HOW TO USE THIS DOCUMENT

The Table of Contents beginning on page 6 provides an overview of the detailed information in the Plan. The glossary beginning on page 101 provides additional detailed definitions.

To quickly search for a specific word or phrase simply press your “Ctrl” and “F” keys simultaneously to open the search function.
INTRODUCTION

Mayo Clinic sponsors the Mayo Medical Plan to provide medical and prescription drug benefits for eligible employees of Mayo Clinic and other participating employers. This Plan is “self-insured” and benefits are paid from the Employers’ general assets. Effective January 1, 2018, this document sets forth the benefits for employees who are eligible under the portion of the Mayo Medical Plan known as the Mayo Basic, referred to in this document as the “Plan.”

Mayo Basic is intended to be a High-Deductible Health Plan (HDHP) as defined by Section 223 of the Internal Revenue Code. As discussed below, if you elect coverage under Mayo Basic, you will be able to make pre-tax contributions to a health savings account (HSA).

Because this document is intended to provide employees an easily understood explanation of the Plan, it also serves as the Summary Plan Description. Privacy rules required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) are part of this Plan and are stated in a separate document that is available upon request from the Plan Administrator and available online with the Summary Plan Descriptions. Simply go to HR Connect, Summary Plan Descriptions, and you will find the HIPAA Privacy Notices.

Under this Plan, an eligible employee may be offered a choice of various benefit options. Covered medical services, prescription drug availability, and the cost to the employee (called cost sharing) vary between options. Cost sharing is reflected in different levels of employee contributions (called premiums), employer contributions, copayments, deductibles, and coinsurance. The options available in this Plan are listed in the plan administration section of this document. The option you elected will be shown on your member ID card.

Many of the provisions in the Plan are interrelated. Therefore, please review this entire document so that you understand fully what your benefits and responsibilities are under this Plan. The right of Mayo Clinic to amend or terminate this Plan is explained in the administrative section of this document. If you have questions, see the Contact Information in the next section.

Rescission of Coverage Rules

Under this Plan, coverage may be retroactively cancelled or terminated if you act fraudulently or make material misrepresentations of fact. It is your responsibility to provide accurate information and to make accurate and truthful statements including information and statements regarding familial status, age, relationships, etc. In addition, it is your responsibility to update previously provided information and statements. Failure to do so may result in your coverage, including the coverage of those provided coverage through you, being cancelled and such cancellation may be retroactive. If an employee is not eligible for coverage and is mistakenly covered for a period of time, that employee is responsible to pay for 100% of the cost of coverage and is subject to a retroactive termination of coverage for failure to pay the required contribution.

Mayo Basic and Health Savings Account Contributions

The Health Savings Account (HSA) is an account you establish with Fidelity Investments for the purpose of paying qualifying medical expenses that are not reimbursed from another source. You own your HSA account, and it is not a group health plan sponsored by Mayo Clinic and is not part of the Basic Plan. Because Mayo Basic and your HSA can work together though, we will summarize some information about the HSA here. For additional information, including eligibility rules for receiving HSA contributions, please see the Mayo Pre-Tax Health Savings Account (Pre-Tax HSA) and the materials provided by Fidelity.
You can make pre-tax contributions to your HSA. As long as these contributions do not exceed annual limits set by federal law and any earnings the contributions generate are excludable from your income.

You decide when and how to use your HSA. You can use it to pay for unreimbursed medical expenses (for yourself, your spouse and your dependent children who are your tax dependents) that are incurred after you have established the account. If you use it for these purposes, you pay no tax on the distributions. You can use the HSA for current medical expenses or save it for future expenses.
CONTACT INFORMATION

Mayo Clinic Health Solutions is the Claims Administrator for the Mayo Medical Plan and will process claims, manage the Mayo Clinic Health Solutions network of health care providers, and answer medical benefit and claim questions for the Plan.

Mayo Clinic Health Solutions customer service representatives are available to answer any questions or concerns regarding the Plan. For enrollment or eligibility questions, please contact the Mayo Clinic’s HR Connect. HR Connect is your human resources office for this Plan.

### QUESTIONS ABOUT PLAN

Mayo Clinic Health Solutions  
4001 41st Street NW  
Rochester, MN 55901-8901  
507-266-5580 (local)  
1-800-635-6671 (toll free)  
TDD at 1-800-407-2442 (toll free)  
M – F, 7 a.m. to 7 p.m. CT (excluding holidays)  
www.mayoclinichealthsolutions.com

### QUESTIONS ABOUT ENROLLMENT/ELIGIBILITY

HR Connect  
200 First Street SW  
Rochester, MN 55905  
507-266-0440 (local)  
1-888-266-0440 (toll free)  
M – F, 5 a.m. to 6 p.m., Saturday/Sunday, 5 a.m. to 9 a.m. CT (excluding holidays)

### COBRA ADMINISTRATION

Discovery Benefits, Inc.  
PO Box 2079  
Omaha, NE 68108-2079  
1-866-451-3399  
M-F, 7 a.m. – 7 p.m. CT (excluding holidays)

HR Connect and Mayo Clinic Health Solutions Customer Service have access to translation services to meet the needs of non-English speaking persons.

El presente Resumen del Plan de Descripción, que también sirve como documento del plan, está redactado en inglés y ofrece detalles sobre sus derechos y beneficios bajo el Plan Médico de Mayo. Si tiene alguna dificultad para entender cualquier parte de este documento, por favor comuníquese con el Centro para Servicios al Empleado o con el Servicio de Atención al Cliente de Mayo Clinic Health Solutions, a los números que constan abajo.
# Table of Contents

**HOW TO USE THIS DOCUMENT** ................................................................................................................................................. 2

**INTRODUCTION** ............................................................................................................................................................................. 3
  - Rescission of Coverage Rules .................................................................................................................................................... 3
  - Mayo Basic and Health Savings Account Contributions .......................................................................................................... 3

**CONTACT INFORMATION** .................................................................................................................................................................... 5

**ELIGIBILITY AND PARTICIPATION** .................................................................................................................................................... 9
  - Who is Eligible.................................................................................................................................................................................. 9
  - Eligible Family Members ............................................................................................................................................................ 10
  - When You Can Enroll .................................................................................................................................................................. 10
  - Who Pays the Costs of the Plan .................................................................................................................................................. 11
  - How You Pay for Coverage and Pre-Tax Premium Payment Program .......................................................................................... 11
  - Member ID Card .............................................................................................................................................................................. 11
  - Mid-Year Coverage Changes ......................................................................................................................................................... 11
  - Permitted Mid-Year Election Change Event .................................................................................................................................. 12
  - Procedure and Deadline for Making Change in Status Event Changes .......................................................................................... 18
  - The Consistency Rule .................................................................................................................................................................. 18
  - Special Enrollment Rights ............................................................................................................................................................. 19
  - When Coverage Becomes Effective ............................................................................................................................................... 21
  - Medical Coverage in Retirement .................................................................................................................................................. 22
  - Attaining Medicare Eligibility ....................................................................................................................................................... 24
  - Coverage for Family Members after Your Death .......................................................................................................................... 25

**WHEN COVERAGE ENDS** ...................................................................................................................................................................... 27
  - When Employee Coverage Ends .................................................................................................................................................. 27
  - When Eligible Family Member Coverage Ends ............................................................................................................................ 27
  - When Retiree Coverage Ends .......................................................................................................................................................... 27
  - Additional Termination of Coverage Rules .................................................................................................................................. 28
  - Rescission ....................................................................................................................................................................................... 28

