Maxicare Louisiana, Inc.

Maxicare 2001

A Health Maintenance Organization with a point of service product



Serving: The New Orleans, Slidell and Baton Rouge area

Enrollment in this Plan is limited; see page 7 for requirements.

Enrollment codes for this Plan:

JA1 Self Only JA2 Self and Family





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Introduction

Maxicare Louisiana, Inc. 2424 Edenborn Ave., Suite 350 Metairie, Louisiana 70001

This brochure describes the benefits of Maxicare Louisiana, Inc. under our contract (CS 2050) with the Office of Personnel Management (OPM), as authorized by the Federal Employees Health Benefits law. This brochure is the official statement of benefits. No oral statement can modify or otherwise affect the benefits, limitations, and exclusions of this brochure.

If you are enrolled in this Plan, you are entitled to the benefits described in this brochure. If you are enrolled for Self and Family coverage, each eligible family member is also entitled to these benefits. You do not have a right to benefits that were available before January 1, 2001, unless those benefits are also shown in this brochure.

OPM negotiates benefits and rates with each plan annually. Benefit changes are effective January 1, 2001, and are summarized on page 8. Rates are shown at the end of this brochure.

Plain Language

The President and Vice President are making the Government's communication more responsive, accessible, and understandable to the public by requiring agencies to use plain language. In response, a team of health plan representatives and OPM staff worked cooperatively to make this brochure clearer. Except for necessary technical terms, we use common words. "You" means the enrollee or family member; "we" means Maxicare Louisiana, Inc.

The plain language team reorganized the brochure and the way we describe our benefits. When you compare this Plan with other FEHB plans, you will find that the brochures have the same format and similar information to make comparisons easier.

If you have comments or suggestions about how to improve this brochure, let us know. Visit OPM's "Rate Us" feedback area at www.opm.gov/insure or e-mail us at fehbwebcomments@opm.gov or write to OPM at Insurance Planning and Evaluation Division, P.O. Box 436, Washington, DC 20044-0436.

Section 1. Facts about this HMO plan

This Plan is a health maintenance organization (HMO). We require you to see specific physicians, hospitals, and other providers that contract with us. These Plan providers coordinate your health care services.

HMOs emphasize preventive care such as routine office visits, physical exams, well-baby care, and immunizations, in addition to treatment for illness and injury. Our providers follow generally accepted medical practice when prescribing any course of treatment.

When you receive services from Plan providers, you will not have to submit claim forms or pay bills. You only pay the copayments, coinsurance, and deductibles described in this brochure. When you receive emergency services from non-Plan providers, you may have to submit claim forms.

You should join an HMO because you prefer the plan's benefits, not because a particular provider is available. You cannot change plans because a provider leaves our Plan. We cannot guarantee that any one physician, hospital, or other provider will be available and/or remain under contract with us.

We also have Point-of-Service (POS) benefits:

Our HMO offers Point-of-Service (POS) benefits. This means you can receive covered services from a participating provider without a required referral, or from a non-participating provider. These out-of-network benefits have higher out-of-pocket costs than our in-network benefits.

How we pay providers

We contract with individual physicians, medical groups, and hospitals to provide the benefits in this brochure. These Plan providers accept a negotiated payment from us, and you will only be responsible for your copayments or coinsurance.

CHOICE OF PROVIDERS

Maxicare offers two types of delivery systems:

INDIVIDUAL PRACTICE ASSOCIATIONS (IPA)

Physician networks or individual practice associations (IPA) are doctors practicing in their own private offices. All the doctors have associated themselves with one primary hospital, which is listed under the name of the IPA. This hospital will be the location where the majority of your hospitalizations will take place.

In this type of system, you first choose the IPA you wish and then you select a primary doctor from the list that is most appropriate for you and each of your family members. Each member of the family will have the choice of his/her own personal doctor within that IPA.

The primary care doctors will submit a referral to the IPA who will then refer you to specialists who participate in the physician network. The specialists' offices will be located in the community and these specialists are also on staff at the associated hospital.

MEDICAL GROUP PRACTICES

When you choose a medical group as your provider, you will receive the majority of your care at the medical group location. You will have the opportunity to choose your medical group doctor from their primary care doctors at the group. The majority of the care you will receive will be in one location. In most cases this will include specialty care, lab and X-ray work.

In the Plan's provider directory is a description of how to access medical care, how you should indicate your preference on your provider selection card, and what medical group locations are available.

If you have any questions regarding choosing a doctor, please call our Member Services Department at 800/341-6613.

The Plan's provider directory lists primary care doctors (generally family practitioners, pediatricians, and internists) with their locations and phone numbers, and notes whether or not the doctor is accepting new patients. Directories are updated on a regular basis and are available at the time of enrollment or upon request by calling the Member Services Department at 800/341-6613; you can also find out if your doctor participates with this Plan by calling this number. If you are interested in receiving care from a specific provider who is listed in the directory, call the provider to verify that he or she still participates with the Plan and is accepting new patients. Important note: When you enroll in this Plan, services (except for emergency benefits) are provided through the Plan's delivery system; the continued availability and/or participation of any one doctor, hospital, or other provider, cannot be guaranteed.

If you enroll, you will be asked to let the Plan know which primary care doctor(s) you've selected for you and each member of your family by sending a selection form to the Plan. If you need help choosing a doctor, call the Plan. Members may change their doctor selection by notifying the Plan 30 days in advance.

If you are receiving services from a doctor who leaves the Plan, the Plan will pay for covered services until the Plan can arrange with you for you to be seen by another participating doctor.

Patients' Bill of Rights

OPM requires that all FEHB Plans comply with the Patients' Bill of Rights, which allows you to get information about us, our networks, providers, and facilities. OPM's FEHB website (www.opm.gov/insure) lists the specific types of information that we must make available to you. Some of the required information is listed below.

- Maxicare is a Federally qualified health maintenance organization (HMO)
- Profit status For profit

If you want more information about us, call 800/341-6613, or write to Maxicare Louisiana, Inc., 2424 Edenborn Ave., Suite 350, Metairie, LA 70001. You may also contact us by fax at 504/828-6433.

Service Area

Our service area is: The New Orleans, Slidell and Baton Rouge area.

To enroll with us, you must live or work in our service area. This is where our providers practice. Our service area is: The Louisiana Parishes of: Ascension, Jefferson, Livingston, Orleans, Plaquemines, St. Bernard, St. Charles, St. John the Baptist, St. Tammany, Tangipahoa, East Baton Rouge and West Baton Rouge.

Ordinarily, you must get your care from providers who contract with us. If you receive care outside our service area, we will pay only for emergency care or point-of-service benefits. We will not pay for any other health care services.

If you or a covered family member move outside of our service area, you can enroll in another plan. If your dependents live out of the area (for example, if your child goes to college in another state), you should consider enrolling in a fee-for-service plan or an HMO that has agreements with affiliates in other areas. If you or a family member move, you do not have to wait until Open Season to change plans. Contact your employing or retirement office.

To enroll in this Plan, you must live or work in our Service Area.

Section 2. How we change for 2001

Program-wide changes

- The plain language team reorganized the brochure and the way we describe our benefits. We hope this will make it easier for you to compare plans.
- This year, the Federal Employees Health Benefits Program is implementing network mental health and substance abuse parity. This means that your coverage for mental health, substance abuse, medical, surgical, and hospital services from providers in our plan network will be the same with regard to deductibles, coinsurance, copays, and day and visit limitations when you follow a treatment plan that we approve. Previously, we placed shorter day or visit limitations on mental health and substance abuse services than we did on services to treat physical illness, injury, or disease.
- Many healthcare organizations have turned their attention this past year to improving healthcare quality and
 patient safety. OPM asked all FEHB plans to join them in this effort. You can find specific information on our
 patient safety activities by calling 800/341-6613, Member Services. You can find out more about patient safety
 on the OPM website, www.opm.gov/insure. To improve your healthcare, take these five steps:
 - •• Speak up if you have questions or concerns.
 - •• Keep a list of all the medicines you take.
 - Make sure you get the results of any test or procedure.
 - •• Talk with your doctor and health care team about your options if you need hospital care.
 - Make sure you understand what will happen if you need surgery.
- We clarified the language to show that anyone who needs a mastectomy may choose to have the procedure performed on an inpatient basis and remain in the hospital up to 48 hours after the procedure. Previously, the language referenced only women.

Changes to this Plan

- Your share of the non-Postal premium will increase by 15.2% for Self Only or 15.1% for Self and Family.
- Voluntary family planning services now requires a \$10 copay for diaphragms (fitting only) and a \$10 copay for cervical caps (fitting only). See page 17.
- The plan now offers a 3-tier prescription drug benefit. The prescription drug benefit copay require a \$7 copay for generic drugs, a \$15 copay for name brand drugs and a \$25 copay for non-formulary drugs. See page 32.

Section 3. How you get care

Identification cards

We will send you an identification (ID) card when you enroll. You should carry your ID card with you at all times. You must show it whenever you receive services from a Plan provider, or fill a prescription at a Plan pharmacy. Until you receive your ID card, use your copy of the Health Benefits Election Form, SF-2809, your health benefits enrollment confirmation (for annuitants), or your Employee Express confirmation letter.

