Instructions to Health Plans

* [*Plans can change references to terms such as “member,” “customer,” “beneficiary,” “enrollee,” “member services,” “care coordinator,” “primary care provider,” “prior authorization (PA)” as instructed by the state or based on plan preference and update them consistently throughout the document*.]
* [*Plans can add a cover page to the Summary of Benefits. Plans can include the Material ID only on the cover page.*]
* [*Plans can change the orientation of the document from landscape to portrait.*]
* [*Where the template instructs inclusion of a phone number, plans must ensure it’s a toll-free number and include a toll-free TTY number and days and hours of operation. Plans must provide one phone number for both Medicare and DC Medicaid covered services if they’re separate.*]
* [*Plans should add or delete the categories in the “Services you may need” column to match District-specific benefit requirements.*]
* [*For the “Limitations, exceptions, & benefit information” column, plans should provide specific information about need for referrals, need for prior authorization, utilization management restrictions for drugs, maximum out-of-pocket costs on services, permissible out-of-network (OON) services, and applicable cost sharing (if different than in-plan cost sharing).*]
* [*Plans can place a QR code on materials to provide an option for enrollees to go online.*]
* [*Wherever possible, plans are encouraged to adopt 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 plan-customized information causes the Table of Contents or any item or text to continue on the following page, enter a blank return before right aligning with clear indication that the item continues (for example, insert: This section is continued on the next page).*
* *Ensure plan-customized text is in plain language and complies with enrollee reading level requirements.*
* *Break up large blocks of plan-customized text into short paragraphs or bulleted lists and give a couple of 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 dialects in translated models.*
* *Include instructions and navigational aids in translated models in the translated language rather than in English.*]

Introduction

This document is a brief summary of the benefits and services covered by <plan name>. It includes answers to frequently asked questions, important contact information, an overview of benefits and services offered, and information about your rights as an enrollee of <plan name>. Key terms and their definitions appear in alphabetical order in the last chapter of the *Enrollee Handbook*.

[*After adding plan-customized information, plans must update the Table of Contents as needed to reflect the correct page number where each section begins.*]

Table of Contents

[A. Disclaimers 4](#_Toc199401135)

[B. Frequently asked questions (FAQ) 5](#_Toc199401136)

[C. List of covered services 10](#_Toc199401137)

[D. Benefits covered outside of <plan name> 20](#_Toc199401138)

[E. Services that <plan name>, Medicare, and DC Medicaid don’t cover 21](#_Toc199401139)

[F. Your rights as an enrollee of the plan 22](#_Toc199401140)

[G. How to file a complaint or appeal a denied service 24](#_Toc199401141)

[H. What to do if you suspect fraud 24](#_Toc199401142)

# Disclaimers

This is a summary of health services covered by <plan name> for <date>. This is only a summary. Please read the *Enrollee Handbook* for the full list of benefits. [*Plans must include information about how to contact Enrollee Services to get an Enrollee Handbook and how to access the Enrollee Handbook on the plan’s website.*]

* [*Plans must include all applicable disclaimers as required in federal regulations (42 CFR Part 422, Subpart V, and Part 423, Subpart V). and included in any District-specific guidance provided by the DC Department of Health Care Finance (DHCF).*]
* [*As required at 42 CFR § 438.10(d)(2), all disclaimers and taglines that explain the availability of alternate formats using auxiliary aids and services or oral interpretation services and the toll-free telephone number of the entity providing choice counseling services as required by § 438.71(a), must be in a conspicuously visible font.*]
* For more information about Medicare, you can read the *Medicare & You* handbook. It has a summary of Medicare benefits, rights, and protections and answers to the most frequently asked questions about Medicare. You can get it at the Medicare website ([www.medicare.gov](http://www.medicare.gov)) or by calling 1-800-MEDICARE (1-800-633-4227). TTY users should call 1-877-486-2048.
* For more information about <plan name>, you can check the DC Department of Health Care Finance website at [www.dhcf.dc.gov/page/district-dual-choice-d-snps](https://dhcf.dc.gov/page/district-dual-choice-d-snps), contact the DC Office of Health Care Ombudsman and Bill of Rights at 202-724-7491, TTY 711, Monday-Friday 9 a.m.-4:45 p.m., or contact the DC State Health Insurance Assistance Program (SHIP) at 202-727-8370, TTY 711, Monday-Friday, 9:30 a.m.-4:30 p.m.
* [*Per the final rule CMS-4205-F released on April 4, 2024, §§ 422.2267(e)(31)(ii) and 423.2267(e)(33)(ii), plans must provide a Notice of Availability of language assistance services and auxiliary aids and services that, at a minimum, states that the plan provides language assistance services and appropriate auxiliary aids and services free of charge. The plan must provide the notice in English and at least the 15 languages most commonly spoken by individuals with limited English proficiency in the District and must provide the notice in alternate formats for individuals with disabilities who require auxiliary aids and services to ensure effective communication.*]
* You can get this document for free in other formats, such as large print, braille, or audio. Call <toll-free phone and TTY numbers>, <days and hours of operation>. The call is free.
* [*Plans that meet the Medicare 5 percent alternative language threshold per 42 CFR §§ 422.2267(a) and 423.2267(a) or DC Medicaid required language threshold insert:* This document is available for free in Spanish and Amharic.]
* [*Plans also must simply describe:*
* *how they’ll request an enrollee’s preferred language other than English and/or alternate format,*
* *how they’ll keep the enrollee’s information as a standing request for future mailings and communications so the enrollee doesn’t need to make a separate request each time, and*
* *how an enrollee can change a standing request for preferred language and/or format.*]

