CONTACT US

Member Services Department

Phone: 1-800-488-0134  
(TTY: 1-800-750-0750 or 711)

Street Address: 230 N. Main Street, Dayton, Ohio, 45402

Hours: Monday through Friday, 7 a.m. to 7 p.m.

CareSource is closed on:
- Tuesday, January 1, 2019
- Monday, May 27, 2019
- Thursday, July 4, 2019
- Monday, September 2, 2019
- Thursday, November 28, 2019
- Friday, November 29, 2019
- Tuesday, December 24, 2019
- Wednesday, December 25, 2019

Online: CareSource.com

CareSource24® Nurse Advice Line
Phone: 1-866-206-0554  
(TTY: 1-800-750-0750 or 711)

CareSource Transportation Services
Phone: 1-800-488-0134  
(TTY: 1-800-750-0750 or 711)

CARESOURCE MOBILE APP

This easy to use app lets you manage your CareSource® health plan on the go. With the mobile app you can:
- View your digital CareSource member ID card
- Access your personal My CareSource® account
- Find a doctor, hospital, clinic, or urgent care near you (i.e., get directions or make a call)
- Call CareSource24®, our nurse advice line, and speak with a registered nurse 24/7
- Call and speak with Member Services

And more! The app is free.

The CareSource mobile app is available through the App Store® for iPhone® or Google Play® for Android®.

* iPhone is a registered trademark of Apple, Inc. The App Store is a service mark of Apple, Inc. Google Play and Android are registered trademarks of Google, Inc.
IMPORTANT FIRST STEPS

Step 1 — Become familiar with your member ID card.

Your ID card was included in your new member booklet. Each person in your family who is a CareSource member will have their own card. See pages 3-4 for more information.

Step 2 — Make an appointment with your doctor (see page 17).

If you need to change your primary care provider (PCP), visit us online at CareSource.com and click on Find a Doctor or call Member Services.

Step 3 — Learn about your benefits.

Read this handbook to learn about member benefits and how to use them. Keep it in a safe place so you can refer to it, as needed. You can also visit CareSource.com to find this handbook online.

Step 4 — Keep your current treatment plans and care.

If you are being treated for a health issue, call Member Services so we can help you continue your care and prescription drugs. Go to page 2 to learn more.

Step 5 — Set up a My CareSource® account.

My CareSource is a secure, private and personalized online member account where you can get information about your benefits, access plan documents and make changes (like changing your doctor). Once you have an account you can:

- View and print your ID card, or request a new one be mailed
- View claims and plan documents
- Take your Health Risk Assessment
- View important health alerts and more

Sign up is easy!

You can sign up online at CareSource.com/oh/members/my-caresource-account/.

Step 6 — Create your custom well plan:

CareSource wants you to stay healthy. You can get valuable customized tips and ideas to help you when you fill out the CareSource MyHealth risk assessment. You can fill it out online by going to My CareSource.
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WELCOME

Welcome to CareSource! We are glad to have you as a member!

You are now a member of a health care plan, also known as a managed care plan (MCP). CareSource provides health care services to Ohio residents who are eligible, including individuals with low income, pregnant women, infants, and children, older adults, and individuals with disabilities.

CareSource may not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, age, disability, national origin, veteran's status, ancestry, genetic information, health status, or need for health services in the receipt of health services.

At CareSource, our mission is to make a lasting difference in our members’ lives by improving their health and well-being. We know life is busy and we are here to make things a little easier as you start your health journey with us. We believe you deserve more than high quality health care. You deserve to be covered with kindness.

We would like to hear what you think of CareSource. We welcome your suggestions for better service. If you want to tell us about things you think we should change, please call Member Services. Let us know if you ever have a question or concern about your health care or our services. We want you to be a healthy and happy CareSource member.

ATTENTION: If you do not speak English, language services is available to you free of charge. Call 1-800-488-0134 (TTY: 1-800-750-0750 or 711). The call is free. We are open Monday through Friday from 7 a.m. to 7 p.m. If you have a problem reading or understanding this information or any other CareSource information, please contact our Member Services department at 1-800-488-0134 (TTY: 1-800-750-0750 or 711) Monday through Friday, 7 a.m. to 7 p.m., for help at no cost to you. We can explain this information in English or in your primary language.

You can get this document for free in other formats, such as large print, braille, or audio. Call 1-800-488-0134 (TTY: 1-800-750-0750 or 711). We are open Monday through Friday from 7 a.m. to 7 p.m.

If you are new to CareSource or were on Medicaid fee-for-service the month before you became a CareSource member and have health care services already approved and/or scheduled, it is important that you call Member Services immediately (today or as soon as possible).
CONTINUING CURRENT TREATMENT PLANS AND CARE

In certain situations and for a specified time period after you enroll, we may allow you to receive care from a provider that is not a CareSource panel provider. Additionally, we may allow you to continue to receive services that were authorized by Medicaid fee-for-service. **However, you must call CareSource before you receive the care.** If you do not call us, you may not be able to receive the care and/or the claim may not be paid. For example, you need to call Member Services if you have the following services already approved and/or scheduled:

- Organ, bone marrow or hematopoietic stem cell transplant
- Third trimester prenatal (pregnancy) care, including delivery
- Inpatient/outpatient surgery
- Appointment with a primary care or specialty provider
- Chemotherapy or radiation treatments
- Treatment following discharge from the hospital in the last 30 days
- Non-routine dental or vision services (for example braces or surgery)
- Medical equipment
- Services you receive at home, including home health, therapies and nursing

CURRENT PRESCRIPTION COVERAGE

After you enroll, CareSource will tell you if any of your current medications require prior authorization that did not require authorization when they were paid by Medicaid fee-for-service. It is very important that you look at the information CareSource provides and contact CareSource Member Services if you have any questions. You can also look on the CareSource website at CareSource.com to find out if your medication(s) require prior authorization. You may need to follow up with the prescriber’s office to submit a prior authorization request to CareSource if it is needed. If your medication(s) require prior authorization, you cannot get the medication(s) until your provider submits a request to CareSource and it is approved.
YOUR MEMBERSHIP IDENTIFICATION (ID) CARD

You should have received a CareSource member ID card. Each member of your family who has joined CareSource will receive their own card. These cards replace your monthly Medicaid card. Each card is good for as long as the person is a member of CareSource. You will not receive a new card each month as you did with the Medicaid card.

Never let anyone else use your CareSource ID card.

You will receive a new card if you request a replacement or if you change your Primary Care Provider (PCP).

If you are pregnant, you need to let CareSource know. You must also call when your baby is born so we can send you a new ID card for your baby.

ALWAYS KEEP YOUR ID CARD(S) WITH YOU

You will need your CareSource ID card each time you get medical services. This means that you need your CareSource ID card when you:

- See your primary care provider (PCP)
- See a behavioral health provider
- See a specialist or other provider
- Go to an emergency room
- Go to an urgent care facility
- Go to a hospital for any reason
- Get medical supplies
- Get a prescription
- Have medical tests
To serve you faster, please have your member ID number from your card available whenever you call our Member Services department.

Call CareSource Member Services as soon as possible at 1-800-488-0134 (TTY: 1-800-750-0750 or 711) if:

- You have not received your card(s) yet
- Any of the information on the card(s) is wrong
- You lose your card(s)
- You have a baby
MEMBER SERVICES AND CARESOURCE.COM

Our Member Services department is open Monday through Friday from 7 a.m. to 7 p.m., except on the holidays noted on the inside cover page.

Our phone number is 1-800-488-0134 (TTY: 1-800-750-0750 or 711). We are located at 230 N. Main Street in Dayton, Ohio, 45402 and online at CareSource.com.

For your convenience, there’s a “Contact Us” page at the beginning of the handbook.

You can call or visit us online to:

- Ask questions about CareSource benefits, claims, eligibility, utilization management or prior authorization requests
- Find out what services are covered and how to access them
- Request a new member ID card
- Change your primary care provider (PCP)
- File a complaint about CareSource or a provider, or if you think you have been discriminated against
- Get help choosing a participating provider
- Let us know of changes to demographic/personal information, such as your address or phone number; you will also need to contact your county caseworker
- Let us know if you are pregnant
- Request interpreter services if you or a family member’s primary language is not English, are visually or hearing impaired or have limited reading skills and need help

We want to make sure your concerns are taken care of and your questions are answered. Have your member ID number handy when you call. This will help us serve you faster.

After business hours, our Member Services phone is answered by our self-service agent, Katie, our automated attendant. Katie can help with routine requests, such as requesting a new ID card. For more complex, non-urgent requests, please leave a call back number with Katie and we will return your call the next business day.
INTERPRETER SERVICES

If there is a CareSource member in your family whose primary language is not English, is visually or hearing impaired, or has limited reading skills, please call us to arrange interpreter services. We offer sign and language interpreters for members who need language assistance communicating with CareSource or their health care provider. By calling Member Services, you can arrange to get interpreter services over the phone or in person. We can also provide some printed materials in other languages or formats, such as large print, or we can explain materials orally, if needed. This is a service to you free of charge.

If you do not speak English, language services, free of charge, is available to you. Call Member Services at 1-800-488-0134 (TTY: 1-800-750-0750 or 711) Monday through Friday from 7 a.m. to 7 p.m. This call is free.

CARESOURCE24® NURSE ADVICE LINE

Our nurses can help you:

- Access your pain or symptoms
- Decide if your injury or illness is an emergency
- Treat an illness or injury at home
- Decide when to go to your doctor, an urgent care or emergency room
- Know what to ask your doctor
- Learn about your medications
- Get information about medical tests or surgery
- Learn about nutrition and wellness

To reach CareSource24, call 1-866-206-0554 (TTY: 1-800-750-0750 or 711).
MY CARESOURCE®

My CareSource is a secure, private and personalized member account where you can get information about your benefits, access plan documents and make changes (like changing your doctor). My CareSource accounts can be linked to easily manage health information for families.

Here are a few things you can do with your account:

- View and print your ID card, or request a new one be mailed
- View claims and plan documents
- Take your Health Risk Assessment
- View important health alerts and more

Sign up is easy!

You can sign up online at CareSource.com/oh/members/my-caresource-account/. And, once you set up your account, be sure to check out the free CareSource mobile app. It lets you access many of your account features on the go.
SERVICES COVERED BY CARESOURCE

Important Information:

- You must get services covered by CareSource from facilities and/or providers on CareSource’s panel. For exceptions, see page 24.
- When you see a health care provider who is not participating with CareSource, prior authorization is required except in emergency situations.
- You do not need a prior authorization for any office visit or procedure done at participating provider offices (PCP or specialty provider).
- Please check the prior authorization list on our website prior to your request as changes may occur throughout the year.
- Please note the difference between a referral and a prior authorization.

As a CareSource member, you will continue to receive all medically necessary Medicaid-covered services at no cost to you. Medically necessary means you need the services to prevent, diagnose, or treat a medical condition. You should not be billed for these services. If you receive a bill, please call Member Services at 1-800-488-0134 (TTY: 1-800-750-0750 or 711). Services covered by CareSource are included in the chart on pages 10-13.

Prior Authorization (PA): This means that CareSource must approve the service before you receive it. Your health care provider will request the approval from CareSource.

Referral: This means that your PCP or health care provider will recommend or request these services for you before you can get them. Your PCP will either call and arrange these services for you, give you a written approval to take with you to the referred services, or tell you what to do.

About your benefits

Many services are available to you from your PCP and CareSource does not need to approve these services before you get them. All you need to do is make an appointment with a doctor in our CareSource network. Look at your provider directory or the Find a Doctor link on our website. Then make an appointment yourself. Please call us if you need help finding a provider for any service or making an appointment.
Services that require a prior authorization

Some services need a prior authorization from CareSource before you can receive them. You will find information about prior authorizations noted in the chart on pages 10-13. Your PCP or health care provider will ask for a prior authorization from us. Your PCP or health care provider will usually schedule these services for you. CareSource cannot be responsible for services that need prior authorization if they were received without the approval.

For a detailed list of services that require a prior authorization from your doctor please visit CareSource.com/documents/oh-med-prior-auth-list-mycaresource/. You can also call Member Services at 1-800-488-0134 (TTY: 1-800-750-0750 or 711) to request a copy.

Some services may require a referral. These services are indicated by an asterisk “*” in the Benefits Guide on pages 10-13.

To see services that are not covered by CareSource go to page 14. The services listed are examples; it is not possible to provide a complete list of the services that are not covered. If you have a question about if something is covered, please call Member Services at 1-800-488-0134 (TTY: 1-800-750-0750 or 711).
## YOUR BENEFITS

