

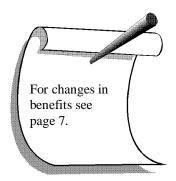
Grand Valley Health Plan http://www.gvhpchoosewell.com

2001

A Health Maintenance Organization

Serving: Grand Rapids, Michigan Area

Enrollment in this Plan is limited; see page 6 for requirements.





GVHP has a 3 year, commendable accreditation from the NCQA. See the 2001 Guide for more information on NCOA.

Enrollment codes for this Plan:

RL1 Self Only RL2 Self and Family

Authorized for distribution by the:







UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

RETIREMENT AND INSURANCE SERVICE



Table of Contents

Introduction	on		4
Plain Lang	guage		4
Section 1.	Facts	about this HMO plan	5
	How	we pay providers	5
	Patier	nts' Bill of Rights	5
	Servi	ce Area	6
Section 2.	How	we change for 2001	7
	Progr	am-wide changes	7
	Chang	ges to this Plan	7
Section 3.	How	you get care	8
	Identi	fication cards	8
	Wher	e you get covered care	8
	• P	lan providers	8
	• P	lan facilities	8
	What	you must do to get covered care	8
		rimary care	
		pecialty care	
		ospital care	
		mstances beyond our control	
		ces requiring our prior approval	
Section 4		costs for covered services	
section		opayments	
		eductible	
		oinsurance	
g .: 5		out-of-pocket maximum	
Section 5.		īts	
		/iew	
	(a)	Medical services and supplies provided by physicians and other health care professionals	
	(b)	Surgical and anesthesia services provided by physicians and other health care professionals	
	(c)	Services provided by a hospital or other facility, and ambulance services	
	(d)	Emergency services/accidents	
	(e)	Mental health and substance abuse benefits	
	(f)	Prescription drug benefits	
	(g)	Special features	
	(h)	Dental benefits	
	(i)	Non-FEHB benefits available to Plan members	3 /

Section 6.	General exclusions things we don't cover	38
Section 7. I	Filing a claim for covered services	39
Section 8.	The disputed claims process	40
Section 9. (Coordinating benefits with other coverage	42
V	When you have	
	Other health coverage	42
	Original Medicare	42
	Medicare managed care	44
7	FRICARE/Workers'Compensation/Medicaid	44
(Other Government agencies	45
V	When others are responsible for injuries.	45
Section 10.	Definitions of terms we use in this brochure	46
Section 11.	FEHB facts	48
(Coverage information	48
	No pre-existing condition limitation	48
	Where you get information about enrolling in the FEHB Program	48
	Types of coverage available for you and your family	48
	When benefits and premiums start	49
	Your medical and claims records are confidential	49
	When you retire	49
V	When you lose benefits	49
	When FEHB coverage ends	49
	Spouse equity coverage	49
	Temporary Continuation of Coverage (TCC)	49
	Converting to individual coverage	50
	Getting a Certificate of Group Health Plan Coverage	50
I	nspector General advisory:	
Index		
Summary of	f benefits	53
Rates		Rack cove

Introduction

Grand Valley Health Plan 829 Forest Hill Ave., SE Grand Rapids, MI 49546

This brochure describes the benefits of Grand Valley Health Plan under our contract (CS 2632) 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 7. 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 Grand Valley Health Plan.

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.

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.

Patients' Bill of Rights

OPM requires that all FEHB Plans comply with the Patients' Bill of Rights, recommended by the President's Advisory Commission on consumer Protection and Quality in the Health Care Industry. You may 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.

Grand Valley Health Plan is a Staff Model Health Maintenance Organization (HMO) that provides a wide variety of primary medical services at its health centers. In addition to health care providers (such as physicians, physician assistants, nurse practitioners, clinical social workers, and registered dieticians), lab, X-ray and pharmacy are conveniently located at each health center. The Plan also arranges and covers care through specialists, hospitals and other health care professionals. Different family members may see different primary care providers at their health center. Women who wish to see a Plan Gynecologist for their annual routine examination should contact their Health Center to obtain a list of Plan providers.

We are a for-profit plan that has been in existence since 1982.

If you want more information regarding Case Management practices, Staff provider credentials, Contracted provider credentials, and Health Center and other Facility information, call 616/949-2410, or write to Grand Valley Health Plan, 829 Forest Hill Ave., SE, Grand Rapids, MI 49546. You may also contact us by fax at 616/949-4978 or visit our website at www.gvhpchoosewell.com.

