

# Mississippi State and School Employees' Health Insurance Plan

## Frequently Asked Questions

### Medical Plan

**Q. What is included in the AHS State Network?**

A. You can receive the maximum benefits available under the Plan if you choose to receive care from providers who participate in the Network. Participating providers include a variety of physicians, hospitals, facilities and medical service providers. For more information on the Plan or to view or download a copy of the Plan Document (PD), go to [KnowYourBenefits.dfa.ms.gov](http://KnowYourBenefits.dfa.ms.gov) and click on the "Publications" tab.

**Q. Why should I choose to receive medical care from a Network provider?**

A. Participating providers have agreed to accept pre-negotiated fees in exchange for their medical services. For you, this means that you are not responsible for any amounts over the allowable charge for covered services when you receive care from a participating provider.

**Q. How do I know if my doctor is participating in the Network?**

A. To find a participating provider, go to [KnowYourBenefits.dfa.ms.gov](http://KnowYourBenefits.dfa.ms.gov) and click "Find a Participating Provider." You can also go to <https://www.myaccessblue.com/AHSProviderSearchWeb/AHSSearch.do> or contact the Network at (800) 294-6307.

**Q. What is an out-of-network review?**

A. This is the process of determining if the Plan will allow in-network level benefits for services provided by a non-participating provider. You should contact ActiveHealth at (866) 939-4721 to request an out-of-network review.

**Q. If the Plan is not my primary source of health benefit coverage, how does my insurance coverage work?**

A. When a participant is covered by another group health plan, there may be some duplication in the coverage. To determine how plans coordinate benefits, one is considered "primary" and the other is considered "secondary." How this is decided is called Coordination of Benefits.

**Q. Where can I learn more about Coordination of Benefits?**

A. Refer to the [Plan Document](#) for additional information on how to determine which of your plan coverage options are considered "primary" or "secondary."

**Q. When I reach age 65, will my Plan coverage coordinate with my Medicare coverage?**

A. Yes. The Plan will coordinate with Medicare to provide you with health care benefit coverage. Information on coordination with Medicare is included in the PD.

**Q. What services require certification?**

A. The following services require certification and must be certified as medically necessary by ActiveHealth prior to admission or treatment:

- Inpatient hospital admission – except routine maternity admissions
- Inpatient rehabilitation
- Residential Treatment Facility
- Inpatient bariatric surgical procedures
- Outpatient bariatric surgical procedures
- Private duty and home health nursing
- Solid organ and bone marrow/stem cell transplants
- Home infusion therapy
- Skilled Nursing Facility
- Long Term Acute Care Facility
- Hospice care
- Wound Vacuum Assisted Closure
- Diabetic self-management training/education
- Low-Dose CT in adults ages 55 to 80 to screen for lung cancer

ActiveHealth must be contacted in advance of any anticipated non-emergency hospital admission and immediately following an emergency admission by calling (866) 939-4721. Failure to comply with notification requirements may result in financial penalties, reduction of benefits or even denial of benefits.

*Note: Certification is not required for those participants having Medicare or other primary coverage, unless the service is not covered by Medicare or other primary coverage. In this case, the service will be subject to the certification process through ActiveHealth.*

**Q. What kind of coverage does the Plan provide for medical care in an emergency situation?**

A. Medical emergencies are defined as an unplanned event that may force you to seek prompt medical attention. Emergency care received from a non-participating provider will be paid at the in-network benefit level (for example, deductibles and coinsurance will be the same for visits to a hospital emergency room whether the hospital is in-network or out-of-network). However, the participant is still responsible for amounts charged by the non-participating provider that exceed the allowable charge.

**Prescription Drug Program**

**Q. What is a Preferred Drug List (PDL)?**

A. A list of preferred brand drugs is maintained by [Prime Therapeutics](#), the pharmacy benefit manager. Drugs are chosen based on their clinical appropriateness and cost effectiveness. Prime may add drugs to the list at any time. Typically, deletions to the list will only occur on an annual basis. You can access a list of preferred drugs by going to [MyPrime.com](http://MyPrime.com) or by contacting Prime at (855) 457-0408.

**Q. What is a generic drug?**

A. Typically, generic drugs cost less than equivalent brand name drugs. Because the generic drug copayment is less, participants save money when purchasing generic drugs. Participants are encouraged to use generic drugs whenever allowed by their physician. To be covered by the Plan, a generic drug must:

- Contain the same active ingredients as the brand name drug (inactive ingredients may vary);
- Be identical in strength, form of dosage and the way it is taken;
- Demonstrate bioequivalence with the brand name drug; and
- Have the same indications, dosage recommendations and other label instructions (unless protected by patent or otherwise exclusive to the brand name).

**Q. What is a “non-preferred drug”?**

A. A “non-preferred drug” refers to those drugs that are available at the higher copay.

**Q. How can I find out if a drug is preferred?**

A. You can access a list of preferred drugs online at [MyPrime.com](http://MyPrime.com) or by calling Prime directly at (855) 457-0408.

**Q. What mail service will be used for the Plan?**

A. As part of the prescription drug program, you can enjoy the convenience of home delivery by using the PrimeMail order service. You must register as a PrimeMail service customer before you can get a mail order prescription filled. Go to [MyPrimeMail.com](http://MyPrimeMail.com) to register or call (855) 457-0408.

**Q. What levels of coverage are available to me under the prescription drug program?**

A. The following chart outlines prescription drug copayments:

<b>Prescription Drug Type</b>	<b>Retail Pharmacy 1-30 Day Supply (or less)</b>	<b>Home Delivery (PrimeMail) 60-90 Day Supply</b>
Generic Drug	\$12	\$24
Preferred Brand Drug*	\$45	\$90
Specialty/Other/Non-Preferred Brand Drug*	\$70	\$140

*\*Generic mandate applies to brand drugs purchased when a generic is available.*

In most instances, when a generic drug is available and the participant purchases the brand name drug, the participant will pay the difference in the cost of the brand name drug and the generic drug plus the generic copayment amount.

