describe the specific changes in the table below.]

|  | **2018 (this year)** | **2019 (next year)** |
| --- | --- | --- |
| [Insert a description of the administrative process/item that is changing] | [Insert 2018 administrative description] | [Insert 2019 administrative description] |
| [Insert a description of the administrative process/item that is changing] | [Insert 2018 administrative description] | [Insert 2019 administrative description] |

How to choose a plan

## G1. How to stay in our plan

We hope to keep you as a next year.

You do not have to do anything to stay in your health plan.If you do not change to a Medicare Advantage Plan, change to Original Medicare, enroll in a Medicare Part D plan, or disenroll from and enroll in Neighborhood UNITY for your Medicaid benefits, you will automatically stay enrolled as a member of our plan for 2019.

## G2. How to change plans

[*If the plan’s* s*tate continues to implement a continuous Special Enrollment Period for dual eligible beneficiaries (duals SEP) insert:* You can end your membership at any time during the year by enrolling in another Medicare Advantage Plan, moving to Original Medicare, enrolling in a Medicare Part D plan, or disenrolling from <plan name> and enrolling in Neighborhood UNITY for your Medicaid benefits.]

[*If the plan’s state implements the new duals SEP effective 2019, insert:* Most people with Medicare can end their membership during certain times of the year. Because you have Medicaid, you may be able to end your membership in our plan or switch to a different plan one time during each of the following **Special Enrollment Periods**:

* January to March
* April to June
* July to September

In addition to these three Special Enrollment periods, you may end your membership in our plan during the following periods:

* The **Annual Enrollment Period,** which lasts from October 15 to December 7. If you choose a new plan during this period, your membership in <plan name> will end on December 31 and your membership in the new plan will start on January 1.
* The **Medicare Advantage Open Enrollment Period,** which lasts from January 1 to March 31. If you choose a new plan during this period, your membership in the new plan will start the first day of the next month.

There may be other situations when you are eligible to make a change to your enrollment. For example, when:

* Medicare or Rhode Island Medicaid has enrolled you into a Medicare-Medicaid Plan,
* Your eligibility for Medicaid or Extra Help has changed,
* You are getting care in a nursing home or a long-term care hospital, or
* You have moved.]

**NOTE**: If you are in a drug management program, you may not be able to join a different plan. See Chapter 5 [*plan may insert reference, as applicable*] of your *Member Handbook* for information about drug management programs.

These are the four ways people usually end membership in our plan:

|  |  |
| --- | --- |
| **1. You can change to:**  **A Medicare health plan, such as a Medicare Advantage plan or a Program of All-inclusive Care for the Elderly (PACE)** | **Here is what to do:**  Call Medicare at 1-800-MEDICARE (1-800-633-4227), 24 hours a day, seven days a week. TTY users should call 1-877-486-2048 to enroll in the new Medicare-only health plan.  If you need help or more information:   * Call at 1-401-462-4444. [*TTY/TDD phone number is optional.*] They will refer you to a State Health Insurance Assistance Program (SHIP) Counselor.   You will automatically be disenrolled from <plan name> when your new plan’s coverage begins. |
| **2. You can change to:**  **Original Medicare with a separate Medicare prescription drug plan** | **Here is what to do:**  Call Medicare at 1-800-MEDICARE (1-800-633-4227), 24 hours a day, seven days a week. TTY users should call 1-877-486-2048.  If you need help or more information:   * Call The POINT at 1-401-462-4444. [*TTY/TDD phone number is optional.*] They will refer you to a State Health Insurance Assistance Program (SHIP) Counselor.   You will automatically be disenrolled from <plan name> when your Original Medicare coverage begins. |
| **3. You can change to:**  **Original Medicare without a separate Medicare prescription drug plan**  **NOTE**: If you switch to Original Medicare and do not enroll in a separate Medicare prescription drug plan, Medicare may enroll you in a drug plan, unless you tell Medicare you don’t want to join.  You should only drop prescription drug coverage if you get drug coverage from an employer, union or other source. If you have questions about whether you need drug coverage, call The POINT at 1-401-462-4444. They will refer you to a State Health Insurance Assistance Program (SHIP) Counselor. | **Here is what to do:**  Call Medicare at 1-800-MEDICARE (1-800-633-4227), 24 hours a day, seven days a week. TTY users should call 1-877-486-2048.  If you need help or more information:   * Call at . [*TTY/TDD phone number is optional.*] They will refer you to a State Health Insurance Assistance Program (SHIP) Counselor.   You will automatically be disenrolled from when your Original Medicare coverage begins. |
| **4. You can change to:**  **Neighborhood UNITY for your Medicaid benefits only** | **Here is what to do:**  Call the Medicare-Medicaid Plan Enrollment Line at 1-844-602-3469 (TTY 711), Monday – Friday 8:00 am- 6:00 pm. TTY users should call 711.  If you need help or more information:   * Call at . [*TTY/TDD phone number is optional.*] They will refer you to a State Health Insurance Assistance Program (SHIP) Counselor.   You will automatically be disenrolled from <plan name> when your Neighborhood UNITY coverage begins. |

