[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** |
| --- | --- |
| Plan name (planName) | <plan name> |
| Toll-free Number (tollFreeNumber) | <toll free number> |
| TTY Number (ttynumber) | <TTY number> |
| Days and hours of operation (daysAndHoursOfOperation) | <days and hours of operation> |
| Web Address (webAddress) | <web address> |
| Year (year) | 2020 |
| State Medicaid Name (medicaidName) | Rhode Island Medicaid |
| Date of Publication (dateOfPublication) | <date of publication> |
| Geographic Area (geographicArea) | <geographic area> |
| Plan's legal or marketing name (planLMName) | <Plan's legal or marketing name> |
| Provider or Physician (providerOrPhysician) | Provider |
| List of Health Care Professionals in Network (pnListOfHCPs) | <page numbers> |
| List of PCPs Page Number (pnListOfPCPs) | <page numbers> |
| List of Pharmacies Page Number (pnListOfPharmacies) | <page numbers> |
| Member Services Name (memberServicesName) | <Member Services> |
| Member Services TTY Number (msTTYNumber) | <TTY number> |
| Name of plan members (memberName) | Member |

Note: 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.

""

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

* [Distribution Note: Enrollment – Plan must provide a Provider and Pharmacy Directory or information about how to access or receive a Directory to each member upon enrollment. Plan must ensure that an online Directory contains all the information required in a print Directory. Refer to the State’s specific Marketing Guidance for detailed instructions.]
* [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).]
* [The plan is encouraged to make Directory content on their website machine readable. As described in the 2017 Final Call Letter, machine readable is defined as a format in a standard computer language (not English text) that can be read automatically by a web browser or computer system.]
* [Plan may provide subdirectories (e.g., by specialty, by county) to enrollees if the subdirectory clearly states that the complete Directory of all of its providers and pharmacies is available and will be provided to enrollees upon request. Subdirectories must be consistent with all other requirements of 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. Plan may publish separate primary care and specialty directories if both directories are made available to enrollees at the time of enrollment.]
* [Plan may add a cover page to the Directory. Plan may include the Material ID only on the cover page.]
* [Where the template instructs inclusion of a phone number, plan must ensure it is a toll-free number and include a toll-free TTY number and days and hours of operation.]
* [Plan should note that the EOC is referred to as the “Member Handbook.” If plan does not use the term “Member Handbook,” plan should replace it with the term the plan uses.]
* [If the plan assigns members to medical groups, it must include language as indicated in plan instructions throughout the Directory. If the plan uses a different term, it should replace “medical group” with the term it uses.]
* [Plan should indicate that the Directory includes providers of both Medicare and Medicaid services.]
* [Plan may place a QR code on materials to provide an option for members to go online.]
* [Plan is encouraged to include an Index for Providers and for Pharmacies.]
* [In accordance with additional plan instructions in the model, the plan has the option of moving general pharmacy information to appear after general provider information ends and before provider listing requirements begin.]
* [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 plan-customized information causes an item or text to continue 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 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.
* Consider producing translated models in large print.]

**<plan name> | 2020 *Provider and Pharmacy Directory***

Introduction

This *Provider and Pharmacy Directory* includes information about the provider and pharmacy types in <plan name> and listings of all the plan’s providers and pharmacies as of the date of this Directory. The listings contain provider and pharmacy address and contact information as well as other details such as days and hours of operations, specialties, and skills. 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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A. Disclaimers