Service Area

To enroll with us, you must live or work in our service area. This is where our providers practice. Our service area is:

All of Kent County, as well as those portions of Allegan, Ionia, and Ottawa Counties as defined by the following zip codes:

Allegan County--49311, 49323, 49355, and 49348

Ionia County--48815

Ottawa County--49401, 49403, 49404, 49426, 49427, 49428, 49430, and 49435.

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. 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.

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 Customer Service at (616) 949-2410, or checking our website www.gvhpchoosewell.com 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 13% for Self Only or 11.19% for Self and Family.

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 (616) 949-2410.

Where you get covered care

You get care from "Plan providers" and "Plan facilities." You will only pay copayments, and you will not have to file claims.

• Plan providers

Grand Valley Health Plan is a Staff Model Health Maintenance Organization (HMO) that provides a wide variety of primary medical services at its health centers. In addition to health care providers (such as physicians, physician assistants, nurse practitioners, clinical social workers, and registered dieticians), lab, X-ray and pharmacy are conveniently located at each health center. The Plan also arranges and covers care through specialists, hospitals and other health care professionals. Different family members may see different primary care providers at their health center. Women who wish to see a Plan Gynecologist for their annual routine examination should contact their Health Center to obtain a list of Plan providers.

We list Plan providers in the provider directory, which we update periodically. The list is also on our website.

•Plan facilities

Plan facilities are our Health Centers, or 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. The list is also on our website.

What you must do

It depends on the type of care you need. First, you and each family member must choose a Health Center. This decision is important since your Health Center provides or arranges for most of your health care. You choose your Health Center when you enroll in the plan. If you want to change Health Centers, you can do so once throughout the course of the plan year.

Primary care

Primary Care Providers at your Health Center are Family Practice Physicians and Physicians Assistants. These Primary Care Providers will provide most of your health care, or give you a referral to see a specialist.

If you want to change Health Centers, call us. We will help you select a new one.

• Specialty care

Except in a medical emergency, or when a primary care doctor has designated another doctor to see his or her patients, you must receive a referral from your primary care doctor before seeing any other doctor or obtaining special services. Referral to a participating specialist is given at

the primary care doctor's discretion; if non-Plan specialists or consultants are required the primary care doctor will arrange appropriate referrals.

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. All visits to specialists must first be arranged and authorized by your primary care physician. Authorizations will be made for the adequate number of visits under an approved treatment plan. Any visits beyond that which is stated in the treatment plan will not be covered unless further authorization is obtained from your GVHP Primary Care Provider.
- 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 they decide 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.

Hospital care

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 (616) 949-2410. 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:

- 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 hospital benefit 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 Medical Opinion Review process. The Medical Opinion Review team, headed by the Vice President of Medical Affairs, will review all information pertaining to the requested services. The team will review whether the service is a covered benefit, medically necessary, experimental, as well as review other factors to make this decision.

If the service is denied, you have the right to pursue resolution through the grievance process.

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 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

\$100 per admission.

•**Deductible** We do not have a deductible

•Coinsurance We do not have coinsurance.

Your out-of-pocket maximum

for copayments

We do not have an out-of-pocket maximum.

Section 5. Benefits -- OVERVIEW

(See page 7 for how our benefits changed this year and page 66 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 (616) 949-2410.

(a)	Medical services and supplies provided by physic	cians and other health care professionals	
	 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 Alternative treatments Educational classes and programs 	
(b)	Surgical and anesthesia services provided by physical	sicians and other health care professionals	22-25
	•Surgical procedures •Reconstructive surgery	Oral and maxillofacial surgeryOrgan/tissue transplantsAnesthesia	
(c)	Services provided by a hospital or other facility, a	and ambulance services	26-28
	Inpatient hospitalOutpatient hospital or ambulatory surgical center	 Extended care benefits/skilled nursing care facility benefits Hospice care Ambulance 	
(d)	Emergency services/accidents •Medical emergency	•Ambulance	29-30
(e)	• •		31-32
(f)	Prescription drug benefits		33-34
` ′	•		
(h)	Dental benefits		36
(i)	FEHB benefits available to Plan members		37
Sur	nmary of benefits		53

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

I M P O R T A N

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.
- 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.