If you do not receive your ID card within 30 days after the effective date of your enrollment, or if you need replacement cards, call us at 800/341-6613.

Where you get covered care

You get care from "Plan providers" and "Plan facilities." You will only pay copayments, deductibles, and/or coinsurance, and you will not have to file claims. If you use our point-of-service program, you can also get care from non-Plan providers, or from participating providers without a required referral, but it will cost you more.

Plan providers

Plan providers are physicians and other health care professionals in our service area that we contract with to provide covered services to our members. We credential Plan providers according to national standards.

We list Plan providers in the provider directory, which we update periodically.

•Plan facilities

Plan facilities are hospitals and other facilities in our service area that we contract with to provide covered services to our members. We list these in the provider directory, which we update periodically.

What you must do to get covered care

It depends on the type of care you need. First, you and each family member must choose a primary care physician. This decision is important since your primary care physician provides or arranges for most of your health care. In our provider directory is a list of the providers from which you can choose. The directory contains descriptions of how a medical group works, how an IPA works, and locations of the medical groups and IPAs. You will be asked to let the Plan know which primary care doctor(s) you've selected for you and each member of your family by sending a selection form to the Plan.

Primary care

Your primary care physician can be a family practitioner, internist or pediatrician. Your primary care physician will provide most of your health care, or give you a referral to see a specialist.

If you want to change primary care physicians or if your primary care physician leaves the Plan, call us. We will help you select a new one.

Specialty care

Your primary care physician will refer you to a specialist for needed care. However, you may see a vision care provider, alcohol and substance abuse provider, mental health provider and a woman may see her physician network gynecologist for her annual routine examination, within her medical network, without a referral.

Here are other things you should know about specialty care:

- If you need to see a specialist frequently because of a chronic, complex, or serious medical condition, your primary care physician will develop a treatment plan that allows you to see your specialist for a certain number of visits without additional referrals. Your primary care physician will use our criteria when creating your treatment plan (the physician may have to get an authorization or approval beforehand).
- If you are seeing a specialist when you enroll in our Plan, talk to your primary care physician. Your primary care physician will decide what treatment you need. If he or she decides to refer you to a specialist, ask if you can see your current specialist. If your current specialist does not participate with us, you must receive treatment from a specialist who does. Generally, we will not pay for you to see a specialist who does not participate with our Plan.
- If you are seeing a specialist and your specialist leaves the Plan, call
 your primary care physician, who will arrange for you to see another
 specialist. You may receive services from your current specialist
 until we can make arrangements for you to see someone else.
- If you have a chronic or disabling condition and lose access to your specialist because we:
 - •• terminate our contract with your specialist for other than cause; or
 - •• drop out of the Federal Employees Health Benefits (FEHB) Program and you enroll in another FEHB Plan; or
 - •• reduce our service area and you enroll in another FEHB Plan,

you may be able to continue seeing your specialist for up to 90 days after you receive notice of the change. Contact us or if we drop out of the Program, contact your new plan.

If you are in the second or third trimester of pregnancy and you lose access to your specialist based on the above circumstances, you can continue to see your specialist until the end of your postpartum care, even if it is beyond the 90 days.

Your Plan primary care physician or specialist will make necessary hospital arrangements and supervise your care. This includes admission to a skilled nursing or other type of facility.

If you are in the hospital when your enrollment in our Plan begins, call our customer service department immediately at 800/341-6613. If you are new to the FEHB Program, we will arrange for you to receive care.

If you changed from another FEHB plan to us, your former plan will pay for the hospital stay until:

• Hospital care

- You are discharged, not merely moved to an alternative care center; or
- The day your benefits from your former plan run out; or
- The 92nd day after you become a member of this Plan, whichever happens first.

These provisions apply only to the benefits of the hospitalized person.

Circumstances beyond our control

Under certain extraordinary circumstances, such as natural disasters, we may have to delay your services or we may be unable to provide them. In that case, we will make all reasonable efforts to provide you with the necessary care.

Services requiring our prior approval

Your primary care physician has authority to refer you for most services. For certain services, however, your physician must obtain approval from us. Before giving approval, we consider if the service is covered, medically necessary, and follows generally accepted medical practice.

We call this review and approval process prior authorization. Your physician must obtain prior authorization for the following services: such as, referral to a specialist, recommended follow-up care, or institution services such as a hospital stay.

Your physician must get the Plan's approval before sending you to a hospital, referring you to a specialist, or recommended follow-up care. Before giving approval, we consider if the service is medically necessary, and if it follows generally accepted medical practice.

If you obtain services from a specialist, hospital or other health care provider without proper referral by your primary care physician, the services will be covered only if medically necessary and authorized, except in the case of emergency medical services and urgent care. Certain services, such as inpatient hospital services, outpatient surgeries, skilled nursing facilities and subacute care also require approval of the utilization review committee before the primary care physician may make a proper referral.

Section 4. Your costs for covered services

You must share the cost of some services. You are responsible for:

• Copayments

A copayment is a fixed amount of money you pay to the provider when you receive services.

Example: When you see your primary care physician you pay a copayment of \$10 per office visit and when you go in the hospital, you pay nothing per admission.

Deductible

A deductible is a fixed expense you must incur for certain covered services and supplies before we start paying benefits for them. Copayments do not count toward any deductible.

NOTE: If you change plans during open season, you do not have to start a new deductible under your old plan between January 1 and the effective date of your new plan. If you change plans at another time during the year, you must begin a new deductible under your new plan.

And, if you change options in this Plan during the year, we will credit the amount of covered expenses already applied toward the deductible of your old option to any deductible of your new option

Coinsurance

Coinsurance is the percentage of our negotiated fee that you must pay for your care. Coinsurance doesn't begin until you meet your deductible.

Your out-of-pocket maximum

After your copayments total \$1,500 per person or \$3,000 per family enrollment in any calendar year, you do not have to pay any more for covered services. However, copayments for the following services do not count toward your out-of-pocket maximum, and you must continue to pay copayments for these services:

- prescription drugs
- non-FEHB benefits (see page 36)

Be sure to keep accurate records of your copayments since you are responsible for informing us when you reach the maximum.

Section 5. Benefits -- OVERVIEW

(See page 8 for how our benefits changed this year and page 53 for a benefits summary.)

NOTE: This benefits section is divided into subsections. Please read the important things you should keep in mind at the beginning of each subsection. Also read the General Exclusions in Section 6; they apply to the benefits in the following subsections. To obtain claims forms, claims filing advice, or more information about our benefits, contact us at 800/341-6613.

(a)	Medical services and supplies provided by physical	cians and other health care professionals	14-20
	 Diagnostic and treatment services Lab, X-ray, and other diagnostic tests Preventive care, adult Preventive care, children Maternity care Family planning Infertility services Allergy care Treatment therapies Rehabilitative therapies 	 Hearing services (testing, treatment, and supplies) Vision services (testing, treatment, and supplies) Foot care Orthopedic and prosthetic devices Durable medical equipment (DME) Home health services Educational classes and programs 	
(b)	Surgical and anesthesia services provided by phy	vsicians and other health care professionals	21-24
	•Surgical procedures •Reconstructive surgery	Oral and maxillofacial surgeryOrgan/tissue transplantsAnesthesia	
(c)	Services provided by a hospital or other facility,	and ambulance services	25-27
	Inpatient hospitalOutpatient hospital or ambulatory surgical center	 Extended care benefits/skilled nursing care facility benefits Hospice care Ambulance 	
(d)	Emergency services/accidents •Medical emergency		28-29
(e)	Mental health and substance abuse benefits		30-31
(f)	Prescription drug benefits		32-33
(g)	Point of service benefits		34-35
Sur	mmary of benefits		53

Section 5 (a) Medical services and supplies provided by physicians and other health care professionals

Here are some important things to keep in mind about these benefits:

I M P O R T A N • Please remember that all benefits are subject to the definitions, limitations, and exclusions in this brochure and are payable only when we determine they are medically necessary.

- Plan physicians must provide or arrange your care.
- Be sure to read Section 4, *Your costs for covered services* for valuable information about how cost sharing works. Also read Section 9 about coordinating benefits with other coverage, including with Medicare.