# Frequently asked questions (FAQ)

The following table lists frequently asked questions. [*Plans should add text in bold at the end of a frequently asked question (FAQ) title if the service continues onto the next page*: **(continued on the next page)**. *Plans should add text in bold after the FAQ title on the following page*: **<FAQ>** **(continued from previous page)**. *Plans should also be aware that the flow of FAQ from one page to the next can vary after plan-customized information is added, which can necessitate adding and/or removing these instructions in other FAQ as needed. Additionally, plans should maintain consistency of table formatting, borders, and color scheme throughout after adding plan-customized information*.]

[*Plans can add a maximum of two additional FAQs to this section. For example, plans can add an FAQ giving additional information about their specific plan or describing their model of care. Answers must be kept brief, consistent with the pre-populated responses in the template.*]

| **Frequently Asked Questions** | **Answers** |
| --- | --- |
| **What’s a <insert District-specific name of plan or FIDE SNP>?** | [*Insert a description of the program including whether the plan covers both Medicare and DC Medicaid, drug benefits, eligibility criteria such as living in the plan service area or age, DC Medicaid eligibility, general information on copays, information on care coordination, and information on Long Term Services and Supports (LTSS).*] |
| **Will I get the same Medicare and DC Medicaidbenefits in <plan name> that I get now? (continued on the next page)** | You’ll get most of your covered Medicare and DC Medicaid benefits directly from <plan name>. You’ll work with a team of providers who will help determine what services will best meet your needs. This means that some of the services you get now may change based on your needs, and your doctor and care team assessment. You may also get other benefits outside of your health plan the same way you do now, directly from a District agency or specialty mental health and substance use disorder services. |
| **Will I get the same Medicare and DC Medicaidbenefits in <plan name> that I get now? (continued from previous page)** | When you enroll in <plan name>, you and your care team will work together to develop a care plan to address your health and support needs, reflecting your personal preferences and goals.  If you’re taking any Medicare Part D drugs that <plan name> doesn’t normally cover, you can get a temporary supply and we’ll help you to transition to another drug or get an exception for <plan name> to cover your drug if medically necessary. For more information, call Enrollee Services [*plans can insert reference: at <toll-free phone and TTY numbers> or at the numbers listed at the bottom of this page or at the numbers in the footer of this document*]. |
| **Can I use the same doctors I use now? (continued on the next page)** | [*Plans with a POS/PPO option can edit the network provider response as necessary.*]This is often the case. If your providers (including doctors, hospitals, therapists, pharmacies, and other health care providers) work with <plan name> and have a contract with us, you can keep going to them.   * Providers with an agreement with us are “in-network.” Network providers participate in our plan. That means they accept members of our plan and provide services our plan covers. **You must use the providers in <plan name>’s network.** If you use providers or pharmacies that aren’t in our network, the plan may not pay for these services or drugs. * If you need urgent or emergency care or out-of-area dialysis services, you can use providers outside of <plan name>’s plan. [*Plans can insert additional exceptions as appropriate.*] * If you’re currently under treatment with a provider that’s out of <plan name>’s network, you may choose to continue this treatment, regardless of whether this provider is in <plan name>’s provider network, through a transitional period until the course of treatment is concluded or for 30 days, whichever is longer. Call Enrollee Services for more information about staying connected. |
| **Can I use the same doctors I use now? (continued from previous page)** | To find out if your providers are in the plan’s network, call Enrollee Services [*plans can insert reference:* at <toll-free phone and TTY numbers> *or* at the numbers listed at the bottom of this page or at the numbers in the footer of this document] or read <plan name>’s [*insert either* *Provider and Pharmacy Directory or Provider Directory*] on the plan’s website at <URL>. [*Plans can insert additional language regarding the possibility for enrollee’s out-of-network providers to contract with the plan.*]  If <plan name> is new for you, we’ll work with you to develop [*plans insert term used, such as:* an Individualized Plan of Care *or* a care plan] to address your needs. |