### BENEFITS GUIDE

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<th>NOTES</th>
<th>PRIOR AUTHORIZATION (PA) REQUIRED</th>
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<tr>
<td>Acupuncture</td>
<td>Acupuncture coverage is limited to the pain management of headaches and lower back pain.</td>
<td>After 30 visits</td>
</tr>
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<td>Addiction Services</td>
<td></td>
<td>For inpatient services</td>
</tr>
<tr>
<td>Ambulance and Ambulette (Wheelchair Van)</td>
<td></td>
<td>Only for trips by Ambulance home from hospital</td>
</tr>
<tr>
<td>Transportation*</td>
<td></td>
<td></td>
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<tr>
<td>Certified Nurse Midwife Services (CNM)</td>
<td>Check your provider directory or call Member Services for names of available CNMs.</td>
<td></td>
</tr>
<tr>
<td>Certified Nurse Practitioner Services (CNP)</td>
<td>Check your provider directory or call Member Services for names of available CNPs.</td>
<td></td>
</tr>
<tr>
<td>Chiropractic (back) Services</td>
<td>Services for your back</td>
<td>After 30 visits if under 21 year old</td>
</tr>
<tr>
<td></td>
<td></td>
<td>After 15 visits if 21 or older</td>
</tr>
<tr>
<td>Dental Services*</td>
<td>Two dental exams are covered every year. Certain services such as orthodontia require a referral.</td>
<td>Some services require a PA, including dentures; talk with your dentist or call Member Services with questions.</td>
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<td>Developmental Therapy Services*</td>
<td>For children aged birth to 6 years old</td>
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</tr>
<tr>
<td>Diagnostic Services* (lab, x-ray)</td>
<td>Includes services such as labs and x-rays</td>
<td>Some services require a PA; talk with your health care provider or call Member Services with questions.</td>
</tr>
<tr>
<td>Durable Medical Equipment*</td>
<td>Examples include hearing aids, customized wheelchairs, and crutches. Some exclusions apply.</td>
<td>Some services require a PA; talk with your health care provider or call Member Services if you have questions.</td>
</tr>
<tr>
<td>Emergency Services</td>
<td>See “Emergency Services” section, (page 22) of this handbook for appropriate use.</td>
<td>No prior authorization is needed for emergency services.</td>
</tr>
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<td>Family Planning Services/Supplies</td>
<td>You may receive services from your PCP or any obstetrician, gynecologist or qualified family planning provider (QFPP) listed in your provider directory such as Planned Parenthood. You may self-refer for these services.</td>
<td></td>
</tr>
<tr>
<td>Federally Qualified Health Center or Rural Health Clinic services</td>
<td>Office visits for primary care and specialists services, physical therapy, speech pathology and audiology services, dental services, podiatry services, optometric and/or optician services, chiropractic services and mental health services.</td>
<td></td>
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* indicates a service requires a referral.
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<tr>
<td>Free-standing birth center services at a free-standing birth center</td>
<td>Call Member Services for available qualified centers in Ohio</td>
<td></td>
</tr>
<tr>
<td>Hearing exams &amp; hearing aids</td>
<td>Please contact Member Services for details. For hearing aids, see Durable Medical Equipment, page 10.</td>
<td></td>
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</tbody>
</table>
| Home Health Services* |  | Yes  
Skilled Nurse visits 2 hours/day  
Note: Skilled Nurse Visits require a PA after 30 home visits per calendar year  
All Home Health Aides  
All Private Duty Nursing |
| Hospice Care* (care for terminally ill patients, e.g., cancer patients) |  | Yes for inpatient only |
| Inpatient Hospital Services* |  | Yes |
| Medical Supplies | Prescription required | Some services require a PA; talk with your health care provider or call Member Services if you have questions. |
| Mental Health and Substance Use Disorder Treatment Services to Include Peer Recovery Support, Partial Hospitalization, and Residential Treatment | Can self-refer to an Ohio Department of Mental Health and Addiction Services (Ohio MHAS) certified community behavioral health center or qualified behavioral health provider. Please see your provider directory. | Many mental health and substance use services require NO REFERRAL or PA. If needed, your provider will request. |
| Nursing Facility Services* | CareSource will cover the stay for members unless the Ohio Department of Medicaid determines that the member will return to fee-for-services Medicaid and if the member needs nursing services, they should call CareSource Member Services for information on available providers. | Yes |
| Obstetric/Maternity Care | Prenatal and postpartum, including at-risk pregnancy services and gynecological services. You may self-refer to any women’s health specialist in our network or you may see your PCP. |  |
| Out of Network Services* |  | Yes |

*indicates a service requires a referral.
<table>
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</tr>
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<tbody>
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<td>Some services require a PA; talk with your health care provider or call Member Services if you have questions.</td>
<td></td>
</tr>
<tr>
<td>Outpatient Hospital Services*</td>
<td>Some Outpatient services require a PA; talk with your health care provider or call Member Services if you have questions.</td>
<td></td>
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<tr>
<td>Over-the-Counter (OTC) Medications</td>
<td>Covered with a prescription from a doctor.</td>
<td></td>
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<tr>
<td>Pain Management Services*</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Pap test exam for cervical cancer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical and Occupational Therapy*</td>
<td>After 30 visits if 21 or older No PA is needed if under 21</td>
<td></td>
</tr>
<tr>
<td>Physical exam required for employment or for participation in job training programs if the exam is not provided free of charge by another source</td>
<td></td>
<td></td>
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<tr>
<td>Podiatry (foot) Services</td>
<td>Services for your feet</td>
<td></td>
</tr>
<tr>
<td>Prescription drugs, including certain prescribed over-the-counter drugs</td>
<td>Also see over-the-counter (OTC). Pharmacies are in our provider directory.</td>
<td>Varies by drug. Please see page 39 for more information.</td>
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<tr>
<td>Preventive mammogram (breast) and cervical cancer (Pap test) exams</td>
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<tr>
<td>Prostate screening</td>
<td>Services for men</td>
<td></td>
</tr>
<tr>
<td>Primary Care Provider Services</td>
<td>Your PCP will do your checkups, shots and treat you for most of your routine health care needs. If needed, your PCP will send you to other doctors (specialists) or admit you to the hospital.</td>
<td></td>
</tr>
<tr>
<td>Psychiatry</td>
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<tr>
<td>Renal dialysis (kidney disease)*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential treatment</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Respite Services*</td>
<td>For qualifying (SSI) members under 21 years of age.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* indicates a service requires a referral.
<table>
<thead>
<tr>
<th>SERVICE</th>
<th>NOTES</th>
<th>PRIOR AUTHORIZATION (PA) REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screening and Counseling for Obesity</td>
<td>Can be obtained from or through your PCP if medically necessary.</td>
<td></td>
</tr>
<tr>
<td>Services for Children with Medical Handicaps (Title V)*</td>
<td>Services can be obtained from your PCP or from a specialist with a PCP referral.</td>
<td></td>
</tr>
<tr>
<td>Shots (Immunizations)</td>
<td>Your PCP will do your checkups, shots and treat you for most of your routine health care needs.</td>
<td>Some services require a PA; talk with your health care provider or call Member Services if you have questions.</td>
</tr>
<tr>
<td>Specialist Services*</td>
<td>Includes visits to participating specialists such as a dermatologist. Participating specialists are listed in the provider directory.</td>
<td></td>
</tr>
<tr>
<td>Speech and Hearing Services (hearing aids – see previous page)</td>
<td>Please contact Member Services for details. For hearing aids, see Durable Medical Equipment, page 10.</td>
<td>PA required after 30 visits if 21 or older</td>
</tr>
<tr>
<td>Vision (Optical) Services, Including Eyeglasses</td>
<td>Includes eyeglasses, routine checkups and services from optometrists, varies by age, see page 15.</td>
<td></td>
</tr>
<tr>
<td>• Members 20 years old or younger: One pair of eyeglasses each year; one replacement pair if needed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Members 21-59: One pair of eyeglasses every two years.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Members 60 and older: One pair of eyeglasses each year.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note: Deluxe frames, transitions and progressive lenses are not covered.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Well-child (Healthchek)</td>
<td>Healthchek covers medical exams, immunizations (shots), health education, and laboratory tests for Medicaid eligible individuals under the age of 21. Healthchek also covers medical, vision, dental, hearing, nutritional, developmental, and behavioral health exams. See Healthchek, pages 34-35, for more information.</td>
<td>Some of the tests and treatment services may require prior authorization.</td>
</tr>
<tr>
<td>Yearly well-adult exams</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*indicates service requires a referral.

Please call the CareSource Member Services department if you have any questions about covered services.
BEHAVIORAL HEALTH SERVICES
MENTAL HEALTH AND SUBSTANCE USE DISORDER TREATMENT SERVICES

Behavioral health, or mental health and addiction services, is an important part of your overall wellness. Our goal is to take care of all your health needs. Whether it’s depression, anxiety, alcohol or drug dependence, we provide treatment and counseling options to help you through difficult times in your life. We believe in recovery. We believe that treatment works. And we can help you find treatment with an experienced provider.

These are just a few of the services we provide to help you take care of you. (See also the Benefits Chart, pages 10-13 and additional information below.)

- Assessments or screenings to help diagnose a problem
- Counseling for individuals and/or families
- Opioid treatment, including detoxification and ongoing therapy

It’s okay to ask for help. CareSource behavioral health services can help you cope with all kinds of issues. If you need mental health and/or substance abuse services we can help connect you to mental health or addiction services and help you find an experienced network provider. Call CareSource Member Services at 1-800-488-0134 (TTY: 1-800-750-0750 or 711) for the names and telephone numbers of available providers and facilities near you. You can also refer to your provider directory or visit CareSource.com and use our Find A Doctor online tool.

Mental health and substance use disorder treatment services are available through your CareSource plan. These services include:

- Medical Services (such as a visit to the psychiatrist)
- Medication-Assisted Treatment for Addiction
- Office Administered Medications
- Psychological Testing (including assessments and screenings)
- Mental Health Day Treatment
- Substance Use Disorder Treatment Services to include Peer Recovery Support, Partial Hospitalization, and Residential Treatment
- Therapeutic Behavioral Service
- Psychosocial Rehabilitation
- Community Psychiatric Support Services including case management

In addition to these services, two new services are also available: Assertive Community Treatment and Intensive Home Based Treatment. Both of these services offer help to those with serious mental illness or emotional disturbances. For information on finding a provider call Member Services at 1-800-488-0134 (TTY: 1-800-750-0750 or 711).
DENTAL SERVICES

Good dental care is an important part of your health. We encourage you to get a checkup every six months. Routine dental care can help identify and correct any problems before they get worse. **CareSource will pay for two dental exams every year.** CareSource also covers the following:

- X-rays
- Fillings
- Extractions
- General anesthesia
- Healthchek screenings

CareSource may also pay for one set of full or partial dentures every eight years with prior authorization. Some services may require a referral from your dentist and/or prior authorization from CareSource. Your dentist will take care of this for you.

VISION SERVICES

Routine checkups and services from optometrists, as well as eyeglasses, do not require a referral. (Deluxe frames, transitions and progressive lenses are not covered.) You can get an eye exam each year. You can get eyeglasses once every year or once every two years depending on your age:

- Members 20 years old or younger: 1 pair of eyeglasses each year; one replacement pair if needed.
- Members 21-59: 1 pair of eyeglasses every 2 years.
- Members 60 and older: 1 pair of eyeglasses each year.
EXCLUSIONS: NON-COVERED SERVICES

CareSource will not pay for services or supplies received without following the directions in this handbook. CareSource will not pay for the following services that are not covered by Medicaid:

- Abortions except in the case of a reported rape, incest or when medically necessary to save the life of the mother
- Biofeedback services
- All services or supplies that are not medically necessary
- Assisted suicide services, defined as services for the purpose of causing, or assisting to cause, the death of an individual
- Experimental services and procedures, including drugs and equipment, not covered by Medicaid and not in accordance with customary standards of practice
- Infertility services for males or females, including reversal of voluntary sterilizations
- Paternity testing
- Plastic or cosmetic surgery that is not medically necessary
- Services for the treatment of obesity unless determined medically necessary
- Services to find cause of death (autopsy) or services related to forensic studies
- Services determined by Medicare or another third-party payer as not medically necessary
- Sexual or marriage counseling
- Voluntary sterilization if under 21 or legally incapable of consenting to the procedure
- Medications that are being used for erectile dysfunction, weight loss, infertility or cosmetic purposes

This is not a complete list of the services that are not covered by Medicaid or CareSource. If you have a question about whether a service is covered, please call Member Services.
YOUR PRIMARY CARE PROVIDER (PCP)

CHOOSING A PRIMARY CARE PROVIDER (PCP)

Each member of CareSource must choose a primary care provider (PCP) from the CareSource provider directory. Your PCP is an individual physician, physician group practice, advanced practice nurse or advanced practice nurse group trained in family medicine (general practice), internal medicine or pediatrics.

Your PCP will work with you to direct your health care. Your PCP will do your checkups, shots and treat you for most of your routine health care needs.

If needed, your PCP will send you to other doctors (specialists) or admit you to the hospital.

Sometimes there may be a reason that a specialist may need to be your PCP. If you and/or your specialist believe that they should be your PCP, you should call the Member Services department to discuss.

You can reach your PCP by calling the PCP’s office. Your PCP’s name and telephone number are printed on your CareSource ID card. If you are a new patient to your PCP, please call the PCP office to schedule an appointment. This will help your PCP get to know you and understand your health care needs right away. You should also have all of your past medical records transferred to your new doctor.

The provider directory is a list of doctors and other health care providers who accept CareSource members. If you haven’t chosen a PCP yet, please choose one from the directory. You can request a printed provider directory by calling the Member Services department or by returning the postcard you received with your new member letter and member identification (ID) card. The provider directory lists all of our panel providers as well as other non-panel providers you can use to receive services. You can also visit our website at CareSource.com to view up-to-date provider panel information or call Member Services at 1-800-488-0134 (TTY: 1-800-750-0750 or 711), Monday – Friday, 7 a.m. to 7 p.m. for assistance. We can help you find a PCP or send you a printed directory.
CHANGING YOUR PCP

We hope you are happy with the PCP you have chosen, but we know that you may decide to choose a different PCP in the future. If for any reason you want to change your PCP, you must first call the Member Services department to ask for the change. You can change your PCP as often as once a month, if needed. We will process your change on the day you call. CareSource will send you a new member ID card to let you know that your PCP has been changed and the date you can start seeing the new PCP. The Member Services department can also help you schedule your first appointment, if needed.

For the names of the PCPs in the CareSource network, you may look in your provider directory if you requested a printed copy, on our website at CareSource.com, or you can call the CareSource Member Services department at 1-800-488-0134 (TTY: 1-800-750-0750 or 711) for help.

If your PCP tells us that he/she is moving away, retiring or leaving CareSource for any reason, we will assign another PCP for you and let you know by mail within 45 days whenever possible. You can call us if you need help choosing another PCP. We also inform you if any of our participating hospitals within your region stop participating.

PROVIDER DIRECTORY

Our directory is subject to change. Some providers may have been added or removed since it was printed.

If you have a question or want to know which providers participate with CareSource, we can help. Just visit our website at CareSource.com. If you don’t have access to our website, you can call our Member Services department and ask for a copy of our directory.

We can give you the most current information with more details about providers when you call. We want to make sure you are aware of all of your options.

DOCTOR APPOINTMENTS

Please schedule appointments with your doctor as far in advance as possible.

It is important to keep your scheduled appointments. If you need to cancel or change appointments, please call the doctor's office at least 24 hours in advance. If you miss too many appointments, your doctor may ask that you choose another doctor.