I M P O R T A N T

Benefit Description	You pay After the calendar year deductible
Diagnostic and treatment services	
Professional services of physicians	\$10 per visit
• In physician's office	
• In an urgent care center	
Office medical consultations	
• Second surgical opinion	
Professional services of physicians	
During a hospital stay	Nothing
• In a skilled nursing facility	
Initial examination of a newborn child covered under a family enrollment	Nothing in hospital
At home	Nothing

Diagnostic and treatment services -- Continued on next page

Lab, X-ray and other diagnostic tests	
Laboratory tests, such as:	Nothing if you receive these services during your office visit;
• Blood tests	otherwise, \$10 per visit
• Urinalysis	
Non-routine pap tests	
• Pathology	
• X-rays	
Non-routine Mammograms	
• Cat Scans/MRI	
• Ultrasound	
Electrocardiogram and EEG	
Preventive care, adult	
Routine screenings, such as: Routine Examinations, Physicals	\$10 per 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 visit
Prostate Specific Antigen (PSA test) – one annually for men age 40 and older	\$10 per visit
Routine pap test	\$10 per visit
Note: The office visit is covered if pap test is received on the same day; see <i>Diagnosis and Treatment</i> , above.	

Preventive care, adult (Continued)	You pay
Routine mammogram –covered for women age 35 and older, as follows:	\$10 per 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.
Routine Immunizations, limited to:	\$10 per visit
• Tetanus-diphtheria (Td) booster – once every 10 years, ages19 and over (except as provided for under Childhood immunizations)	
• Influenza/Pneumococcal vaccines, annually, age 65 and over	
Preventive care, children	You pay
Childhood immunizations recommended by the American Academy of Pediatrics	\$10 per visit
• Examinations, such as:	\$10 per 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)	

Maternity care	You pay
Complete maternity (obstetrical) care, such as:	
Prenatal care	\$10 per visit
Postnatal care	
Delivery	Nothing
Note: Here are some things to keep in mind:	
• You do not need to precertify your normal delivery; see page xx 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). 	
Not covered: Routine sonograms to determine fetal age, size or sex	All charges
Family planning	
Voluntary sterilization	\$10 per visit
Surgically implanted contraceptives	
Injectable contraceptive drugs	
• Intrauterine devices (IUDs)	
Not covered: reversal of voluntary surgical sterilization, genetic counseling,	All charges.

Infertility services	You pay
Diagnosis and treatment of infertility, such as:	\$10 per visit
• Artificial insemination:	
••intravaginal insemination (IVI)	
••intracervical insemination (ICI)	
••intrauterine insemination (IUI)	
Fertility drugs	
Note: We cover injectable fertility drugs under medical benefits 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	\$10 per visit
Allergy injection	
Allergy serum	Nothing
Not covered: provocative food testing and sublingual allergy desensitization	All charges.

Treatment therapies	You pay
Chemotherapy and radiation therapy	\$10 per visit
Note: High dose chemotherapy in association with autologous bone marrow transplants are limited to those transplants listed under Organ/Tissue Transplants on page 25.	
Respiratory and inhalation therapy	
Dialysis – Hemodialysis and peritoneal dialysis	
 Intravenous (IV)/Infusion Therapy – Home IV and antibiotic therapy 	
• Growth hormone therapy (GHT)	
Note: – We will only cover GHT when we preauthorize the treatment. Call your health center for preauthorization. We will ask you to submit information that establishes that the GHT is medically necessary. Ask us to authorize GHT before you begin treatment; otherwise, we will only cover GHT services from the date you submit the information. If you do not ask or if we determine GHT is not medically necessary, we will not cover the GHT or related services and supplies. See <i>Services requiring our prior approval</i> in Section 3.	
Rehabilitative therapies	You pay
Physical therapy, occupational therapy and speech therapy	\$10 per visit
• Covered for up to two consecutive months per condition if	
significant improvement can be expected within two months.	
••qualified physical therapists;	
·	
••qualified physical therapists;	
•qualified physical therapists;•speech therapists; and	
 •qualified physical therapists; •speech therapists; and •occupational therapists. Note: We only cover therapy to restore bodily function or speech when there has been a total or partial loss of bodily function or	
 •qualified physical therapists; •speech therapists; and •occupational therapists. 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 two 	All charges.
 qualified physical therapists; speech therapists; and occupational therapists. 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 two months per condition. 	All charges.