**CONTINUATION OF HEALTH CARE COVERAGE UNDER COBRA** .................................................................................................. 29
  - COBRA Eligibility ............................................................................................................................................................................ 29
  - Notification of COBRA Continuation Coverage Election .............................................................................................................. 30
  - Who May Elect COBRA Continuation Coverage .......................................................................................................................... 30
  - How to Elect COBRA Continuation Coverage .............................................................................................................................. 31
  - Special Considerations in Deciding Whether to Elect COBRA ........................................................................................................ 31
  - Duration of COBRA Continuation Coverage ................................................................................................................................ 31
  - Cost of COBRA Continuation Coverage ....................................................................................................................................... 33
  - Termination of COBRA Continuation Coverage before the End of the Maximum Coverage Period .................................................................................. 34
  - Keep Your Plan Informed of Address Changes ............................................................................................................................. 34
  - Continuation of Health Coverage under USERRA .......................................................................................................................... 34

**MAYO BASIC** .................................................................................................................................................................................... 35
  - Choice of Providers ........................................................................................................................................................................ 35
  - Cost Sharing and Benefits .............................................................................................................................................................. 38

**SCHEDULE OF BENEFITS** ................................................................................................................................................................. 41
  - Continued Care Services ................................................................................................................................................................. 41
  - Dental Services .................................................................................................................................................................................. 43
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Services</td>
<td>45</td>
</tr>
<tr>
<td>Infertility Services</td>
<td>46</td>
</tr>
<tr>
<td>Inpatient Hospital Services</td>
<td>47</td>
</tr>
<tr>
<td>Maternity Care Services</td>
<td>49</td>
</tr>
<tr>
<td>Mental Health and Chemical Dependency Services</td>
<td>50</td>
</tr>
<tr>
<td>Outpatient Hospital and Ambulatory Services</td>
<td>51</td>
</tr>
<tr>
<td>Pharmacy and Prescription Drugs</td>
<td>53</td>
</tr>
<tr>
<td>Provider Visits</td>
<td>57</td>
</tr>
<tr>
<td>Preventive Care Services</td>
<td>58</td>
</tr>
<tr>
<td>Rehabilitative Therapy, Chiropractic Care and Acupuncture Services</td>
<td>60</td>
</tr>
<tr>
<td>Ask Mayo Clinic and Wellness Program</td>
<td>61</td>
</tr>
<tr>
<td>Special Services</td>
<td>62</td>
</tr>
<tr>
<td>Transplant Services</td>
<td>65</td>
</tr>
<tr>
<td>EXCLUSIONS</td>
<td>66</td>
</tr>
<tr>
<td>UTILIZATION MANAGEMENT</td>
<td>69</td>
</tr>
<tr>
<td>Medical Care Decisions</td>
<td>69</td>
</tr>
<tr>
<td>Definitions Used In Utilization Review</td>
<td>69</td>
</tr>
<tr>
<td>Utilization Management Criteria</td>
<td>69</td>
</tr>
<tr>
<td>Prior Authorization</td>
<td>70</td>
</tr>
<tr>
<td>Limitations</td>
<td>70</td>
</tr>
<tr>
<td>Obtaining Prior Authorization</td>
<td>70</td>
</tr>
<tr>
<td>Penalty for Not Obtaining Prior Authorization</td>
<td>70</td>
</tr>
<tr>
<td>Questions Regarding Utilization Management Procedures</td>
<td>70</td>
</tr>
<tr>
<td>COORDINATION OF BENEFITS</td>
<td>71</td>
</tr>
<tr>
<td>Coordination of Group and Non-Group Coverage</td>
<td>71</td>
</tr>
<tr>
<td>Benefits after Age 65 or Medicare Eligibility Date</td>
<td>72</td>
</tr>
<tr>
<td>Workers’ Compensation</td>
<td>72</td>
</tr>
<tr>
<td>Subrogation and Reimbursement</td>
<td>73</td>
</tr>
<tr>
<td>CLAIM PAYMENT AND APPEAL PROCEDURES</td>
<td>75</td>
</tr>
<tr>
<td>Important Definitions and Notes</td>
<td>75</td>
</tr>
<tr>
<td>Types of Claims</td>
<td>76</td>
</tr>
<tr>
<td>Authorized Representative</td>
<td>76</td>
</tr>
<tr>
<td>Pre-Determination</td>
<td>77</td>
</tr>
<tr>
<td>How to File a Claim</td>
<td>78</td>
</tr>
<tr>
<td>Post-Service Claims</td>
<td>78</td>
</tr>
<tr>
<td>Pre-Service Claims (Including Urgent Pre-Service Claims)</td>
<td>80</td>
</tr>
<tr>
<td>Incorrectly Filed Claim</td>
<td>80</td>
</tr>
<tr>
<td>Concurrent Care Claims</td>
<td>81</td>
</tr>
<tr>
<td>Incomplete Claims</td>
<td>81</td>
</tr>
<tr>
<td>Notification of Claim and Pre-Determination Decisions</td>
<td>81</td>
</tr>
<tr>
<td>Complaints</td>
<td>82</td>
</tr>
<tr>
<td>Appeals Process</td>
<td>83</td>
</tr>
<tr>
<td>Filing a First Level Appeal</td>
<td>83</td>
</tr>
<tr>
<td>Filing a Second Level Appeal</td>
<td>85</td>
</tr>
<tr>
<td>General Rules Applicable to All Claim Procedures</td>
<td>86</td>
</tr>
<tr>
<td>Filing a Request for Standard External Review</td>
<td>86</td>
</tr>
<tr>
<td>CONTRIBUTIONS AND FUNDING</td>
<td>90</td>
</tr>
<tr>
<td>Allocation of Plan Cost</td>
<td>90</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Employee Contributions</td>
<td>90</td>
</tr>
<tr>
<td>Operating Expenses for the Plans</td>
<td>90</td>
</tr>
<tr>
<td>Plan Assets</td>
<td>90</td>
</tr>
<tr>
<td>No Trust</td>
<td>90</td>
</tr>
<tr>
<td>GENERAL PROVISIONS</td>
<td>91</td>
</tr>
<tr>
<td>Applicable Law and Venue for Legal Action</td>
<td>91</td>
</tr>
<tr>
<td>Conformity with Governing Law</td>
<td>91</td>
</tr>
<tr>
<td>Construction of Terms</td>
<td>91</td>
</tr>
<tr>
<td>HIPAA Privacy Rules</td>
<td>91</td>
</tr>
<tr>
<td>No Guarantee of Employment</td>
<td>91</td>
</tr>
<tr>
<td>Non-Discrimination Policy</td>
<td>91</td>
</tr>
<tr>
<td>Maternity Length of Stay</td>
<td>92</td>
</tr>
<tr>
<td>Plan Provisions Binding</td>
<td>92</td>
</tr>
<tr>
<td>Erroneous Payments</td>
<td>92</td>
</tr>
<tr>
<td>Section Titles</td>
<td>92</td>
</tr>
<tr>
<td>Women’s Health and Cancer Rights Act</td>
<td>92</td>
</tr>
<tr>
<td>PLAN ADMINISTRATION</td>
<td>93</td>
</tr>
<tr>
<td>Powers and Duties of the Plan Administrator</td>
<td>93</td>
</tr>
<tr>
<td>Records</td>
<td>93</td>
</tr>
<tr>
<td>Allocation of Responsibilities</td>
<td>93</td>
</tr>
<tr>
<td>Release of Medical Information</td>
<td>93</td>
</tr>
<tr>
<td>Assignment of Benefits</td>
<td>93</td>
</tr>
<tr>
<td>Amendment and Termination of Plan</td>
<td>94</td>
</tr>
<tr>
<td>Payment of Benefits after Plan Termination</td>
<td>94</td>
</tr>
<tr>
<td>ERISA STATEMENT OF RIGHTS</td>
<td>95</td>
</tr>
<tr>
<td>Receive Information about Your Plan and Benefits</td>
<td>95</td>
</tr>
<tr>
<td>Continue Group Health Plan Coverage</td>
<td>95</td>
</tr>
<tr>
<td>Prudent Action by Plan Fiduciaries</td>
<td>95</td>
</tr>
<tr>
<td>Enforce Your Rights</td>
<td>95</td>
</tr>
<tr>
<td>Assistance with Your Questions</td>
<td>96</td>
</tr>
<tr>
<td>NON-DISCRIMINATION NOTICE</td>
<td>97</td>
</tr>
<tr>
<td>Discrimination is Against the Law</td>
<td>96</td>
</tr>
<tr>
<td>PLAN ADMINISTRATIVE INFORMATION</td>
<td>99</td>
</tr>
<tr>
<td>Employers Participating in Mayo Medical Plan</td>
<td>100</td>
</tr>
<tr>
<td>GLOSSARY</td>
<td>101</td>
</tr>
</tbody>
</table>
ELIGIBILITY AND PARTICIPATION

