Chapter 2: Important phone numbers and resources

[If applicable, plans should modify this chapter to include contact information for other   
health services.]

[Plans should refer members to other parts of the handbook using the appropriate chapter number, section, and/or page number. For example, "see Chapter 9, Section A, page 1."   
An instruction [plans may insert reference, as applicable] is listed next to each cross reference throughout the handbook.]

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# How to contact <plan name> Member Services

|  |  |
| --- | --- |
| CALL | <Phone number(s)> This call is free.  <Days and hours of operation> [Include information on the use of alternative technologies.]  We have free interpreter services for people who do not speak English. |
| TTY | <TTY/TDD phone number> This call is free.  [Insert if the plan uses a direct TTY number: This number is for people who have hearing or speaking problems. You must have special telephone equipment to call it.]  <Days and hours of operation> |
| FAX | [Fax number is optional.] |
| WRITE | <Mailing address> |
| EMAIL | [Email address is optional.] |
| WEBSITE | [Web address is optional.] |

## Contact Member Services about:

###### Questions about the plan

###### Questions about claims, billing or member cards

[If plans have different numbers for the functions listed below, plans should insert separate charts with the additional contact information.]

###### Coverage decisions about your health care

A coverage decision about your health care is a decision about:

your benefits and covered services, ***or***

the amount we will pay for your health services.

Call us if you have questions about a coverage decision about health care.

* To learn more about coverage decisions, see Chapter 9 [plans may insert reference, as applicable].

###### Appeals about your health care

An *appeal* is a formal way of asking us to review a decision we made about your coverage and asking us to change it if you think we made a mistake.

* To learn more about making an appeal, see Chapter 9 [plans may insert reference, as applicable].

###### Complaints about your health care

You can make a complaint about us or any provider (including a non-network or network provider). A network provider is a provider who works with the health plan. You can also make a complaint about the quality of the care you got to us or to the Quality Improvement Organization (see Section F below [plans may insert reference, as applicable]).

* If your complaint is about a coverage decision about your health care, you can make   
  an appeal (see the section above [plans may insert reference, as applicable]).
* You can send a complaint about <plan name> right to Medicare. You can use an online form at <https://www.medicare.gov/MedicareComplaintForm/home.aspx>. Or you can call 1-800-MEDICARE (1-800-633-4227) to ask for help.
* To learn more about making a complaint about your health care, see Chapter 9 [plans may insert reference, as applicable].

###### Coverage decisions about your drugs

A coverage decision about your drugs is a decision about:

your benefits and covered drugs, ***or***

the amount we will pay for your drugs.

This applies to your Part D drugs, Michigan Medicaid prescription drugs, and Michigan Medicaid over-the-counter drugs.

* For more on coverage decisions about your prescription drugs, see Chapter 9 [plans may insert reference, as applicable].

###### Appeals about your drugs

An *appeal* is a way to ask us to change a coverage decision.

[Plans should include contact information for appealing *Michigan* Medicaid drugs and Part D drugs. If the contact information is the same, plans should modify the information so only one number is given to appeal all drugs. If applicable, explain how Michigan Medicaid drugs are labeled in the Drug List.]

* For more on making an appeal about your prescription drugs, see Chapter 9 [plans may insert reference, as applicable].

###### Complaints about your drugs

You can make a complaint about us or any pharmacy. This includes a complaint about your prescription drugs.

* If your complaint is about a coverage decision about your prescription drugs, you can make an appeal. *(See the section above* [plans may insert reference, as applicable]*.)*
* You can send a complaint about <plan name> right to Medicare. You can use an online form at <https://www.medicare.gov/MedicareComplaintForm/home.aspx>. Or you can call 1-800-MEDICARE (1-800-633-4227) to ask for help.
* For more on making a complaint about your prescription drugs, see Chapter 9 [plans may insert reference, as applicable].

###### Payment for health care or drugs you already paid for

[Plans with an arrangement with the state may add language to reflect that the organization is not allowed to reimburse members for Michigan Medicaid-covered benefits. Plans adding this language should include reference to the plan’s Member Services.]

* For more on how to ask us to pay you back, or to pay a bill you have gotten, see   
  Chapter 7 [plans may insert reference, as applicable].
* If you ask us to pay a bill and we deny any part of your request, you can appeal our decision. See Chapter 9 [plans may insert reference, as applicable] for more   
  on appeals.

# How to contact your Care Coordinator

[Plans should include information explaining what a care coordinator is, how members can get a care coordinator, how they can contact the care coordinator, and how they can change their care coordinator.]

|  |  |
| --- | --- |
| CALL | <Phone number(s)> This call is free.  <Days and hours of operation> [Include information on the use of alternative technologies.]  We have free interpreter services for people who do not speak English. |
| TTY | <TTY/TDD phone number> This call is free.  [Insert if the plan uses a direct TTY number: This number is for people who have hearing or speaking problems. You must have special telephone equipment to call it.]  <Days and hours of operation> |
| FAX | [Fax number is optional.] |
| WRITE | <Mailing address> |
| EMAIL | [Email address is optional.] |
| WEBSITE | [Web address is optional.] |

## Contact your Care Coordinator about:

###### Questions about your health care

###### Questions about getting behavioral health services, transportation, and long term supports and services (LTSS)

* Questions about any other supports and services you need

[Plans should include information on eligibility requirements for LTSS.]