* [Plan must include all applicable disclaimers as required in the Medicare Communications and Marketing Guidelines and State-specific Marketing Guidance.]
* This Directory lists health care professionals (such as doctors, nurse practitioners, and psychologists), facilities (such as hospitals or clinics), and support providers (such as Adult Day Health and Home Health providers) that you may see as a <plan name> Member. We also list the pharmacies that you may use to get your prescription drugs.
* We will refer to these groups as “network providers” in this Directory. These providers signed a contract with us to provide you services. This is a list of <plan name>’s network providers for Rhode Island.
* 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 numbers, and days and hours of operation]. TTY users should call <TTY number>. The call is free. [This disclaimer must be included in Spanish and all non-English languages that meet the Medicare and/or state thresholds for translation.]
* You can also get this document for free in other formats, such as large print, braille, or audio. Please call <Member Services> at <toll free number>, <days and hours of operation>. TTY users should call <TTY number>. The call is free.
* [Plan also must simply describe:
  + how it will request a member’s preferred language other than English and/or alternate format,
  + how it will keep the member’s information as a standing request for future mailings and communications so the member does not need to make a separate request each time, and
  + *how a member can change a standing request for preferred language and/or format*.]
* The list is up-to-date as of <**date of publication**>, but you need to know that:
* Some <plan name> network providers may have been added or removed from our network after this Directory was published.
* Some <plan name> providers in our network may no longer be accepting new Members. If you are having trouble finding a provider who will accept new Members, call <Member Services> at <toll free number> and we will help you.
* To get the most up-to-date information about <plan name>’s network providers in your area, visit <web address> or call <Member Services> at <toll free number>. The call is free. [TTY: <TTY number>.]

Doctors and other health care professionals in <plan name>’s network are listed on pages <page numbers>. Pharmacies in our network are listed on pages <page numbers>. [If plan includes an Index for Providers and for Pharmacies, insert: You can use the Index in the back of the Directory to find the page where a provider or pharmacy is listed.]

B. Providers

## B1. Key terms

This section explains key terms you’ll see in our *Provider and Pharmacy Directory*.

* **Providers** are health care professionals and support providers such as doctors, nurses, pharmacists, therapists, and other people who provide care and services. **Services** include medical care, long-term services and supports (LTSS), supplies, prescription drugs, equipment and other services.
  + The term providers also includes facilities such as hospitals, clinics, and other places that provide health care services, medical equipment, and long-term services and supports.
  + Providers that are a part of our plan's network are called network providers.
* **Network providers** are the providers that have contracted with us to provide services to Members in our plan. [Plan may delete the next sentence if it is not applicable.] The providers in our network generally bill us directly for care they give you. When you see a network provider, you usually pay nothing for covered services. However, if you receive or become eligible for LTSS, you may have to pay part of the cost of these services. This amount is determined by Rhode Island Medicaid.
* A **Primary Care Provider**(PCP) is a [plan should include examples as they see fit]who gives you routine health care. Your PCP will keep your medical records and get to know your health needs over time. [Plan should include this sentence if applicable to plan arrangement:Your PCP will also give you a **referral** if you need to see a specialist or other provider.]
* **Specialists** are doctors who provide health care services for a specific disease or part of the body. There are many kinds of specialists. Here are a few examples:
  + Oncologists care for patients with cancer.
  + Cardiologists care for patients with heart conditions.
  + Orthopedists care for patients with certain bone, joint, or muscle conditions.
* [If the plan assigns members to medical groups, it must clearly and briefly define the term “medical group.” Plan must also include a reference to additional information in Section B2 that explains a medical group’s potential impact on enrollees.]
* [Plan should delete this paragraph if it doesn’t require referrals for any services.] You may need a **referral** to see a specialist or someone that is not your PCP. A **referral** means that your primary care provider (PCP) must give you approval before you can see someone that is not your PCP. If you don’t get a referral, <plan name> may not cover the service.
  + Referrals from [insert as applicable:your network PCP **or** our plan] are not needed for:
* Emergency care;
* Urgently needed care;
* Kidney dialysis services that you get at a Medicare-certified dialysis facility when you are outside the plan’s service area; or
* Services from a women’s health specialist.
* [Plan may insert additional exceptions as appropriate.]
  + Additionally, if you are eligible to get services from Indian health providers, you may see these providers without a referral. We must pay the Indian health provider for those services even if they are out of our plan’s network.
  + More information on referrals is available in Chapter 3 of the *Member Handbook* [plan may insert reference, as applicable].
* You also have access to a [insert as applicable:**care coordinator/manager** and/or**a care team**] that you choose.
  + A **Care Coordinator/Manager** helps you manage your health care providers and services.
  + Your **Care Team** [insert description of the care team as appropriate to the plan]. Everyone on the care team works together to make sure your care is coordinated. This means that they make sure tests and labs are done once and the results are shared with the appropriate providers. It also means that your PCP should know all medicines you take so that he or she can reduce any negative effects. Your PCP will always get your permission before sharing your medical information with other providers.