| **What’s a <plan name> care coordinator?** | A <plan name> care coordinator is one main person for you to contact. This person helps to manage all your providers and services and make sure you get what you need. |
| **What are Long-term Services and Supports (LTSS)?** | [*Adjust language as applicable:* Long-term Services and Supports are help for people who need assistance to do everyday tasks like bathing, toileting, getting dressed, making food, and taking medicine. Most of these services are provided at your home or in your community but could be provided in a nursing home or hospital. In some cases, another agency may administer these services, and your care coordinator or care team will work with that agency.] |
| **What happens if I need a service but no one in <plan name>’s network can provide it?** | Most services will be provided by our network providers. If you need a service that can’t be provided within our network, <plan name> will pay for the cost of an out-of-network provider. |
| **Where’s <plan name> available? (continued on the next page)** | The service area for this plan includes: Washington, DC. You must live in this area to join the plan. |
| **Where’s <plan name> available? (continued from previous page)** | [*Plans enter if applicable:* \*Call Enrollee Services [*plans can insert reference:* at <toll-free phone and TTY numbers> *or* at the numbers listed at the bottom of this page *or* at the numbers in the footer of this document] for more information about whether the plan is available where you live.] |
| **What’s prior authorization?** | Prior authorization means an approval from <plan name> to seek services outside of our network or to get services not routinely covered by our network **before** you get the services. <Plan name> may not cover the service, procedure, item, or drug if you don’t get prior authorization.  **If you** **need urgent or emergency care or out-of-area dialysis services, you don’t need to get prior authorization first**. <Plan name> can provide you or your provider with a list of services or procedures that require you to get prior authorization from <plan name> before the service is provided.  Refer to **Chapter 3**, [*plans can insert reference, as applicable*] of the *Enrollee Handbook* to learn more about prior authorization. Refer to the Benefits Chart in **Chapter 4** of the *Enrollee Handbook* [*plans can insert reference, as applicable*] to learn which services require a prior authorization.  If you have questions about whether prior authorization is required for specific services, procedures, items, or drugs, call Enrollee Services [*plans can insert reference:* at <toll-free phone and TTY numbers> *or* at the numbers listed at the bottom of this page *or* at the numbers in the footer of this document] for help. |
| **What’s a referral? (continued on the next page)**  [*If a plan doesn’t require referrals for any of its services, the plan can delete this question.*] | [*Plans can modify this section as needed*] A referral means that your [*insert:* primary care provider (PCP) ***or*** care team] must give you approval to go to someone that isn’t your PCP. A referral is different than a prior authorization. If you don’t get a referral from your [*insert:* PCP ***or*** care team], <plan name> may not cover the services. <Plan name>can provide you with a list of services that require you to get a referral from your [*insert:* PCP ***or*** care team] before the service is provided.  You don’t need a referral to use certain specialists, such as women’s health specialists. |
| **What’s a referral? (continued from previous page)**  [*If a plan doesn’t require referrals for any of its services, the plan can delete this question.*] | Refer to the *Enrollee Handbook* [*plans can insert section reference, as applicable*] to learn more about when you’ll need to get a referral from your [*insert:* PCP *or* care team]. |
| **Do I pay a monthly amount (also called a premium) under <plan name>?** | No. Because you have DC Medicaid you won’t pay any monthly premiums, including your Medicare Part B premium, for your health coverage. |
| **Do I pay a deductible as a member of <plan name>?** | No. You don’t pay deductibles in <plan name>. |
| **What’s the maximum out-of-pocket amount that I’ll pay for medical services as an enrollee of <plan name>?** | There’s no cost sharing for medical services in <plan name>, so your annual out-of-pocket costs will be $0. |