How to get help

## H1. Getting help from <plan name>

Questions? We’re here to help. Please call at (TTY only, call ). We are available for phone calls .

**Your *2019 Member Handbook***

The *2019* *Member Handbook* is the legal, detailed description of your plan benefits. It has details about next year's benefits [*insert if applicable:* and costs]. It explains your rights and the rules you need to follow to get covered services and prescription drugs.

[If the ANOC is sent or provided separately from the Member Handbook, include the following: The 2019 Member Handbook will be available by October 15.] An up-to-date copy of the *2019 Member Handbook* is always available on our website at <web address>. You may also call <member services name> at <toll-free number> to ask us to mail you a *2019* *Member Handbook*.

**Our website**

You can also visit our website at . As a reminder, our website has the most up-to-date information about our provider and pharmacy network (*Provider and Pharmacy Directory*) and our Drug List (*List of Covered Drugs*).

## H2. Getting help from the state enrollment broker

[Plan should insert information about the enrollment broker, including a brief description on what kind of help the enrollment broker can provide.] You can call the Medicare-Medicaid Plan Enrollment Line at 1-844-602-3469, Monday-Friday, 8:00 am – 6:00 pm. TTY users should call 711.

## H3. Getting help from the RIPIN Healthcare Advocate

The is an ombudsman program that can help you if you are having a problem with . The ombudsman’s services are free.

* The is an ombudsman program that works as an advocate on your behalf. They can answer questions if you have a problem or complaint and can help you understand what to do.
* The makes sure you have information related to your rights and protections and how you can get your concerns resolved.
* The is not connected with us or with any insurance company or health plan. The phone number for the is .

## H4. Getting help from the State Health Insurance Assistance Program (SHIP)

You can also call the State Health Insurance Assistance Program (SHIP). In Rhode Island, the SHIP is called The POINT. The SHIP counselors can help you understand your Medicare-Medicaid Plan and other plan choices. The SHIP is not connected with us or with any insurance company or health plan. The SHIP has trained counselors in every state, and services are free. In Rhode Island, you can get a referral to a SHIP counselor by calling The POINT at 1-401-462-4444. [*TTY/TDD phone number is optional.*]

## H5. Getting help from Medicare

To get information directly from Medicare you can call 1-800-MEDICARE (1-800-633-4227), 24 hours a day, 7 days a week. TTY users should call 1-877-486-2048.

### Medicare’s Website

You can visit the Medicare website (<http://www.medicare.gov>). If you choose to disenroll from your Medicare-Medicaid Plan and enroll in a Medicare Advantage plan, the Medicare website has information about costs, coverage, and quality ratings to help you compare Medicare Advantage plans. You can find information about Medicare Advantage plans available in your area by using the Medicare Plan Finder on the Medicare website. (To view the information about plans, go to <http://www.medicare.gov> and click on “Find health & drug plans.”)

### Medicare & You 2019

You can read *Medicare & You 2019* Handbook. Every year in the fall, this booklet is mailed to people with Medicare. It has a summary of Medicare benefits, rights and protections, and answers to the most frequently asked questions about Medicare.

If you don’t have a copy of this booklet, you can get it at the Medicare website (<http://www.medicare.gov>) or by calling 1‑800‑MEDICARE (1‑800‑633‑4227), 24 hours a day, 7 days a week. TTY users should call 1‑877‑486‑2048.

## H6. Getting help from Medicaid

For questions about the help you get from Medicaid, call at the DHS Call Center at 1-855-697-4347.

[Plan may also insert similar sections for the QIO or additional resources that might be available.]