## B2. Primary Care Provider (PCP)

You can get services from any provider who is in our network and accepting new Members.

First, you [will need to**or**should] choose a Primary Care Provider. [If appropriate, include:You may be able to have a specialist act as your PCP. If applicable, describe circumstances under which a specialist may act as a PCP and how to ask for one (e.g., call <Member Services>).]

[Insert if applicable: Our plan’s PCPs are affiliated with medical groups. When you choose your PCP, you are also choosing the affiliated medical group. This means that your PCP will be referring you to specialists and services that are also affiliated with his or her medical group.

* If there is a particular specialist or hospital that you want to use, it is important to see if they are affiliated with your PCP’s medical group. You can look in this Directory or ask <plan name> Member Services to check to see if the PCP you want makes referrals to that specialist or uses that hospital.
* If you don’t stay within your PCP’s medical group, <plan name> may not cover the service.]

To choose a PCP, go to the list of providers on page <page numbers> and choose a Provider:

* that you use now, **or**
* who has been recommended by someone you trust, **or**
* whose offices are easy for you to get to.

[Plan may modify the bullet text listed above or add additional language as appropriate.]

* If you want help in choosing a PCP, please call <Member Services> at <toll free number>. The call is free. [TTY: <TTY number>.] Or, visit <web address>.
* If you have questions about whether we will pay for any health care service or care that you want or need, call <Member Services> and ask **before** you get the service or care.

## B3. Long-term services and supports (LTSS)

As a <plan name> Member, you may be able to get long-term services and supports (LTSS), such as [insert examples with explanations of services available to members]. LTSS help people who need assistance to do everyday tasks like taking a bath, 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.

[Plan should include information regarding accessing LTSS and talking with a Care Coordinator.]

## B4. How to identify providers in <plan name>’s network

[Plan should delete this paragraph if it doesn’t require referrals for any services.] You may need a referral to see someone who is not a Primary Care Provider*.* There is more information about referrals in Section B1 of this Directory on page <page number>.

[HMO plan types must include the following language through the end of the section.] You must get all of your covered services from providers within our network [insert if applicable: that are affiliated with your PCP’s medical group]. If you go to providers who are not in plan name’s network [insert if applicable: and are not affiliated with your PCP’s medical group] (without prior authorization or approval from us), you will have to pay the bill.

A **prior authorization** is an approval from <plan name> before you can get a specific service, drug, or see an out-of-network provider. <plan name> may not cover the service or drug if you don’t get approval.

The exceptions to this rule are when you need urgent or emergency care or dialysis and cannot get to a provider in the plan, such as when you are away from home. [Plan may insert additional exceptions as appropriate.] You can also go outside the plan [insert if applicable: or your PCP’s medical group] for other non-emergency services if <plan name> gives you permission first.

* You may change providers within the network at any time during the year. If you have been going to one network provider, you do not have to keep going to that same provider. [Plan should modify or add language with plan-specific rules about PCP changes. Plan should include the following language if appropriate: For some providers, you may need a referral from your PCP.]
* [Insert if applicable: Remember, our plan’s PCPs are affiliated with medical groups. If you change your PCP, you may also be changing medical groups. When you ask for the change, be sure to tell <Member Services> if you are seeing a specialist or getting other covered services that require PCP approval. <Member Services> will help make sure that you can continue your specialty care and other services when you change your PCP.]
* <plan name> works with all the providers in our network to accommodate the needs of people with disabilities. As applicable, the list of network providers in this Directory includes information about the accommodations they provide.
* If you need to see a provider and are not sure if they offer the accommodations you need, <plan name> can help you. Talk to your [care team, care coordinator/manager, peer navigator, or other appropriate reference]for assistance.

## B5. How to find <plan name> providers in your area

[Plan should describe how an enrollee can find a network provider nearest his or her home relative to the organizational format used in the Directory.]

## B6. List of network providers

This Directory of <plan name>’s network providers contains:

* **Health care professionals** including primary care physicians, specialists, and [insert any other types of health care professionals the plan is required to include];
* **Facilities** including hospitals, nursing facilities, mental health facilities, and[insert any other types of facilities the plan is required to include]; and
* **Support providers** including adult day services, assisted living, consumer-directed services, home-delivered meals, home health agencies, and [insert any other types of support providers the plan is required to include].