The Ohio Department of Medicaid requires that CareSource provide transportation if you must travel 30 miles or more from your home to receive covered health care services. Please refer to your provider directory or the CareSource website, CareSource.com, to determine which providers are affected by this requirement.
PREVENTIVE CARE

Preventive Care is Important

Your PCP will play an important part in your preventive care. This means making regular visits to your doctor even if you do not feel sick. Routine checkups, tests and screenings can help your doctor find and treat problems early before they become serious. Preventive care includes:

- Immunizations for children
- Healthchek exams for children under the age of 21
- Yearly well-adult exams
- Pap tests
- Breast exams
- Regular dental and medical checkups

We have preventive health guidelines for:

- Men
- Women
- Pregnant women
- Babies and children

To access these and our clinical practice guidelines, please call the Member Services department or visit our website at CareSource.com.
WHERE TO GET CARE

We want to make sure you get the right care from the right health care provider when you need it. The following information will help you decide where you should go for medical care:

<table>
<thead>
<tr>
<th>CareSource24® Nurse Advice Line</th>
<th>Primary Care</th>
<th>Convenience or Retail Clinic</th>
<th>Urgent Care</th>
<th>Emergency Room (ER)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available 24/7</td>
<td>Available weekdays, office hours and some may have limited after hours</td>
<td>Available weekdays, some evening and weekend hours</td>
<td>Available weekdays, some evening and weekend hours</td>
<td>Available 24/7</td>
</tr>
<tr>
<td>A nurse can help with questions about injury or illness.</td>
<td>Routine and chronic care, minor illness and injuries</td>
<td>Common and minor illness and injuries</td>
<td>Illness and injuries needing immediate attention</td>
<td>Serious or life-threatening condition</td>
</tr>
<tr>
<td>A nurse can help with how to care for an illness or injury at home. They can tell you when to go to a doctor or the ER.</td>
<td>They know your health history. This helps when making choices about your treatment and necessary tests.</td>
<td>Examples: common cold, sore throat, rash, cough, ear ache, pink eye</td>
<td>Examples: Broken bone, sprain, strains, colds, fever, rash, ear infection, minor cuts</td>
<td>Examples: Severe chest pain, severe difficulty breathing, uncontrolled bleeding, facial or limb weakness, spinal or head trauma, seizures</td>
</tr>
</tbody>
</table>

Not every situation falls neatly into one of the above options. CareSource24, our Nurse Advice Line, provides access to talk with a registered nurse about your illness or injury. A registered nurse can help you decide where to get care. We’re here for you 24 hours a day, 7 days a week.

Just call 1-866-206-0554 to talk to a CareSource24 nurse.
PRIMARY CARE PROVIDER (PCP)

You should see your PCP for all routine visits. Some examples of conditions that can be treated by your PCP are:

- Dizziness
- High/low blood pressure
- Swelling of the legs and feet
- High/low blood sugar
- Persistent cough
- Earache
- Backache
- Constipation
- Rash
- Sore throat
- Loss of appetite
- Restlessness
- Joint pains
- Colds/flu
- Headache
- Removal of stitches
- Vaginal discharge
- Pregnancy tests
- Pain management

CONVENIENCE CARE CLINICS

If you are not able to see your PCP, we want to make it easy for you and your family to get medical help when you need it most. CareSource members (18 years and older) can go to health care clinics at select locations to see board-certified family nurse practitioners or physician assistants for basic care. At the clinic, you can:

- Get vaccines
- Get health screenings and physicals
- Get care for aches and pains, illnesses and minor injuries

At most convenience care clinics, walk-ins are welcome. They are typically open 7 days a week and later than most doctor offices.
URGENT CARE CENTERS

You can visit an urgent care center for non-emergency situations to keep an injury or illness from getting worse when your PCP’s office is closed or if your PCP is not able to see you right away. If you think you need to go to an urgent care center, you can:

1. Call your PCP for advice. You can reach your PCP, or a back-up doctor, 24 hours a day, 7 days a week.

   OR

2. Call CareSource24, our nurse advice line, at 1-866-206-0554 (TTY: 1-800-750-0750 or 711).

   OR

3. Go to a participating urgent care center listed in your provider directory or on our website at CareSource.com. After you go, always call your PCP to schedule follow-up care.

Sometimes you get sick or injured while you are traveling. If you think you need to go to an urgent care center while you are away from home and are out of the counties that CareSource covers, call your PCP or CareSource24, our nurse advice line. The number is 1-866-206-0554 (TTY: 1-800-750-0750 or 711). They can help you decide what to do. If you go to an urgent care center, call your PCP as soon as you can to let him or her know of your visit.

EMERGENCY SERVICES

Emergency services are services for a medical problem that you think is so serious that it must be treated right away by a doctor. We cover care for emergencies, both in and out of the county where you live. These services may be done in or out of the hospital and/or may include medical transportation. You can use any hospital or other appropriate setting for emergency services. Some examples of “emergency medical conditions” when emergency services are needed include:

- Miscarriage/pregnancy with vaginal bleeding
- Uncontrolled bleeding
- Severe chest pain
- Severe vomiting
- Shortness of breath
- Rape
- Loss of consciousness
- Major burns
- Seizures/convulsions
- Behavioral Health emergency
PRIOR AUTHORIZATION IS NOT REQUIRED FOR EMERGENCY SERVICES

You do not have to contact CareSource for an okay before you get emergency services. If you have an emergency, call 911 or go to the NEAREST emergency room (ER) or other appropriate setting. If you are not sure whether you need to go to the emergency room, call your primary care provider or CareSource24 nurse advice line at 1-866-206-0554 (TTY: 1-800-750-0750 or 711).

Your PCP or CareSource24 nurse advice line can talk to you about your medical problem and give you advice on what you should do.

Remember, if you need emergency services:

- Go to the nearest hospital emergency room or other appropriate setting. Be sure to tell them that you are a member of CareSource and show them your ID card.

- If the provider that is treating you for an emergency takes care of your emergency but thinks that you need other medical care to treat the problem that caused your emergency, the provider must call CareSource.

- If you are able, call your PCP as soon as you can to let him or her know that you have a medical emergency, or have someone call for you. Then call your PCP as soon as you can after the emergency to schedule any follow-up services.

- If the hospital has you stay, please make sure that CareSource is called within 24 hours.

Note: Emergency Department services are authorized, however, if admitted and the facility is a non-preferred provider, you may be transferred to a preferred provider once stable.

FOLLOW UP CARE (also called post-stabilization care)

You may need more care after your emergency. This is called follow up care. It's important to let CareSource know that you have had an emergency. If you have a Care Manager it's a good idea to tell him/her. They can help you transition back home and schedule follow up visits. CareSource will talk to the doctors that give you care during your emergency. The doctors will tell us when your medical emergency is over. They need to tell us if you need more care to treat any problems that may have caused the emergency. Your doctor can tell us by calling 1-800-488-0134 and asking for approval of these services. If needed, CareSource will cover care for you after your emergency situation 24 hours a day, seven days a week. We want to be sure you continue to improve and your condition is stable and resolved if possible. If your emergency care was from out-of-network providers, CareSource will work to get network providers to take over your care as soon as possible.
WHEN YOU CAN SEE A NON-PARTICIPATING PROVIDER

Your Primary Care Provider (PCP) is your personal health provider. For any routine medical needs, contact your PCP first.

It is important to remember that you must receive services covered by CareSource from facilities and/or providers on the CareSource network. See pages 8-13 for information on services covered by CareSource. The only time you can use providers that are not in the CareSource network is for:

- Emergency services
- Federally Qualified Health Centers/Rural Health Clinics
- Certified nurse midwives or certified nurse practitioners
- Qualified family planning providers, or
- An out-of-panel provider that CareSource has approved you to see

In addition, your PCP may decide that you need medical care that you can only get from a doctor or other health care provider who is not participating with CareSource. If your PCP gets prior approval from CareSource for these services, they will be covered.

WHEN YOU TRAVEL OUTSIDE OF OUR SERVICE AREA

Sometimes you get sick or injured when you are traveling. Here are suggestions for what to do if this happens:

If it’s an emergency:
- Call 911 or go to the nearest emergency room

If it’s not an emergency:
- Call your PCP for help for what to do

If you’re not sure if it’s an emergency:
- Call your PCP
  OR
- Call CareSource24, our nurse advice line. The phone number is 1-866-206-0554 (TTY: 1-800-750-0750 or 711). We can help you decide what to do.

Emergency or Urgent Care Outside of Our Service Area

If you get emergency care from a provider who is not a network provider, or urgent care services outside the service area for your plan, you may need to submit the bill you get to CareSource with a claim form. You can use the Member Claim Form included in the back of this handbook (see page 77). You can also visit CareSource.com and find the Claim Form under Forms, or you can call Member Services at 1-800-488-0134 (TTY: 1-800-750-0750 or 711) and ask for the form to be mailed to you.
CARE COORDINATION SERVICES

CareSource’s Mission is “To make a lasting difference in our members’ lives by improving their health and well-being.” To meet this mission, CareSource offers three levels of care coordination services to meet EVERY member’s needs at any time.

LEVEL 1 CARE COORDINATION: SELF-MANAGEMENT

CareSource offers self-management tools called “MyHealth” and “myStrength” to help members manage their physical and behavioral health. These tools offer health assessments to help members understand their health and any health risks better. The tools will then help guide members to take small steps to a healthier life.

CareSource encourages members to fill out a Health Risk Assessment so we can identify if you may need Level II or Level III services.

CareSource offers HealthChek, Ohio’s early and periodic screening, diagnostic, and treatment benefit. HealthChek includes free preventive medical and dental screenings, lab test, and education for members 21 years and younger. See the HealthChek section on page 34 for more details.

LEVEL II CARE COORDINATION: RISING RISK

CareSource has registered nurses, case managers, social workers, and other outreach workers that help members experiencing a physical, behavioral, social, or economic need that may have an impact on their health. These needs may include finding appropriate community resources. They may contact you if:

• Your doctor requests it
• You request help
• Our staff feels their services would be helpful to you or your family

CareSource offers a program designed to assist you and/or your family members upon discharge from the hospital.

The goals of the program:

• Answer any questions related to any discharge questions
• Ensure that you and/or your family members understand the medications and be available to answer any questions related to your medications
• To help coordinate your primary care and/or specialist appointments
• To help obtain any needed equipment or supplies needed at home

If you or your family member needs assistance with discharge from the hospital you can reach a member of the Care Transition team at 1-866-867-0421.
LEVEL III CARE COORDINATION: 1:1 CARE MANAGEMENT

CareSource offers care management services available to children and adults with special health care needs. These members may have multiple medical and behavioral conditions, and/or social issues that are having a large impact on their health. Members may be notified for Level III Care Coordination based on member request, provider referral, or based on medical, behavioral, and/or social conditions.

A member of the CareSource Care Management team may ask you questions to learn more about your health and condition(s), and then a dedicated team will work with you one-on-one by telephone and in person to assist you.

Our staff will provide you with information to help you understand how to care for yourself and access services, including local resources. Our staff will talk to your PCP and other service providers to make sure you receive coordinated care. Our staff can also work with you if you need help figuring out when to get medical care from your doctor, urgent care, or the emergency department.

CareSource offers 1:1 care management for medical conditions such as:
- Asthma
- Chronic obstructive pulmonary disease (COPD)
- Heart failure/Coronary artery disease
- Diabetes
- Depression
- High blood pressure
- Bipolar disease
- Pain management
- High-risk pregnancy

CareSource offers care management for social issues such as:
- Lack of needed resources like food or clothing
- Lack of safe transportation to receive medical care
- Unstable housing
- Difficulty getting a job

Please call us if you have any questions about care management services or feel that you would benefit from care management services. We are happy to assist you. You can reach Care Management Support Services at 1-800-993-6902.
ADDITIONAL CARESOURCE BENEFITS

CareSource also offers the following extra services and/or benefits to their members. These added CareSource benefits are available at no cost to you. Call Member Services at 1-800-488-0134 (TTY: 1-800-750-0750 or 711) to learn more. They include:

DENTAL CARE

Good dental care is an important part of your health. We encourage you to get a checkup every six months. Ohio Medicaid covers one dental exam every year for members ages 21 and older. For members who are younger than 21, Ohio Medicaid covers two dental exams every year. As a CareSource member, you can receive two dental exams every year regardless of your age.

MYSTRENGTH℠

Take charge of your mental health and try our online wellness tool called myStrength. This is a safe and secure tool designed just for you. It offers personalized support to help improve your mood, mind, body and spirit. You can access it online or on your mobile device at no cost to you. myStrength offers online learning, empowering self-help tools, wellness resources and inspirational quotes and articles.

You can visit https://www.mystrength.com/r/caresource for more information and to sign up. Complete the myStrength sign-up process and personal profile. You can also download the myStrength app for Apple and Android devices at www.mystrength.com/mobile and SIGN IN using your login email and password.

EXPRESS BANKING

We have partnered with Fifth Third Bank to offer our members Express Banking®. This is a bank account from Fifth Third that offers:

- No monthly service charge
- No overdraft fees
- A debit card for purchases
- No balance requirement

Your financial health is key to your well-being. This account is a simple way to manage your money and reach your financial goals. For more details, go to www.53.com/CareSource.

If you’re visiting a Banking Center, reference CareSource member code: 56706
HEALTH INFORMATION

Preventive medical and dental care is an important part of keeping you and your family healthy. Regular care helps your primary care provider find problems early so they can be treated before they get worse.

Knowing how to lead a healthy lifestyle also helps you to stay well. CareSource offers information about well-child care, immunizations, family planning and health and safety through our many brochures and member newsletters. You may receive health information:

- Through the mail
- From our website at CareSource.com
- By calling us at 1-800-488-0134 (TTY: 1-800-750-0750 or 711) to request it

CARESOURCE24® NURSE ADVICE LINE

With CareSource24, you have unlimited access to talk with a caring and experienced staff of registered nurses through a toll-free number. You can call 1-866-206-0554 (TTY: 1-800-750-0750 or 711) 24 hours a day, 7 days a week. CareSource24 services are available at no cost to you. The nurses will talk with you about your symptoms. They will help you figure out your next steps for care. Please see page 6 of this handbook for more details.

DISEASE MANAGEMENT

CareSource offers a Disease Management Program. This program can help you learn about your health and how you can better manage your specific health conditions such as asthma, diabetes, and high blood pressure. Our goal is to make sure you have the right tools to stay as healthy as possible. This program is available to you at no cost. We may receive information from your doctor, pharmacy or other health care source, letting us know that you would benefit from this program. We will send you materials related to your health condition along with tips for use in the online MyHealth tool. We have health guidelines and information for asthma, diabetes, and high blood pressure.

The goals of our program include:

- Helping you understand how to take good care of yourself
- Helping you adopt a healthy lifestyle
- Working with your doctor to reach your health goals

If you would like additional information on these conditions or you would like to opt-out of the program, please call 1-844-438-9498. We are committed to improving the health and wellness of our members.
MYHEALTH

CareSource offers MyHealth for members over the age of 18. Use MyHealth to take health assessments, set goals and track activities. Take online health training based on your needs. Get started by signing on to your My.CareSource.com account and click on the Health link. If you have any questions, call Member Services or visit CareSource.com.