Who is Eligible

You are classified by a participating employer for payroll and personnel purposes as an eligible employee if you meet one of the following eligibility conditions:

(1) An employee who is regularly scheduled to work at least 40 hours or more per pay period for the employer, you are considered an eligible employee and eligible to enroll for single or family coverage on the first day of employment and during the annual open enrollment.

(2) An employee who is classified as a Full Time Employee by the IRS as having satisfied the Shared Responsibility Provisions of the Affordable Care Act (ACA), you are considered an eligible employee and are eligible to enroll for single and family coverage and will be notified of your enrollment period.

Important Note: The Plan has elected to adopt the IRS’ Safe Harbor Look-back Method to comply with the Shared Responsibility provisions. For more information regarding ACA, please visit www.IRS.gov.

An employer’s classification is conclusive and binding for purposes of determining benefit eligibility under the Plan. No reclassification of an employee’s or non-employee’s status for any reason by a third party, whether by a court, governmental agency, or otherwise, and without regard to whether or not the employer agrees to the reclassification, shall make the employee retroactively or prospectively eligible for benefits. Any uncertainty regarding an employee’s classification will be resolved by excluding that person from eligibility.

All employees who are eligible for coverage under the Plan are also eligible to participate in the Pre-Tax Premium Rules. Any employee who elects medical and prescription drug coverage under a Mayo Medical Plan will automatically pay his or her share of the cost of such coverage through the Pre-Tax Premium Payment Rules, unless the employee is on an unpaid medical leave such as FMLA.

Note that eligibility and enrollment rules for retirees are different and are addressed separately in the Medical Coverage in Retirement section. Also, retirees do not pay their share of the cost of coverage pre-tax.

Waiting Period

There is no waiting period. An eligible employee is eligible for coverage on the first day of employment or change to eligible status with the employer.

FMLA Covered Persons

Family Medical Leave Act leaves of absence will be administered according to applicable law and policies established by the employer. Copies of FMLA policies are available from the employer.

Military Leave Covered Persons

Military leaves of absence will be administered according to applicable law and policies established by the employer. Copies of military leave policies are available from the employer.

Leave of Absence

An employee who would normally be working as a regular employee for the employer for at least the required number of hours per pay period to qualify as an eligible employee, but who is on an employer-approved leave of absence (such as, approved personal, disability, parental, and/or military leave),
remains an eligible employee for the duration of the approved leave. Pre-tax Premium Payment Rules do not apply to employees that are on an approved leave of absence.

Additional Mayo Basic Requirements

You must satisfy additional eligibility rules to be eligible for Mayo Basic that do not apply to the other options in the Mayo Medical Plan. You cannot enroll in the Mayo Basic Plan in if you or your spouse are:

- Participating in a Health Care Flexible Spending Account.
- Participating in the Mayo Reimbursement Account or the Mayo Expense Reimbursement Plan.
- Age 65 or older or are otherwise Medicare-eligible. Please note if you are turning age 65 mid-year, electing coverage under Mayo Basic is not an option for you at any time in the coverage year.

Eligible Family Members

Eligible family members include your spouse and your child or children who are under the age of 26, even if they are eligible for medical coverage through another plan. A child or children include an employee’s biological children, stepchildren, legally adopted children, or children legally placed with you for adoption. A child who is physically or mentally incapable of self-support at age 26 and beyond may continue coverage under the Plan. New hires and newly benefit-eligible employees will require proof of disability as defined by Social Security Disability Insurance (SSDI) for children who are age 26 or older. The employee must provide proof that the child has been declared disabled and is receiving SSDI prior to age 26. Coverage will end if your own coverage ends or if the child marries or is no longer incapacitated.

A child whose coverage is required under a Qualified Medical Child Support Order (QMCSO) will be eligible to participate in the Plan. The Plan Administrator will review a child support order and determine whether it is qualified. Upon written request to the Plan Administrator, you may obtain a copy of the procedures governing QMCSOs at no charge.

When You Can Enroll

The following paragraphs describe enrollment. Please note that in order for your eligible family members to be enrolled, you must be enrolled or enrolling.

Initial Enrollment

Eligible employees: An eligible employee has 31 days from the date he/she first satisfies the definition of eligible employee to enroll for coverage in the Plan. This is called the initial enrollment period. Enrollment instructions will be provided by a designated representative of the employer. Enrollment materials must be completed and submitted (electronically or on paper) to the Plan Administrator, or its designee, within the 31-day period. If enrollment does not occur within this initial period, the eligible employee may enroll in the Plan only if a “special enrollment” situation occurs or during the annual open enrollment.

Eligible family members: An eligible family member must be enrolled within 31 days of the date he/she first satisfies the definition of eligible family member. If enrollment does not occur within this initial period, the eligible family member may enroll in the Plan only if a “special enrollment” situation occurs or during the annual open enrollment provided they otherwise satisfy the eligibility rules.
Open Enrollment

Prior to the start of a coverage year, the Plan has an open enrollment period. The terms of the open enrollment period, including duration of the election period, shall be determined by the Plan Administrator and communicated prior to the start of the open enrollment period. The open enrollment effective date of coverage is January 1.

Who Pays the Costs of the Plan

The Plan costs are shared by you and Mayo Clinic. See the section titled Contributions and Funding for more detail.

How You Pay for Coverage and Pre-Tax Premium Payment Program

All employees electing coverage under the Plan pay their share of the cost of coverage through salary reductions from the first two pay periods per month, 24 times per year except if on an unpaid leave of absence.

Eligible employees pay their share of the cost of coverage elected under the Plan on a pre-tax basis for themselves, their spouses and their children who are their tax dependents. Such pre-tax payments are permitted under Section 125 of the Internal Revenue Code, subject to certain rules and limitations, including the requirement of a written plan document. This document includes the written Pre-Tax Premium Payment Program for the Mayo Medical Plan (“Pre-Tax Premium Program”). The Plan will be administered in accordance with these rules and limitations and with any subsequent amendment to or clarification of the rules and limitations. The Pre-Tax Premium Program is not subject to ERISA. The plan year for the Premium Payment Program is the calendar year.