Providers are listed in alphabetical order by last name. [Insert if applicable: You can also find the provider’s name and the page where the provider’s additional contact information is in the Index at the end of the Directory. Providers are also listed in alphabetical order by last name in the Index.] In addition to contact information, provider listings also include specialties and skills, for example, such as languages spoken or completion of cultural competence training.

**Cultural competence training** is additional instruction for our health care providers that helps them better understand your background, values, and beliefs to adapt services to meet your social, cultural, and language needs.

[**Note:** If the plan provides additional or supplemental benefits beyond those captured in this model document must create provider type(s) offering these additional or supplemental benefits and list the providers.]

[**Note:** Plan must show the total number of each type of provider (e.g., PCP, specialist, hospital, etc.).]

[Plan has the option to move general pharmacy information from pages 19-20 to appear herebeforeprovider listings begin.]

C. <plan name>’s network providers

**Recommended organization:** [The plan is required to include all of the following fields but have discretion regarding the organizational layout used. However, if the plan assigns members to medical groups it must organize the provider listing by medical group.]

1. **Type of Provider** [The plan is required to include PCPs, Specialists, Hospitals, Nursing Facilities and Skilled Nursing Facilities, Mental Health Providers, and Long-Term Services and Supports Providers.]
2. **County** [List alphabetically.]
3. **City** [List alphabetically.]
4. **Neighborhood/Zip Code** [Optional: For larger cities, the plan may further subdivide providers by zip code or neighborhood.]
5. **Provider** [List alphabetically.]

[Insert if applicable: The providers in this Directory are organized alphabetically by medical group.] You may get services from any of the providers on this list [insert if applicable: that are affiliated with your PCP’s medical group].

[Plan should include the following language if referrals are required under the plan:For some services, you may need a referral from your PCP.]

[**Note:**The following pages contain Directory requirements and sample formatting for provider types. Some provider types may include**both**health care professionals**and**facilities (e.g., Mental Health). Some provider types, particularly in the support provider category, may include**either** health care professionals (e.g., Consumer-Directed Services, Home Health Agencies) **or**facilities (e.g., Adult Day Services, Home-Delivered Meals). In consultation with the State, plan should use reasonable judgment to determine each network provider’s type and include its applicable requirements according to the examples on the following pages. The plan should include**location-specific requirements**(e.g., days and hours of operation, public transportation, languages, accommodations for those with physical disabilities) for each provider with more than one address in the Directory]. The plan is encouraged to position a symbol legend at the beginning of the Provider and Pharmacy Directory and include an abbreviated version of thesymbol legend in the footer of each page of the directory listings. Plan should consider using three-column tables in provider listings to optimize visibility and space.]

**[Sample formatting for health care professionals and non-facility based support providers:]**

## C1. [Include Provider Type (e.g., Primary Care Physicians, Specialists – Cardiology, Support Providers – Home Health Agencies)]

**<State> | <County>**

<City/Town><Zip Code>

<Provider Name>

<Street Address>  
<City, State>  
<Zip Code>

<Phone Number>

[**Note:**Where**all**health care professionals and non-facility based support providers in the plan’s network meet one or more requirements (e.g., they have completed cultural competence training, they have access to language line interpreters), the plan may insert a prominent statement to that effect at the beginning of the provider listings rather than indicating the requirement(s) at the individual provider level throughout. When providers in a group practice are co-located and listed together in the Directory, the plan may list requirements, when appropriate, at an aggregate group practice level rather than at an individual provider level (e.g., days and hours of operation, public transportation route and types, non-English languages (including ASL)).]

[**Note:** The plan may satisfy “as applicable” requirements either at the individual provider level throughout or by inserting a prominent statement indicating that enrollees may call <Member Services> to get the information. For example, plan may enter a statement such as: Call <Member Services> at <toll free number> and <TTY number>, <days and hours of operation>, if you need information about a provider’s other credentials and/or certifications, completion of cultural competence training, and/or areas of training and experience.]

[Optional: Include web and e-mail addresses.]

[As applicable, include other credentials and/or certifications.]

[Indicate if the provider is accepting new patients as of the Directory’s date of publication.]

[Include days and hours of operation.]