COMPREHENSIVE PRIMARY CARE (CPC)

Comprehensive Primary Care is Ohio’s patient-centered medical home program. CareSource is working with health providers across the state to better coordinate the health and safety needs of our members. The goal of CPC is to provide comprehensive care that addresses all of your needs. Your PCP will lead and coordinate your care. The same CareSource services and resources are available to you through the CPC program. In fact, you will benefit from our stronger partnership with providers as they take the lead to help you achieve your health needs and goals.

What this means for you is that your care management will be part of a care team located at your PCP office. The care team will coordinate behavioral, physical and social needs from the central CPC practice with your PCP. This team will be able to help you make medical appointments, get transportation or access community resources. Our goal is to work with CPC providers to deliver the best care possible to our members.
TRANSPORTATION

If you must travel 30 miles or more from your home to receive covered health care services, CareSource will provide transportation to and from the provider’s office. Please call 1-800-488-0134 (TTY: 1-800-750-0750 or 711) for assistance to arrange a ride at least 48 hours (two business days) before your appointment. CareSource also offers additional transportation services, if needed.

We cover up to 30 one-way trips per member per calendar year to any health care, WIC or redetermination appointments. Remember, if you have an emergency, please call 911 or go directly to the nearest emergency room.

In addition to the transportation assistance that CareSource provides, members can still get assistance with transportation for certain services through the local County Department of Job and Family Services Non-Emergency Transportation (NET) program. Call your County Department of Job and Family Services for questions or assistance with NET services.

CARESOURCE TRANSPORTATION POLICY

Please review the following information carefully to understand your responsibilities. These rules have been made to help ensure your safety and to avoid transportation delays.

Member Transportation Responsibilities

1. Members are expected to:
   • Call to arrange non-emergent transportation 48 hours (two business days) in advance. Saturday, Sunday, and holidays do not count.
   • Have the complete address of the health care provider’s office that you are going to.
   • Be at your pick-up address no later than the time given to you as your earliest pick-up time. This will ensure that the driver has adequate travel time so you are not late for your appointment.
   • Be ready when the driver gets there for curbside pick-up and drop-off services. The driver can wait for only five minutes. After five minutes, he/she will leave and this will count against you as a “no-show.”
   • If you can’t make it, please call to cancel transportation at least two hours before your scheduled pick-up time. Ask the provider’s office to call the transportation company for your return trip home.
• If you need to have a prescription filled at the provider’s facility before leaving, please do so before requesting the return-trip call.

2. Members who are not ready and waiting cause no-show transportation charges for attempting to pick you up for your appointment. The transportation company reserves the right to take away your transportation benefit for six months after three no-shows within three months. A no-show is defined as:
   • Not being at the pick-up address at the time given to you as your earliest pick-up time.
   • The driver waits five minutes and leaves.
   • Not calling to cancel at least two hours before the scheduled pick-up time.

3. Members are expected to be courteous and show respect to the transportation company and CareSource staff. Improper, discourteous behavior may result in a 6-month suspension of transportation benefit for the family. Improper behavior includes:
   • Use of profanity (swearing), name-calling, or verbal abuse.
   • Threats of physical abuse to the transportation company, drivers, or CareSource staff.

CareSource and the transportation company reserve the right to immediately discontinue transportation services to members who violate these guidelines or misuse or abuse the transportation benefit.

Please keep this policy in mind. We want your transportation experiences to be positive. Please call Member Services if you have any questions or concerns.
PREGNANCY AND FAMILY PLANNING

DIRECT ACCESS TO FAMILY PLANNING SERVICES

Whether you are thinking about having a baby in the future or you are expecting a baby soon, CareSource wants you to have a healthy pregnancy. Here is how you can take advantage of the services and benefits we have to offer.

FAMILY PLANNING

CareSource offers direct access to family planning services without a referral. If the provider you want to see is not in the CareSource network, you may need a prior authorization before your visit. Call Member Services at 1-800-488-0134 (TTY: 1-800-750-0750 or 711) to let them know who you will be seeing for your family planning.

SEXUALLY TRANSMITTED INFECTIONS

Screening, diagnosis and treatment of sexually transmitted infections are a direct access service. This means you can receive services for sexually transmitted infections without a referral for the service. If the provider you wish to see is not in the CareSource network, you will need to call Member Services at 1-800-488-0134 (TTY: 1-800-750-0750 or 711) to let them know who you will be seeing for your family planning.

BEFORE YOU ARE PREGNANT

It is never too early to prepare for a healthy pregnancy. If you are thinking of having a baby, you can do some things now to be as healthy as possible before getting pregnant. These actions can reduce potential problems during pregnancy:

- Make an appointment to see your doctor for a physical exam
- Talk with your doctor about what makes a healthy diet
- Take folic acid every day
- Don’t drink alcohol or use illegal drugs
- Stop smoking now

QUIT FOR TWO

CareSource can help you to quit smoking during pregnancy or following the delivery of your baby with our Quit for Two program. A trained counselor will work with you throughout your pregnancy and until your baby turns one. Call 1-855-852-7001 to enroll in this program.
**DURING PREGNANCY**
If you are pregnant, make an appointment with an obstetrician (OB). You can find an OB in your provider directory. If you need help, call Member Services at **1-800-488-0134** (TTY: 1-800-750-0750 or 711). Be sure to make an appointment as soon as you know you are pregnant.

**AFTER YOU HAVE YOUR BABY**
Call CareSource to tell us that you had your baby. You can reach Member Services at **1-800-488-0134** (TTY: 1-800-750-0750 or 711). You should also contact your case worker at your county Department of Job and Family Services.

It is also important to have a postpartum checkup with your OB. He or she will make sure your body is healing and recovering properly after giving birth. Call your OB to schedule an appointment for 4 to 6 weeks after your baby is born. If you had a C-section or had any problems during delivery, make your appointment within the first or second week after your baby is born.

**BABIES FIRST®**
CareSource offers a program for pregnant moms and babies.

When you keep your OB appointments and take your newborn for well-baby doctor visits, you can get rewards (up to $150). You can use your rewards to buy baby care items, food, toys and more for you and your baby at a variety of retailers. For more information, call Member Services at **1-800-488-0134** (TTY: 1-800-750-0750 or 711), or visit CareSource.com/ohbabiesfirst.

You must re-enroll in the Babies First® program with each pregnancy to earn rewards.

**TEXT4BABY**
If you are pregnant, you can sign up to have helpful text messages delivered right to your cell phone.

This app can provide:

- Information about a healthy diet while you are pregnant
- Appointment reminders about prenatal and well child appointments
- Weekly updates about how your baby is growing
- Additional information and videos on topics such as baby’s development

Sign up at [https://secureforms.caresource.com/Text4Baby](https://secureforms.caresource.com/Text4Baby) and fill out the form. You will start receiving texts within a few days.
HEALTHCHEK

Healthchek is Ohio’s early and periodic screening, diagnostic, and treatment (EPSDT) benefit. Healthchek covers medical exams, immunizations (shots), health education, and laboratory tests for Medicaid eligible individuals under the age of 21. These exams are important to make sure that children are healthy and are developing physically and mentally. Mothers should have prenatal exams and children should have exams at:

- Birth
- 3-5 days of age
- 1 month
- 2 months
- 4 months
- 6 months
- 9 months
- 12 months
- 15 months
- 18 months
- 24 months
- 30 months

After that, children should have at least one exam per year.

Healthchek also covers medical, vision, dental, hearing, nutritional, developmental, and behavioral health exams, in addition to other care to treat physical, behavioral, or other problems or conditions found by an exam. Some of the tests and treatment services may require prior authorization.

Healthchek services are available at no cost to members and include:

- Preventive checkups for newborns, infants, children, teens and young adults under the age of 21
- Healthchek screenings:
  - Medical exams (physical and development screenings)
  - Vision exams
  - Dental exams
  - Hearing exams
  - Nutrition checks
  - Developmental exams
  - Lead testing
- Laboratory tests (age and gender appropriate exams)
- Immunizations
• Medically necessary follow-up care to treat health problems or issues found during a screening. This could include, but is not limited to, services such as:
  – Visits with a primary care provider, specialist, dentist, optometrist and other CareSource providers to diagnose and treat problems or issues
  – Inpatient or outpatient hospital care
  – Clinic visits
  – Prescription drugs
  – Laboratory tests
• Health education

It is very important to get preventive checkups and screenings so your providers can find any health problems early and treat them, or make a referral to a specialist for treatment, before the problem gets more serious. Remember: Some services may require a referral from your PCP or prior authorization by CareSource. Also, for some EPSDT items or services, your provider may request prior authorization for CareSource to cover things that have limits or are not covered for members over age 20. Please see pages 10-13 to see what services require a referral and/or prior authorization.

As a part of Healthchek, care management services are available to all members under the age of 21 years who have special health care needs. Please see pages 25-26 to learn more about the care management (also referred to as care coordination) services offered by CareSource.

HOW TO GET HEALTHCHEK SERVICES

Call your PCP or dentist to schedule an appointment for a Healthchek exam. Make sure to ask for a Healthchek exam when you call your PCP. CareSource asks that you schedule exams for all eligible family members regularly. You should try to schedule the first exam within 90 days of becoming a member. If you would like more information on the Healthchek program, please call Member Services at **1-800-488-0134** (TTY: 1-800-750-0750 or 711). We can help you:
• Access care
• Find a provider
• Make an appointment
• Find out what services are covered and which ones may need prior authorization
• Arrange transportation, if needed
• Get referrals for Women, Infant and Children (WIC), Help Me Grow, Bureau for Children with Medical Handicaps (BCMH), Headstart and community services such as food, heating assistance and more
KIDS FIRST
CareSource offers a program to reward children for getting regular checkups, dental care, flu shots and more:

- Kids ages 18 months to 18 years can earn rewards ($60 or more) that can be used to buy toys, books, food, health care items and more at a variety of retailers. Sign up for the program at CareSource.com/ohiorewards. Or, call Member Services at 1-800-488-0134 (TTY: 1-800-750-0750 or 711).

WOMEN FIRST
CareSource offers a program to reward adult females for completing preventive screenings.

- Women ages 19 years and up can earn rewards ($70 or more) each year by completing mammograms, Pap tests, and more. View all eligible activities you can complete to earn rewards in Women First in the grid on the next page or by visiting MyHealth. Log in to your Member Portal, click the Health link, then click the MyHealth link. Redeem your rewards for gift cards to retailers including T.J. Maxx®, Marshalls, Home Goods®, Panera Bread, iTunes® and more. Sign up for the program at CareSource.com/WomenFirst. Or, call Member Services at 1-800-488-0134 (TTY: 1-800-750-0750 or 711).
# REWARDS

CareSource offers rewards programs for completing healthy activities. See the chart below to find out how you can earn rewards.

<table>
<thead>
<tr>
<th>REWARDS PROGRAM</th>
<th>ACTIVITY</th>
<th>HOW OFTEN YOU CAN EARN REWARDS</th>
<th>REWARDS EARNED</th>
<th>WHO IS ELIGIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Babies First</td>
<td>Attend the 1st, 5th and 12th prenatal visits</td>
<td>1 reward per visit</td>
<td>$20 per visit, up to $60 per pregnancy</td>
<td>Pregnant members</td>
</tr>
<tr>
<td>Babies First</td>
<td>Attend a postpartum visit</td>
<td>1 reward per pregnancy</td>
<td>$20 for the visit</td>
<td>New moms</td>
</tr>
<tr>
<td>Babies First</td>
<td>Attend 7 well-baby visits</td>
<td>1 reward per visit</td>
<td>$10 per visit, up to $70 per pregnancy</td>
<td>Newborns up to 18 months</td>
</tr>
<tr>
<td>Kids First</td>
<td>Routine dental exam</td>
<td>1 reward per visit, up to 2 visits per year (Once every 6 months)</td>
<td>$10 per visit, up to $20 per year</td>
<td>Children and teens ages 18 months-18 years</td>
</tr>
<tr>
<td>Kids First</td>
<td>Well-child visit</td>
<td>1 reward per visit, up to 3 visits</td>
<td>$10 per visit, up to $30</td>
<td>Children ages 18-30 months</td>
</tr>
<tr>
<td>Kids First</td>
<td>Well-child visit</td>
<td>1 reward per visit, per year</td>
<td>$10 per year</td>
<td>Children ages 3-18 years</td>
</tr>
<tr>
<td>Kids First</td>
<td>Well-child vaccinations (Dtap, IPV, MMR and Varicella – given as a series)</td>
<td>1 reward for completing the vaccination series (Available once)</td>
<td>$20 for the series</td>
<td>Children ages 4-6 years</td>
</tr>
<tr>
<td>Kids First</td>
<td>Well-child vaccination (Tdap)</td>
<td>1 reward for the vaccination (Available once)</td>
<td>$10 for the vaccination</td>
<td>Children ages 11-18 years</td>
</tr>
<tr>
<td>Kids First</td>
<td>Well-child vaccination (HPV – given as a series)</td>
<td>1 reward for completing the vaccination series (Available once)</td>
<td>$10 for the series</td>
<td>Children ages 11-18 years</td>
</tr>
<tr>
<td>Kids First</td>
<td>Well-child vaccination (Meningococcal)</td>
<td>1 reward for the vaccination (Available once)</td>
<td>$10 for the vaccination</td>
<td>Children ages 11-18 years</td>
</tr>
<tr>
<td>Kids First</td>
<td>Annual flu shot</td>
<td>1 reward per year</td>
<td>$10 per year</td>
<td>Children ages 18 months – 18 years</td>
</tr>
<tr>
<td>Kids First</td>
<td>ADHD follow-up visit within 30 days of filling the initial prescription</td>
<td>1 reward per year</td>
<td>$10 per year</td>
<td>Children ages 18 months – 18 years (ADHD diagnosis required)</td>
</tr>
<tr>
<td>REWARDS PROGRAM</td>
<td>ACTIVITY</td>
<td>HOW OFTEN YOU CAN EARN REWARDS</td>
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<tr>
<td>------------------</td>
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</tr>
<tr>
<td>Kids First</td>
<td>ADHD follow-up visit within 10 months of filling the initial prescription</td>
<td>1 reward per visit, up to 2 visits per year</td>
<td>$10 per visit, up to $20 per year</td>
<td>Children ages 18 months – 18 years (ADHD diagnosis required)</td>
</tr>
<tr>
<td>Women First</td>
<td>Pap test</td>
<td>1 reward per year</td>
<td>$10 per year</td>
<td>Females ages 19-64 years</td>
</tr>
<tr>
<td>Women First</td>
<td>Mammogram</td>
<td>1 reward per year</td>
<td>$10 per year</td>
<td>Females ages 50-64 years</td>
</tr>
<tr>
<td>Women First</td>
<td>Annual physical exam</td>
<td>1 reward per year</td>
<td>$10 per year</td>
<td>Females ages 19-64 years</td>
</tr>
<tr>
<td>Women First</td>
<td>Cholesterol screening</td>
<td>1 reward per year</td>
<td>$10 per year</td>
<td>Females ages 45-64 years</td>
</tr>
<tr>
<td>Women First</td>
<td>Diabetes HbA1c screening</td>
<td>1 reward per year</td>
<td>$10 per year</td>
<td>Females ages 19-64 years (Diabetes diagnosis required)</td>
</tr>
<tr>
<td>Women First</td>
<td>Routine dental exam</td>
<td>1 reward per visit, up to 2 visits per year</td>
<td>$10 per visit, up to $20 per year</td>
<td>Females ages 19-64 years</td>
</tr>
<tr>
<td>Women First</td>
<td>Routine eye exam</td>
<td>1 reward per year</td>
<td>$10 per year</td>
<td>Females ages 19-64 years</td>
</tr>
<tr>
<td>Women First</td>
<td>Bone density screening</td>
<td>1 reward per year</td>
<td>$10 per year</td>
<td>Females ages 50-64 years</td>
</tr>
<tr>
<td>Women First</td>
<td>Annual flu shot</td>
<td>1 reward per year</td>
<td>$10 per year</td>
<td>Females ages 19-64 years</td>
</tr>
<tr>
<td>Women First</td>
<td>Tetanus-Diphtheria booster</td>
<td>1 reward per year</td>
<td>$10 per year</td>
<td>Females ages 19-64 years</td>
</tr>
<tr>
<td>Women First</td>
<td>Chlamydia screening</td>
<td>1 reward per year</td>
<td>$10 per year</td>
<td>Females ages 19-25 years</td>
</tr>
<tr>
<td>Women First</td>
<td>HPV vaccination series</td>
<td>1 reward for completing the vaccination series</td>
<td>$10 for the series</td>
<td>Females ages 19-25 years</td>
</tr>
</tbody>
</table>