Hearing services (testing, treatment, and supplies)	
• First hearing aid and testing only when necessitated by accidental injury	\$10 per visit
• Hearing testing for children through age 17 (see <i>Preventive care</i> , <i>children</i>)	
Not covered: all other hearing testinghearing aids, testing and examinations for them	All charges.
Vision services (testing, treatment, and supplies)	You pay
 One pair of eyeglasses or contact lenses to correct an impairment directly caused by accidental ocular injury or intraocular surgery (such as for cataracts) 	\$10 per visit
• Eye exam to determine the need for vision correction for children through age 17 (see preventive care)	\$10 per visit
Annual eye refractions	
Not covered:	All charges.
 Eyeglasses or contact lenses and, after age 17, examinations for them 	
Eye exercises and orthoptics	
Radial keratotomy and other refractive surgery	
Foot care	
Routine foot care when you are under active treatment for a metabolic or peripheral vascular disease, such as diabetes.	\$10 per 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	You pay
Artificial limbs and eyes; stump hose	\$10 per visit
• 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.	
• Corrective orthopedic devices for the non-dental treatment of temporomandibular joint (TMJ) pain dysfunction syndrome.	
• Foot orthotics	
Not covered:	All charges.
• orthopedic and corrective shoes	
• arch supports	
• heel pads and heel cups	
• lumbosacral supports	
• corsets, trusses, elastic stockings, support hose, and other supportive devices	
Durable medical equipment (DME)	You pay
2 42 46 47	
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:	\$10 per visit
Rental or purchase, at our option, including repair and adjustment, of durable medical equipment prescribed by your Plan physician, such as	\$10 per visit
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:	\$10 per visit
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: • hospital beds;	\$10 per visit
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: • hospital beds; • wheelchairs; • crutches; • walkers;	\$10 per visit
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: • hospital beds; • wheelchairs; • crutches; • walkers; • blood glucose monitors; and	\$10 per visit
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: • hospital beds; • wheelchairs; • crutches; • walkers;	\$10 per visit
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: • hospital beds; • wheelchairs; • crutches; • walkers; • blood glucose monitors; and	\$10 per visit All charges.

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.	\$10 per visit
 Services include oxygen therapy, intravenous therapy and medications. 	
 Not covered: 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. 	All charges.
Alternative treatments	
Acupuncture – by a doctor of medicine or osteopathy for: anesthesia, pain relief	\$10 per visit
Not covered: • chiropractic services • naturopathic services • hypnotherapy • biofeedback	All charges.
Educational classes and programs	
See non-FEHB page.	

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 O sharing works. Also read Section 9 about coordinating benefits with other coverage, including with 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. Any costs associated with the facility charge (i.e. hospital, surgical center, etc.) are N N covered in Section 5 (c). T T • YOU MUST GET PRECERTIFICATION OF SOME SURGICAL PROCEDURES. Please refer to the precertification information shown in Section 3 to be sure which services require precertification and identify which surgeries require precertification.

Benefit Description	You pay After the calendar year deductible
Surgical procedures	
Treatment of fractures, including casting	\$10 per visit
 Normal pre- and post-operative care by the surgeon Correction of amblyopia and strabismus 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. Insertion of internal prostethic devices. See 5(a) - Orthopedic braces and prosthetic devices for device coverage information. 	Nothing

Surgical procedures continued on next page.

Surgical procedures (Continued)	You pay
 Voluntary sterilization Norplant (a surgically implanted contraceptive) and intrauterine devices (IUDs) Note: Devices are covered under 5(a). Treatment of burns 	\$10 per visit
 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; cleft palate; birth marks; webbed fingers; and webbed toes. 	Nothing

Reconstructive surgery (Continued)	You pay
• All stages of breast reconstruction surgery following a mastectomy, such as:	Nothing
•• 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.	
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	All charges
Oral and maxillofacial surgery	
Oral surgical procedures, limited to: • Reduction of fractures of the jaws or facial bones; • Surgical correction of cleft lip, cleft palate or severe functional	\$10 per visit
 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. 	

Organ/tissue transplants	You pay
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 National Transplant Program (NTP) Limited Benefits - Treatment for breast cancer, multiple myeloma, and epithelial ovarian cancer may be provided in an NCI- or NIH-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.	Nothing
 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 provided in — • Hospital (inpatient) • Hospital outpatient department • Skilled nursing facility • Ambulatory surgical center	Nothing
Professional services provided in – • Office	\$10 per visit

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

I M P O R T A N

Here are some important things to remember 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.
- Plan physicians must provide or arrange your care and you must be hospitalized in a Plan facility.
- 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.
- 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).