[Indicate if the provider’s location is on a public transportation route. Optional: Include public transportation types (e.g., bus, rail, boat). Plan may use abbreviations or symbols if a key is included in the Directory.]

[List any non-English languages (including ASL) spoken by the provider or offered onsite by skilled medical interpreters. As applicable, indicate if the provider has access to language line interpreters. Plan may use abbreviations or symbols if a key is included in the Directory.]

[As applicable, indicate if the provider has completed cultural competence training. Optional: List any specific cultural competencies the provider has.]

[Include specific accommodations at the provider’s location for individuals with physical disabilities (e.g., wide entry, wheelchair access, accessible exam rooms and tables, lifts, scales, bathrooms and stalls, grab bars, other accessible equipment). Plan may use abbreviations or symbols for each type of accommodation if a key is included in the Directory.]

[As applicable, list areas the provider has training in and experience treating, including physical disabilities, chronic illness, HIV/AIDS, serious mental illness, homelessness, deafness or hard-of-hearing, blindness or visual impairment, co-occurring disorders, or other areas of specialty. For behavioral health providers, this includes training in and experience treating trauma, child welfare, and substance abuse.]

[Optional: Indicate if the provider supports electronic prescribing.]

**[Sample formatting for facilities and facility-based support providers:]**

## C2. [Include Facility Type (e.g., Hospitals, Nursing Facilities, Support Providers – Home-Delivered Meals)]

[**Note:** If the plan includes all nursing facilities in one type, plan may indicate what kind of nursing facility it is (e.g., skilled, long-term care, or rehabilitation) and may do so either after the type or after the facility name (e.g., Nursing Facilities – Skilled or <Facility Name> ­– Rehabilitation). Plan may use abbreviations or symbols if a key is included in the Directory.]

**<State> | <County>**

**<City/Town>**<Zip Code>

<Facility Name>

<Street Address>  
<City, State>  
<Zip Code>

<Phone Number>

[**Note:** Where**all**facilities and facility-based support providers in the plan’s network meet one or more requirements (e.g., they have completed cultural competence training, they have access to language line interpreters), the plan may insert a prominent statement to that effect at the beginning of the provider listings rather than indicating the requirement(s) at the individual provider level throughout.]

[**Note:** Plan may satisfy “as applicable” requirements either at the individual facility level throughout or by inserting a prominent statement indicating that members may call <Member Services> to get the information. For example, plan may enter a statement such as: Call <Member Services> at <toll free number> and <TTY number>, <days and hours of operation>, if you need information about a facility’s other credentials and/or certifications and/or days and hours of operation.]

[Optional for hospitals: Indicate if the facility has an emergency department.]

[Optional: Include web and e-mail addresses.]

[As applicable, include other credentials and/or certifications.]

[As applicable, include days and hours of operation.]

[Indicate if the facility is on a public transportation route. Optional: Include public transportation types (e.g., bus, rail, boat). Plan may use abbreviations or symbols if a key is included in the Directory.]

[List any non-English languages (including ASL) spoken at the facility or offered onsite by skilled medical interpreters. As applicable, indicate if the facility has access to language line interpreters. Plan may use abbreviations or symbols if a key is included in the Directory.]

[Include specific accommodations at the facility for individuals with physical disabilities (e.g., wide entry, wheelchair access, accessible exam rooms and tables, lifts, scales, bathrooms and stalls, grab bars, other accessible equipment). Plan may use abbreviations or symbols for each type of accommodation if a key is included in the Directory.]

[Optional: Indicate if the facility supports electronic prescribing.]

[The plan has the option to move the following general pharmacy information from pages 19-20 to start on page 13 before provider listing requirements begin.]

D. List of network pharmacies

This part of the Directory provides a list of pharmacies in <plan name>’s network. These network pharmacies are pharmacies that have agreed to provide prescription drugs to you as a Member of the plan.

[If a plan lists pharmacies in its network but outside the service area, it must use this disclaimer:] We also list pharmacies that are in our network but are outside <geographic area> in which you live. You may also fill your prescriptions at these pharmacies. Please contact <plan name> at <toll free number>, <days and hours of operation>, for additional information.