P O R T A N

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Benefit Description	You pay
Diagnostic and treatment services	
Professional services of physicians	\$10 per office visit
• In physician's office	
• Consultants by specialists	
Professional services of physicians	\$10 per office visit
• In an urgent care center	
• Initial examination of a newborn child covered under a family enrollment	
Office medical consultations	
• Second surgical opinion	
At home	\$10 per visit
Not covered: Nondental treatment of temporomandibular joint (TMJ) syndrome Services for which a member has no responsibility to pay Services for intentionally inflicted injuries Services for injuries resulting from hazardous activities Injuries received in connection with the commission of a felony	All charges.
Lab, X-ray and other diagnostic tests	
Laboratory tests and x-rays	\$2 per office visit

Preventive care, adult	You pay
Routine screenings, such as	\$10 per office visit
Blood lead level – One annually	
Total Blood Cholesterol – once every three years, ages 19 through 64	
Colorectal Cancer Screening, including	
••Fecal occult blood test	
Sigmoidoscopy, screening – every five years starting at age 50	\$10 per office visit
Prostate Specific Antigen (PSA test) – one annually for men age 40 and older	\$10 per office visit
Routine mammogram –covered for women age 35 and older, as follows:	\$10 per office visit
• From age 35 through 39, one during this five year period	
• From age 40 through 64, one every calendar year	
• At age 65 and older, one every two consecutive calendar years	
Not covered: Physical exams required for obtaining or continuing employment or insurance, attending schools or camp, or travel.	All charges.
Preventive care, children	
Childhood immunizations recommended by the American Academy of Pediatrics	\$10 per office visit
• Examinations, such as:	\$10 per office visit
● Eye exams through age 17 to determine the need for vision correction.	
● Ear exams through age 17 to determine the need for hearing correction	
••Examinations done on the day of immunizations (through age 22)	
• Well-child care charges for routine examinations, immunizations and care (through age 22)	

Section 5(a)

Maternity care	You pay
Complete maternity (obstetrical) care, such as:	\$10 per office visit
Prenatal care	
• Delivery	
Postnatal care	
Note: Here are some things to keep in mind:	
 You do not need to precertify your normal delivery; see page 27 for other circumstances, such as extended stays for you or your baby. 	
 You may remain in the hospital up to 48 hours after a regular delivery and 96 hours after a cesarean delivery. We will extend your inpatient stay if medically necessary. 	
 We cover routine nursery care of the newborn child during the covered portion of the mother's maternity stay. We will cover other care of an infant who requires non-routine treatment only if we cover the infant under a Self and Family enrollment. 	
 We pay hospitalization and surgeon services (delivery) the same as for illness and injury. See Hospital benefits (Section 5c) and Surgery benefits (Section 5b). 	
Family planning	
Surgically implanted contraceptives	\$10 per office visit
Injectable contraceptive drugs	
• Intrauterine devices (IUDs)	
• Diaphragm (fitting only)	
• Cervical Caps (fitting only)	
• Vasectomy	\$100 copay
Tubal Ligation (when elective)	\$200 copay
Not covered: reversal of voluntary surgical sterilization, genetic counseling,	All charges.

Infertility services	You pay
Diagnosis and treatment of infertility, such as:	50% of charges
Artificial insemination:	
••intravaginal insemination (IVI)	
••intracervical insemination (ICI)	
••intrauterine insemination (IUI)	
Fertility drugs	
Note: We cover injectable fertility drugs and oral fertility drugs under the prescription drug benefit.	
Not covered:	All charges.
• Assisted reproductive technology (ART) procedures, such as:	
••in vitro fertilization	
••embryo transfer and GIFT	
• Services and supplies related to excluded ART procedures	
• Cost of donor sperm	
Allergy care	
Testing and treatment	Nothing if you receive these
Allergy injection	services during your office visit; otherwise, \$10 per office visit
Allergy serum	Nothing
Not covered: provocative food testing and sublingual allergy desensitization	All charges.
Treatment therapies	
Chemotherapy and radiation therapy	\$10 per office visit
Note: High dose chemotherapy in association with autologous bone marrow transplants are limited to those transplants listed under Organ/Tissue Transplants on page 23.	
Respiratory and inhalation therapy	
Dialysis – Hemodialysis and peritoneal dialysis	
• Intravenous (IV)/Infusion Therapy – Home IV and antibiotic therapy	
• Growth hormone therapy (GHT), including the cost of growth hormones and factor 8 injections	50% of charges
Note: We cover growth hormone therapy (GHT) under medical benefits. See <i>Services requiring our prior approval</i> in Section 3.	
Not covered: oxygen for home use and equipment	All charges.

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Rehabilitative therapies	You pay
Physical therapy, occupational therapy and speech therapy	\$10 per office visit
• Up to two months per condition for the services of each of the following:	
••qualified physical therapists;	
••speech therapists; and	
Note: We only cover therapy to restore bodily function or speech when there has been a total or partial loss of bodily function or functional speech due to illness or injury.	
 Cardiac rehabilitation following a heart transplant, bypass surgery or a myocardial infarction, is provided for up to 60 days, for physical therapy 	
••occupational therapists	50% of charges
••occupational therapists for cardiac rehabilitation	
Not covered:	All charges.
long-term rehabilitative therapy	
• exercise programs	
Hearing services	
Hearing testing for all ages	\$10 per office visit
Not covered: • hearing aids	All charges.
Vision services	
Diagnosis and treatment of diseases of the eye	\$10 per office visit
Prosthetic devices, such as lenses following cataract removal	50% of charges
• Annual eye refractions (includes the written lens prescription for eyeglasses)	\$10 per office visit
Not covered:	All charges.
• Eyeglasses or contact lenses or the fitting of contact lenses	
Eye exercises and orthoptics	
Radial keratotomy and other refractive surgery	

Foot care	You pay
Routine foot care when you are under active treatment for a metabolic or peripheral vascular disease, such as diabetes.	\$10 per office visit
See orthopedic and prosthetic devices for information on podiatric shoe inserts.	
Not covered:	All charges.
• Cutting, trimming or removal of corns, calluses, or the free edge of toenails, and similar routine treatment of conditions of the foot, except as stated above	
• Treatment of weak, strained or flat feet or bunions or spurs; and of any instability, imbalance or subluxation of the foot (unless the treatment is by open cutting surgery)	
Orthopedic and prosthetic devices	
Artificial limbs and eyes	50% of charges
 Externally worn breast prostheses and surgical bras, including necessary replacements, following a mastectomy 	
• Internal prosthetic devices, such as artificial joints, pacemakers, cochlear implants, and surgically implanted breast implant following mastectomy. Note: See 5(b) for coverage of the surgery to insert the device.	
Orthopedic devices, such as:	
• Braces	
 Foot orthotics 	
• Corrective orthopedic appliances for non-dental treatment of temporomandibular joint (TMJ) pain dysfunction syndrome.	
Not covered:	All charges.
• heel pads and heel cups	
• lumbosacral supports	
• corsets, trusses, elastic stockings, support hose, and other supportive devices	

Durable medical equipment (DME)	You pay
Rental or purchase, at our option, including repair and adjustment, of durable medical equipment prescribed by your Plan physician, such as oxygen and dialysis equipment. Under this benefit, we also cover:	20% of charges up to a maximum of \$750
• hospital beds;	
• wheelchairs;	
• crutches;	
• walkers;	
• blood glucose monitors; and	
• insulin pumps.	
Note: Call us at 800/341-6613 as soon as your Plan physician prescribes this equipment.	
Not covered:	All charges.
Motorized wheel chairs	
Home health services	
Home health care ordered by a Plan physician and provided by a registered nurse (R.N.), licensed practical nurse (L.P.N.), licensed vocational nurse (L.V.N.), or home health aide.	Nothing
 Services include oxygen therapy, intravenous therapy and medications. 	
Not covered:	All charges.
• nursing care requested by, or for the convenience of, the patient or the patient's family;	
 nursing care primarily for hygiene, feeding, exercising, moving the patient, homemaking, companionship or giving oral medication. 	
Educational classes and programs	
Coverage is limited to:	Up to \$50 per year
• Health education classes, such as:	
• Nutrition classes	
• Smoking Cessation	
• Diabetes self-management	

Section 5 (b). Surgical and anesthesia services provided by physicians and other health care professionals

Here are some important things to keep in mind about these benefits: • Please remember that all benefits are subject to the definitions, limitations, and exclusions in this brochure and are payable only when we determine they are medically necessary. I I Plan physicians must provide or arrange your care. M M P • Be sure to read Section 4, Your costs for covered services for valuable information about how cost P sharing works. Also read Section 9 about coordinating benefits with other coverage, including with 0 0 Medicare. R R T \mathbf{T} The amounts listed below are for the charges billed by a physician or other health care professional for A A your surgical care. Look in Section 5(c) for charges associated with the facility (i.e. hospital, surgical N N center, etc.). \mathbf{T} T YOU MUST GET PRIOR AUTHORIZATION OF SOME SURGICAL PROCEDURES. Please refer to the prior authorization information shown in Section 3 to be sure which services require prior authorization and identify which surgeries require precertification.

Benefit Description	You pay
Surgical procedures	
 Treatment of fractures, including casting Normal pre- and post-operative care by the surgeon Endoscopy procedure Biopsy procedure Removal of tumors and cysts Correction of congenital anomalies (see reconstructive surgery) Surgical treatment of morbid obesity a condition in which an individual weighs 100 pounds or 100% over his or her normal weight according to current underwriting standards; eligible members must be age 18 or over 	\$10 per office visit
 Insertion of internal prostethic devices. See 5(a) – Orthopedic braces and prosthetic devices for device coverage information. 	

Surgical procedures continued on next page.