Because you pay your share of the cost of coverage pre-tax, federal law limits the circumstances under which you can make changes to your pre-tax election during the plan year. Unless you have a special enrollment or change in status event (as discussed in the next sub-section entitled “Mid-Year Coverage Changes”) you will not be able to make changes until the next open enrollment period.

Member ID Card

A member ID card is issued by the Claims Administrator to eligible employees or eligible family members pursuant to the Plan and is used for identification purposes only. Possession of a member ID card confers no right to services or benefits under the Plan and misuse of such card may be grounds for termination of coverage under the Plan.

To be eligible for services or benefits under the Plan, the holder of the member ID card must be an eligible employee or eligible family member. Any person receiving services or benefits which he/she is not entitled to receive pursuant to the provisions of the Plan will be charged for such services or benefits at prevailing rates. If any participant permits the use of his/her member ID card by any other person, the card may be retained by the Plan and all rights of the participant to benefits under the Plan may be terminated.

Mid-Year Coverage Changes

You can only change your coverage election, including who you choose to cover as an eligible family member, under the Plan if you have either a special enrollment event or change in status event as discussed below.
**Change in Status Events Permitting Cancellation or Reduction of Coverage during the Year**

Because you pay your share of Mayo Medical Plan coverage with pre-tax dollars, you can only change your coverage election under the Plan mid-year if you, your spouse and/or eligible family member experience a change in status event. This means that once you elect coverage at initial or open enrollment, that coverage is ordinarily in effect until December 31 of the year in question.

If your cost of coverage changes as a result of your permitted coverage change, Mayo will automatically increase or decrease your cost of coverage, as applicable, on the next payroll after your election change is approved.

The chart below describes the change in status events and the consistency requirements that must be met in order to make a change mid-year.

Some of the changes, as indicated, are also “Special Enrollment” rights subject to special protections under federal law. See the Special Enrollment section below for more information.

Under certain circumstances, your enrollment election will change automatically (for example, if you terminate employment, your Mayo Medical Plan coverage ends and your pre-tax election is automatically stopped). The events leading to automatic changes to the Mayo Medical Plan coverage are included in the Permitted Mid-Year Election Change Event chart that follows, even though they will occur automatically.