# List of covered services

The following table is a quick overview of what services you may need, your costs, and rules about the benefits. [*Plans should list the following text under a health need or concern title if its services continue on the next page*: **(continued on the next page)**. *Plans should also enter the health need or concern title with* **(continued)***below the title at the top of the following page*. *When adding or deleting health needs or concerns or services or when populating the chart in this section, plans should maintain consistency of formatting, borders, and color scheme throughout. The chart is properly formatted in the model to serve as an example for plans.*]

| Health need or concern | **Services you may need** [*This category includes examples of services that enrollees may need. The health plan should add or delete any services based on the services covered by the District.*] | **Your costs for in-network providers** | **Limitations, exceptions, & benefit information (rules about benefits)** [*Plans should provide specific information about: need for referrals, need for prior authorization, utilization management restrictions for drugs, maximum out-of-pocket costs on services, and permissible OON services and applicable cost sharing (if different than in-network cost sharing).*] |
| --- | --- | --- | --- |
| You need hospital care | Inpatient hospital stay | [$0] | [*Insert or modify as applicable:* Except in an emergency, your health care provider must tell the plan of your hospital admission.] |
| Outpatient hospital services, including observation | [$0] |  |
| Ambulatory surgical center (ASC) services | [$0] |  |
| Doctor or surgeon care | [$0] |  |
| You want a doctor (continued on the next page) | Visits to treat an injury or illness | [$0] |  |
| Care to keep you from getting sick, such as flu shots and screenings to check for cancer | [$0] |  |
| Wellness visits, such as a physical | [$0] |  |
| You want a doctor (continued) | “Welcome to Medicare” (preventive visit one time only) | [$0] |  |
| Specialist care | [$0] |  |
| You need emergency care | Emergency room services | [$0] | [*Plans must state that emergency room services must be provided OON and without prior authorization requirements.*] |
| Urgent care | [$0] | [*Plans must state that urgent care services must be provided OON and without prior authorization requirements.*] |
| You need medical tests | Diagnostic radiology services (for example, X-rays or other imaging services, such as CAT scans or MRIs) | [$0] |  |
| Lab tests and diagnostic procedures, such as blood work | [$0] |  |
| You need hearing/auditory services | Hearing screenings | [$0] |  |
| Hearing aids | [$0] |  |
| You need dental care | Dental check-ups and preventive care | [$0] | [*Plans must include link to information about DC Medicaid dental benefits and providers as applicable.*] |
| Restorative and emergency dental care | [$0] | [*Plans must include link to information about DC Medicaid dental benefits and providers as applicable.*] |
| You need eye care | Eye exams | [$0] |  |
| Glasses or contact lenses | [$0] |  |
| Other vision care | [$0] |  |
| You need behavioral health services | Behavioral health services | [$0] |  |
| You need a substance use disorder services | Substance use disorder services | [$0] |  |
| You need a place to live with people available to help you | Skilled nursing care | [$0] |  |
| Nursing home care | [$0] |  |
| Adult Foster Care and Group Adult Foster Care | [$0] |  |
| You need therapy after a stroke or accident | Occupational, physical, or speech therapy | [$0] |  |
| You need help getting to health services | Ambulance services | [$0] |  |
| Emergency transportation | [$0] |  |
| Transportation to medical appointments and services | [$0] |  |
| You need drugs to treat your illness or condition (continued on the next page) | Medicare Part B drugs | [$0] | Part B drugs include drugs given by your doctor in their office, some oral cancer drugs, and some drugs used with certain medical equipment. Read the *Enrollee Handbook* for more information on these drugs. |
| You need drugs to treat your illness or condition (continued) | Medicare Part D drugs  [*Plans should insert tiers and a description of each tier. For example:*  Tier 1: Preferred Generic  Tier 2: Generic  Tier 3: Brand  Tier 4: Specialty] | [*Plans should insert a single amount or all applicable copay amounts for a tier with LIS copay amounts*] for a [*must be at least 30-day*] supply.  [*Plans can delete the following statement if they charge $0 for all drugs.*]  Copays for drugs may vary based on the level of Extra Help you get. Please contact the plan for more details. | There may be limitations on the types of drugs covered. Please refer to <plan name>’s *List of Covered Drugs* (*Drug List*) for more information.  [*Plans can delete the following statement if they only have one coverage stage.*] Once you or others on your behalf pay <insert TrOOP amount> you have reached the catastrophic coverage stage and you pay $0 for all your Medicare drugs. Read the *Enrollee Handbook* for more information on this stage.  [*Cost sharing must be broken down by the tier number/name (e.g. Tier 1 Preferred Generic)*.]  [*Plans must indicate if extended-day supplies are available at retail and/or mail order pharmacy locations and make clear that the cost sharing amount for these extended-day supplies is the same as for a one-month supply.*] |