Surgical procedures (Continued)	You pay
Voluntary family planning	\$10 per office visit
Norplant (a surgically implanted contraceptive)	
Not covered: • Reversal of voluntary sterilization Routine treatment of conditions of the foot; see Foot care.	All charges.
Reconstructive surgery	
 Surgery to correct a functional defect Surgery to correct a condition caused by injury or illness if: the condition produced a major effect on the member's appearance and the condition can reasonably be expected to be corrected by such surgery Surgery to correct a condition that existed at or from birth and is a significant deviation from the common form or norm. Examples of congenital anomalies are: protruding ear deformities, cleft lip and cleft palate; birth marks webbed fingers; and webbed toes. 	\$10 per office visit
 All stages of breast reconstruction surgery following a mastectomy, such as: surgery to produce a symmetrical appearance on the other breast; treatment of any physical complications, such as lymphedemas; breast prostheses and surgical bras and replacements (see Prosthetic devices) Note: If you need a mastectomy, you may choose to have the procedure performed on an inpatient basis and remain in the hospital up to 48 hours after the procedure. 	See above.
Not covered: • Cosmetic surgery – any surgical procedure (or any portion of a procedure) performed primarily to improve physical appearance through change in bodily form, except repair of accidental injury • Surgeries related to sex transformation	All charges

Oral and maxillofacial surgery	You pay
Oral surgical procedures, limited to: • Reduction of fractures of the jaws or facial bones; • Surgical correction of cleft lip, cleft palate or severe functional malocclusion; • Removal of stones from salivary ducts; • Excision of leukoplakia or malignancies; • Excision of cysts and incision of abscesses when done as independent procedures; and • Other surgical procedures that do not involve the teeth or their supporting structures.	\$10 per office visit
Not covered: • Oral implants and transplants • Procedures that involve the teeth or their supporting structures (such as the periodontal membrane, gingiva, and alveolar bone) • Dental care involved in treatment of temporomandibular joint (TMJ) pain dysfunction syndrome	All charges.
Organ/tissue transplants	
 Limited to: Cornea Heart Heart/lung Kidney Kidney/Pancreas Liver Lung: Single –Double Pancreas Allogeneic (donor) bone marrow transplants Autologous bone marrow transplants (autologous stem cell and peripheral stem cell support) for the following conditions: acute lymphocytic or non-lymphocytic leukemia; advanced Hodgkin's lymphoma; advanced non-Hodgkin's lymphoma; advanced neuroblastoma; breast cancer; multiple myeloma; epithelial ovarian cancer; and testicular, mediastinal, retroperitoneal and ovarian germ cell tumors 	\$10 per office visit
Limited Benefits - Treatment for breast cancer, multiple myeloma, and epithelial ovarian cancer may be provided in an NCI approved clinical trial at a Plan-designated center of excellence and if approved by the Plan's medical director in accordance with the Plan's protocols. Note: We cover related medical and hospital expenses of the donor when we cover the recipient.	
Not covered: • Donor screening tests and donor search expenses, except those performed for the actual donor • Implants of artificial organs • Transplants not listed as covered	All charges

Anesthesia	You pay
Professional services	\$10 per office visit
• Hospital (inpatient)	
Professional services	\$10 per office visit
Hospital outpatient department	
Skilled nursing facility	
Ambulatory surgical center	
• Office	

Section 5 (c). Services provided by a hospital or other facility, and ambulance services

	Here are some important things to remember about these benefits:		
I M P	 Please remember that all benefits are subject to the definitions, limitations, and exclusions in this brochure and are payable only when we determine they are medically necessary. 	I M P	
O R	• Plan physicians must provide or arrange your care and you must be hospitalized in a Plan facility.	O R	
T A N	• Be sure to read Section 4, <i>Your costs for covered services</i> for valuable information about how cost sharing works. Also read Section 9 about coordinating benefits with other coverage, including with Medicare.	T A N	
T	• The amounts listed below are for the charges billed by the facility (i.e., hospital or surgical center) or ambulance service for your surgery or care. Any costs associated with the professional charge (i.e., physicians, etc.) are covered in Section 5(a) or (b).	T	
	• YOU MUST GET PRIOR AUTHORIZATION OF HOSPITAL STAYS. Please refer to Section 3 to be sure which services require prior authorization.		

Benefit Description	You pay
Inpatient hospital	
 Room and board, such as ward, semiprivate, or intensive care accommodations; general nursing care; and meals and special diets. 	Nothing
NOTE: If you want a private room when it is not medically necessary, you pay the additional charge above the semiprivate room rate.	

Inpatient hospital continued on next page.

Inpatient hospital (Continued)	You pay
Other hospital services and supplies, such as: Operating, recovery, maternity, and other treatment rooms Prescribed drugs and medicines Diagnostic laboratory tests and X-rays Administration of blood and blood products Blood or blood plasma, if not donated or replaced Dressings, splints, casts, and sterile tray services Medical supplies and equipment, including oxygen Anesthetics, including nurse anesthetist services Take-home items Medical supplies, appliances, medical equipment, and any covered items billed by a hospital for use at home (Note: calendar year deductible applies.)	Nothing
 Not covered: Custodial care Non-covered facilities, such as nursing homes, extended care facilities, schools Personal comfort items, such as telephone, television, barber services, guest meals and beds Private nursing care 	All charges.
Outpatient hospital or ambulatory surgical center	
 Operating, recovery, and other treatment rooms Prescribed drugs and medicines Diagnostic laboratory tests, X-rays, and pathology services Administration of blood, blood plasma, and other biologicals Blood and blood plasma, if not donated or replaced Pre-surgical testing Dressings, casts, and sterile tray services Medical supplies, including oxygen Anesthetics and anesthesia service NOTE: – We cover hospital services and supplies related to dental procedures when necessitated by a non-dental physical impairment. We do not cover the dental procedures. 	Nothing
Not covered: blood and blood derivatives not replaced by the member	All charges

Extended care benefits/skilled nursing care facility benefits	You pay
Comprehensive range of benefits when full-time skilled nursing care is necessary and confinement in a skilled nursing facility is in lieu of hospitalization (for up to 100 days).	Nothing
Necessary services are covered, including:	
Bed, board and general nursing care	
 Drugs, biologicals, supplies, and equipment ordinarily provided or arranged by the skilled nursing facility when prescribed by a Plan doctor. 	
Not covered: custodial care	All charges
Hospice care	
Supportive and palliative care	Nothing
NOTE: We cover care for a terminally ill member in the home or hospice facility. Services include inpatient and outpatient care, and family counseling. Services are provided under the direction of a Plan doctor who certifies that the patient is in the terminal stages of illness, with a life expectancy of approximately six months or less.	
Not covered: Independent nursing, homemaker services	All charges
Ambulance	
Benefits are provided for ambulance transportation when ordered or authorized by a Plan doctor	\$25 copay

Section 5 (d). Emergency services/accidents

Here are some important things to keep in mind about these benefits:
Please remember that all benefits are subject to the definitions, limitations, and exclusions in this brochure.
Be sure to read Section 4, *Your costs for covered services* for valuable information about how cost sharing works. Also read Section 9 about coordinating benefits with other coverage, including with Medicare.

What is a medical emergency?

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A medical emergency is the sudden and unexpected onset of a condition or an injury that you believe endangers your life or could result in serious injury or disability, and requires immediate medical or surgical care. Some problems are emergencies because, if not treated promptly, they might become more serious; examples include deep cuts and broken bones. Others are emergencies because they are potentially life-threatening, such as heart attacks, strokes, poisonings, gunshot wounds, or sudden inability to breathe. There are many other acute conditions that we may determine are medical emergencies – what they all have in common is the need for quick action.

What to do in case of emergency:

Emergencies within our service area: If you are in an emergency situation, please call your primary care doctor. In extreme emergencies, if you are unable to contact your doctor, contact the local emergency system (e.g., the 911 telephone system) or go to the nearest hospital emergency room. Be sure to tell the emergency room personnel that you are a Plan member so they can notify the Plan. You or a family member should notify the Plan within 48 hours. It is your responsibility to ensure that the Plan has been timely notified.

If you need to be hospitalized in a non-Plan facility, the Plan must be notified within 48 hours or on the first working day following your admission, unless it was not reasonably possible to notify the Plan within that time. If you are hospitalized in non-Plan facilities and Plan doctors believe care can be better provided in a Plan hospital, you will be transferred when medically feasible with any ambulance charges covered in full.

Benefits are available for care from non-Plan providers in a medical emergency only if delay in reaching a Plan provider would result in death, disability or significant jeopardy to your condition.

To be covered by this Plan, any follow-up care recommended by non-Plan providers must be approved by the Plan or provided by Plan providers except as covered under POS benefits.

Emergencies outside our service area: Benefits are available for any medically necessary health service that is immediately required because of injury or unforeseen illness.

If you need to be hospitalized, the Plan must be notified within 48 hours or on the first working day following your admission, unless it was not reasonably possible to notify the Plan within that time. If a Plan doctor believes care can be better provided in a Plan hospital, you will be transferred when medically feasible with any ambulance charges covered in full.

To be covered by this Plan, any follow-up care recommended by non-Plan providers must be approved by the Plan or provided by Plan providers except as covered under POS benefits.