I M P O R T A N

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. NOTE: If you want a private room when it is not medically necessary, you pay the additional charge above the semiprivate room rate.	Nothing

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 Medical supplies, appliances, medical equipment, and any covered items billed by a hospital for use at home	Nothing
 Not covered: Custodial care Non-covered facilities 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 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
Blood and blood plasma, if not donated or replaced	50% of charges
Extended care benefits/skilled nursing care facility benefits	You pay
Extended care benefit: We provide a comprehensive range of benefits for up to 45 days per member in a 12-month period with no dollar limit when full-time skilled nursing care is necessary and confinement in a skilled nursing facility is medically appropriate as determined by a Plan doctor. We cover all necessary services 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.	Nothing
Not covered: custodial care	All charges

Hospice care	
We cover supportive and palliative care for a terminally ill member in the home or hospice facility. Services include inpatient and outpatient care, and family counseling; these 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.	Nothing
Not covered: Independent nursing, homemaker services	All charges
Ambulance	
Local professional ambulance service when medically appropriate	Nothing

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?

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, 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.

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.

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Benefit Description	You pay
Emergency within our service area	
Emergency care at a Grand Valley Health Plan doctor's office	\$10 per visit
Emergency care at a Grand Valley Health Plan urgent care center	
Emergency care at a non-Grand Valley Health Plan urgent care center or doctor's office	\$25 per visit
Emergency care at a hospital, including doctors' services	\$50 per visit
Note: If emergency results in admission to a hospital, we waive the emergency room copay.	
Not covered: Elective care or non-emergency care	All charges.
Emergency outside our service area	
Emergency care at an urgent care center or doctor's office	\$25 per visit
Emergency care at a hospital, including doctors' services	\$50 per visit
Note: If emergency results in admission to a hospital, we waive the emergency room copay.	
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 	
Ambulance	
Professional ambulance service in the service area when medically appropriate.	Nothing
Professional ambulance service outside the service area when medically appropriate	\$40 or 50% of the charges, whichever is less
See 5(c) for non-emergency service.	
Not covered: air ambulance	All charges.

I M P O R T A N T

Parity

I M P O R T A N

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 PREAUTHORIZATION 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. 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.	Your cost sharing responsibilities are no greater than for other illness or conditions.
 Professional services, including individual or group therapy by providers such as psychiatrists, psychologists, or clinical social workers Medication management 	\$10 per visit

Mental health and substance abuse benefits - Continued on next page

Mental health and substance abuse benefits (Continued)	You pay
Diagnostic tests	\$10 per visit
Services provided by a hospital or other facility	Nothing
 Services in approved alternative care settings such as partial hospitalization, half-way house, residential treatment, full-day hospitalization, facility based intensive outpatient treatment 	
Not covered: Services we have not approved.	All charges.
Note: OPM will base its review of disputes about treatment plans on the treatment plan's clinical appropriateness. OPM will generally not order us to pay or provide one clinically appropriate treatment plan in favor of another.	

Preauthorization

To be eligible to receive these benefits you must follow your treatment plan and all the following authorization processes:

Treatment must be authorized by your Health Center Team. The phone numbers of each Health Center are listed below.

Beckwith Health Center – (616) 224-1515, Cascade Health Center – (616) 949-6003, Jenison Health Center – (616) 457-3830, Kentwood Health Center – (616) 534-8323, Rockford Health Center – (616) 866-9568, Walker Health Center – (616) 784-4717, Wyoming Health Center – (616) 532-1100

Special transitional benefit

If a mental health or substance abuse professional provider is treating you under our plan as of January 1, 2001, you will be eligible for continued coverage with your provider for up to 90 days under the following condition:

 If your mental health or substance abuse professional provider with whom you are currently in treatment leaves the plan at our request for other than cause, or

If this condition applies to you, we will allow you reasonable time to transfer your care to a Plan mental health or substance abuse professional provider. During the transitional period, you may continue to see your treating provider and will not pay any more out-of-pocket than you did in the year 2000 for services. This transitional period will begin with our notice to you of the change in coverage and will end 90 days after you receive our notice. If we write to you before October 1, 2000, the 90-day period ends before January 1 and this transitional benefit does not apply.