| [*Plans insert as applicable:* Over-the-counter (OTC) drugs] | [*Plans should insert a single amount, multiple amounts, or minimum/maximum range*.] | There may be limitations on the types of drugs covered. Please refer to <plan name>’s *List of Covered Drugs* (*Drug List*) for more information. |
| You need help getting better or have special health needs | Rehabilitation services | [$0] |  |
| Medical equipment for home care | [$0] |  |
| Dialysis services | [$0] |  |
| You need foot care | Podiatry services | [$0] |  |
| Orthotic services | [$0] |  |
| You need durable medical equipment (DME)  Note: This isn’t a complete list of covered DME. For a complete list, contact Enrollee Services or refer to Chapter 4 of the *Enrollee Handbook*. | Wheelchairs, crutches, and walkers | [$0] |  |
| Nebulizers | [$0] |  |
| Oxygen equipment and supplies | [$0] |  |
| You need help living at home (continued on the next page)  You need help living at home (continued) | Elderly and Persons with Physical Disabilities (EPD) waiver program services | [$0] | To be eligible for the EPD waiver, you must:  Be a resident of the District of Columbia |
| The EPD waiver offers a combination of in-home or community-based support services, which include:  Case management: assistance with obtaining or coordinating health care services  Personal care aide services: assistance with activities of daily living, such as dressing, eating, toileting, etc.  Adult day health programs: non-residential services and supports promoting community inclusion and community-based care  Respite care: assistance with daily needs when a primary caregiver is absent or unavailable  Assisted living: a licensed residence with services and supports to allow participants to live independently |  | Be a U.S. citizen or hold legal immigration status  Be eligible to receive DC Medicaid, with an income of less than 300% SSI or be eligible for spend down  Have no more than $4,000 in countable assets  Require assistance with activities of daily living  Meet the “level of care” established for the waiver  Contact your care team for assistance applying for EPD waiver benefits. |
| You need help living at home (continued) | Environmental accessibility adaptations: physical modifications to a home to ensure the safety and welfare of a resident  Participant-directed services: more choice and flexibility over the services you receive, including personal care aide services |  |  |
| Day habilitation services | [$0] |  |
| Adult Day Health Program (ADHP) | [$0] | To be eligible to use ADHP services, you must:  Be eligible for and enrolled in the District’s EPD waiver program, OR  Meet the following criteria to enroll in the District’s 1951(i) ADHP program:   * Be a resident of the District of Columbia * Be a U.S. citizen or hold legal immigration status |
| You need help living at home (continued) |  |  | * Be eligible to receive DC Medicaid, with an income of less than 150% FPL * Have chronic conditions as certified by a licensed physician or APRN and meet the “level of care” established for ADHP services   Contact your care team to learn about how you can connect to ADHP services. |
| Services to help you live on your own (home health care services or personal care aide services (PCA)) | [$0] | To be eligible to use PCA services you must:  Be eligible for and enrolled in the District’s EPD waiver program, OR |
| You need help living at home (continued) |  |  | Meet the following criteria to enroll in the District’s state plan PCA program:   * Be a resident of the District of Columbia * Be a U.S. citizen or hold legal immigration status * Be eligible to receive DC Medicaid with an income of less than 100% FPL * Require assistance with activities of daily living AND meet the “level of care” established for PCA services   Contact your care team to learn about how you can connect to PCA services.  [*Update as applicable: Plans should include information about home health care services under Medicare in this section.*] |
| Additional services [*Plans are encouraged to insert other special services they offer that aren’t already included in the chart. This doesn’t need to be a comprehensive list.*] | Chiropractic services | [$0] |  |
| Diabetes supplies and services | [$0] |  |
| Prosthetic services | [$0] |  |
| Radiation therapy | [$0] |  |
| Services to help manage your disease | [$0] |  |

The above summary of benefits is provided for informational purposes only and isn’t a complete list of benefits. For a complete list and more information about your benefits, you can read the <plan name> *Enrollee Handbook*. If you don’t have an *Enrollee Handbook*, call <plan name> Enrollee Services [*plans can insert reference*: at <toll-free phone and TTY numbers> or at the numbers listed at the bottom of this page or at the numbers in the footer of this document] to get one. If you have questions, you can also call Enrollee Services or visit <URL>.