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Benefit Description	You pay
Emergency within our service area	
Emergency care at an urgent care center	\$25 per office visit
Emergency care as an outpatient or inpatient at a hospital, including doctors' services	50% of charges, up to a \$50 copay per visit
Not covered: Elective care or non-emergency care	All charges.
Emergency outside our service area	
Emergency care at an urgent care center	\$25 per office visit
Emergency care as an outpatient or inpatient at a hospital, including doctors' services	50% of charges, up to a \$50 copay per office visit
Not covered:	All charges.
Elective care or non-emergency care	
 Emergency care provided outside the service area if the need for care could have been foreseen before leaving the service area 	
 Medical and hospital costs resulting from a normal full-term delivery of a baby outside the service area 	

Parity

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Beginning in 2001, all FEHB plans' mental health and substance abuse benefits will achieve "parity" with other benefits. This means that we will provide mental health and substance abuse benefits differently than in the past. When you get our approval for services and follow a treatment plan we approve, cost-sharing and limitations for Plan mental health and substance abuse benefits will be no greater than for similar benefits for other illnesses and conditions.

Here are some important things to keep in mind about these benefits:

- All benefits are subject to the definitions, limitations, and exclusions in this brochure.
- Be sure to read Section 4, Your costs for covered services for valuable information about how cost sharing works. Also read Section 9 about coordinating benefits with other coverage, including with Medicare.
- YOU MUST GET PRIOR AUTHORIZATION OF THESE SERVICES. See the instructions after the benefits description below.

Benefit Description	You pay
Mental health and substance abuse benefits	
All diagnostic and treatment services recommended by a Plan provider and contained in a treatment plan that we approve. The treatment plan may include services, drugs, and supplies described elsewhere in this brochure.	Your cost sharing responsibilities are no greater than for other illness or conditions.
Note: Plan benefits are payable only when we determine the care is clinically appropriate to treat your condition and only when you receive the care as part of a treatment plan that we approve.	
Professional services, including individual or group therapy by providers such as psychiatrists, psychologists, or clinical social workers \$10 per office visit	
Medication management	

Mental health and substance abuse benefits continued on next page.

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Mental health and substance (Continued)	e abuse benefits	You pay
Diagnostic tests		\$10 per office visit
 Services provided by a hospital or other facility Services in approved alternative care settings such as partial hospitalization, half-way house, residential treatment, full-day hospitalization, facility based intensive outpatient treatment 		Nothing
Not covered: Services we have not a Note: OPM will base its review of a treatment plan's clinical appropriat order us to pay or provide one clinifavor of another.	isputes about treatment plans on the eness. OPM will generally not	All charges.
Prior authorization		fits you must follow your treatment pla To receive a mental health referral,
Special transitional benefit		se professional provider is treating you 1, you will be eligible for continued to 90 days under the following
	whom you are currently in treat	ce abuse professional provider with ment leaves the plan at our request for
	provider. During the transitional per treating provider and will not pay a the year 2000 for services. This transition to you of the change in cover receive our notice. If we write to you	health or substance abuse professional eriod, you may continue to see your ny more out-of-pocket than you did in nsitional period will begin with our
Limitation	We may limit your benefits if you do not follow your treatment plan.	

Section 5 (f). Prescription drug benefits

Here are some important things to keep in mind about these benefits:	
 We cover prescribed drugs and medications, as described in the chart beginning on the next page. All benefits are subject to the definitions, limitations and exclusions in this brochure and are payable only when we determine they are medically necessary. Be sure to read Section 4, <i>Your costs for covered services</i> for valuable information about how cost sharing works. Also read Section 9 about coordinating benefits with other coverage, including with Medicare. 	I M P O R T A N

There are important features you should be aware of. These include:

- Who can write your prescription. A Plan physician must write the prescription.
- Where you can obtain them. You must fill the prescription at a contracted Plan pharmacy.
- We use a formulary. A drug formulary is a list of commonly prescribed drug products, including their strengths and dosages, developed by Maxicare physicians and pharmacists. The drug formulary serves as a guideline for your physician and pharmacist when selecting drug therapies. Maxicare selects formulary drugs based on safety, quality, and cost effectiveness. Drugs are prescribed by Plan doctors and dispensed in accordance with the Plan's drug formulary procedure. Nonformulary drugs will be covered when prescribed by a Plan doctor.
- These are the dispensing limitations. The quantity of each prescription is limited to that sufficient to treat the acute phase of illness or a 30-day supply maximum, whichever is less, per copayment.

Prescription drug benefits begin on the next page.

Benefit Description	You pay
Covered medications and supplies	
We cover the following medications and supplies prescribed by a Plan	\$7 per generic
physician and obtained from a Plan pharmacy:	\$15 per name brand
Drugs and medicines that by Federal law of the United States require a physician's prescription for their purchase, except as excluded	\$25 per nonformulary
below. Insulin	Note: If there is no generic
Insulin syringes and medication	equivalent available, you will still have to pay the brand name copay.
 Disposable needles and syringes for the administration of covered medications 	nane to pay and orang name copul.
• Drugs for sexual dysfunction (see Note below)	
Contraceptive drugs and devices	
Note: Contact the Plan for drug dose limits for sexual dysfunction.	
Here are some things to keep in mind about our prescription drug program:	
• A generic equivalent will be dispensed if it is available, unless your physician specifically requires a name brand. If you receive a name brand drug when a Federally-approved generic drug is available, and your physician has not specified Dispense as Written for the name brand drug, you have to pay the difference in cost between the name brand drug and the generic.	
• We administer a closed formulary. If your physician believes a name brand product is necessary or there is no generic available, your physician may prescribe a name brand drug from a formulary list. This list of name brand drugs is a preferred list of drugs that we selected to meet patient needs at a lower cost. To order a prescription drug brochure, call 800/341-6613.	
Not covered:	All Charges
Drugs and supplies for cosmetic purposes	
 Vitamins and nutritional substances that can be purchased without a prescription 	
Nonprescription medicines	

Section 5 (g). Point of service benefits

Point of Service (POS) Benefits

Maxicare's Point of Service benefit is called Maxi-Choice. Members may use non-Plan providers of their choice.

Facts about this Plan's POS option

At your option, you may choose to obtain benefits covered by this Plan from non-Plan doctors and hospitals whenever you need care, <u>except</u> for the benefits listed below under "What is not covered." Benefits not covered under Point of Service must either be received from or arranged by Plan doctors to be covered. When you obtain covered non-emergency medical treatment from a non-Plan doctor without a referral from a Plan doctor, you are subject to the deductibles, coinsurance and maximum benefit stated below.

Precertification

The purpose of precertification is to insure that benefits are provided only for medically necessary care. This precertification process must be completed in order to receive benefits for covered healthcare expenses after any applicable deductibles and coinsurance. A telephone call must be made to Maxicare by you or your doctor 14 days prior to any hospital admission or outpatient procedure. In an emergency, Maxicare must be notified within 48 hours, or at the earliest reasonable time. The toll-free number is 800/245-8327 ext. 6. All hospital admissions and outpatient procedures must be precertified as outlined above. If precertification is not obtained, benefits are reduced by an additional 20%.

The following information must be provided to Maxicare Louisiana:

- Your Maxicare ID number (from membership card)
- Your name, birth date and phone number (only if Maxicare ID number is unavailable)
- Name and telephone number of physician
- Hospital name and location
- Reason for hospitalization
- Proposed treatment or surgery
- Number of planned days of confinement

Deductible

The calendar year deductible only applies to POS claims and is the amount of covered expenses an individual must incur before the Plan pays benefits that are subject to the deductible. The deductible (subject to reasonable and customary charges) is \$200 per Self Only enrollment or \$600 per Self and Family enrollment (with a maximum of \$200 per family member) and is not reimbursable by the Plan. This deductible applies to all benefits, except prescription drugs purchased at a Plan pharmacy. Copayments under Maxicare's Prepaid Plan cannot be used to meet the calendar year deductible.

Coinsurance

Coinsurance is the stated percentage of covered charges you must pay after you have met any applicable deductibles. You are required to pay 20% of the reasonable and customary charges on benefits for covered services obtained from non-Plan providers. The Plan will pay 80% of the reasonable and customary charges up to the total maximum benefit. Charges for covered services that exceed the R & C charges and/or the lifetime maximum benefits are the responsibility of the member. All inpatient hospital admissions and surgeries must be precertified or benefits will be reduced by an additional 20%.

Maximum benefit

All benefits under the POS plan are limited to a total maximum payment by the Plan of \$1,000,000 per member, per lifetime.

What is covered

Members may choose to receive services from any doctor or hospital without a referral. This option is available each time a member seeks medical attention. Some of the same services are covered as when a participating provider is used (see *What is not covered* below). However, covered benefits, including hospital care, are paid on a fee-for-service basis when services are received from non-Plan providers or from Plan providers without a referral. Benefit payments will be subject to a \$200 deductible for Self Only or \$600 for Self and Family enrollment. The Plan pays 80% of the Reasonable and Customary (R & C) charges. You are responsible for 20% of the applicable charges and all charges in excess of the R & C charges.

What is not covered

- Physical examinations
- Routine pediatric care
- Immunizations
- Dental care
- Outpatient mental health
- Substance abuse

- Prescription drugs
- Personal comfort items
- Cosmetic surgery
- Eyeglasses
- Organ transplants
- Cornea transplants

Section 5 (h). Non-FEHB benefits available to Plan members

The benefits on this page are not part of the FEHB contract or premium, and you cannot file an FEHB disputed claim about them. Fees you pay for these services do not count toward FEHB deductibles or out-of-pocket maximums.