* <plan name> Members must use network pharmacies to get prescription drugs.
  + You must use network pharmacies except in emergency or urgent care situations.
  + If you go to an out-of-network pharmacy for prescriptions when it is not an emergency, you will have to pay out of pocket for the service. Read the <plan name> *Member Handbook* for more information.
* Some network pharmacies may not be listed in this Directory.
  + Some network pharmacies may have been added or removed from our plan after this Directory was published.

For up-to-date information about <plan name> network pharmacies in your area, please visit our web site at <web address> or call <Member Services> at <toll free number>, <days and hours of operation>. The call is free. [TTY: <TTY number>.]

To get a complete description of your prescription coverage, including how to fill your prescriptions, please read the *Member Handbook* and <plan name>’s *List of Covered Drugs*. [Insert information about where members can find the List of Covered Drugs.]

## D1. How to identify pharmacies in <plan name>’s network

Along with retail pharmacies, your plan’s network of pharmacies includes:

* [Plan should insert only if they include mail-order pharmacies in their network.]Mail-order pharmacies send covered prescription drugs to members through the mail or shipping companies.
* Home infusion pharmacies prepare prescription drugs that are given through a vein, within a muscle, or in another non-oral way by a trained provider in your home.
* Long-term care (LTC) pharmacies serve residents of long-term care facilities, such as nursing homes.
* [Plan should insert only if they include I/T/U pharmacies in their network.]Indian Health Service/Tribal/Urban Indian Health Program (I/T/U) pharmacies
* [Plan should insert any additional pharmacy types in their network. The plan is encouraged to provide a definition of any additional specialty pharmacies in its network.]

You are not required to continue going to the same pharmacy to fill your prescriptions.

## D2. Long-term supplies of prescriptions

[Plan should include only if they offer extended-day supplies at any pharmacy location. Plan should modify the language below as needed, consistent with their approved extended-day supply benefits.]

* **Mail-Order Programs.** We offer a mail-order program that allows you to get up to a <number>-day supply of your prescription drugs sent directly to your home. [Plan may insert if applicable: A <number>-day supply has the same copay as a one-month supply].
* **<number>-Day Retail Pharmacy Programs.** Some retail pharmacies may also offer up to a <number>-day supply of covered prescription drugs. [Plan may insert if applicable: A <number>-day supply has the same copay as a one-month supply].

E. <plan name>’s network pharmacies

**Recommended organization:** [The plan is required to include all of the following fields but have discretion regarding the organizational layout used.]

1. **Type of Pharmacy** [Plan, Mail Order, Home Infusion, LTC, I/T/U]
2. **State** [Include only if Directory includes multiple states.]
3. **County** [List alphabetically.]
4. **City** [List alphabetically.]
5. **Neighborhood/Zip Code** [Optional: For larger cities, pharmacies may be further subdivided by zip code or neighborhood.]
6. **Pharmacy** [List alphabetically.]

[**Note:** Plan must indicate how types of pharmacies can be identified and located relative to organizational format.]

[**Note:** Plan that makes **all** network pharmacies available to **all** members must insert: You can go to any of the pharmacies in our network. Plan that does **not** make all network pharmacies available to all members must indicate for each pharmacy type or individual pharmacy that the pharmacy type or pharmacy is **not** available to all members. If symbols are used, a legend must be provided. The plan is encouraged to position a symbol legend at the beginning of the Provider and Pharmacy Directory and include an abbreviated version of the symbol legend in the footer of each page of the directory listings. Plan should consider using three-column tables in provider listings to optimize visibility and space.]

## E1. Retail and chain pharmacies

**<State> | <County>**

**<City/Town>**<Zip Code>

**<Pharmacy Name>**

<Pharmacy Street Address>  
<City, State>  
<Zip Code>

<Phone Number>

[Optional: Include web and e-mail addresses.]

[Optional: Include days and hours of operation.]

[Optional: Indicate if a pharmacy is open 7 days per week and/or 24 hours per day. If it is, the Directory may simply state, “Open 24 hours.” See exceptions in second Note below.]

[Optional: <Special Services:>] [**Note:** Examples of special services include Home Delivery, Drive Thru, Compounds Prepared.]

[Indicate if the pharmacy provides an extended day supply of medications.]

[Optional: Indicate if the pharmacy supports electronic prescribing.]