You must enroll in the rewards programs to start earning rewards. Enroll online for these programs:

- Babies First: [CareSource.com/ohbabiesfirst](http://CareSource.com/ohbabiesfirst)
- Kids First: [CareSource.com/ohiorewards](http://CareSource.com/ohiorewards)
- Women First: [CareSource.com/WomenFirst](http://CareSource.com/WomenFirst)

Or call Member Services at **1-800-488-0134** (TTY: 1-800-750-0750 or 711).
PRESCRIPTION DRUGS

While CareSource covers all medically necessary Medicaid-covered medications, we use a preferred drug list (PDL). These are the drugs we prefer your provider prescribes. We may also require that your provider submit information to us (a prior authorization request) to explain why a specific medication and/or a certain amount of a medication is needed. We must approve the request before you can get the medication. Reasons why we may “prior authorize” a drug include:

- There is a generic or pharmacy alternative drug available.
- The drug can be misused/abused.
- There are other drugs that must be tried first.

Some drugs may also have quantity (amount) limits on how much can be given to a member at one time and some drugs are never covered, such as drugs for weight loss.

If we do not approve a prior authorization request for a medication, we will send you information on how you can appeal our decision (see information below).

You can call Member Services to request information on our PDL and medications that require prior authorization. You can also look on our website at CareSource.com/oh/plans/medicaid/benefits-services/pharmacy/preferred-drug-list/. Please note that our PDL and list of medications that require prior authorization can change so it is important for you and/or your provider to check this information when you need to fill or refill a medication.

To learn more about how to use our pharmaceutical management procedures, look in the summary section of the PDL that can be found on our website. If you do not have access to the internet, please call Member Services and they will be able to assist you.

Typically, our PDL (formulary) includes more than one drug for treating a particular condition. These different possibilities are called “alternative” drugs. Many alternative drugs are just as effective as other drugs and do not cause more side effects or other health problems.

Members may need to try one drug before taking another. This is called Step Therapy. A member must try a medicine on the formulary before a drug that is not on the formulary would be approved by CareSource. Certain drugs will be covered only if Step Therapy is used.

A pharmacy will provide a generic drug if available in place of a brand-name drug. This is called Generic Substitution. Members and PCPs can expect the generic to produce the same effect and have the same safety profile as the brand-name drug. If a brand name product is requested when a generic equivalent is available, a prior authorization request will need to be submitted from your provider.
Sometimes a member might have a drug allergy or intolerance, or a certain drug might not be effective and a non-formulary agent is requested. The provider will then need to submit a prior authorization request. This is called Therapeutic Interchange.

CareSource has an exception process that allows the member or the member’s representative to make a request for an exception. Reasons for exceptions may include intolerance or allergies to drugs, or inadequate or inappropriate response to drugs listed on PDL. The member or member’s representative must initiate the request by calling Member Services. CareSource then reaches out to the provider to obtain the appropriate documentation.

There are certain medications that are more complex for diseases that require special attention and need to be handled differently than medications you pick up at your local pharmacy. These medications are called “specialty” medications, and most of these drugs require a prior authorization from your doctor.

Many of these medications need to be given to you by a doctor or nurse, and your doctor’s office will help you get that done. If the prior authorization is approved, we will work with your doctor’s office and the specialty pharmacy to get the medications you need.

**MEDICATION THERAPY MANAGEMENT**

At CareSource, we understand the impact that proper medication use can have on your health. That’s why we have a Medication Therapy Management (MTM) program for our members. This program is geared towards helping you learn about your medications, prevent or address medication-related problems, decrease costs, and stick to your treatment plan.

This program is available from many local pharmacists. In most cases, a pharmacist will reach out to you and ask if you are interested in learning more about your medications. They are asking because they want to help you. The pharmacist may ask to set up time with you to go over all of your medications. These may include any pills, creams, eye drops, herbals or MTM benefits to providers and members:

- Improves safe use of medications
- Improves coordination with all your doctors and other caregivers
- Increases knowledge of your medications and how to use them correctly
- Improves overall health
COORDINATED SERVICES PROGRAM (CSP)

Consumers eligible for Ohio Medicaid may be selected for enrollment in the Coordinated Services Program (CSP). The program coordinates treatment for members who have high patterns of utilization of both medications and services.

Except in pharmacy emergencies, CSP enrollees:

- Must choose one pharmacy to fill their prescriptions
- May be assigned to one PCP who will coordinate care with other providers

Enrollees can change their pharmacy or PCP under limited circumstances. Members selected for the CSP will be notified in writing, provided additional information, and notified of their state hearing rights.
MEDICAID ELIGIBILITY AND OTHER HEALTH INSURANCE

ACCIDENTAL INJURY OR ILLNESS (SUBROGATION)

If a CareSource member has to see a doctor for an injury or illness that was caused by another person or business, you must call the Member Services department to let us know. For example, if you are hurt in a car wreck, by a dog bite, or if you fall and are hurt in a store then another insurance company might have to pay the doctor’s and/or hospital’s bill. When you call we will need the name of the person at fault, their insurance company and the name(s) of any attorneys involved.

OTHER HEALTH INSURANCE (COORDINATION OF BENEFITS – COB)

If you or anyone in your family has health insurance with another company, it is very important that you call the Member Services department and your county caseworker about the insurance. For example, if you work and have health insurance or if your children have health insurance through their other parent then you need to call the Member Services department to give us the information. It is also important to call Member Services and your county caseworker if you have lost health insurance that you had previously reported. Not giving us this information can cause problems with getting care and with bills.

You will need to show your CareSource ID card and any other health insurance ID cards at all of your appointments. Please bring all your health insurance ID cards with you to every appointment.

Members with other insurance: CareSource follows Ohio insurance guidelines for members who have other insurance. Your other insurance coverage is considered your primary coverage. CareSource is secondary. You should follow the guidelines of your primary insurance when you get medical care. Be sure to show your providers and pharmacists both insurance ID cards at every visit.

Providers will bill your primary insurance first. After your primary insurance pays its allowable amount, your provider will bill CareSource. CareSource will pay the remaining amount after the primary insurance payment (up to the amount CareSource would have paid as the primary insurance).

You should let CareSource and your county caseworker know right away if your “other” insurance changes.
LOSS OF INSURANCE NOTICE (CERTIFICATE OF CREDITABLE COVERAGE)

Anytime you lose health insurance, you should receive a notice, known as a certificate of creditable coverage, from your old insurance company that says you no longer have insurance. It is important that you keep a copy of this notice for your records because you might be asked to provide a copy.

LOSS OF MEDICAID ELIGIBILITY

It is important that you keep your appointments with the County Department of Job and Family Services. If you miss a visit or don’t give them the information they ask for, you can lose your Medicaid eligibility. If this happened, CareSource would be told to stop your membership as a Medicaid member and you would no longer be covered by CareSource. If you have questions about your eligibility, please contact your county caseworker.

Transportation can be provided for your redetermination appointment, if needed. Please see page 30-31 in this handbook or call our Member Services department for more details.

AUTOMATIC RENEWAL OF MCP MEMBERSHIP

If you lose your Medicaid eligibility but it is started again within 90 days, you will automatically become a CareSource member again.
YOUR MEMBERSHIP RIGHTS

As a member of CareSource you have the following rights:

• To receive information about CareSource, our services, our practitioners, our providers, and member rights and responsibilities.

• To receive all services that CareSource must provide.

• To be treated with respect and with regard for your dignity and privacy.

• To be sure that your medical record information will be kept private.

• To be given information about your health. This information may also be available to someone who you have legally authorized to have your information, or who you have said should be reached in an emergency when it is not in the best interest of your health to give it to you.

• To discuss information on any appropriate or medically necessary treatment options for your condition, regardless of cost or benefit coverage.

• To be able to take part in decisions about your health care unless it is not in your best interest.

• To get information on any medical care treatment, given in a way that you can follow.

• To be sure others cannot hear or see you when you are getting medical care.

• To be free from any form of restraint or seclusion used as a means of force, discipline, ease, or revenge as specified in federal regulations.

• To ask for, and get, a copy of your medical records, and to be able to ask that the record be changed/corrected if needed.

• To be able to say yes or no to having any information about you given out unless CareSource has to by law.

• To be able to say no to treatment or therapy. If you say no, the doctor or CareSource must talk to you about what could happen and a note must be placed in your medical record about the treatment refusal.

• To be able to file an appeal, a grievance (complaint) or state hearing. See pages 49-53 of this handbook for information.

• A right to voice complaints or appeals about the organization or the care it provides.
• To be able to get all CareSource written member information from CareSource:
  – At no cost to you.
  – In the prevalent non-English languages of members in the CareSource service area.
  – In other ways, to help with the special needs of members who may have trouble reading the information for any reason.

• To be able to get help free of charge from CareSource and its providers if you do not speak English or need help in understanding information.

• To be able to get help with sign language if you are hearing impaired.

• To be told if the health care provider is a student and to be able to refuse his/her care.

• To be told of any experimental care and to be able to refuse to be part of the care.

• To make advance directives (a living will). See pages 65-67 which explain about advance directives. You can also contact the Member Services department for more information.

• To file any complaint about not following your advance directive with the Ohio Department of Health.

• To change your primary care provider (PCP) to another PCP on the CareSource network at least monthly, CareSource must send you a notice in writing that says who the new PCP is by the date of the change.

• To be free to carry out your rights and know that CareSource, CareSource’s providers or the Ohio Department of Medicaid (ODM) and the Centers for Medicare and Medicaid (CMS) will not hold this against you.

• To know that CareSource must follow all federal and state laws, and other laws about privacy that apply.

• To choose the provider that gives you care whenever possible and appropriate.

• If you are a female, you must be able to go to a woman’s health provider in CareSource’s network for covered woman’s health services.

• To be able to get a second opinion from a qualified provider in CareSource’s network. If a qualified provider is not able to see you, CareSource must set up a visit with a provider not in its network.

• If CareSource is unable to provide a necessary and covered service in our network, CareSource will cover these services out of network for as long as we are unable to provide the service in network. If you are approved to go out of network, this is your right as a member and the services will be provided at no cost to you.

• To get information about CareSource from us.
• To make recommendations regarding CareSource’s member rights and responsibility policy.

• To contact the United States Department of Health and Human Services Office of Civil Rights and/or the Ohio Department of Job and Family Services’ Bureau of Civil Rights at the addresses below with any complaint of discrimination based on race, color, religion, gender identity, sex, sexual orientation, age, disability, national origin, veteran’s status, ancestry, health status or need for health services.

The Ohio Department of Medicaid
Office of Human Resources, Employee Relations
P.O. Box 182709
Columbus, Ohio 43218-2709
E-mail: ODM_EmployeeRelations@medicaid.ohio.gov
Fax: (614) 644-1434

Office for Civil Rights
United States Department of Health and Human Services
233 N. Michigan Ave. – Suite 240
Chicago, Illinois 60601
Ph: (312) 886-2359 / TTY: (312) 353-5693
YOUR MEMBERSHIP RESPONSIBILITIES

As a member of CareSource you have the responsibility to:

• Use only approved providers.

• Keep scheduled doctor appointments, be on time, and to call 24 hours in advance of a cancellation.

• Follow the advice and instructions for care you have agreed upon with your doctors and other health care providers.

• Always carry your ID card and present it when receiving services.

• Never let anyone else use your ID card.

• Notify your county caseworker and CareSource of a change in your phone number or address.

• Contact your PCP after going to an urgent care center or after getting medical care outside of CareSource’s covered counties or service area.

• Let CareSource and your county caseworker know if you have other health insurance coverage.

• Provide the information that CareSource and your health care providers need, to the extent possible, in order to provide care for you.

• Understand as much as possible about your health issues, follow plans and instructions, and take part in reaching goals that you and your health care provider agree upon.

• Report any suspected fraud, waste or abuse to CareSource using the information provided on pages 62-64.

Consult our website, CareSource.com or newsletters annually for any updates to Member Rights and Responsibilities.
CARESOURCE NOTICE OF PRIVACY PRACTICES

This notice describes how health information about you may be used and given out. It also tells how you can get this information. Please review it carefully. We will refer to ourselves simply as “CareSource” in this notice.