Vision care	You are eligible to receive substantial discounts on eyeglasses, contact lenses and non-prescription items such as sunglasses and contact lens solutions. Please read the flyer that describes your extra Vision Care benefit. This discount enriches our routine Vision Care coverage, which includes an eye exam from your Plan provider.
Dental care	You are eligible to receive substantial discounts on dental care, including diagnostic and preventative, restorative, crowns, endodontics, peridontics, prosthodontics and orthodontics. Please read the accompanying flyer that describes Dental Care benefits available through this program.

Section 6. General exclusions -- things we don't cover

The exclusions in this section apply to all benefits. Although we may list a specific service as a benefit, we will not cover it unless your Plan doctor determines it is medically necessary to prevent, diagnose, or treat your illness, disease, injury, or condition.

We do not cover the following:

- Care by non-Plan providers except for authorized referrals or emergencies (see Emergency Benefits);
- Services, drugs, or supplies you receive while you are not enrolled in this Plan;
- Services, drugs, or supplies that are not medically necessary;
- Services, drugs, or supplies not required according to accepted standards of medical, dental, or psychiatric practice;
- Experimental or investigational procedures, treatments, drugs or devices;
- Services, drugs, or supplies related to abortions, except when the life of the mother would be
 endangered if the fetus were carried to term or when the pregnancy is the result of an act of rape or
 incest;
- Services, drugs, or supplies related to sex transformations;
- Services, drugs, or supplies you receive from a provider or facility barred from the FEHB Program.

Section 7. Filing a claim for covered services

When you see Plan physicians, receive services at Plan hospitals and facilities, or obtain your prescription drugs at Plan pharmacies, you will not have to file claims. Just present your identification card and pay your copayment, coinsurance, or deductible.

You will only need to file a claim when you receive emergency services from non-plan providers. Sometimes these providers bill us directly. Check with the provider. If you need to file the claim, here is the process:

Medical and hospital benefits

In most cases, providers and facilities file claims for you. Physicians must file on the form HCFA-1500, Health Insurance Claim Form. Facilities will file on the UB-92 form. For claims questions and assistance, call us at 800/341-6613.

When you must file a claim -- such as for out-of-area care -- submit it on the HCFA-1500 or a claim form that includes the information shown below. Bills and receipts should be itemized and show:

- Covered member's name and ID number;
- Name and address physician or facility that provided the service or supply;
- Dates you received the services or supplies;
- Diagnosis;
- Type of each service or supply;
- The charge for each service or supply;
- A copy of the explanation of benefits, payments, or denial from any primary payer -- such as the Medicare Summary Notice (MSN); and
- Receipts, if you paid for your services.

Submit your claims to:

Maxicare Louisiana, Inc./Claims P.O. Box 7707 London, KY 40742

Deadline for filing your claim

Send us all of the documents for your claim as soon as possible. You must submit the claim by December 31 of the year after the year you received the service, unless timely filing was prevented by administrative operations of Government or legal incapacity, provided the claim was submitted as soon as reasonably possible.

When we need more information Please reply promptly when we ask for additional information. We may delay processing or deny your claim if you do not respond.

Section 8. The disputed claims process

Follow this Federal Employees Health Benefits Program disputed claims process if you disagree with our decision on your claim or request for services, drugs, or supplies – including a request for preauthorization:

Step Description

- Ask us in writing to reconsider our initial decision. You must:
 - (a) Write to us within 6 months from the date of our decision; and
 - (b) Send your request to us at: Maxicare Louisiana, Inc., 2424 Edenborn Ave., Suite 350, Metairie, LA 70001; and
 - (c) Include a statement about why you believe our initial decision was wrong, based on specific benefit provisions in this brochure; and
 - (d) Include copies of documents that support your claim, such as physicians' letters, operative reports, bills, medical records, and explanation of benefits (EOB) forms.
- 2 We have 30 days from the date we receive your request to:
 - (a) Pay the claim (or, if applicable, arrange for the health care provider to give you the care); or
 - (b) Write to you and maintain our denial -- go to step 4; or
 - (c) Ask you or your provider for more information. If we ask your provider, we will send you a copy of our request—go to step 3.
- You or your provider must send the information so that we receive it within 60 days of our request. We will then decide within 30 more days.

If we do not receive the information within 60 days, we will decide within 30 days of the date the information was due. We will base our decision on the information we already have.

We will write to you with our decision.

4 If you do not agree with our decision, you may ask OPM to review it.

You must write to OPM within:

- 90 days after the date of our letter upholding our initial decision; or
- 120 days after you first wrote to us -- if we did not answer that request in some way within 30 days; or
- 120 days after we asked for additional information.

Write to OPM at: Office of Personnel Management, Office of Insurance Programs, Contracts Division III, P.O. Box 436, Washington, D.C. 20044-0436.

Send OPM the following information:

- A statement about why you believe our decision was wrong, based on specific benefit provisions in this brochure;
- Copies of documents that support your claim, such as physicians' letters, operative reports, bills, medical records, and explanation of benefits (EOB) forms;
- Copies of all letters you sent to us about the claim;
- Copies of all letters we sent to you about the claim; and
- Your daytime phone number and the best time to call.

Note: If you want OPM to review different claims, you must clearly identify which documents apply to which claim.

Note: You are the only person who has a right to file a disputed claim with OPM. Parties acting as your representative, such as medical providers, must provide a copy of your specific written consent with the review request.

Note: The above deadlines may be extended if you show that you were unable to meet the deadline because of reasons beyond your control.

- OPM will review your disputed claim request and will use the information it collects from you and us to decide whether our decision is correct. OPM will send you a final decision within 60 days. There are no other administrative appeals.
- If you do not agree with OPM's decision, your only recourse is to sue. If you decide to sue, you must file the suit against OPM in Federal court by December 31 of the third year after the year in which you received the disputed services, drugs or supplies. This is the only deadline that may not be extended.

OPM may disclose the information it collects during the review process to support their disputed claim decision. This information will become part of the court record.

You may not sue until you have completed the disputed claims process. Further, Federal law governs your lawsuit, benefits, and payment of benefits. The Federal court will base its review on the record that was before OPM when OPM decided to uphold or overturn our decision. You may recover only the amount of benefits in dispute.

NOTE: If you have a serious or life threatening condition (one that may cause permanent loss of bodily functions or death if not treated as soon as possible), and

- (a) We haven't responded yet to your initial request for care or preauthorization/prior approval, then call us at 800/341-6613 and we will expedite our review; or
- (b) We denied your initial request for care or preauthorization/prior approval, then:
 - •• If we expedite our review and maintain our denial, we will inform OPM so that they can give your claim expedited treatment too, or
 - •• You can call OPM's Health Benefits Contracts Division III at 202/606-0755 between 8 a.m. and 5 p.m. eastern time.

Section 9. Coordinating benefits with other coverage

When you have other health coverage You must tell us if you are covered or a family member is covered under another group health plan or have automobile insurance that pays health care expenses without regard to fault. This is called "double coverage."

> When you have double coverage, one plan normally pays its benefits in full as the primary payer and the other plan pays a reduced benefit as the secondary payer. We, like other insurers, determine which coverage is primary according to the National Association of Insurance Commissioners' guidelines.

When we are the primary payer, we will pay the benefits described in this brochure.

When we are the secondary payer, we will determine our allowance. After the primary plan pays, we will pay what is left of our allowance, up to our regular benefit. We will not pay more than our allowance.

• What is Medicare?

Medicare is a Health Insurance Program for:

- People 65 years of age and older.
- •• Some people with disabilities, under 65 years of age.
- •• People with End-Stage Renal Disease (permanent kidney failure requiring dialysis or a transplant).

Medicare has two parts:

- •• Part A (Hospital Insurance). Most people do not have to pay for Part A.
- •• Part B (Medical Insurance). Most people pay monthly for Part B.

If you are eligible for Medicare, you may have choices in how you get your health care. Medicare managed care plan is the term used to describe the various health plan choices available to Medicare beneficiaries. The information in the next few pages shows how we coordinate benefits with Medicare, depending on the type of Medicare managed care plan you have.

• The Original Medicare Plan

The Original Medicare Plan is available everywhere in the United States. It is the way most people get their Medicare Part A and Part B benefits. You may go to any doctor, specialist, or hospital that accepts Medicare. Medicare pays its share and you pay your share. Some things are not covered under Original Medicare, like prescription drugs.

When you are enrolled in this Plan and Original Medicare, you still need to follow the rules in this brochure for us to cover your care.

(Primary payer chart begins on next page.)

The following chart illustrates whether Original Medicare or this Plan should be the primary payer for you according to your employment status and other factors determined by Medicare. It is critical that you tell us if you or a covered family member has Medicare coverage so we can administer these requirements correctly.