### Permitted Mid-Year Election Change Event

<table>
<thead>
<tr>
<th>Event</th>
<th>Permitted Election Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Marriage (Special Enrollment)</strong></td>
<td>If you are not already enrolled:</td>
</tr>
<tr>
<td></td>
<td>- May enroll yourself and your new spouse and any other eligible family member (even if they were previously not enrolled before you married). You must enroll yourself to cover your spouse or any eligible family member.</td>
</tr>
<tr>
<td></td>
<td><strong>If you are already enrolled:</strong></td>
</tr>
<tr>
<td></td>
<td>- May add your new spouse and any eligible family member (even if they were previously not enrolled before you married).</td>
</tr>
<tr>
<td></td>
<td>- If you or eligible family member become eligible under your spouse’s group health plan and elect such coverage, corresponding premium decreases under the Mayo Medical Plan may be made.</td>
</tr>
<tr>
<td><strong>Birth, adoption, placement for adoption (Special Enrollment)</strong></td>
<td>If you are not already enrolled:</td>
</tr>
<tr>
<td></td>
<td>May enroll yourself, your spouse and any other eligible family member (even if they were</td>
</tr>
<tr>
<td></td>
<td>Within 31 calendar days from date of birth, adoption, placement for adoption, you must contact HR Connect to request a change.</td>
</tr>
<tr>
<td>Event</td>
<td>Permitted Election Change</td>
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</tr>
<tr>
<td>previously not enrolled before you acquired the new child). You must enroll yourself to cover your spouse or any eligible family member.</td>
<td></td>
</tr>
<tr>
<td><strong>If you are already enrolled:</strong></td>
<td></td>
</tr>
<tr>
<td>May enroll your spouse and any other eligible family member (even if they were previously not enrolled).</td>
<td></td>
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<tr>
<td><strong>Note:</strong> You must affirmatively and timely add a new child, even if your coverage level does not change.</td>
<td></td>
</tr>
<tr>
<td>Death of a child</td>
<td>If your child was covered under The Mayo Medical Plan:</td>
</tr>
<tr>
<td>Must remove child from Plan.</td>
<td></td>
</tr>
<tr>
<td>Your child becomes eligible under the terms of The Mayo Medical Plan (for example, if you add a stepchild)</td>
<td>May add child to your coverage.</td>
</tr>
<tr>
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<td><strong>Note:</strong> You must affirmatively and timely add a newly eligible family member, even if your coverage level does not change.</td>
</tr>
<tr>
<td>Divorce, annulment or death of spouse</td>
<td>If spouse is covered under The Mayo Medical Plan:</td>
</tr>
<tr>
<td>- Must remove spouse</td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> You must affirmatively and timely remove your spouse, even if your coverage level does not change.</td>
<td></td>
</tr>
<tr>
<td>- May elect coverage under The Mayo Medical Plan for yourself and any eligible family member also losing coverage.</td>
<td></td>
</tr>
<tr>
<td>Event</td>
<td>Permitted Election Change</td>
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<tr>
<td>----------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Your covered child loses eligibility under The Mayo Medical Plan due to age</td>
<td>Coverage ends the last day of the month of child’s 26th birthday</td>
</tr>
<tr>
<td>Your employment status changes so that you gain eligibility under The Mayo Medical Plan (for example you move from a non-benefit eligible position to a benefit eligible position)</td>
<td>May elect coverage for yourself, your spouse and any eligible family member.</td>
</tr>
<tr>
<td>Your employment status changes so that you lose eligibility under The Mayo Medical Plan (for example, you move from full-time to a non-benefit eligible employment status)</td>
<td>Coverage ends unless you are an hourly employee with coverage and in a Stability Period.</td>
</tr>
<tr>
<td>Your employment status changes so that you are working less than a .50 FTE but are in a Stability Period and you do not lose eligibility under the Mayo Medical Plan</td>
<td>You may elect to end coverage for yourself and all eligible family members and make corresponding premium decreases to your coverage under the Mayo Medical Plan.</td>
</tr>
<tr>
<td>You become eligible for Special Enrollment or Open Enrollment in a Qualified Health Plan through a Marketplace Exchange and Enroll in such a Qualified Health Plan with coverage effective immediately following your election to revoke coverage</td>
<td>You may elect to end coverage for yourself and all eligible family members and make corresponding premium decreases to your coverage under the Mayo Medical Plan.</td>
</tr>
<tr>
<td>Your spouse gains eligibility under another employer’s plan</td>
<td>If your spouse, any covered eligible family member or you will become covered under spouse’s plan: May make corresponding premium decreases to your coverage under the Mayo Plan.</td>
</tr>
<tr>
<td>Event</td>
<td>Permitted Election Change</td>
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</tr>
<tr>
<td>Your eligible family member gains eligibility under another employer’s plan (for example, your child is hired)</td>
<td>If your eligible family member becomes covered under his/her employer’s plan, you may drop the eligible family member from your coverage under The Mayo Medical Plan.</td>
</tr>
</tbody>
</table>
| Your spouse loses eligibility under another employer’s plan because of an employment status change (for example, your spouse is terminated) | **If you are covered under The Mayo Medical Plan:**  
- May add your spouse as well as any eligible family member who were also covered under your spouse’s plan.                                                                                     | Within 31 calendar days, you must contact HR Connect to request a change.                                      |
|                                                                      | **If you were covered under your spouse’s plan:**  
- May elect coverage under The Mayo Medical Plan for yourself, your spouse and any eligible family member losing coverage under spouse’s plan.                                                                 |                                                                                                                                                                   |
<p>| Your eligible child loses eligibility under another employer’s plan because of an employment status change | May add eligible family member, if eligible, to your coverage under The Mayo Medical Plan.                                                                                                                                   | Within 31 calendar days, you must contact HR Connect to request a change.                                      |
| You are rehired by Mayo within 30 days of termination by Mayo         | If you are rehired into a benefits eligible position, the Medical Plan election you had in place at your termination of employment is reinstated.                                                                              | Not applicable because Mayo will automatically make this change.                                              |
| You are rehired by Mayo more than 30 days after termination by Mayo and in the same year | If you are rehired into a benefits eligible position, you may make a new Medical Plan election.                                                                                                                         | You will have the same time frame to elect new coverage as other new hires.                                    |
| You are covered under The Mayo Medical Plan, your spouse is employed by another employer, and either (i) your spouse’s plan is improved mid-year or (ii) your spouse’s plan has a different plan year (and annual enrollment period) | If you, your spouse, or any covered family member moves to your spouse’s plan, you can drop (if all of you are changing coverage) or reduce (for those covered persons who are moving to the spouse’s plan) coverage under The Mayo Medical Plan. | Within 31 calendar days, you must contact HR Connect to request a change.                                      |</p>
<table>
<thead>
<tr>
<th>Event</th>
<th>Permitted Election Change</th>
<th>Employee Requirements for Election Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>than The Mayo Medical Plan and you decide to change to your spouse’s plan</td>
<td>If you drop coverage under your spouse’s plan, you, your spouse and any covered family members can become covered under The Mayo Medical Plan.</td>
<td>Within 31 calendar days, you must contact HR Connect to request a change.</td>
</tr>
<tr>
<td>You are covered under your spouse’s employer’s plan which has a different plan year (and annual enrollment period) than The Mayo Medical Plan and you want to drop coverage under your spouse’s plan and become covered under The Mayo Medical Plan</td>
<td>Under federal law, you have the right to elect coverage under The Mayo Medical Plan if you experience a “Special Enrollment” event. Special enrollments can include gaining new dependents through marriage, birth or adoption or loss of other coverage. There is more information about Special Enrollments in the Special Enrollment Rights section below. Special Enrollments involving gaining new dependents are covered above in this chart as are most Special Enrollments involving loss of coverage. Some Special Enrollment events related to losses of other coverage are not covered elsewhere, however. If you, a spouse or eligible family member were previously eligible but not enrolled in The Mayo Medical Plan and subsequently lose coverage due to any of the following, you, your spouse or eligible family member has such a Special Enrollment opportunity: - Incurring a claim that would meet or exceed a lifetime limit</td>
<td>Within 31 days from loss of other coverage, you must contact HR Connect to request a change.</td>
</tr>
<tr>
<td>Event</td>
<td>Permitted Election Change</td>
<td>Employee Requirements for Election Change</td>
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<tr>
<td></td>
<td>on all benefits.</td>
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<td></td>
<td>- Employer contributions toward the cost of coverage terminate.</td>
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<td></td>
<td>- The Plan is changed so that you, your spouse or your eligible family member is no longer eligible.</td>
<td></td>
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<td></td>
<td>- You, your spouse or eligible family member exhaust COBRA coverage (that you, your spouse or eligible family member were enrolled in when you last declined coverage under The Mayo Medical Plan). See Special Enrollment Rights section below for more information.</td>
<td></td>
</tr>
<tr>
<td>Your child is employed and the child’s plan is improved mid-year or has a different plan year (and annual enrollment period) than the Mayo Medical Plan</td>
<td>If your child moves to his or her employer’s plan: You may reduce your coverage under The Mayo Medical Plan by dropping the child.</td>
<td>Within 31 calendar days, you must contact HR Connect to request a change.</td>
</tr>
<tr>
<td>You, your spouse or eligible family member become entitled to Medicare, Medicaid</td>
<td>You can decrease premium or cancel your Mayo coverage to the extent consistent with the Medicare or Medicaid entitlement.</td>
<td>Within 60 calendar days from date of Medicare or Medicaid eligibility, you must contact HR Connect to request a change.</td>
</tr>
<tr>
<td>You, your spouse or eligible family member loses eligibility for Medicare, Medicaid or a state Children’s Health Insurance Program (“CHIP”)</td>
<td>You can increase premium or add coverage to The Mayo Medical Plan to the extent the change corresponds with the loss of Medicare, Medicaid or CHIP entitlement. Additionally, if you lose Medicaid eligibility, you can add yourself, your spouse and any eligible family members to The Mayo Medical Plan.</td>
<td>Within 60 calendar days from loss of eligibility for Medicare, Medicaid or CHIP coverage, you must contact HR Connect to request a change.</td>
</tr>
<tr>
<td>You or your children become eligible for a premium assistance subsidy under Medicaid or CHIP</td>
<td>You may either enroll yourself or enroll yourself, your spouse and your eligible family member(s) in The Mayo Medical Plan.</td>
<td>Within 60 calendar days after date on which eligibility for premium assistance subsidy is determined, you must contact HR Connect to request a change.</td>
</tr>
<tr>
<td>You are required to provide</td>
<td>If you already have coverage under</td>
<td>Contact HR Connect within 31 days</td>
</tr>
<tr>
<td>Event</td>
<td>Permitted Election Change</td>
<td>Employee Requirements for Election Change</td>
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<tr>
<td>health plan coverage under a Qualified Medical Child Support Order (“QMCSO”) for a child you do not currently cover under The Mayo Medical Plan</td>
<td>The Mayo Medical Plan, you may add the child who is the subject of the QMCSO. If your coverage level changes, your cost of coverage will increase. If you do not have coverage under The Mayo Medical Plan, both you and the child who is the subject of the QMCSO will be enrolled in coverage.</td>
<td>and submit QMCSOs as soon as possible.</td>
</tr>
<tr>
<td>Another person, such as your former spouse, is required to provide health coverage to a eligible family member you currently cover under The Mayo Medical Plan</td>
<td>Notify Mayo of the order. The eligible family member will be dropped from coverage and, if your coverage level changes, your cost of coverage will decrease.</td>
<td>Submit QMCSO as soon as possible to HR Connect.</td>
</tr>
<tr>
<td>Your share of the cost of your Mayo coverage increases or decreases (because the cost of coverage charged by Mayo changes mid-year)</td>
<td>If Mayo increases or decreases the cost of health plan coverage for employees during the year, your share will be automatically adjusted.</td>
<td>Not applicable, because Mayo will automatically make these changes.</td>
</tr>
</tbody>
</table>

**Procedure and Deadline for Making Change in Status Event Changes**

If you satisfy the requirements in this section for a Permitted Mid-Year Election Change Event, you must notify HR Connect within 31 days of the date you experience a change in status event or special enrollment that allows you to make an election change. Under federal law, however, you have 60 days from either (i) loss of coverage under Medicaid or CHIP, or (ii) becoming eligible for a Medicaid or CHIP premium assistance subsidy to make your change. See the Special Enrollment Rights section below for more information.

**The Consistency Rule**

Also note that federal tax rules applicable to pre-tax health care require that your changes satisfy certain “consistency rules.” This means that the change in status event must affect eligibility for coverage under an employer’s plan and the requested election change must be on account of and consistent with the event. If, in Mayo’s judgment, the requested change does not satisfy these rules, it will not be permitted.

**Important Note**

You may need to provide proof of your change in status event or special enrollment event and the date the event occurred. Failure to do so may result in denial of your change request.
If you have questions about changing your benefit elections during the year, please contact HR Connect.