Sometimes you can get help with your daily health care and living needs. You might be able to get these services:

Skilled nursing care

Physical therapy

Occupational therapy

Speech therapy

Personal Care Services

Home health care

See Chapter 4 for additional information about Home and Community Based waiver services.

[Plans should revise this section as necessary to list the specific services that   
are available.]

# How to contact the 24 Hour Nurse Advice Line

[Plans should include information about what the 24 Hour Nurse Advice Line is.]

|  |  |
| --- | --- |
| CALL | <Phone number(s)> This call is free.  <Days and hours of operation> [Include information on the use of alternative technologies.]  We have free interpreter services for people who do not speak English. |
| TTY | <TTY/TDD phone number> This call is free.  [Insert if the plan uses a direct TTY number: This number is for people who have hearing or speaking problems. You must have special telephone equipment to call it.]  <Days and hours of operation> |

## Contact the 24 Hour Nurse Advice Line about:

###### Questions about your health care

# How to contact the PIHP General Information Line and Behavioral Health Crisis Line

Behavioral health services will be available to <plan name> members through the local Pre-paid Inpatient Health Plan (PIHP) provider network. Members receiving services through the PIHP will continue to receive them according to their plan of care. <Plan name> will provide the personal care services previously provided by the Department of Human Services (DHS) Home Help program. Other medically necessary behavioral health, intellectual/developmental disability, and substance use disorder services, including psychotherapy or counseling (individual, family and group) when indicated, are available and coordinated through the health plan and PIHP.

**PIHP General Information Line:**

|  |  |
| --- | --- |
| CALL | <Phone number(s)> This call is free.  <Days and hours of operation> [Include information on the use of alternative technologies.]  We have free interpreter services for people who do not speak English. |
| TTY | <TTY/TDD phone number> This call is free.  [Insert if the plan uses a direct TTY number: This number is for people who have hearing or speaking problems. You must have special telephone equipment to call it.]  <Days and hours of operation> |

## Contact the PIHP General Information Line about:

###### Questions about behavioral health services

* Where and how to get an assessment
* Where to go to get services
* A list of other community resources

**Behavioral Health Crisis Line:**

|  |  |
| --- | --- |
| CALL | <Phone number(s)> This call is free.  <Days and hours of operation> [Include information on the use of alternative technologies.]  We have free interpreter services for people who do not speak English. |
| TTY | <TTY/TDD phone number> This call is free.  [Insert if the plan uses a direct TTY number: This number is for people who have hearing or speaking problems. You must have special telephone equipment to call it.]  <Days and hours of operation> |

## 

## Contact the Behavioral Health Crisis Line for any of the following reasons:

* **Suicidal thoughts**
* **Information on mental health/illness**
* **Substance abuse/addiction**
* **To help a friend or loved one**
* **Relationship problems**
* **Abuse/violence**
* **Economic problems causing anxiety/depression**
* **Loneliness**
* **Family problems**

**If you are experiencing a life or death emergency, please call 9-1-1 or go to the nearest hospital.**

###### 

# How to contact the State Health Insurance Assistance Program (SHIP)

The State Health Insurance Assistance Program (SHIP) gives free health insurance counseling to people with Medicare.In Michigan, the SHIP is called the Michigan Medicare/Medicaid Assistance Program (MMAP).

MMAP is not connected with any insurance company or health plan.

|  |  |
| --- | --- |
| CALL | 1-800-803-7174 This call is free. |
| TTY | [TTY/TDD phone number is optional.]  [Insert if the SHIP uses a direct TTY number: This number is for people who have hearing or speaking problems. You must have special telephone equipment to call it.] |
| WRITE | 6105 St Joe Hwy #204  Lansing Charter Township, MI 48917 |
| EMAIL | info@mmapinc.org |
| WEBSITE | <http://mmapinc.org/> |

## Contact MMAP about:

###### Questions about your Medicare and Medicaidhealth insurance

MMAP counselors can:

help you understand your rights,

help you understand drug coverage, such as prescription and over-the-counter drugs,

help you understand your plan choices,

answer your questions about changing to a new plan,

help you make complaints about your health care or treatment, ***and***

help you straighten out problems with your bills.