YOUR RIGHTS

When it comes to your health information, you have certain rights:

Get a copy of your health and claims records

- You can ask to review or obtain a copy of your health and claims records. You can also request other health information we have about you. Ask us how to do this.

- We will give you a copy or a summary of your health and claims records. We often do this within 30 days of your request. We may charge a fair, cost-based fee.

Ask us to fix health and claims records

- You can ask us to amend your health and claims records if you feel they are wrong or not complete. Ask us how to do this.

- We may say “no” to your request. If we do, we will tell you why in writing within 60 days.

Ask for private communications

- You can ask us to contact you in a specified way, such as home or office phone. You can ask us to send mail to a different address.

- We consider all fair requests. We must say “yes” if you tell us you would be in danger if we do not.

Ask us to limit what we use or share

- You can ask us not to use or share certain health information for care, payment, or our operations.

However, we may not honor your request. We may be unable to fulfill your request due to the affect it may have on your care or for other reasons not listed.

Get a list of those with whom we’ve shared information

- You can ask for a list showing the times we’ve shared your health information. This list is limited to a six year history from before the date you ask. You may ask who we shared your information with, and why.
• We will include all the disclosures except for those about:
  – care
  – amount paid
  – health care operations
  – certain other disclosures (such as any you asked us to make)
• We will provide you with one list each year for free. If you ask for another within 12 months, we will charge a fair, cost-based fee.

Get a copy of this privacy notice
• You can ask for a paper copy of this notice at any time. You can ask even if you have agreed to get the notice electronically. We will provide you a paper copy promptly.

Give CareSource consent to speak to someone on your behalf
• You can give CareSource consent to talk about your health information with someone else on your behalf.
• If you have a legal guardian, that person can use your rights and make choices about your health information. CareSource will provide health information to your legal guardian. We will make sure a legal guardian has this right and can act for you before we take any action.

File a complaint if you feel your rights are violated
• You may file a complaint if you feel we have violated your rights, by contacting us and using the information at the end of this notice.
• You may file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.
• We will not take action against you for filing a complaint. We may not require you to give up your right to file a complaint as a condition of:
  – care,
  – payment,
  – enrollment in a health plan, or
  – eligibility for benefits.
YOUR CHOICES

For certain health information, you can tell us your choices about what we share. If you have a clear decision for how we share your information in the situations described below, contact us. Tell us what you want us to do. We will follow your instructions.

**In these cases, you have both the right and choice to tell us how to:**

- Share information with your family, close friends, or others involved in payment for your care
- Share information in a disaster relief situation

*If you are not able to tell us your choice, such as if you are unconscious, we may share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and close threat to health or safety.*

**In these cases we often cannot share your information unless you give us written consent:**

- Marketing purposes
- Sale of your information
- Disclosure of psychotherapy notes

CONSENT TO SHARE HEALTH INFORMATION

CareSource shares your health information, including Sensitive Health Information (SHI). SHI can be information related to drug and/or alcohol treatment, genetic testing results, HIV/AIDS, mental health, sexually transmitted diseases (STD), or communicable/other diseases that are a danger to your health. This information is shared to handle your care and treatment or to help with benefits. This information is shared with your past, current, and future treating providers. It is also shared with Health Information Exchanges (HIE). An HIE lets providers view information that CareSource has about members. You have the right to tell CareSource you do not want your health information (including SHI) shared. If you do not agree to share your health information, it will not be shared with providers to handle your care and treatment or to help with benefits. It will be shared with the provider who treats you for the specific SHI. If you do not approve sharing, all providers helping care for you may not be able to manage your care as well as they could if you did approve sharing.
OTHER USES AND DISCLOSURES

How do we typically use or share your health information? We typically use or share your health information in these ways:

Help you get health care treatment

- We can use your health information and share it with experts who are treating you
  - Example: We may arrange more care for you based on information sent to us by your doctor.

Run our organization

- We can use and give out your information to run our company. We use it to contact you when needed.
- We are not allowed to use genetic information to decide whether we will give you coverage. We cannot use it to decide the price of that coverage.
  - Example: We may use your information to review and improve the quality of health care you and others get. We may give your health information to outside groups so they can assist us with our business. Such outside groups include lawyers, accountants, consultants and others. We require them to keep your health information private, too.

Pay for your health care

- We can use and give out your health information as we pay for your health care.
  - Example: We share information about you with your dental plan to arrange payment for your dental work.

How else can we use or share your health information? We are allowed or required to share your information in other ways. These ways are often to help the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these reasons. For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html

To help with public health and safety issues

- We can share health information about you for certain reasons such as:
  - Preventing disease
  - Helping with product recalls
  - Reporting harmful reactions to drugs
  - Reporting suspected abuse, neglect, or domestic violence
  - Preventing or reducing a serious threat to anyone’s health or safety
To do research

- We can use or share your information for health research. We can do this as long as certain privacy rules are met.

To obey the law

- We will share information about you if state or federal laws require it. This includes the Department of Health and Human Services if it wants to see that we are obeying federal privacy laws.

To respond to organ and tissue donation requests

- We can share health information about you with organ procurement organizations.

To work with a medical examiner or funeral director

- We can share health information with a coroner, medical examiner, or funeral director when a person dies.

To address workers’ compensation, law enforcement, and other government requests

- We can use or share health information about you:
  - For workers’ compensation claims
  - For law enforcement purposes or with a law enforcement official
  - With health oversight agencies for activities allowed by law
  - For special government functions such as military, national security, and presidential protective services

To respond to lawsuits and legal actions

- We can share health information about you in response to a court or administrative order, or in response to a court order.

We may also make a collection of “de-identified” information that cannot be traced back to you.
OUR RESPONSIBILITIES

• We protect our members’ health information in many ways. This includes information that is written, spoken or available online using a computer.
  – CareSource employees are trained on how to protect member information.
  – Member information is spoken in a way so that it is not inappropriately overheard.
  – CareSource makes sure that computers used by employees are safe by using firewalls and passwords.
  – CareSource limits who can access member health information. We make sure that only those employees with a business reason to access information use and share that information.

• We are required by law to keep the privacy and security of your protected health information and to give you a copy of this notice.

• We will let you know quickly if a breach occurs that may have compromised the privacy or security of your information.

• We must follow the duties and privacy practices described in this notice. We must give you a copy of it.

• We will not use or share your information other than as listed here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

EFFECTIVE DATE AND CHANGES TO THE TERMS OF THIS NOTICE

The original notice was effective April 14, 2003, and this version was effective September 1, 2014. We must follow the terms of this notice as long as it is in effect. If needed, we can change the notice and the new one would apply to all health information we keep. If this happens, the new notice will be available upon request and will be posted on our web site. You can also ask for a paper copy of our notice at any time by mailing a request to the CareSource Privacy Officer.

The CareSource Privacy Officer can be reached by:

Mail: CareSource
      Attn: Privacy Officer
      P.O. Box 8738
      Dayton, OH 45401-8738

Email: HIPAAPrivacyOfficer@caresource.com

Phone: 1-800-488-0134, ext. 12023 (TTY: 1-800-750-0750 or 711)
GRIEVANCES & APPEALS

HOW TO LET CARESOURCE KNOW IF YOU ARE UNHAPPY OR DO NOT AGREE WITH A DECISION WE MADE – APPEALS AND GRIEVANCES

We hope you will be happy with CareSource and the service we provide. If you are unhappy with anything about CareSource or its providers you should contact us as soon as possible. This includes if you do not agree with a decision we have made. You, or someone you want to speak for you, can contact us. If you want someone to speak for you, you will need to let us know this. CareSource wants you to contact us so that we can help you. To contact us, you can:

• Call the Member Services department at 1-800-488-0134 (TTY: 1-800-750-0750 or 711), or
• Fill out the form in your Member Handbook (see page 65), or
• Call the Member Services department to request they mail you a form, or
• Visit our website at CareSource.com, or
• Write a letter telling us what you are unhappy about. Be sure to put your first and last name, the number from the front of your CareSource member ID card, and your address and telephone number in the letter so that we can contact you, if needed. You should also send any information that helps explain your problem.

Mail the form or your letter to:

CareSource
Attn: Grievance Department
P.O. Box 1947
Dayton, OH 45401-1947

CareSource will send you something in writing if we make a decision to:

• Deny a request to cover a service for you,
• Reduce, suspend or stop services before you receive all of the services that were approved, or
• Deny payment for a service you received that is not covered by CareSource.

We will also send you something in writing if, by the date we should have, we did not:

• Make a decision on whether to okay a request to cover a service for you, or
• Give you an answer to something you told us you were unhappy about.
If you do not agree with the decision/action listed in the letter, and you contact us **within 60 calendar days** to ask that we change our decision/action, this is called an **appeal**. The 60 calendar day period begins on the day after the mailing date on the letter. If we have made a decision to reduce, suspend or stop services before you receive all of the services that were approved, your letter will tell you how you can keep receiving the services if you choose and when you may have to pay for the services.

Unless we tell you a different date, we will give you an answer to your appeal in writing within 15 calendar days from the date you contacted us. If we do not change our decision or action as a result of your appeal, we will notify you of your right to request a state hearing. **You may only request a state hearing after you have gone through the CareSource appeal process.**

If you contact us because you are unhappy with something about CareSource or one of our providers, this is called a **grievance**. CareSource will give you an answer to your grievance by phone (or by mail if we can’t reach you by phone) within the following time frames:

- Two working days for grievances about not being able to get medical care
- 30 calendar days for all other grievances except grievances that are about getting a bill for care you have received
- 60 calendar days for grievances about getting a bill for care you have received

If your grievance is about getting a bill for care you or a family member received, please call the telephone number on the bill to make sure they have your CareSource ID number, or give them the primary insurance for the family member who received the care. If they tell you they have this information, please ask them why you are receiving a bill.

After you have done this, please contact our Member Services department and provide us with the following information contained on your bill:

- The date you or your family member received services
- The amount of the bill
- The provider’s name
- The telephone number
- The account number
- Tell us why the provider’s office told you they were billing you
If you are not happy with our answer to your grievance, please contact our Member Services department and we will be happy to discuss it with you.

You also have the right to file a complaint at any time by contacting the:

Ohio Department of Medicaid
Bureau of Managed Care
Compliance and Oversight
P.O. Box 182709
Columbus, Ohio 43218-2709
1-800-605-3040 or 1-800-324-8680 (TTY: 1-800-292-3572)

Ohio Department of Insurance
50 W. Town Street
3rd Floor – Suite 300
Columbus, Ohio 43215
1-800-686-1526
STATE HEARINGS

You must first exhaust the appeal process with CareSource before a State Hearing can be requested.

A State Hearing is a meeting with you or your authorized representative, someone from the County Department of Job and Family Services, someone from CareSource, and a hearing officer from the Bureau of State Hearings within the Ohio Department of Job and Family Services (ODJFS). In this meeting, you will explain why you think CareSource did not make the right decision and CareSource will explain the reasons for making their decision. The hearing officer will listen and then decide who is right based on the rules and the information given.

CareSource will notify you of your right to request a state hearing if:

- We do not change our decision or action as a result of your appeal
- A decision is made to propose enrollment or continue enrollment in the Coordinated Services Program
- A decision is made to deny your request to change your Coordinated Services Program provider

If you want a state hearing, you or your authorized representative must request a hearing within 120 calendar days. The 120 calendar day period begins on the day after the mailing date on the hearing form. If your appeal was about a decision to reduce, suspend or stop services before all of the approved services are received, your letter will tell you how you can keep receiving the services if you choose to and when you may have to pay for the services. If we propose to enroll you in the Coordinated Services Program and you request the hearing within 15 calendar days from the mailing date on the form, we will not enroll you in the program until the hearing decision.

To request a hearing you can sign and return the state hearing form to the address or fax number listed on the form, call the Bureau of State Hearings at 1-866-635-3748, or submit your request via email at bsh@jfs.ohio.gov. If you want information on free legal services but don’t know the number of your local legal aid office, you can call the Ohio State Legal Services Association at 1-800-589-5888 for the local number.

State hearing decisions are usually issued no later than 70 calendar days after the request is received. However, if CareSource or the Bureau of State Hearings decides that the health condition meets the criteria for an expedited decision, the decision will be issued as quickly as needed but no later than three (3) working days after the request is received. Expedited decisions are for situations when making the decision within the standard time frame could seriously jeopardize your life or health or ability to attain, maintain, or regain maximum function.
MEMBERSHIP TERMINATIONS

We hope you will be happy with CareSource and discuss with us any problems or concerns you may have so we can try to resolve them.

ENDING YOUR MCP MEMBERSHIP

As a member of a managed care plan, you have the right to choose to end your membership at certain times during the year. You can choose to end your membership during the first three months of your membership or during the annual open enrollment month for your area. The Ohio Department of Medicaid will send you something in the mail to let you know when your annual open enrollment month will be. If you live in a mandatory enrollment area, you will have to choose another managed care plan to receive your health care.

If you want to end your membership during the first three months of your membership or open enrollment month for your area, you can call the Medicaid Hotline at 1-800-324-8680 (TTY: 1-800-292-3572). You can also submit a request online to the Medicaid Hotline website at www.ohiomh.com. Most of the time, if you call before the last 10 days of the month, your membership will end the first day of the next month. If you call after this time, your membership will not end until the first day of the following month. If you chose another managed care plan, your new plan will send you information in the mail before your membership start date.

Choosing A New Plan

If you are thinking about ending your membership to change to another managed care plan, you should learn about your choices, especially if you want to keep your current doctor(s). Remember, each managed care plan has its own list of doctors and hospitals that they will allow you to use. In addition, each managed care plan has written information which explains the benefits it offers and the rules that it has. If you would like written information about a managed care plan you are thinking of joining or if you simply would like to ask questions about the managed care plan, you may either call the plan or call the Medicaid Hotline at 1-800-324-8680 (TTY: 1-800-292-3572). You can also find information about the managed care plans in your area by visiting the Medicaid Hotline website at www.ohiomh.com.
JUST CAUSE MEMBERSHIP TERMINATIONS

Sometimes there may be a special reason that you need to end your membership with a plan. This is called a “Just Cause” membership termination. Before you can ask for a just cause membership termination you must first call CareSource and give us a chance to resolve the issue. If we cannot resolve the issue, you can ask us for a just cause termination at any time if you have one of the following reasons:

1. You move and your current MCP is not available where you now live and you must receive non-emergency medical care in your new area before your MCP membership ends.