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 Ι Ι next page. M M P • All benefits are subject to the definitions, limitations and exclusions in this brochure and P 0 O are payable only when we determine they are medically necessary. R R • Be sure to read Section 4, Your costs for covered services for valuable information about \mathbf{T} T how cost sharing works. Also read Section 9 about coordinating benefits with other A A coverage, including with Medicare. N N T

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

- Who can write your prescription. A licensed physician must write the prescription
- Where you can obtain them. You must fill the prescription at a plan pharmacy, or by mail for a specific maintenance medication.
- These are the dispensing limitations. We will dispense medications in whatever quantity is prescribed by your provider. We will only fill prescriptions via mail when it is specified by your provider.

Prescription drug benefits begin on the next page.

Benefit Description	You pay After the calendar year deductible
Covered medications and supplies	
We cover the following medications and supplies prescribed by a Plan physician and obtained from a Plan pharmacy or through our mail order program:	\$ 5 per prescription
 Drugs for which a prescription is required by Federal law. Insulin Disposable products and expiness for the administration of accounted 	
 Disposable needles and syringes for the administration of covered medications 	
 Diabetic supplies, including insulin syringes, needles, glucose test tablets and test tape, Benedict's solution, or equivalent, and acetone test tablets 	
 Drugs for sexual dysfunction (see Prior authorization below) Contraceptive drugs and devices 	
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 an open 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. 	
Not covered:	All Charges
 Drugs and supplies for cosmetic purposes 	
 Vitamins and nutritional substances that can be purchased without a prescription 	
Nonprescription medicines	
Medical supplies such as dressings and antiseptics	
Drugs to enhance athletic performance	
Smoking cessation drugs and medication, including nicotine patches	

Section 5 (g). Special Features

Feature	Description
Flexible benefits	Under the flexible benefits option, we determine the most effective way to provide services.
option	 We may identify medically appropriate alternatives to traditional care and coordinate other benefits as a less costly alternative benefit.
	Alternative benefits are subject to our ongoing review.
	 By approving an alternative benefit, we cannot guarantee you will get it in the future.
	 The decision to offer an alternative benefit is solely ours, and we may withdraw it at any time and resume regular contract benefits.
	Our decision to offer or withdraw alternative benefits is not subject to OPM review under the disputed claims process.
24 hour nurse line	For any of your health concerns, 24 hours a day, 7 days a week, you may call your Health Center number, and talk with a provider who will discuss treatment options and answer your health questions. The Health Center phone numbers are listed below.
	Beckwith Health Center – (616) 224-1515 Cascade Health Center – (616) 949-6003 Jenison Health Center – (616) 457-3830 Kentwood Health Center – (616) 534-8323 Rockford Health Center – (616) 866-9568 Walker Health Center – (616) 784-4717 Wyoming Health Center – (616) 532-1100

Section 5 (h). Dental benefits

	Here are some important things to keep in mind 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. Plan dentists must provide or arrange your care. 	I M P
O	• We cover hospitalization for dental procedures only when a non-dental physical	O
R	impairment exists which makes hospitalization necessary to safeguard the health of the	R
T	patient; we do not cover the dental procedure unless it is described below.	T
A	 Be sure to read Section 4, Your costs for covered services for valuable information about	A
N	how cost sharing works. Also read Section 9 about coordinating benefits with other	N
T	coverage, including with Medicare.	T

Accidental injury benefit

We cover restorative services and supplies necessary to promptly repair (but not replace) sound natural teeth. The need for these services must result from an accidental injury. You pay \$10 per visit.

Dental benefits

The following dental services are covered at 100% when provided by participating Plan dentists:

- Oral exam; two in 12 months
- Prophylaxis (cleaning); two in 12 months
- Topical applications of fluoride to age 19
- Oral cancer exam
- Study models

Emergency services and supplies necessary to promptly relieve pain

Section 5 (i). 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.

Expanded Dental Care

Basic services are covered at 50% after an annual deductible of \$50.00 per person (maximum of three deductibles per family). Coverage would include fillings, root canals, X-rays, periodontic services and oral surgery. Maximum benefit of \$500.00 per member per year.

Expanded Vision Care

Discounts available through SVS Shoppes for Grand Valley Health Plan members.

Health Education Classes

• Stop smoking:

This hour-and-a-half workshop provides smokers with good advice and tools to assist you in your battle to stop smoking. Also, a policy is in place to allow you to be reimbursed for a transdermal nicotine patch.