# How to contact the Quality Improvement Organization (QIO)

Our state uses an organization called KEPRO for quality improvement. This is a group of doctors and other health care professionals who help improve the quality of care for people with Medicare.KEPRO is not connected with our plan.

|  |  |
| --- | --- |
| CALL | 1-855-408-8557This call is free. Helpline hours of operation are:  Monday through Friday 9 AM to 5 PM  Saturdays, Sundays, and Holidays 11 AM to 3 PM |
| TTY | 1-855-843-4776  This number is for people who have hearing or speaking problems. You must have special telephone equipment to call it. |
| WRITE | KEPRO  5201 W. Kennedy Blvd., Suite 900  Tampa, FL 33609 |
| EMAIL | [KEPRO.Communications@hcqis.org](mailto:KEPRO.Communications@hcqis.org) |
| WEBSITE | <http://www.keproqio.com> |

## Contact KEPRO about:

###### Questions about your health care

You can make a complaint about the care you have received if:

You have a problem with the quality of care,

You think your hospital stay is ending too soon, ***or***

You think your home health care, skilled nursing facility care, or comprehensive outpatient rehabilitation facility (CORF) services are ending too soon.

# How to contact Medicare

Medicare is the federal health insurance program for people 65 years of age or older, some people under age 65 with disabilities, and people with end-stage renal disease (permanent kidney failure requiring dialysis or a kidney transplant).

The federal agency in charge of Medicare is the Centers for Medicare & Medicaid Services, or CMS.

|  |  |
| --- | --- |
| CALL | 1-800-MEDICARE (1-800-633-4227)  Calls to this number are free, 24 hours a day, 7 days a week. |
| TTY | 1-877-486-2048 This call is free.  This number is for people who have hearing or speaking problems.  You must have special telephone equipment to call it. |
| WEBSITE | <http://www.medicare.gov>  This is the official website for Medicare. It gives you  up-to-date information about Medicare. It also has information about hospitals, nursing homes, physicians, home health agencies, and dialysis facilities. It includes booklets you can print right from your computer. You can also find Medicare contacts in your state by selecting “Help & Resources” and then clicking on “Phone numbers & websites.”  The Medicare website has the following tool to help you find plans in your area:  **Medicare Plan Finder:** Provides personalized information about Medicare prescription drug plans, Medicare health plans, and Medigap (Medicare Supplement Insurance) policies in your area. Select “Find health & drug plans.”  If you don’t have a computer, your local library or senior center may be able to help you visit this website using its computer. Or, you can call Medicare at the number above and tell them what information you are looking for. They will find the information on the website, print it out, and send it to you. |

# How to contact Michigan Medicaid

[Plans must adapt this generic discussion of *Michigan* Medicaid to reflect the name or features of the Medicaid program in the plan’s state or states.]

[If there are two different agencies handling eligibility and coverage/services, the plan should include both and clarify the role of each.]

[Plans must, as appropriate, include additional telephone numbers for *Michigan* Medicaid program assistance.]

Michigan Medicaid helps with medical and long term supports and services costs for people with limited incomes and resources.

You are enrolled in Medicare and in Michigan Medicaid. If you have questions about the help you get from Michigan Medicaid, call the Beneficiary Help Line.

[If applicable, plans may also inform members that they can get information about *Michigan* Medicaid from county resource centers and indicate where members can find contact information for these centers.]

|  |  |
| --- | --- |
| CALL | 1-800-642-3195 This call is free.  Office hours are Monday through Friday 8 AM to 7 PM. |
| TTY | 1-866-501-5656  [Insert if the state Medicaid program uses a direct TTY number: This number is for people who have hearing or speaking problems. You must have special telephone equipment to call it.] |
| WRITE | **PO Box 30479 Lansing, MI 48909-7979** |
| WEBSITE | <Web address> |

Michigan Medicaid eligibility is determined by the local Department of Human Services. If you have questions about your Michigan Medicaid eligibility or yearly renewal, contact your DHS Specialist. For general questions about DHS assistance programs, call 1-855-275-6424 between 8 AM and 5 PM Monday through Friday.

# How to contact the MI Health Link Ombudsman program

The MI Health Link Ombudsman program helps people enrolled in Michigan Medicaid with service or billing problems. They can help you file a complaint or an appeal with our plan.

|  |  |
| --- | --- |
| CALL | <Phone number(s)> |
| TTY | [TTY/TDD phone number is optional.]  [Insert if the ombudsman program uses a direct TTY number: This number is for people who have hearing or speaking problems. You must have special telephone equipment to call it.] |
| WRITE | <Mailing address> |
| EMAIL | [Email address is optional.] |
| WEBSITE | <Web address> |

# How to contact the State Long Term Care Ombudsman program

The State Long Term Care Ombudsman program helps people learn about nursing homes and other long term care settings. It also helps solve problems between these settings and residents or their families.

|  |  |
| --- | --- |
| CALL | 1-866-485-9393 |
| TTY | [TTY/TDD phone number is optional.] [Insert if the LTC ombudsman program uses a direct TTY number: This number is for people who have hearing or speaking problems. You must have special telephone equipment to call it.] |
| WRITE | State Long Term Care Ombudsman  300 E. Michigan Ave.  P.O. Box 30676  Lansing, MI 48909 |
| EMAIL | [SLTCO@michigan.gov](mailto:SLTCO@michigan.gov) |
| WEBSITE | [www.michigan.gov/ltc](http://www.michigan.gov/ltc) |

# Other resources

[Plans may insert this section to provide additional information resources, such as county aging and disability resource centers, choice counselors, enrollment brokers, or area agencies on aging.]