2. The MCP does not, for moral or religious objections, cover a medical service that you need.

3. Your doctor has said that some of the medical services you need must be received at the same time and all of the services are not available in your MCP’s network.

4. You have concerns that you are not receiving quality care and the services you need are not available from another provider on your MCP’s network.

5. Lack of access to medically necessary Medicaid-covered services or lack of access to providers that are experienced in dealing with your special health care needs.

6. The PCP that you chose is no longer on your MCP’s network and he/she was the only PCP on your MCP’s network that spoke your language and was located within a reasonable distance from you; or another health plan has a PCP on their network that speaks your language that is located within a reasonable distance from you and will accept you as a patient.

7. If you think staying as a member in your current managed care plan is harmful to you and not in your best interest.

You may ask to end your membership for Just Cause by calling the Medicaid Hotline at 1-800-324-8680 (TTY: 1-800-292-3572). The Ohio Department of Medicaid (ODM) will review your request to end your membership for Just Cause and decide if you meet a Just Cause reason. You will receive a letter in the mail to tell you if the Ohio Department of Medicaid will end your current membership and the date it ends. If you live in a mandatory enrollment area, you will have to choose another managed care plan to receive your health care unless the Ohio Department of Medicaid tells you differently. If your Just Cause request is denied, the Ohio Department of Medicaid will send you information that explains your state hearing right for appealing the decision.
THINGS TO KEEP IN MIND IF YOU END YOUR MEMBERSHIP

If you have followed any of the above steps to end your membership, remember:

- Continue to use CareSource doctors and other providers until the day you are a member of your new health plan or back on regular Medicaid.

- If you chose a new MCP and have not received a member ID card before the first day of the month when you are a member of the new plan call the plan’s Member Services department. If they are unable to help you, call the Medicaid Hotline at 1-800-324-8680 (TTY: 1-800-292-3572).

- If you were allowed to return to the regular Medicaid card and you have not received a new Medicaid card, call your county caseworker.

- If you have chosen a new MCP and have any medical visits scheduled, please call your new plan to be sure that these providers are on the new plan’s list of providers and any needed paperwork is done. Some examples of when you should call your new plan include: when you have an appointment to see a new doctor, a surgery, blood test or X-ray scheduled and especially if you are pregnant.

- If you were allowed to return to regular Medicaid and have any medical visits scheduled, please call the providers to be sure that they will take the regular Medicaid card.

OPTIONAL MEMBERSHIP TERMINATIONS

You have the option not to be a member of a managed care plan if:

- You are a member of a federally recognized Indian tribe, regardless of your age.
- You are an individual who receives home and community based waiver services through the Ohio Department of Developmental Disabilities.

If you believe that you or your child meet any of the above criteria and do not want to be a member of a managed care plan, you can call the Medicaid Hotline at 1-800-324-8680 (TTY: 1-800-292-3572). If someone meets the above criteria and does not want to be an MCP member, their membership will be ended.

EXCLUSIONS – INDIVIDUALS THAT ARE NOT PERMITTED TO JOIN A MEDICAID MCP

The following individuals are not permitted to join a managed care plan:

- Dually eligible under both the Medicaid and Medicare programs.
- Institutionalized (in a nursing home and are not eligible under the Adult Extension category, long-term care facility, ICF-MR, or some other kind of institution)
- Receiving Medicaid Waiver services and are not eligible under the Adult Extension category.
• If you are eligible for Medicaid under the Adult Extension category, you will receive your nursing home services through the Managed Care Plan. Additionally, Adult Extension members approved for waiver services will remain in the Managed Care Plan.

If you believe that you meet any of the above criteria and should not be a member of a managed care plan, you must call the Medicaid Hotline at 1-800-324-8680 (TTY: 1-800-292-3572). If you meet the above criteria, your MCP membership will be ended.

CAN CARESOURCE END MY MEMBERSHIP?

CareSource may ask the Ohio Department of Medicaid to end your membership for certain reasons. The Ohio Department of Medicaid must okay the request before your membership can be ended. The reasons that CareSource can ask to end your membership are:

• For fraud or for misuse of your CareSource ID card
• For disruptive or uncooperative behavior to the extent that it affects CareSource’s ability to provide services to you or other members

CareSource provides services to our members because of a contract that CareSource has with the Ohio Department of Medicaid. If you want to contact the Ohio Department of Medicaid you can call or write to:

Ohio Department of Medicaid
Office of Managed Care Compliance and Oversight
P.O. Box 182709
Columbus, Ohio 43218-2709
Phone: 1-800-324-8680
TTY: 1-800-292-3572

You can also visit the Ohio Department of Medicaid on the web at www.medicaid.ohio.gov.

You can contact CareSource to get any other information you want including the structure and operation of CareSource and how we pay our providers.

If you want to tell us about things you think we should change, please call the Member Services department at 1-800-488-0134 (TTY: 1-800-750-0750 or 711).
FRAUD, WASTE AND ABUSE

We have a comprehensive fraud, waste and abuse program in our Special Investigations Department. It is designed to handle cases of managed care fraud. Help us by reporting questionable situations.

Fraud can be committed by providers, pharmacies or members. We monitor and take action on any provider, pharmacy or member fraud, waste and abuse.

Examples of provider fraud, waste and abuse include doctors or other health care providers who:
- Prescribe drugs, equipment or services that are not medically necessary
- Fail to provide patients with medically necessary services due to lower reimbursement rates
- Bill for tests or services not provided
- Use wrong medical coding on purpose to get more money
- Schedule more frequent return visits than are medically necessary
- Bill for more expensive services than provided
- Prevent members from getting covered services resulting in underutilization of services offered

Examples of pharmacy fraud, waste and abuse include:
- Not dispensing medicines as written
- Submitting claims for a more expensive brand name drug that costs more when you actually receive a generic drug that costs less
- Dispensing less than the prescribed quantity and then not letting the member know to get the rest of the drug

Examples of member fraud, waste and abuse include:
- Inappropriately using services such as selling prescribed narcotics or trying to get controlled substances from more than one provider or pharmacy
- Changing or forging prescriptions
- Using pain medications you do not need
- Sharing your ID card with another person
• Not disclosing that you have other health insurance coverage
• Getting unnecessary equipment and supplies
• Receiving services or picking up medicines under another person’s ID (identity theft)
• Giving wrong symptoms and other information to providers to get treatment, drugs, etc.
• Too many ER visits for problems that are not emergencies
• Misrepresenting eligibility for Medicaid

Members who are proven to have abused or misused their covered benefit may:
• Be required to pay back any money that we paid for services which were determined to be a misuse of benefit
• Be prosecuted for a crime and go to jail
• Lose your Medicaid benefit
• Be locked in to one PCP, one controlled substance provider, one pharmacy and/or one hospital for non-emergency services.

IF YOU SUSPECT FRAUD, WASTE OR ABUSE

If you think a doctor, pharmacy or member is committing fraud, waste or abuse, you must inform us. Report it to us in one of these ways:

• Call **1-800-488-0134** (TTY: 1-800-750-0750 or 711). Select the menu option for reporting fraud
• Complete the Fraud, Waste and Abuse Reporting Form. You can write a letter and mail it to us. Or you can go to our website and fill out the form. Our website is CareSource.com.

Send your letter to:

CareSource
Attn: Special Investigations Unit
P.O. Box 1940
Dayton, OH 45401-1940
You do not have to give us your name when you write or call. There are other ways you may contact us that are not anonymous. If you are not concerned about giving your name, you may also use one of the following ways to contact us:

- Send an email* to fraud@caresource.com
- Fax us at 1-800-418-0248

When you report fraud, waste or abuse, please give us as many details as you can. Include names and phone numbers.

You may remain anonymous. If you do, we will not be able to call you back for more information. Your report will be kept confidential to the extent permitted by law.

*Most email systems are not protected from third parties. This means people may access your email without you knowing or saying it’s okay. Please do not use email to tell us information that you think is confidential, like your member ID number, social security number or health information. Instead, please use the form or phone number noted above. This can help protect your privacy.

Thank you for helping us keep fraud, waste and abuse out of health care.
ADVANCE DIRECTIVES

USING ADVANCE DIRECTIVES TO STATE YOUR WISHES ABOUT YOUR MEDICAL CARE

Many people today worry about the medical care they would get if they became too sick to make their wishes known.

Some people may not want to spend months or years on life support. Others may want every step taken to lengthen life.

YOU HAVE A CHOICE

A growing number of people are acting to make their wishes known. You can state your medical care wishes in writing while you are healthy and able to choose.

Your health care facility must explain your right to state your wishes about medical care. It also must ask you if you have put your wishes in writing.

This information explains your rights under Ohio law to accept or refuse medical care. It will help you choose your own medical care.

This information also explains how you can state your wishes about the care you would want if you could not choose for yourself.

This information does not contain legal advice, but will help you understand your rights under the law.

For legal advice, you may want to talk to a lawyer. For information about free legal services, call 1-800-589-5888, Monday through Friday, 8:30 a.m. to 5 p.m.

WHAT ARE MY RIGHTS TO CHOOSE MY MEDICAL CARE?

You have the right to choose your own medical care. If you don’t want a certain type of care, you have the right to tell your doctor you don’t want it.

WHAT IF I’M TOO SICK TO DECIDE? WHAT IF I CAN’T MAKE MY WISHES KNOWN?

Most people can make their wishes about their medical care known to their doctors. But some people become too sick to tell their doctors about the type of care they want. Under Ohio law, you have the right to fill out a form while you’re able to act for yourself. The form tells your doctors what you want done if you can’t make your wishes known.
WHAT KINDS OF FORMS ARE THERE?

Under Ohio law, there are four different forms, or advance directives, you can use. You can use either a Living Will, a Declaration for Mental Health Treatment, a Health Care Power of Attorney or a Do Not Resuscitate (DNR) Order.

You fill out an advance directive while you’re able to act for yourself. The advance directive lets your doctor and others know your wishes about medical care.

DO I HAVE TO FILL OUT AN ADVANCE DIRECTIVE BEFORE I GET MEDICAL CARE?

No. No one can make you fill out an advance directive. You decide if you want to fill one out.

WHO CAN FILL OUT AN ADVANCE DIRECTIVE?

Anyone 18 years old or older who is of sound mind and can make his or her own decisions can fill one out.

DO I NEED A LAWYER?

No, you don’t need a lawyer to fill out an advance directive. Still, you may decide you want to talk with a lawyer.

DO THE PEOPLE GIVING ME MEDICAL CARE HAVE TO FOLLOW MY WISHES?

Yes, if your wishes follow state law. However, Ohio law includes a conscience clause. A person giving you medical care may not be able to follow your wishes because they go against his or her conscience. If so, they will help you find someone else who will follow your wishes.

CAN I CHANGE MY ADVANCE DIRECTIVE?

Yes, you can change your advance directive whenever you want. If you already have an advance directive, make sure it follows Ohio’s law. You may want to contact a lawyer for help. It is a good idea to look over your advance directives from time to time. Make sure they still say what you want and that they cover all areas.

IF I DON’T HAVE AN ADVANCE DIRECTIVE, WHO CHOOSES MY MEDICAL CARE WHEN I CAN’T?

If you are in terminal condition or a permanently unconscious state, then Ohio law recognizes an order of decision makers if you are unable to make health care decisions for yourself and you do not have an advance directive. Ohio law recognizes this order of your decision makers: legal guardian, spouse, majority of adult children, parents, and other nearest relative.
WHERE DO I GET ADVANCE DIRECTIVE FORMS?
Many of the people and places that give you medical care have advance directive forms. A lawyer could also help you.

WHAT DO I DO WITH MY FORMS AFTER FILLING THEM OUT?
You should give copies to your doctor and health care facility to put into your medical record. Give one to a trusted family member or friend. If you have chosen someone in a Health Care Power of Attorney, give that person a copy.

Put a copy with your personal papers. You may want to give one to your lawyer or clergy person.

Be sure to tell your family or friends about what you have done. Don’t just put these forms away and forget about them.

ORGAN AND TISSUE DONATION
Ohioans can choose whether they would like their organs and tissues to be donated to others in the event of their death. By making their preference known, they can ensure that their wishes will be carried out immediately and that their families and loved ones will not have the burden of making this decision at an already difficult time. Some examples of organs that can be donated are the heart, lungs, liver, kidneys and pancreas. Some examples of tissues that can be donated are skin, bone, ligaments, veins and eyes.

There are two ways to register to become an organ and tissue donor:

1. You can state your wishes for organ and/or tissue donation when you obtain or renew your Ohio Driver License or State ID Card, or
2. You can complete the Donor Registry Enrollment Form that is attached to the Ohio Living Will Form, and return it to the Ohio Bureau of Motor Vehicles.

WHAT IS A GUARDIAN?
A guardian is someone chosen by a court to be legally in charge for another person.

WHEN WILL A GUARDIAN BE CHOSEN?
A court will choose a guardian for someone who can no longer make safe choices by themselves. This is usually due to legal or mental incapacity. In certain situations a minor may also have a guardian chosen for them.

HOW DO I GET A GUARDIANSHIP?
Only a court can choose a guardian. The court that chooses a guardian is your local court. This could differ based on where you live. Call your local court, a local lawyer, or local legal aid service for more information.
QUALITY HEALTH CARE

We want to make sure that you receive quality health care. We do this by:

• Reviewing the care you receive from your doctors and other health care providers
• Finding and correcting any problems related to proper medical care
• Making sure care is available to you when you need it
• Providing health education information to you and your providers

REVIEW OF HEALTH CARE SERVICES

CareSource keeps track of the services you get from health care providers. We discuss some services with your providers before you get them to make sure they are appropriate and necessary. For example, we review surgeries or stays at a hospital (unless they are emergencies). This is called utilization management. It makes sure you get the right amount of care you need when you need it.

All utilization management determinations are made by qualified Physician Reviewers. CareSource monitors the work of our reviewers on an ongoing basis. Part of the monitoring includes testing reviewers by presenting each of them with the same cases to ensure they make consistent and objective determinations.

CareSource determines if a service can be covered or not within 14 calendar days. This can be done quicker if the member’s medical condition warrants it. We notify your doctor in writing of the determination and the reason for it. If we are not able to cover the service, we notify you in writing, too. The letter includes our phone number in case you want to call us for more information. If you are not happy with the determination, you can appeal it by calling or writing to CareSource. Your case will be re-reviewed by a different doctor from an appropriate specialty area, and you will be notified of the determination in writing.