# Benefits covered outside of <plan name>

There are some services that you can get that aren’t covered by <plan name> but are covered by Medicare, DC Medicaid, or a District agency. This isn’t a complete list. Call Enrollee Services [*plans can insert reference:* at <toll-free phone and TTY numbers> *or* at the numbers listed at the bottom of this page *or* at the numbers in the footer of this document] to find out about these services.

| **Other services covered by Medicare, DC Medicaid, or a District Agency** | **Your costs** |
| --- | --- |
| [*Insert services covered outside the plan by Medicare fee-for-service and/or DC Medicaid fee-for-service, as appropriate. This doesn’t need to be a comprehensive list, but at a minimum should include services covered under the authority of DC Medicaid’s 1915(c) Individual and Family Support waiver program (IFS waiver), services covered under DC Medicaid’s 1915(c) Individuals with Intellectual or Developmental Disabilities waiver program (IDD Waiver), and services provided by an Intermediate Care Facility for Individuals with Intellectual or Developmental Disabilities (ICF/IID) to individuals residing in an ICF/IID.*] | [*Plans should include copays for listed services.*] |
| Certain hospice care services covered outside of <plan name> | $0 |

# Services that <plan name>, Medicare, and DC Medicaid don’t cover

This isn’t a complete list. Call Enrollee Services [*plans can insert reference*: at <toll-free phone and TTY numbers> or at the numbers listed at the bottom of this page or at the numbers in the footer of this document] to find out about other excluded services.

| **Services <plan name>, Medicare, and DC Medicaid don’t cover** | |
| --- | --- |
| [*Insert any excluded benefit categories. This doesn’t need to be a comprehensive list. Plans can consult* ***Chapter 4*** *of the Enrollee Handbook for examples.*] |  |
|  |  |
|  |  |

# Your rights as an enrollee of the plan

As a member of <plan name>, you have certain rights. You can exercise these rights without being punished. You can also use these rights without losing your health care services. We’ll tell you about your rights at least once a year. For more information on your rights, please read the *Enrollee Handbook*. Your rights include, but aren’t limited to, the following:

**You have a right to respect, fairness, and dignity.** This includes the right to:

* Get covered services without concern about medical condition, health status, receipt of health services, claims experience, medical history, disability (including mental impairment), marital status, age, sex (including sex stereotypes and gender identity) sexual orientation, national origin, race, color, religion, creed, or public assistance
* Get information in other languages and formats (for example, large print, braille, or audio) free of charge
* Be free from any form of physical restraint or seclusion

**You have the right to get information about your health care.** This includes information on treatment and your treatment options. This information should be in a language and format you can understand. This includes the right to get information on:

* Description of the services we cover
* How to get services
* How much services will cost you
* Names of health care providers and care coordinator

**You have the right to make decisions about your care, including refusing treatment.** This includes the right to:

* Choose a primary care provider (PCP) and change your PCP at any time during the year
* Use a women’s health care provider without a referral
* Get your covered services and drugs quickly
* Know about all treatment options, no matter what they cost or whether they’re covered
* Refuse treatment, even if your health care provider advises against it
* Stop taking medicine, even if your health care provider advises against it
* Ask for a second opinion. <Plan name> will pay for the cost of your second opinion visit
* Make your health care wishes known in an advance directive

**You have the right to timely access to care that doesn’t have any communication or physical access barriers.** This includes the right to:

* Get timely medical care
* Get in and out of a health care provider’s office. This means barrier-free access for people with disabilities, in accordance with the Americans with Disabilities Act
* Have interpreters to help with communication with your health care providers and your health plan

**You have the right to seek emergency and urgent care when you need it.** This means you have the right to:

* Get emergency services without prior authorization in an emergency
* Use an out-of-network urgent or emergency care provider, when necessary

**You have a right to confidentiality and privacy.** This includes the right to:

* Ask for and get a copy of your medical records in a way that you can understand and to ask for your records to be changed or corrected
* Have your personal health information kept private
* Have privacy during treatment