**Special Enrollment Rights**

*Special Enrollment Due to Loss of Other Health Coverage*

Under certain circumstances, an eligible employee or his/her eligible family member(s) who did not enroll during the initial enrollment period (or at annual enrollment or when a change in status event occurred) may enroll in the Plan during the Plan year. These circumstances warrant "special enrollment." Special enrollment will be allowed for any of the following:

(a) The eligible employee or eligible family member satisfies all of the following criteria:

- Was covered under another group health plan or other health insurance coverage (this prior coverage does not include continuation coverage required under federal and state law) at the time the eligible employee or eligible family member was previously eligible to enroll under the Plan.
- Declined Mayo coverage for the reason described above.
- Presents to HR Connect evidence of loss of prior coverage due to loss of eligibility for that coverage, or evidence of the termination of employer contributions toward that coverage.
- Loss of eligibility is not due to the eligible employee’s or eligible family member’s failure to pay premiums on a timely basis or termination for cause but is due to:
  - Cessation of eligible family member status
  - Death
  - Divorce
  - Employer contributions toward the coverage terminate
  - Incurring a claim that would meet or exceed a lifetime limit on all benefits
  - Legal separation
  - Loss of HMO or similar coverage because you change your residence or work place and as a result coverage is no longer available
  - Reduction in the number of hours of employment
  - Termination of employment
  - The Plan is changed so that you, your spouse, or your eligible family member are no longer eligible
- Notifies HR Connect, in writing, within 31 days of the date of the loss of coverage or the date the employer’s contribution toward that coverage terminates.

(b) The eligible employee or eligible family member satisfies all of the following criteria:

- Was covered under benefits available under COBRA
- Declined coverage for that reason
- Presents to HR Connect, evidence that the eligible employee has exhausted such COBRA coverage and has not lost such coverage due to the failure of the eligible employee or eligible family member to pay premiums on a timely basis or termination of coverage for cause. COBRA would therefore be deemed to be exhausted if it ended for any of these reasons:
o Another employer or responsible entity fails to remit premiums for the coverage as a whole (but not if you or an eligible family member lose coverage for your or your eligible family member’s non-payment)

o Loss of HMO or similar coverage because of change in residence or work place that makes coverage available

o Incurring a claim that would meet or exceed a lifetime limit on all benefits

• Notifies HR Connect, in writing, within 31 days of the date of the loss of coverage.

(c) The eligible employee or eligible family member satisfies all of the following criteria:

• An eligible employee or eligible family member with coverage under a state Medicaid plan or The Children’s Health Insurance Program (CHIP) loses such eligibility.

• Loss of eligibility is not due to the eligible employee’s or eligible family member’s failure to pay premiums on a timely basis or termination for cause.

• Notifies HR Connect, in writing, within 60 days of the date of the loss of coverage.

Special Enrollment Due to Medicaid or CHIP Premium Assistance

If an eligible employee or his/her eligible family member(s) who did not enroll during the initial enrollment (or at annual enrollment or when a change in status event occurred) become eligible for premium assistance under a state Medicaid or Children’s Health Insurance Program (CHIP), then an eligible employee or his/her eligible family member(s) may enroll in the Plan during the Plan year if the eligible individual notifies HR Connect, in writing within 60 days of the date of becoming eligible for such premium assistance.

Special Enrollment Due to Addition of Eligible Family Member

You may add coverage for yourself and any eligible family members following:

• Marriage

• Birth, adoption, or placement for adoption of an eligible employee's child

Non-Participating Employees May Also Enroll

The addition of a new eligible family member triggers enrollment rights for an eligible employee even if he/she does not participate in the Plan at the time of the event. For example, upon the birth of an eligible employee’s child, the eligible employee (assuming that he/she did not previously enroll), his/her spouse, and his/her newborn child may all enroll because of the child’s birth. The same rule applies to the other special enrollment events if the eligible employee had not previously enrolled in the Plan.

Time Period for Special Enrollment

The eligible employee must request special enrollment in the Plan within 31 days of the marriage or birth, adoption or placement for adoption of his/her child. Please note that in the event of loss of other coverage under Medicaid or CHIP or eligibility in the Plan based on premium assistance under Medicaid or CHIP, the eligible individual must request special enrollment within 60 days of the event. If HR Connect does not receive the eligible employee’s completed request for enrollment within this deadline, the eligible employee and his/her eligible family member lose special enrollment rights for that event.
Effective Date of Special Enrollment

Enrollment in the Plan under this special enrollment provision will be the date of the event. Please note that you can only pay for this coverage on a pre-tax basis retroactively for the birth, adoption, and placement of a child for adoption and only if you satisfy the 31 day deadline to enroll the child.

Adding Child Coverage Due To Court Order

Although the Plan normally does not permit you to add coverage mid-year absent a special enrollment event, you may add health coverage during the year for a child if a judgment, decree, or order (i.e., a Qualified Medical Child Support Order) requires that your child be covered under the Mayo Medical Plan.

Changing Your Coverage Election

Some changes to your health coverage will happen automatically. For example, if you terminate or are no longer eligible for coverage under the Plan, your coverage (and your spouse’s and eligible family members’ coverage) will automatically be terminated.

In cases not related to your Mayo employment, however, you need to notify the Plan of the occurrence of the change in status event to stop your pre-tax premium payments, even if coverage is lost under the terms of the Plan. For example, if you divorce, your spouse loses coverage the last day of the month of the date of the dissolution of marriage. You must still notify the Plan of the divorce if you want to change your coverage level and reduce your pre-tax employee contributions.

If you experience a special enrollment event and want to add coverage, you should contact HR Connect within the time period specified in the Special Enrollment event section above.

If you experience one of the change in status events listed above and want to cancel or reduce the level of coverage, contact HR Connect within 31 days of the occurrence of the event.

If you are an eligible employee and are required by a Qualified Medical Child Support Order to provide coverage for health expenses of a child, you will be enrolled in the Plan, if necessary, or your contribution will be increased as specified in the Order, and the entire cost to you for such coverage will be deducted from your pay automatically on a pre-tax basis. Submit Child Support Orders to HR Connect at your earliest convenience so that they can be processed.

Change in Status Rules If You Are Retired

If you are retired, you pay for your benefits with after-tax dollars and these rules do not apply. Retired employees can make changes in coverage prospectively at any time during the year to eliminate or reduce their coverage. However, if you eliminate your retiree coverage at any time, you and your eligible family members will never have the opportunity to re-enroll to obtain coverage in this Plan or any other component of the Mayo Medical Plan. Please review the other sections in this document regarding medical coverage in retirement.

When Coverage Becomes Effective

The date on which coverage becomes effective depends on when enrollment occurs.

a. Enrollment within Initial Enrollment Period. The effective date of coverage for eligible employees who enroll during the initial enrollment period is the first day of employment or change to eligible status with the employer. The effective date of coverage for eligible family members is the date of the eligible employee’s enrollment. If eligible family member status is acquired after the eligible employee’s initial eligibility, the effective date of coverage will be the date on which the new eligible family member becomes eligible for coverage under the Plan,
provided the employee completes a change form and submits it to the Plan Administrator within 31 days after the attainment of eligible family member status.

b. **Open Enrollment Period.** If an eligible employee or eligible family member does not enroll within the initial enrollment period, he or she must wait until the next open enrollment period unless a “special enrollment” situation occurs. The effective date of coverage would be the first day of the coverage year for which the open enrollment period was held.

c. **Special Enrollment.** When enrollment occurs as the result of special enrollment due to loss of other health coverage as described above, the effective date of coverage is the day after the end date of the other health coverage as long as proof of Creditable Coverage and the COBRA letter are in HR Connect within 31 days of the loss of such other coverage. When enrollment occurs as the result of special enrollment due to addition of an eligible family member as described above, the effective date of coverage is the date of the event.

d. **Change in Status Event.** When an election changes as the result of a change in status event as described above, the effective date of coverage is the date of the event. For example, coverage for your spouse would start on the day you got married.