*Note: Participants in Base Coverage will be charged the full allowable charge for each 30 day supply until the annual deductible is met.*

## Filing a Claim

**Q. When do I need to file a medical claim?**

- A. You need to file a claim when you receive care from a non-participating provider. Participating providers have agreed to file your claims for you. Before you can file a claim, you need to receive an itemized bill from your health care provider.

**Q. How do I file a medical claim?**

- A. For care received from a non-participating provider, you first must receive the proper itemized bill from the provider and obtain a claim form from your personnel office or from Blue Cross & Blue Shield of Mississippi (BCBSMS). Be sure to read the instructions on the claim form carefully and complete the entire form to avoid delays in processing. Send your completed form, itemized bills and any other supporting documents, records and receipts to BCBSMS. Keep copies of all documents for your records.

**Q. With whom do I file a medical claim?**

- A. You should mail your completed medical claim forms to:

**Blue Cross Blue Shield of Mississippi**  
3545 Lakeland Drive  
Flowood, MS 39232

**Q. How do I file a claim when the Plan is not my primary source of medical coverage?**

- A. File a claim with your "primary" plan and request an Explanation of Benefits (EOB) from that plan. You then file the claim with your "secondary" plan, which in this case is the State and School Employees' Health Plan. When you file with the Plan, be sure to include a copy of your primary plan's EOB with your paperwork.

If Medicare is your primary coverage, you would use this same claims filing process when filing for secondary coverage under the Plan.

**Q. How can I get a claim form?**

- A. For a claim form, contact Blue Cross & Blue Shield of Mississippi at (800) 709-7881 or go to the BCBSMS website. You can also get a claim form through your personnel office.

**Q. When do I need to file a prescription drug claim?**

- A. When you use a participating pharmacy, they will file a claim for you. If you use a non-participating pharmacy, you will need to file a completed claim form with Prime Therapeutics that includes your receipts from the pharmacy. Keep copies of the claim and receipts for your records.

**Q. How do I file a prescription drug claim?**

A. You will need to collect your receipt(s) from the non-participating retail pharmacy and contact Prime for a Direct Member Reimbursement form. You can also go online to print a claim form at [MyPrime.com](http://MyPrime.com). Be sure to read the instructions on the claim form carefully and complete the entire form to avoid delays in processing. The completed form and attached receipt(s) should be mailed to Prime.

**Q. With whom do I file a prescription drug claim?**

A. You should mail your completed prescription drug claim forms to:

**Prime Therapeutics LLC (Prime)**  
PO Box 21870  
Lehigh Valley, PA 18002-1870

**Q. Is there a time limit for filing claims?**

A. Yes. There is a deadline for filing medical and prescription drug claims. All claims must be filed with Blue Cross & Blue Shield or Prime within 12 months of the day you received services, prescriptions or supplies.

**Q. I would like to have a claim reviewed. How do I begin the appeals process?**

A. You have 180 days to submit a written request for a review after receiving notice of denial from Blue Cross & Blue Shield of Mississippi or Prime. If you do not request a review within this timeframe, you will lose your right for a review. If you need more detailed information, you should refer to the Plan Document. Here are some tips to help you file a claim.

- Keep all receipts from non-participating pharmacies and physicians.
- File your claim promptly.
- Use the correct form. (Remember, there are separate claim forms for medical and prescription drug benefits.)
- Complete the entire form.
- Make a copy of your completed form to keep for your own records.
- Mail the claim form to the correct address.

**Coinsurance, Copayment and Deductibles**

**Q. What is a deductible?**

A. A deductible is the amount that you must pay each year before the Plan will begin to cover your health care expenses.

2017 Select Coverage Medical Deductibles

Select Deductibles	In-Network	Out-of-Network
Calendar Year Deductible	\$1,000	\$2,000
Family Deductible	\$2,000	\$4,000

2016 Base Coverage Medical Deductibles

Base Deductibles	In-Network	Out-of-Network
Calendar Year Deductible – Individual Coverage	\$1,800	
Calendar Year Deductible – Family Coverage	\$3,000	

**Q. What is the difference between coinsurance and copayments?**

A. Coinsurance is a percentage of the cost you pay for certain medical expenses, like doctors' visits. A copayment is a flat fee you pay for expenses such as prescription drugs.

**Q. How can I be sure to get the most out of my benefit dollar?**

A. The Plan can provide you with the highest benefit coverage when you receive medical care from a participating provider. Use a participating pharmacy or the PrimeMail Service for mail order prescriptions, and elect to fill your prescriptions using generic or preferred brand drugs whenever possible.

To get the most out of your benefit dollars, the Plan encourages you to:

- Receive care from participating providers.
- Certify appropriate medical services.
- Choose to fill your prescriptions using generic or preferred brand drugs whenever possible.
- Visit a participating pharmacy to fill your prescriptions or use the PrimeMail Service for maintenance medications.
- File your claims promptly.

For questions about medical claims, call  <b>Blue Cross &amp; Blue Shield of Mississippi</b> (800) 709-7881	To certify a hospital admission or other service, call  <b>ActiveHealth</b> (866) 939-4721	For questions about prescription drug claims, call  <b>Prime Therapeutics</b> (855) 457-0408	To find a participating provider, call  <b>AHS State Network</b> (800) 294-6307	For general questions about the Plan, call the  <b>Office of Insurance</b> (866) 586-2781
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