You can contact us at any time about utilization management or prior authorization requests. Just call the Member Services department at 1-800-488-0134 (TTY: 1-800-750-0750 or 711). You can also send us an email at any time through our website. Just visit CareSource.com. Staff are identified by name, title and organization name when initiating or returning calls regarding utilization management issues.
Any decisions we make with your providers about the medical necessity of your health care are based only on how appropriate the care setting or services are. CareSource does not reward providers or our own staff for denying coverage or services. We do not offer financial incentives to our staff that encourage them to make decisions that result in underutilization.

CareSource may decide that a new development not currently covered by Medicaid will be a covered benefit. This includes newly developed:

- Health care services
- Medical devices
- Therapies
- Treatment options

We will review requests for new developments and make a decision about coverage based on:

- Updated Medicaid and Medicare rules
- External technology assessment guidelines
- Food and Drug Administration (FDA) approval
- Medical literature recommendations

You can contact CareSource to get any other information you want including the structure and operation of CareSource and how we pay our providers. You can also find out about:

- How we work with other health plans if you have other coverage
- Results of member surveys
- How many members disenroll from CareSource
- Benefits, eligibility, claims or participating providers
CARESOURCE QUALITY IMPROVEMENT PROGRAM

PROGRAM PURPOSE

Your care means a lot to us. The purpose of the CareSource Quality Improvement Program is to ensure that CareSource has the necessary infrastructure to:

• Coordinate care
• Promote quality
• Ensure performance and efficiency on an ongoing basis
• Improve the quality and safety of clinical care and services provided to CareSource members.

THERE ARE TWO GUIDING TENANTS FOR THE PROGRAM:

Our mission, which is our heartbeat, is to make a lasting difference in our members’ lives by improving their health and well-being. Our vision is to transform lives through innovative health and life services.

The Institutes for Healthcare Improvement’s Triple Aim: Simultaneously improving the health of the population, enhancing the experience and outcomes of the patient, and the per capita cost of care for the benefit of communities.

The CareSource Quality Improvement Program includes both clinical and non-clinical services and is revised as needed to remain responsive to member needs, provider feedback, standards of care, and business needs.

PROGRAM GOALS AND OBJECTIVES

CareSource strives to be a top performing health plan nationally. Performance goals are determined and aligned with national benchmarks where available. The goals and objectives of the program are:

NCQA Excellent Accreditation

• Compliance with NCQA Accreditation standards
• High level of HEDIS® performance
• High level of CAHPS® performance
• Comprehensive Population Health Management Program
• Comprehensive Provider Engagement Program

HEDIS® is a registered trademark of the National Committee for Quality Assurance (NCQA).
CAHPS® is a registered trademark of the Agency for Healthcare Research and Quality (AHRQ).
NCQA Health Plan Rating of 5
- High level of HEDIS performance
- High level of CAHPS performance
- Comprehensive Population Health Management Program
- Comprehensive Provider Engagement Program

PROGRAM SCOPE
The Quality Improvement Program governs quality assessment and improvement activities. The scope includes:

- Meeting the quality requirements of the Centers for Medicare and Medicaid Services (CMS) as outlined in the CMS’s Medicare Managed Care Manual, Chapter 5, Quality Assessment; and 42 CFR§422.152;
- Establishing safe clinical practices throughout the network of providers;
- Providing quality oversight of all clinical services;
- Compliance with NCQA accreditation standards;
- HEDIS compliance audit and performance measurement;
- Monitoring and evaluating member and provider satisfaction;
- Managing all quality of care and quality service complaints;
- Developing organizational competency in the Institute of Healthcare Improvements’ Model;
- Ensuring that CareSource is effectively serving members with culturally and linguistically diverse members;
- Ensuring that CareSource is effectively serving members with complex health needs;
- Assessing the characteristics and needs of the member population;
- Assessing the geographic availability and accessibility of primary and specialty care providers.

QUALITY METRICS
CareSource continually assesses and analyzes the quality of care and services offered to our members. This is accomplished by using objective and systematic monitoring and evaluation to implement programs to improve outcomes.
CareSource uses the Healthcare Effectiveness Data and Information Set (HEDIS) to measure the quality of care delivered to members. HEDIS is one of the most widely used means of health care measurement in the United States. HEDIS is developed and maintained by The National Committee for Quality Assurance (NCQA). The HEDIS tool is used by America’s health plans to measure important dimensions of care and service and allows for comparisons across health plans in meeting state and federal performance measures and national HEDIS benchmarks. HEDIS measures are based on evidence-based care and address the most pressing areas of care. Potential quality measures are:

Wellness and Prevention
- Preventive Screenings (breast cancer, cervical cancer, chlamydia)
- Well-Child Care

Chronic Disease Management
- Comprehensive Diabetes Care
- Controlling High Blood Pressure

Behavioral Health
- Follow-up After Hospitalization for Mental Illness
- Antidepressant Medication Management
- Follow-up for Children Prescribed ADHD Medication

Safety
- Use of Imaging Studies for Low Back Pain

CareSource also uses the annual member survey, Consumer Assessment of Healthcare Providers and Systems (CAHPS) Surveys, to capture member perspectives on health care quality. CAHPS is a program overseen by the United Stated Department of Health and Human Services – Agency for Healthcare Research and Quality (AHRQ). Potential CAHPS measures include:
- Customer Service
- Getting Care Quickly
- Getting Needed Care
- How Well Doctors Communicate
- Ratings of All Health Care, Health Plan, Personal Doctor, Specialist
PREVENTIVE GUIDELINES AND CLINICAL PRACTICE GUIDELINES

CareSource recommends nationally accepted standards and guidelines to help inform and guide the clinical care provided to CareSource members. Guidelines are reviewed and approved by the CareSource Clinical Advisory Committee at least every two years or more often as appropriate, and updated as necessary. The guidelines are then presented to the CareSource Quality Enterprise Committee. The use of these guidelines allows CareSource to measure the impact of the guidelines on outcomes of care. Topics for guidelines are identified through analysis of CareSource members. Guidelines may include, but are not be limited to:

- Preventive Health
- Behavioral Health (i.e. depression)
- Chronic Condition Management (i.e. hypertension, diabetes, cardiovascular disease, cerebrovascular disease, and chronic obstructive pulmonary disease)
- Population Health (i.e. obesity, tobacco cessation)

Information about clinical practice guidelines and health information are made available to CareSource members via member newsletters, the CareSource member website, or upon request. Preventive Guidelines and Health Links are available to members and providers via the website or hard copy.

Your health is important. Here are some ways that you can maintain or improve your health:

- Establish a relationship with a health care provider.
- Make sure you and your family have regular checkups with your health care provider.
- If you have a chronic condition (such as asthma or diabetes), see your doctor regularly. Follow the treatment that your doctor has given you. Make sure that you take the medications that your doctor has asked you to take.
- Remember CareSource24, our Nurse Advice line, is available to help you. You can call the number on your member ID card 24/7/365.

If you would like more information on CareSource Quality Improvement, please call Member Services department at 1-800-488-0134 (TTY: 1-800-750-0750 or 711).
MEMBER GRIEVANCE/APPEAL FORM

Member Name _______________________  Member ID# _____________________

Member Address ______________________________________________________
____________________________________________________________________
____________________________________________________________________

Member Telephone ____________________________________________________

If the grievance or appeal concerns a provider(s), please supply the following information, if known.

Name of Provider(s) ___________________________________________________

Address ____________________________________________________________

Phone ______________________________________________________________

Please write a description of the grievance/appeal with as much detail as possible. Attach extra pages, if needed.

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

__________________________________   ______________________________
(Member Signature)                    (Date Filed)

OFFICE USE ONLY
Date Received:
Received By:
Grievance Level 1 2
Hearing Date:
Action taken to resolve grievance/appeal:

__________________________________   ______________________________
(Signature Plan Rep)             (Resolution Date)
# A. SUBSCRIBER INFORMATION

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<td>3a. Phone #: (   )</td>
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<tr>
<td>4a. Last Name:</td>
<td>5a. First Name:</td>
<td>6a. MI:</td>
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<td>8a. Home Address:</td>
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# B. PATIENT INFORMATION

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<td>2b. Last Name:</td>
<td>3b. First Name:</td>
<td>4b. MI:</td>
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<td>6b. Home Address:</td>
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<td>7b. City:</td>
<td>8b. State:</td>
<td>9b. Zip Code:</td>
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<tr>
<td>10b. Sex: M F ☐ ☐</td>
<td>11b. Relationship to Subscriber:</td>
<td>12b. Full Time Student: Yes ☐ No ☐</td>
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# C. ACCIDENT INFORMATION (if applicable)

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<td>1c. Accident Work ☐ Auto ☐ Other ☐</td>
<td>2c. Date Accident Occurred: / /</td>
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<td>3c. How did the accident occur?</td>
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# D. OTHER INSURANCE

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<td>1d. Is the patient covered by another insurance plan? Yes ☐ No ☐</td>
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<tr>
<td>2d. Name of person carrying other insurance:</td>
<td>3d. Date of Birth / /</td>
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<td>4d. Member ID:</td>
<td>5d. Name of Other Insurance Carrier:</td>
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<td>6d. Policy Number:</td>
<td>7d. Employer Name:</td>
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**8d. ANY PERSON WHO KNOWINGLY FILES A STATEMENT OF CLAIM CONTAINING ANY MISREPRESENTATION OF ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION MAY BE GUILTY OF A CRIMINAL ACT PUNISHABLE UNDER LAW AND MAY BE SUBJECT TO CIVIL PENALTIES.**  
I CERTIFY THAT THE INFORMATION SUPPLIED IS TRUE AND CORRECT.

Member or Parent/Guardian Signature: ___________________________ Date: ____________

# E. ASSIGNMENT OF BENEFITS

1e. Please sign below only if you want CareSource to pay benefits directly to the provider of medical services.

Member or Parent/Guardian Signature: ___________________________ Date: ____________

# GUIDELINES FOR SUBMITTING CLAIMS TO CareSource

- Clip, do not staple, all bills to the completed form and mail them to CareSource at the address listed below.
- **Make sure all bills indicate a diagnosis code, procedure code, date of service and cost.**
- Provide a copy of either a UB92 or HCFA1500 form (this form can be obtained from your provider of service).
- Please include your Member # on all documents, and submit all claims to CareSource in a timely manner.
- Submit claims to: **P.O. Box 8730, Dayton, OH 45401-8730**
- This form may not be used for pharmacy claims
WORD MEANINGS

Advance Directives or Living Will — Documents you sign in case you become seriously ill to let your doctor and others know your wishes concerning medical treatment. You sign them while you are still healthy and able to make such decisions.

Benefit — Health care services that are covered by CareSource.

Durable Medical Equipment (DME) — Certain items your doctor orders for use in your own home. Examples of these items are wheelchairs, crutches, IV infusion pumps, oxygen equipment, medical supplies, nebulizers and walkers.

Grievance — A complaint about CareSource or its health care providers.

Guardian — A person appointed by a court to be legally responsible for another person.

Member — An eligible Medicaid recipient who has joined CareSource and receives health care services from participating providers.

Non-Participating Provider — A doctor, hospital, pharmacy or other licensed health care professional who has not signed a contract agreeing to provide services to CareSource members. Please see “When You Can See a Non-Participating Provider” on page 24 of this handbook.

Participating Provider — A doctor, hospital, pharmacy or other licensed health care professional who has signed a contract agreeing to provide services to CareSource members. They are listed in our Provider Directory.

Primary Care Provider (PCP) — A participating provider you have chosen to be your personal doctor. Your PCP works with you to coordinate your health care, such as giving you checkups and shots, treating you for most of your health care needs, sending you to specialists if needed, or admitting you to the hospital.

Prior Authorization — Sometimes participating providers contact CareSource about the care they want you to get. This is done before you get the care to make sure that it will be covered. It is needed for some services that are not routine, such as home health care or some scheduled surgeries.

Provider Directory — A list of the doctors, other health care providers and pharmacies you can go to as a CareSource member.
**Provider Panel or Network** — A complete listing of all health care providers actively participating with CareSource from which the Provider Directory is created. Sometimes referred to as a “panel.”

**Referral** — A request from a PCP for his or her patient to see a specialist, such as a surgeon, for care. This means you need to get an OK from your provider before you can get the service.

**Service Area** — The geographical locations in Ohio where CareSource is an option as a managed care provider for Medicaid members.

**Specialist** — A doctor who focuses on a particular kind of health care such as a surgeon or a cardiologist (heart doctor).
Notice of Non-Discrimination

CareSource complies with applicable state and federal civil rights laws and does not discriminate on the basis of age, gender, gender identity, color, race, disability, national origin, marital status, sexual preference, religious affiliation, health status, or public assistance status. CareSource does not exclude people or treat them differently because of age, gender, gender identity, color, race, disability, national origin, marital status, sexual preference, religious affiliation, health status, or public assistance status.

CareSource provides free aids and services to people with disabilities to communicate effectively with us, such as: (1) qualified sign language interpreters, and (2) written information in other formats (large print, audio, accessible electronic formats, other formats). In addition, CareSource provides free language services to people whose primary language is not English, such as: (1) qualified interpreters, and (2) information written in other languages. If you need these services, please call 1-800-488-0134 (TTY: 1-800-750-0750 or 711).

If you believe that CareSource has failed to provide the above mentioned services to you or discriminated in another way on the basis of age, gender, gender identity, color, race, disability, national origin, marital status, sexual preference, religious affiliation, health status, or public assistance status, you may file a grievance, with:

CareSource
Attn: Civil Rights Coordinator
P.O. Box 1947, Dayton, Ohio 45401
1-800-488-0134 (TTY: 1-800-750-0750 or 711)
Fax: 1-844-417-6254
CivilRightsCoordinator@CareSource.com

You can file a grievance by mail, fax, or email. If you need help filing a grievance, the Civil Rights Coordinator is available to help you.

You may also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office of Civil Rights Complaint Portal, available at https://ocrportal.hhs.gov/ocr/portal/lobby.jsf, or by mail or phone at:

U.S. Department of Health and Human Services
200 Independence Avenue, SW Room 509F
HHH Building Washington, D.C. 20201
1-800-368-1019, 800-537-7697 (TDD)

ATTENTION: If you speak English, language assistance services, free of charge, are available to you. Call 1-800-488-0134 (TTY: 1-800-750-0750 or 711).

For more information, visit CareSource.com.

If you have questions, please call Member Services at 1-800-488-0134 (TTY: 1-800-750-0750 or 711).