### Medical Coverage in Retirement

**Requirements**

In order to continue coverage under the Mayo Medical Plan during retirement, you must have been in a benefit eligible position, retired on or before December 31, 2014 and met the following age and continuous service requirements.

If you retire on January 1, 2015 or later and are under 65 and meet the following age and continuous service requirements, you are eligible to remain on the Mayo Medical Plan. Upon Medicare eligibility, retirees will move to the private Medicare marketplace through OneExchange and will no longer be eligible for coverage under the Mayo Medical Plan.

If you retire on January 1, 2015 or later and are over 65 and meet the following age and continuous service requirements, you are eligible to select a plan from the private Medicare marketplace through OneExchange and will no longer be eligible for coverage under the Mayo Medical Plan.

<table>
<thead>
<tr>
<th>Retirement Age</th>
<th>Required Years of Service</th>
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<tbody>
<tr>
<td>62 and over</td>
<td>10 continuous years</td>
</tr>
<tr>
<td>60 and 61</td>
<td>15 continuous years</td>
</tr>
<tr>
<td>55 through 59</td>
<td>20 continuous years</td>
</tr>
<tr>
<td>Under age 55</td>
<td>30 continuous years</td>
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</tbody>
</table>

If you are eligible for and enroll in retiree medical coverage under the Mayo Medical Plan, you will be covered under a Mayo option other than Mayo Basic. Please note if you are turning age 65 mid-year, electing coverage under Mayo Basic is not an option for you. The information about retiree medical coverage in this section will apply to that other option.

**Continuous Service**

Continuous service is defined as a period of unbroken service until termination date in a benefits-eligible position (maintaining a minimum 0.5 full-time equivalent (FTE). Vacations and approved leaves of
absence are not breaks in service except for educational leaves of more than six months for a non-critical employment need. Transfers between the employer and affiliated companies are not breaks in service as long as the employee continues to be classified as a regular employee and continues to be scheduled to work at least half-time. A break in service occurs upon termination of employment, transfer to a non-regular classification, or change to a schedule that is less than half-time. A regular employee classification does not include temporary, supplemental, or casual employees or residents, research fellows or health-related science students. Continuous service is used to determine the eligibility for retiree medical benefits. In the context of eligibility for retiree coverage after an approved disability leave, the disability rules of the Mayo Pension Plan shall apply.

**Enrollment**

Eligible retirees will be given an open enrollment period within 31 days of retirement to enroll in the Plan. Subject to the next section, effective January 1, 2012, retirees who decide not to enroll at the time of retirement will waive their rights and rights of eligible family members to retiree medical coverage and will not have any option or ability to participate in the Mayo Medical Plan at any time based on retiree status. In other words, you have a one-time election for retiree coverage unless the circumstances of the next section apply. In addition, if you elect or previously elected retiree medical coverage, but later eliminate, drop or lose the retiree coverage at any time and for any reason, you and your eligible family members will not have the opportunity to re-enroll to obtain coverage in this Plan or any other component of the Mayo Medical Plan based on retiree status.

**Retirement and Re-hire at Mayo Clinic Site**

If you retire from a Mayo Clinic site and elect and enroll in applicable retiree coverage prior to January 1, 2015, but you later are rehired at Mayo Clinic or an affiliate on or after January 1, 2015, such rehire may impact your retiree medical election. If you are re-hired in a benefit eligible position at Mayo Clinic or an affiliate that offers coverage under the Mayo Medical Plan, you lose your retiree coverage election and may enroll in applicable coverage as an active employee. When your employment is terminated, you will be considered retired as of that date and your eligibility for retiree medical coverage will be based on the terms and conditions of the retiree medical coverage offered at that time. If you are re-hired in a non-benefit eligible position on or after January 1, 2015, you may retain your prior retiree coverage election as long as you remain enrolled in that plan and do not accept any offer of health plan coverage that may be required to be offered to you under the Affordable Care Act. If you do not elect retiree coverage within the required timeframe, you and your eligible family members will no longer be eligible at any time for retiree coverage under the Mayo Medical Plan.

You will be given an open enrollment period of 31 days from the date of termination or reduction in hours to enroll in retiree medical. If you do not to enroll at this time, you will not be eligible for any ongoing retiree medical coverage as described above. If you do enroll as a retiree, you will be subject to all of the terms and limitations described in the Plan.

**Employer Subsidized Retiree Medical Premiums**

You may be eligible for an employer subsidized retiree medical premium. Please note that not all participating employers offer a subsidized premium. In order to receive a subsidized retiree medical premium, the general requirements are that you (1) must have a continuous service hire date prior to January 1, 2002, and (2) must have been eligible for or accruing eligibility for a subsidized Mayo Medical Plan retiree option on December 31, 2001. Please note that there are additional rules with respect to individuals who transfer between Mayo Clinic affiliated sites.

Subsidy sites include Rochester, Arizona, Florida, Gold Cross sites, Decorah and Lake City. All other Mayo sites/employers are “non-subsidy sites.” To be eligible for a subsidized retiree premium, the first basic requirement is that the continuous service hire date be before January 1, 2002.
Please note, Eau Claire physicians are also eligible for subsidized retiree medical and may contact their local HR Department for more information on eligibility and plan options.

**Subsidy Eligibility for Transfers between Mayo Clinic Affiliated Sites**

1) Employees that did not have rights to a subsidized retiree medical premium as of December 31, 2012 will not receive such rights by transferring to a subsidy Mayo site on or after January 1, 2013.

2) Employees that have rights to a subsidized retiree medical premium as of December 31, 2012 will not lose those rights by transferring to a non-subsidy Mayo Site on or after January 1, 2013.

In addition, the following rules apply:

**Transfer from a non-subsidy site to a subsidy site:**

**Before January 1, 2013:**
Such employee will be entitled to the subsidized retiree medical premium in place at the subsidy site at the time of retirement.

**On or after January 1, 2013:**
Such employee will not be entitled to a subsidized retiree medical premium.

**Transfers from a subsidy site to a non-subsidy site:**

**Before January 1, 2013:**
Such employees are not entitled to a subsidized retiree medical premium.

**On or after January 1, 2013:**
Such employees are entitled to the subsidized retiree medical premium in place at the time of retirement at the subsidy site they transferred from.

**Transfers from a subsidy site to another subsidy site:**

**Before January 1, 2013:**
Such employees are entitled to a subsidized retiree medical premium at the site at which they retired from.

**On or after January 1, 2013:**
Such employees are entitled to the subsidized retiree medical premium in place at the time of retirement at the subsidy site they transferred from.

Mayo Clinic reserves the right to amend or terminate retiree medical coverage and any applicable subsidized premium at any time. You do not have vested benefits in the Mayo Medical Plan.

**Attaining Medicare Eligibility**

*If You Are Retired*

If you are enrolled in the Plan on the first day of the month in which your 65th birthday or your eligible family member’s 65th birthday falls, you are considered to have enrolled in Medicare Part B with the Social Security Administration, and the coverage will be moved to the Mayo Medicare Supplement
(regardless of the Mayo Medical Plan enrollment at that time). If you or your eligible family member’s birthday is the first of the month, you are eligible for Medicare on the first day of the previous month. For example, your birthday is April 1; you are Medicare eligible on March 1.