**You have the right to make complaints about your covered services or care.** This includes the right to:

* File a complaint or grievance against us or our providers
* File a complaint with the DC Department of Health Care Finance (DHCF) at 202-442-9533, TTY 711
* [*Plans insert as applicable:* Ask for an IMR of DC Medicaid services or items that are medical in nature]
* Appeal certain decisions made by [*plans insert as applicable:* DHCF or our providers]
* Ask for a District Fair Hearing
* Get a detailed reason for why services were denied

For more information about your rights, you can read the *Enrollee Handbook*. If you have questions, you can call <plan name> Enrollee Services [*plans can insert reference:* at <toll-free phone and TTY numbers> or at the numbers listed at the bottom of this page or at the numbers in the footer of this document].

You can also call the contact the DC Office of Health Care Ombudsman and Bill of Rights at 202-724-7491, TTY 711, Monday-Friday 9 a.m.-4:45 p.m.

# How to file a complaint or appeal a denied service

If you have a complaint or think <plan name> should cover something we denied, call Enrollee Services [*plans can insert reference:* at <toll-free phone and TTY numbers> or at the numbers listed at the bottom of this page or at the numbers in the footer of this document]. You may be able to appeal our decision.

For questions about complaints and appeals, you can read **Chapter 9** of the *Enrollee Handbook*. You can also call <plan name> Enrollee Services [*plans can insert reference:* at <toll-free phone and TTY numbers> or at the numbers listed at the bottom of this page or at the numbers in the footer of this document].

[*Plans should include plan contact information for complaints, grievances, appeals, as well as the DC Department of Health Care Finance (DHCF) at 202-442-9533, TTY 711 for help with the District Medicaid complaint process.*]

# What to do if you suspect fraud

Most health care professionals and organizations that provide services are honest. Unfortunately, there may be some who are dishonest.

If you think a doctor, hospital or other pharmacy is doing something wrong, please contact us.

Call us at <plan name> Enrollee Services. Phone numbers are [*plans can insert reference:* on the cover of this summary or <toll-free phone and TTY numbers> or the numbers listed at the bottom of this page or the numbers in the footer of this document].

Or, call DC Medicaid Customer Service Center at 202-442-9533. TTY users may call 711.

Or, call DC Medicaid’s Fraud Hotline at 1-877-632-2873. TTY users may call 711.

Or, call Medicare at 1-800-MEDICARE (1-800-633-4227). TTY users may call 1-877-486-2048. You can call these numbers for free.

[*This is the recommended format for the back cover of the Summary of Benefits. Plans can add a logo and/or photographs, as long as these elements don’t make it difficult for enrollees to find and read the contact information.* *Plans can modify the call lines as appropriate.*]

|  |
| --- |
| **If you have general questions or questions about our plan, services, service area, billing, or Member ID Cards, please call <plan name> Enrollee Services:** |
| <toll-free phone number(s)>  Calls to this number are free. <days and hours of operation, including information on the use of alternative technologies>.  Enrollee Services also has free language interpreter services available for non-English speakers. |
| <TTY number>  [*Insert if plan uses a direct TTY number:* This number requires special telephone equipment and is only for people who have difficulties with hearing or speaking.]  Calls to this number are free. *<*days and hours of operation*>.* |
| [*Insert if applicable:* **If you have questions about your health:**   * Call your primary care provider (PCP). Follow your PCP’s instructions for getting care when the office is closed. * If your PCP’s office is closed, you can also call <plan’s Nurse Line Name>. A nurse will listen to your problem and tell you how to get care. (*Example:* [convenience care,] urgent care, emergency room). The numbers for the <plan’s Nurse Line Name> are: |
| <phone number(s)>  Calls to this number are free. <Days and hours of operation.> [*Include information on the use of alternative technologies.*]  <Plan name> also has free language interpreter services available for non-English speakers. |
| *<*TTY number>  Calls to this number are [*Insert if applicable:* not] free. <Days and hours of operation.>] |
| [*Insert if applicable:* **If** **you need immediate behavioral health care, please call the <Behavioral Health Crisis Line name>:** |
| *<*phone number(s)*>*  Calls to this number are free. <Days and hours of operation.> [*Include information on the use of alternative technologies.*]  <Plan name> also has free language interpreter services available for non-English speakers. |
| *<*TTY number*>*  Calls to this number are [*Insert if applicable:* not] free. <Days and hours of operation.>] |