[**Note:** The plan is expected to create one alphabetical list integrating both retail and chain pharmacies, but the information supplied may vary for retail versus chain pharmacies. Plan is required to provide the address and phone number for independent (non-chain) pharmacies. For chain pharmacies only, in lieu of providing addresses and days and hours of operation for all locations, plan may provide a toll-free customer service number and a TTY number that an enrollee can call to get the locations, phone numbers, and days and hours of operation of the chain pharmacies nearest their home. If the chain pharmacy does not have a toll-free number, plan should include a central number for the pharmacy chain. If the chain pharmacy does not have a central number for enrollees to call, then plan must list each chain pharmacy and phone number in the Directory. If the chain pharmacy does not have a TTY number, plan is instructed to list the TRS Relay number 711. Plan should not list its own Member Services number as a pharmacy phone number or TTY number.]

## E2. [Include if applicable:Mail-order pharmacy(ies)]

[Include if applicable: You can get prescription drugs shipped to your home through our network mail order delivery program [plan may insert: which is called <name of program>]. [Plan is expected to advise members that pharmacies are to obtain consent before shipping or delivering any prescriptions the member does not personally initiate.]

If the plan’s network mail order services provides automated delivery insert the following sentence: You also have the choice to sign up for automated mail order delivery [plan may insert: through our <name of program>.] [Plan has the option to insert either “business” or “calendar” or neither in front of “days” in the following sentence:] Typically, you should expect to get your prescription drugs [insert as applicable: within <number> days **or** from <number> to <number> days] from the time that the mail order pharmacy gets the order. If you do not get your prescription drug(s) within this time [insert as applicable:, if you would like to cancel an automatic order,] or if you need to ask for a refund for prescriptions you got that you did not want or need, please contact us at <toll free number>. [TTY: <TTY number>]. To learn more about mail order pharmacies, see Chapter 5 of the Member Handbook, [plan may insert reference, as applicable].

**<State> | <County>**

**<City/Town>**<Zip Code>

<Pharmacy Name>

<toll free number>  
<TTY number>

[Optional: Include web and e-mail addresses.]

[Optional: Include days and hours of operation.]

[Optional: Indicate if a pharmacy is open 7 days per week and/or 24 hours per day. If it is, the Directory may simply state, “Open 24 hours.”]

[Optional: <Special Services:>] [**Note:** Examples of special services include Home Delivery, Drive Thru, Compounds Prepared.]

[Optional: Indicate if the pharmacy provides an extended day supply of medications.]

[Optional: Indicate if the pharmacy supports electronic prescribing.]

## E3. Home infusion pharmacies

[**Note:** Plan should provide any additional information on home infusion pharmacy services in their plan and how enrollees can get more information. If applicable, plan should include a statement noting its home infusion pharmacies service all counties in the plan service area rather than denoting specific county information below. If the plan has a home infusion pharmacy servicing multiple counties, list the counties alphabetically.]

**<State> | <County or Counties>**

**<City/Town>**<Zip Code>

<Pharmacy Name>

<Pharmacy Street Address>  
<City, State>  
<Zip Code>

<Phone Number>

[Optional: Include web and e-mail addresses.]

[Optional: Include days and hours of operation.]

[Optional: Indicate if a pharmacy is open 7 days per week and/or 24 hours per day. If it is, the Directory may simply state, “Open 24 hours.”]

[Optional: <Special Services:>] [**Note:** Examples of special services include Home Delivery, Drive Thru, Compounds Prepared.]

[Optional: Indicate if the pharmacy provides an extended day supply of medications.]

[Optional: Indicate if the pharmacy supports electronic prescribing.]

## E4. Long-term care pharmacies

Residents of a long-term care facility, such as a nursing home, may access their prescription drugs covered under <plan name> through the facility’s pharmacy or another network pharmacy. To learn more about drug coverage in special cases, see Chapter 5 of the *Member Handbook*, [plan may insert reference, as applicable].

[**Note:** Plan should provide any additional information on long-term care pharmacy services in their network and how enrollees can get more information. If applicable, plan should include a statement noting its long-term care pharmacies service all counties in the plan service area rather than denoting specific county information below. If the plan has a long-term care pharmacy servicing multiple counties, list the counties alphabetically.]