Primary Payer Chart						
A. When either you or your covered spouse are age 65 or over and	Then the primary payer is					
	Original Medicare	This Plan				
Are an active employee with the Federal government (including when you or a family member are eligible for Medicare solely because of a disability),						
2) Are an annuitant,						
3) Are a reemployed annuitant with the Federal government whena) The position is excluded from FEHB, or						
b) The position is not excluded from FEHBAsk your employing office which of these applies to you.						
4) Are a Federal judge who retired under title 28, U.S.C., or a Tax Court judge who retired under Section 7447 of title 26, U.S.C. (or if your covered spouse is this type of judge),						
5) Are enrolled in Part B only, regardless of your employment status,	(for Part B services)	(for other services)				
6) Are a former Federal employee receiving Workers' Compensation and the Office of Workers' Compensation Programs has determined that you are unable to return to duty,	(except for claims related to Workers' Compensation.)					
B. When you or a covered family member have Medicare based on end stage renal disease (ESRD) and						
Are within the first 30 months of eligibility to receive Part A benefits solely because of ESRD,						
 Have completed the 30-month ESRD coordination period and are still eligible for Medicare due to ESRD, 						
Become eligible for Medicare due to ESRD after Medicare became primary for you under another provision,						
C. When you or a covered family member have FEHB and						
1) Are eligible for Medicare based on disability, anda) Are an annuitantb) Are an active employee						

Tell us if you or a family member is enrolled in Medicare Part A or B. Medicare will determine who is responsible for paying for medical services and we will coordinate the payments. On occasion, you may need to file a Medicare claim form.

Medicare managed care plan

If you are eligible for Medicare, you may choose to enroll in and get your Medicare benefits from a Medicare managed care plan. These are health care choices (like HMOs) in some areas of the country. In most Medicare managed care plans, you can only go to doctors, specialists, or hospitals that are part of the plan. Medicare managed care plans cover all Medicare Part A and B benefits. Some cover extras, like prescription drugs. To learn more about enrolling in a Medicare managed care plan, contact Medicare at 1-800-MEDICARE (1-800-633-4227) or at www.medicare.gov. If you enroll in a Medicare managed care plan, the following options are available to you:

This Plan and another Plan's Medicare managed care plan: You may enroll in another plan's Medicare managed care plan and also remain enrolled in our FEHB plan. We will still provide benefits when your Medicare managed care plan is primary, even out of the managed care plan's network and/or service area (if you use our Plan providers), but we will not waive any of our copayments, coinsurance, or deductibles.

Suspended FEHB coverage and a Medicare managed care plan: If you are an annuitant or former spouse, you can suspend your FEHB coverage to enroll in a Medicare managed care plan, eliminating your FEHB premium. (OPM does not contribute to your Medicare managed care plan premium.) For information on suspending your FEHB enrollment, contact your retirement office. If you later want to re-enroll in the FEHB Program, generally you may do so only at the next open season unless you involuntarily lose coverage or move out of the Medicare managed care plan service area.

• Enrollment in Medicare Part B **Note:** If you choose not to enroll in Medicare Part B, you can still be covered under the FEHB Program. We cannot require you to enroll in Medicare.

TRICARE

TRICARE is the health care program for eligible dependents of military persons and retirees of the military. TRICARE includes the CHAMPUS program. If both TRICARE and this Plan cover you, we pay first. See your TRICARE Health Benefits Advisor if you have questions about TRICARE coverage.

Workers' Compensation

We do not cover services that:

- you need because of a workplace-related disease or injury that the Office of Workers' Compensation Programs (OWCP) or a similar Federal or State agency determines they must provide; or
- OWCP or a similar agency pays for through a third party injury settlement or other similar proceeding that is based on a claim you filed under OWCP or similar laws.

Once OWCP or similar agency pays its maximum benefits for your treatment, we will cover your benefits. You must use our providers.

Medicaid

When you have this Plan and Medicaid, we pay first.

When other Government agencies are responsible for your care

We do not cover services and supplies when a local, State, or Federal Government agency directly or indirectly pays for them.

When others are responsible for injuries

When you receive money to compensate you for medical or hospital care for injuries or illness caused by another person, you must reimburse us for any expenses we paid. However, we will cover the cost of treatment that exceeds the amount you received in the settlement.

If you do not seek damages you must agree to let us try. This is called subrogation. If you need more information, contact us for our subrogation procedures.

Section 10. Definitions of terms we use in this brochure

Calendar year January 1 through December 31 of the same year. For new enrollees, the

calendar year begins on the effective date of their enrollment and ends on

December 31 of the same year.

Copayment A copayment is a fixed amount of money you pay when you receive

covered services. See page 12.

Coinsurance Coinsurance is the percentage of our allowance that you must pay for

your care. See page 12.

Covered services Care we provide benefits for, as described in this brochure.

Deductible A deductible is a fixed amount of covered expenses you must incur for

certain covered services and supplies before we start paying benefits for

those services. See page 12.

Experimental or investigational services

Maxicare generally accepts as non-experimental/investigational those medical, surgical and other health care procedures which have been designated as non-experimental non-investigational by the appropriately recognized governmental, medical or professional organizations within the United States and which have been generally accepted in the medical community as being safe and effective for use in the treatment of the condition in question. In the case of prescription drugs, a drug will be considered experimental if it has not been approved by the Food and Drug Administration (FDA) or if the FDA has not approved the drug for the specific route of administration, dosage and except as otherwise required by law in cases of treatment for a life-threatening condition.

Group health coverage

If you leave the FEHB Program, we will give you a Certificate of Group Health Plan Coverage that indicates how long you have been enrolled with us. You can use this certificate when getting health insurance or other health care coverage. You must arrange for the other coverage within 63 days of leaving this Plan. Your new plan must reduce or eliminate waiting periods, limitations or exclusions for health related conditions based on the information in the certificate.

If you have been enrolled with us for less than 12 months, but were previously enrolled in other FEHB plans, you may request a certificate

from them, as well.

Us/We Us and we refer to Maxicare Louisiana, Inc.

You You refers to the enrollee and each covered family member.

Section 11. FEHB facts

No pre-existing condition limitation

Where you can get information about enrolling in the FEHB Program

We will not refuse to cover the treatment of a condition that you had before you enrolled in this Plan solely because you had the condition before you enrolled.

See www.opm.gov/insure. Also, your employing or retirement office can answer your questions, and give you a *Guide to Federal Employees Health Benefits Plans*, brochures for other plans, and other materials you need to make an informed decision about:

- When you may change your enrollment;
- How you can cover your family members;
- What happens when you transfer to another Federal agency, go on leave without pay, enter military service, or retire;
- When your enrollment ends; and
- When the next open season for enrollment begins.

We don't determine who is eligible for coverage and, in most cases, cannot change your enrollment status without information from your employing or retirement office.

Types of coverage available for you and your family

Self Only coverage is for you alone. Self and Family coverage is for you, your spouse, and your unmarried dependent children under age 22, including any foster children or stepchildren your employing or retirement office authorizes coverage for. Under certain circumstances, you may also continue coverage for a disabled child 22 years of age or older who is incapable of self-support.

If you have a Self Only enrollment, you may change to a Self and Family enrollment if you marry, give birth, or add a child to your family. You may change your enrollment 31 days before to 60 days after that event. The Self and Family enrollment begins on the first day of the pay period in which the child is born or becomes an eligible family member. When you change to Self and Family because you marry, the change is effective on the first day of the pay period that begins after your employing office receives your enrollment form; benefits will not be available to your spouse until you marry.

Your employing or retirement office will **not** notify you when a family member is no longer eligible to receive health benefits, nor will we. Please tell us immediately when you add or remove family members from your coverage for any reason, including divorce, or when your child under age 22 marries or turns 22.

If you or one of your family members is enrolled in one FEHB plan, that person may not be enrolled in or covered as a family member by another FEHB plan.

When benefits and premiums start

Your medical and claims records are confidential

The benefits in this brochure are effective on January 1. If you are new to this Plan, your coverage and premiums begin on the first day of your first pay period that starts on or after January 1. Annuitants' premiums begin on January 1.

We will keep your medical and claims information confidential. Only the following will have access to it:

- OPM, this Plan, and subcontractors when they administer this contract;
- This Plan, and appropriate third parties, such as other insurance plans and the Office of Workers' Compensation Programs (OWCP), when coordinating benefit payments and subrogating claims;
- Law enforcement officials when investigating and/or prosecuting alleged civil or criminal actions;
- OPM and the General Accounting Office when conducting audits;
- Individuals involved in bona fide medical research or education that does not disclose your identity; or
- OPM, when reviewing a disputed claim or defending litigation about a claim.

When you retire

When you retire, you can usually stay in the FEHB Program. Generally, you must have been enrolled in the FEHB Program for the last five years of your Federal service. If you do not meet this requirement, you may be eligible for other forms of coverage, such as temporary continuation of coverage (TCC).

When you lose benefits

•When FEHB coverage ends

You will receive an additional 31 days of coverage, for no additional premium, when:

- Your enrollment ends, unless you cancel your enrollment, or
- You are a family member no longer eligible for coverage.

You may be eligible for spouse equity coverage or Temporary Continuation of Coverage.

• Spouse equity coverage

If you are divorced from a Federal employee or annuitant, you may not continue to get benefits under your former spouse's enrollment. But, you may be eligible for your own FEHB coverage under the spouse equity law. If you are recently divorced or are anticipating a divorce, contact your ex-spouse's employing or retirement office to get RI 70-5, the *Guide to Federal Employees Health Benefits Plans for Temporary Continuation of Coverage and Former Spouse Enrollees*, or other information about your coverage choices.