• Stress control:

This series of three classes is becoming one of our most requested programs. Participants gain a better understanding of stress and how to effectively manage it. Information includes how to live a more balanced lifestyle through improved eating habits, time management, relaxation and physical activities.

• Weight reduction:

The LEARN Program is a nationally known weight loss program which stands for Lifestyle, Exercise, Attitudes, Relationships and Nutrition. The goal of the class is to achieve permanent weight loss through simple lifestyle changes.

• Prenatal and postnatal classes:

Getting ready for a new baby requires much planning and preparation. It is also a very exciting, yet stressful time. To help you adjust to all of these changes, the Grand Valley Health Plan offers an entire program of classes which begin with the confirmation of your pregnancy through your adjustment to parenthood.

Health Education classes are conducted at your GVHP health center by GVHP staff, and are free to members (a minimal charge for materials may be required). For more information, call your health center.

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 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; or
- 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, hospital and drug 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 (616) 949-2410.

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 of 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: Grand Valley Health Plan

829 Forest Hill Ave., SE Grand Rapids, MI 49546

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

- **1** 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: Grand Valley Health Plan, 829 Forest Hill Ave. SE, Grand Rapids, MI 49546; 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.
- We have 30 days from the date we receive your request to:
 - (a) Pay the claim (or 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 medical 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 3, 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 616/949/2410 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 3 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 medical 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 + Choice 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. Your care must be authorized and coordinated by your health center team in order for you to be covered.

We will not waive any of our copayments.

(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), 		X				
2) Are an annuitant,	X					
Are a reemployed annuitant with the Federal government when a) The position is excluded from FEHB	X					
b) Or, the position is not excluded from FEHB		X				
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),	X					
5) Are enrolled in Part B only, regardless of your employment status,	X (for Part B services)	X (for other services)				
 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, 	X (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,		X				
Have completed the 30-month ESRD coordination period and are still eligible for Medicare due to ESRD,	X					
Become eligible for Medicare due to ESRD after Medicare became primary for you under another provision,	X					
C. When you or a covered family member have FEHB and						
Are eligible for Medicare based on disability, a) And are an annuitant	X					
b) And are an active employee		X				

•Medicare managed care

If you are eligible for Medicare, you may choose to enroll in a Medicare managed care plan. 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 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

When others are responsible for injuries

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

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 11.

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

your care. See page 11.

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

Custodial care Room and board, nursing care, and personal care designed to assist a

person in the activities of daily living.

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 11.

Experimental or investigational services

A procedure, drug, device or biological product is experimental or investigational when:

- a. There is not sufficient outcome data available from controlled clinical trials published in the peer reviewed literature to substantiate its safety and effectiveness for the disease or injury involved, or:
- b. Required FDA approval has not been granted for marketing; or
- c. A recognized national medical or dental society or regulatory agency has determined, in writing, that it is experimental or for research purposes; or
- d. The written protocol(s) used by the treating facility or the protocol(s) of any other facility studying substantially the same drug, device, procedure or treatment or the written informed consent used by the treating facility or by another facility studying the same drug, device, procedure or treatment states that it is experimental or for research purposes; or it is not of proven benefit for the specific diagnosis or treatment of a member's particular condition; or
- e. It is not generally recognized by the medical community as effective or appropriate for the specific diagnosis or treatment of a member's particular condition; or it is provided or performed in special settings for research purposes.

Group health coverage

Health care coverage that a member is eligible for because of employment by, membership in, or connection with, a particular organization or group that provides payment for hospital, medical, or other health care services or supplies. Medical necessity A service, procedure, treatment, supply or accommodation prescribed,

ordered, supplied, authorized or provided to you, which has been determined by your Health Center Team to be necessary for your general care and well being, and which is generally acceptable according to the

standards of medical practice.

Us/We Us and we refer to Grand Valley Health Plan

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

Section 11. FEHB facts

No pre-existing condition limitation

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.

Where you can get information about enrolling in the FEHB Program

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 (616) 949-2410 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 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.