**<State> | <County or Counties>**

**<City/Town>**<Zip Code>

<Pharmacy/Long-Term Facility Name>

<Pharmacy/Long-Term Facility Street Address>  
<City, State>  
<Zip Code>

<Phone Number>

[Optional: Include web and e-mail addresses.]

[Optional: Include days and hours of operation.]

[Optional: Indicate if a pharmacy is open 7 days per week and/or 24 hours per day. If it is, the Directory may simply state, “Open 24 hours.”]

[Optional:<Special Services:>] [**Note:** Examples of special services include Home Delivery, Drive Thru, Compounds Prepared.]

[Optional: Indicate if the pharmacy provides an extended day supply of medications.]

[Optional: Indicate if the pharmacy supports electronic prescribing.]

## E5. Indian Health Service/Tribal/Urban Indian Health Program (I/T/U) pharmacies [Note: This section applies only if there are I/T/U pharmacies in the service area.]

Only Native Americans and Alaska Natives have access to Indian Health Service/Tribal/Urban Indian Health Program (I/T/U) Pharmacies through <plan name>’s pharmacy network. Those other than Native Americans and Alaskan Natives may be able to go to these pharmacies under limited circumstances (e.g., emergencies).

[**Note:** Plan should provide any additional information on I/T/U pharmacy services in their network and how enrollees can get more information.]

**<State> | <County>**

**<City/Town>**<Zip Code>

<Pharmacy Name>

<Pharmacy Street Address>  
<City, State>  
<Zip Code>

<Phone Number>

[Optional: Include web and e-mail addresses.]

[Optional: Include days and hours of operation.]

[Optional: Indicate if a pharmacy is open 7 days per week and/or 24 hours per day. If it is, the Directory may simply state, “Open 24 hours.”]

[Optional: <Special Services:>] [**Note:** Examples of special services include Home Delivery, Drive Thru, Compounds Prepared.]

[Optional: Indicate if the pharmacy provides an extended day supply of medications.]

[Optional: Indicate if the pharmacy supports electronic prescribing.]

## E6. Network pharmacies outside the <geographic area> [Note: This category is optional for plan to include.]

You can get your drugs covered at any of our network pharmacies. This includes our network pharmacies outside of our service area.

**<State> | <County>**

**<City/Town>**<Zip Code>

<Pharmacy Name>

<Pharmacy Street Address>  
<City, State>  
<Zip Code>

<Phone Number>

[Optional: Include web and e-mail addresses.]

[Optional: Include days and hours of operation.]

[Optional: Indicate if a pharmacy is open 7 days per week and/or 24 hours per day. If it is, the Directory may simply state, “Open 24 hours.”]

[Optional: <Special Services:>] [**Note:** Examples of special services include Home Delivery, Drive Thru, Compounds Prepared.]

[Optional: Indicate if the pharmacy provides an extended day supply of medications.]

[Optional: Indicate if the pharmacy supports electronic prescribing.]

[Note: It is optional for plan to create categories for additional types of network pharmacies not encompassed in the previous categories. If the plan creates additional categories, plan should add these additional categories as sequentially numbered subsections and include them in the Table of Contents.]

**<State> | <County>**

**<City/Town>**<Zip Code>

<Pharmacy Name>

<Pharmacy Street Address>  
<City, State>  
<Zip Code>

<Phone Number>

[Optional: Include web and e-mail addresses.]

[Optional: Include days and hours of operation.]

[Optional: Indicate if a pharmacy is open 7 days per week and/or 24 hours per day. If it is, the Directory may simply state, “Open 24 hours.”]

[Optional: <Special Services:>] [**Note:** Examples of special services include Home Delivery, Drive Thru, Compounds Prepared.]

[Optional: Indicate if the pharmacy provides an extended day supply of medications.]

[Optional: Indicate if the pharmacy supports electronic prescribing.]

F. [*Optional:* Index of Providers and Pharmacies]

[If the plan adds an Index, it must update the Table of Contents to include it as a section with two subsections as illustrated below. Providers and pharmacies must be grouped separately in the Index.]

## F1. Providers

[Plan must present entries in alphabetical order by provider’s last name.]

## F2. Pharmacies

[Plan must present entries in alphabetical order.]