•TCC

If you leave Federal service, or if you lose coverage because you no longer qualify as a family member, you may be eligible for Temporary Continuation of Coverage (TCC). For example, you can receive TCC if you are not able to continue your FEHB enrollment after you retire.

You may not elect TCC if you are fired from your Federal job due to gross misconduct.

Get the RI 79-27, which describes TCC, and the RI 70-5, the *Guide to Federal Employees Health Benefits Plans for Temporary Continuation of Coverage and Former Spouse Enrollees*, from your employing or retirement office or from www.opm.gov/insure.

•Converting to individual coverage

You may convert to a non-FEHB individual policy if:

- Your coverage under TCC or the spouse equity law ends. If you canceled your coverage or did not pay your premium, you cannot convert:
- You decided not to receive coverage under TCC or the spouse equity law; or
- •• You are not eligible for coverage under TCC or the spouse equity law.

If you leave Federal service, your employing office will notify you of your right to convert. You must apply in writing to us within 31 days after you receive this notice. However, if you are a family member who is losing coverage, the employing or retirement office will **not** notify you. You must apply in writing to us within 31 days after you are no longer eligible for coverage.

Your benefits and rates will differ from those under the FEHB Program; however, you will not have to answer questions about your health, and we will not impose a waiting period or limit your coverage due to pre-existing conditions.

Getting a Certificate of Group Health Plan Coverage

If you leave the FEHB Program, we will give you a Certificate of Group Health Plan Coverage that indicates how long you have been enrolled with us. You can use this certificate when getting health insurance or other health care coverage. Your new plan must reduce or eliminate waiting periods, limitations, or exclusions for health related conditions based on the information in the certificate, as long as you enroll within 63 days of losing coverage under this Plan.

If you have been enrolled with us for less than 12 months, but were previously enrolled in other FEHB plans, you may also request a certificate from those plans.

Inspector General Advisory

Stop health care fraud! Fraud increases the cost of health care for everyone. If you suspect that a physician, pharmacy, or hospital has charged you for services you did not receive, billed you twice for the same service, or misrepresented any information, do the following:

- Call the provider and ask for an explanation. There may be an error.
- If the provider does not resolve the matter, call us at 800/341-6613 and explain the situation.
- If we do not resolve the issue, call **THE HEALTH CARE FRAUD HOTLINE--202/418-3300** or write to: The United States Office of Personnel Management, Office of the Inspector General Fraud Hotline, 1900 E Street, NW, Room 6400, Washington, DC 20415.

Penalties for Fraud

Anyone who falsifies a claim to obtain FEHB Program benefits can be prosecuted for fraud. Also, the Inspector General may investigate anyone who uses an ID card if the person tries to obtain services for a someone who is not an eligible family member, or is no longer enrolled in the Plan and tries to obtain benefits. Your agency may also take administrative action against you.

Department of Defense/FEHB Demonstration Project

What is it?

The Department of Defense/FEHB Demonstration Project allows some active and retired uniformed service members and their dependents to enroll in the FEHB Program. The demonstration will last for three years and began with the 1999 open season for the year 2000. Open season enrollments will be effective January 1, 2001. DoD and OPM have set up some special procedures to implement the Demonstration Project, noted below. Otherwise, the provisions described in this brochure apply.

Who is eligible

DoD determines who is eligible to enroll in the FEHB Program. Generally, you may enroll if:

- You are an active or retired uniformed service member and are eligible for Medicare:
- You are a dependent of an active or retired uniformed service member and are eligible for Medicare;
- You are a qualified former spouse of an active or retired uniformed service member and you have not remarried; or
- You are a survivor dependent of a deceased active or retired uniformed service member; and
- You live in one of the geographic demonstration areas.

If you are eligible to enroll in a plan under the regular Federal Employees Health Benefits Program, you are not eligible to enroll under the DoD/FEHBP Demonstration Project.

The demonstration areas

- Dover AFB, DE
- Fort Knox, KY
- Dallas, TX
- New Orleans, LA
- Adair County, IA
- Commonwealth of Puerto Rico
- Greensboro/Winston Salem/High Point, NC
- Humboldt County, CA area
- Naval Hospital, Camp Pendleton, CA
- Coffee County, GA

When you can join

You may enroll under the FEHB/DoD Demonstration Project during the 2000 open season, November 13, 2000, through December 11, 2000. Your coverage will begin January 1, 2001. DoD has set-up an Information Processing Center (IPC) in Iowa to provide you with information about how to enroll. IPC staff will verify your eligibility and provide you with FEHB Program information, plan brochures, enrollment instructions and forms. The toll-free phone number for the IPC is 1-877/DOD-FEHB (1-877/363-3342).

You may select coverage for yourself (Self Only) or for you and your family (Self and Family) during the 2000 and 2001 open seasons. Your coverage will begin January 1 of the year following the open season during which you enrolled.

If you become eligible for the DoD/FEHB Demonstration Project outside of open season, contact the IPC to find out how to enroll and when your coverage will begin.

DoD has a web site devoted to the Demonstration Project. You can view information such as their Marketing/Beneficiary Education Plan, Frequently Asked Questions, demonstration area locations and zip code lists at www.tricare.osd.mil/fehbp. You can also view information about the demonstration project, including "The 2001 Guide to Federal Employees Health Benefits Plans Participating in the DoD/FEHB Demonstration Project," on the OPM web site at www.opm.gov.

TCC eligibility

See Section 11, FEHB Facts; it explains temporary continuation of coverage (TCC). Under this DoD/FEHB Demonstration Project the **only** individual eligible for TCC is one who ceases to be eligible as a "member of family" under your self and family enrollment. This occurs when a child turns 22, for example, or if you divorce and your spouse does not qualify to enroll as an unremarried former spouse under title 10, United States Code. For these individuals, TCC begins the day after their enrollment in the DoD/FEHB Demonstration Project ends. TCC enrollment terminates after 36 months or the end of the Demonstration Project, whichever occurs first. You, your child, or another person must notify the IPC when a family member loses eligibility for coverage under the DoD/FEHB Demonstration Project.

TCC is not available if you move out of a DoD/FEHB Demonstration Project area, you cancel your coverage, or your coverage is terminated for any reason. TCC is not available when the demonstration project ends.

Other features

The 31-day extension of coverage and right to convert do not apply to the DoD/FEHB Demonstration Project.

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Do not rely on this page; it is for your convenience and does not explain your benefit coverage.

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Summary of benefits for Maxicare Louisiana, Inc. - 2001

- **Do not rely on this chart alone.** All benefits are provided in full unless indicated and are subject to the definitions, limitations, and exclusions in this brochure. On this page we summarize specific expenses we cover; for more detail, look inside.
- If you want to enroll or change your enrollment in this Plan, be sure to put the correct enrollment code from the cover on your enrollment form.
- We only cover services provided or arranged by Plan physicians, except in emergencies.

Benefits	You Pay	Page
Medical services provided by physicians: • Diagnostic and treatment services provided in the office	Office visit copay: \$10 primary care; \$10 specialist	14
Services provided by a hospital:		
• Inpatient	Nothing	25
Outpatient	Nothing	26
Emergency benefits:		
• In-area	50% of charges up to a \$50 copay	29
Out-of-area	50% of charges up to a \$50 copay	29
Emergency benefits:		
In-area urgent care	\$25 copay per visit	29
Out-of-area urgent care	\$25 copay per visit	29
Mental health and substance abuse treatment	Regular benefits	30
Prescription drugs	\$7 copay generic; \$15 copay name brand; \$25 copay nonformulary	33
Dental Care	No benefit. Non-FEHB benefits available.	36
Vision Care	\$10 copayment. One refraction annually.	36
Point of Service benefits Yes		34
Protection against catastrophic costs (your out-of-pocket maximum)	Nothing after \$1,500/Self Only or \$3,000/Family enrollment per year	12
	Some costs do not count toward this protection	

2001 Rate Information for Maxicare Louisiana, Inc.

Non-Postal rates apply to most non-Postal enrollees. If you are in a special enrollment category, refer to the FEHB Guide for that category or contact the agency that maintains your health benefits enrollment.

Postal rates apply to career Postal Service employees. Most employees should refer to the FEHB Guide for United States Postal Service Employees, RI 70-2. Different postal rates apply and special FEHB guides are published for Postal Service Nurses and Tool & Die employees (see RI 70-2B); and for Postal Service Inspectors and Office of Inspector General (OIG) employees (see RI 70-2IN).

Postal rates do not apply to non-career postal employees, postal retirees, or associate members of any postal employee organization. Refer to the applicable FEHB Guide.

		Non-Postal Premium			Postal Premium		
		Biweekly		Monthly		Biweekly	
Type of Enrollment	Code	Gov't Share	Your Share	Gov't Share	Your Share	USPS Share	Your Share

Baton Rouge/New Orleans areas

Self Only	JA1	\$70.41	\$23.47	\$152.56	\$50.85	\$83.32	\$10.56
Self and Family	JA2	\$163.53	\$54.51	\$354.32	\$118.10	\$193.51	\$24.53