Index

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

Accidental injury 19, 24, 36 Alternative treatment 12, 21 Ambulance 2, 12, 26, 28, 29, 30 Anesthesia 2, 12, 21, 22, 25, 27 Autologous bone marrow transplant 18, 25 Biopsies 22 Blood and blood plasma 27 Casts 27 Changes for 2001 7 Chemotherapy 18 Claims 3, 8, 12, 35, 39, 40, 41, 43, Coinsurance 2, 5, 7, 11, 39, 44, 46 Colorectal cancer screening 14 Congenital anomalies 22, 23 Contraceptive devices and drugs 16, 23, 36 Crutches 20 **D**eductible 2, 5, 7, 11, 13, 22, 34, 37, 39, 44, 46 Definitions 3, 13, 22, 26, 2, 31, 33, 36, 46 Dental care 2, 12, 27, 36, 37, 38, Diagnostic services 12, 13, 14, 27, 31, 32 Disputed claims review 3, 35, 40, 41 Dressings 27, 34 Durable medical equipment (DME) 13, 20 Educational classes and programs 13, 21 Emergency 2, 5, 6, 8, 12, 29, 30, 36, 38, 39 Experimental or investigational 38 Eyeglasses 19 Family planning 13, 16 Fecal occult blood test 14 General Exclusions 2, 12, 38 Hearing services 12, 19

Home health services 12, 21 Hospice care 12, 28 Hospital 2, 5, 7-13, 16, 20, 22, 24-27, 29, 30, 32, 36, 39, 42, 45, 46 Immunizations 5, 15 Infertility 12, 17 Insulin 21, 34 Mammograms 14 Maternity Benefits 12, 16, 27 Medicaid 3, 44 Medically necessary 10, 13, 16, 18, 22, 26, 29, 33, 36, 38 Medicare 3, 13, 22, 26, 29, 31, 33, 36, 39, 42-44 Members 2, 5, 8, 12, 22, 37 46, Mental Conditions/Substance Abuse Benefits 2, 7, 12, 31, Newborn care 13, 16 Non-FEHB Benefits 2, 37 Nurse Licensed Practical Nurse 21 Nurse Anesthetist 27 Nurse Practitioner 5, 8 Registered Nurse 21 Obstetrical care 16 Occupational therapy 18 Ocular injury 19 Office visits 5 Oral and maxillofacial surgery 12, 24 Orthopedic devices 20 Oxygen 27 Pap test 14 Physical examination 5, 14, 15 Physical therapy 18 Physician 2, 5, 8-13, 20-22, 26, 33, 34, 39, 40, 50 Precertification 22

Preventive care, adult 12, 14, 15 Preventive care, children 12, 15, 19 Prescription drugs 39, 42 Preventive services 5, 13-15, 19 Prior approval 10, 18, 41 Prosthetic devices 12, 19, 20, 22, 24 Psychologist 31 Radiation therapy 18 Rehabilitation therapies 18 Room and board 26, 46 Second surgical opinion 12 Skilled nursing facility care 9, 12, 25, 28 Smoking cessation 34 Speech therapy 18 Splints 27 Sterilization procedures 16, 23 Subrogation 45 Substance abuse 2, 7, 12, 31, 32 Surgery 7, 12, 16, 18-20, 22-24, 26, 37 Anesthesia 2, 12, 21, 22, 25, 27 Oral 37 Reconstructive 12, 22-24 Syringes 34 **T**emporary continuation of coverage 3, 49 Transplants 12, 18, 24, 25 Treatment therapies 12, 18 Vision services 12, 19 Wheelchairs 20 Workers' compensation 43, 44, 49 **X**-rays 14, 27, 37

NOTES:

Summary of benefits for Grand Valley Health Plan - 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	13-21
Services provided by a hospital: Inpatient Outpatient	Nothing In office: \$10 copay Surgical Center: Nothing	26-27 22-25, 27
Emergency benefits: • In-area • Out-of-area	\$50 per visit \$50 per visit	29-30 29-30
Mental health and substance abuse treatment	Regular cost sharing.	31-32
Prescription drugs	\$5 per prescription	33-34
Dental Care	Nothing for preventive services; scheduled allowance for other services	36-37
Vision Care		
Special features: Flexible Benefits, 24 Hour Health Center Line		
Protection against catastrophic costs (your out-of-pocket maximum)	No out-of- pocket maximums	

2001 Rate Information for Grand Valley Health Plan

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
Self Only	RL1	\$78.08	\$26.02	\$169.16	\$56.39	\$92.39	\$11.71
Self and Family	RL2	\$195.82	\$66.57	\$424.28	\$144.23	\$231.17	\$31.22