Medicare will become the primary payer of claims for you if you are age 65 or older and retired. Medicare is also the primary payer of claims for your spouse if age 65 or older and you are retired. The Mayo Medicare Supplement benefit will be reduced by the amount Medicare pays or would have paid if Medicare coverage had been in effect. In other words, even if you do not apply for Medicare when eligible, your Mayo Medicare Supplement will pay only for the portion of expense Medicare coverage would not pay.

If you marry or remarry during retirement and are enrolled in the Plan, your spouse and any newly eligible family members are eligible for coverage on the date of your marriage. You must notify HR Connect within 31 days of the date of your marriage to add your spouse and eligible family members to your coverage. The effective date of coverage is the date of marriage.

If you are retired (but less than age 65) and eligible for Medicare due to end-stage renal disease, after 30 months of Medicare eligibility or entitlement or Medicare eligible for any disability after two years, the Plan will pay secondary to Medicare.

If You Are Still Working

Medicare benefits are available to anyone who reaches age 65, even if not retired. However, if you are age 65 or older and you are still working, your Mayo coverage will continue and will be primary, and you may not need to purchase Medicare Part B. However, upon age 65, you are no longer eligible for the Mayo Basic Plan and must choose another option under the Mayo Medical Plan. Please note if you are turning age 65 mid-year, electing coverage under Mayo Basic is not an option for you. Instead, you can wait until you are no longer working and enroll at that time. You have 31 days from your last day of work to enroll in Medicare Part B. If you are still working, and your spouse is 65 or older and not working, your Mayo coverage will remain primary and your spouse may not need to purchase Medicare Part B. Instead, the spouse can wait until you are no longer working and enroll at that time. Contact your local Social Security Office for additional information regarding Medicare eligibility and enrollment as there may be a late enrollment penalty if you or your spouse miss a deadline.

Coverage for Family Members after Your Death

If you met the required years of service listed above under Medical Coverage in Retirement for retiree coverage and if your spouse and eligible family members were enrolled in the Plan at the time of your death, coverage for your spouse may be continued indefinitely upon payment of any required charges. Coverage for your eligible family member may be continued as long as they meet the definition of eligible family members. Your spouse will be covered until Medicare eligible at which time they will move to the private Medicare marketplace through OneExchange. Coverage will not be available for any spouse or eligible family member not enrolled at the time of your death. A spouse and other eligible family members covered under this provision will not be eligible to participate in the annual open enrollment.

If you had not met the required years of continuous service for retiree coverage and if your spouse and eligible family members were enrolled in the Plan at the time of your death, coverage for your eligible family members will continue until they no longer meet the definition of eligible family member. Coverage for your spouse will continue until your spouse is gainfully employed, remarried, or age 65. Coverage will not be available for any spouse or eligible family member not enrolled at the time of your death. A spouse and other eligible family members covered under this provision will not be eligible to participate in annual open enrollment.
If your spouse is eligible for coverage as an employee under the Plan, contact HR Connect for enrollment details.
WHEN COVERAGE ENDS

When Employee Coverage Ends

Your participation under the Plan will terminate immediately upon termination of the Plan or at midnight on the occurrence of the earliest of:

1. The last day of the month in which you terminate employment with the employer. You are required to pay premiums until the end of the month of termination.

2. The last day of the month in which your employment position or status changes such that you are no longer an eligible employee, or the last day of the month in which you otherwise no longer satisfy the eligibility requirements.

3. The date ending the period for which the last contribution is made if you fail to make any required contributions when due.

4. The date the employer terminates the Plan or its participation in the Plan.

5. The date of your death.

6. If the Plan is amended so that you lose coverage, the effective date of the amendment.

7. The date you are discharged from the hospital, if you are hospitalized on the day coverage would otherwise end.

When Eligible Family Member Coverage Ends

Your eligible family member’s participation under the Plan will terminate immediately upon termination of the Plan or at midnight on the occurrence of the earliest of:

1. The last day of the month the individual ceases to be an eligible family member as defined in the Plan. Premiums must be paid until the end of the month of termination.

2. The last day of the month after your child’s 26th birthday.

3. The last day of the month of the date the final decree for dissolution of marriage.

4. The date the eligible employee loses coverage under the Plan. See Coverage for Family Members after Your Death for information regarding coverage after the death of an employee.

5. The date eligible family member coverage is discontinued under the Plan or the Plan is amended so that the eligible family member loses eligibility.

6. The date ending the period for which the contribution is made if you cease to make the required contributions for the eligible family member.

7. The date coverage is no longer required under the terms of a QMCSO or the Plan.

8. The date your eligible family member is discharged from the hospital, if he/she is hospitalized on the day coverage would otherwise end.

When Retiree Coverage Ends

Your participation under the Plan will terminate immediately upon termination of the Plan or at midnight on the occurrence of the earliest of:

1. The date of your death.
2. The date ending the period for which the last contribution is made if you fail to make any required contributions when due.

3. The date the employer terminates the Plan or its participation in the Plan.

4. If the Plan is amended so that you lose coverage, the effective date of the amendment.

5. The date you are discharged from the hospital, if you are hospitalized on the day coverage would otherwise end.

6. The last day of the month if you eliminate, drop or lose coverage as a retiree.

Additional Termination of Coverage Rules

Your participation under the Plan will terminate immediately upon termination of the Plan or at midnight upon the occurrence of the earliest of:

1. The date you do not cooperate with (1) the Plan Administrator, as that term is defined in Section 3(16)(A) of ERISA with respect to the administration of the Plan and/or (2) the employer. Failure to cooperate may result in a loss of eligibility for you and all eligible family members with the same member ID card. Such determination shall be made at the discretion of the Plan Administrator provided such determination is consistent with and in fulfillment of the Plan Administrator’s fiduciary duties as described in Section 404 of ERISA.

2. The date on which you allow persons not covered under the Plan to obtain Plan benefits for themselves. See the Member ID Card subsection above.

3. The date you provide fraudulent information to obtain Plan benefits or coverage, including falsifying information on your applications for coverage and/or submitting fraudulent, altered, or duplicate billings for personal gain. If any claims are mistakenly paid for expenses incurred due to fraudulent information, the employee will be required to reimburse the Plan.

4. The date you do not reimburse the Plan for any claims mistakenly paid.

5. If a covered person is hospitalized on the day coverage is to end, coverage will be extended until the person has been discharged from the hospital.

Rescission

Coverage under this Plan may be rescinded under certain circumstances. A determination by the Plan that a Rescission is warranted will be considered an Adverse Benefit Determination for purposes of review and appeal. A member whose coverage is being rescinded will be provided a 30 day notice period as described under the Affordable Care Act and regulatory guidance. Such notice shall be considered an Adverse Benefit Determination. At the conclusion of the 30 day notice period, coverage shall be terminated retroactive to the date identified in the notification. Claims incurred after the retroactive date of termination shall not be further processed and/or paid under the Plan. Claims incurred after the retroactive date of termination that were paid under the Plan will be treated as erroneously paid claims according to the provision “Erroneous Payments” under General Provisions.
CONTINUATION OF HEALTH CARE COVERAGE UNDER COBRA

This section contains detailed information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan after you or your eligible family members lose coverage in certain circumstances. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). If you have questions about your COBRA continuation coverage rights, please contact the COBRA Administrator at the address or number listed in the Contact Information section.

COBRA continuation coverage can become available when you and/or your family members would otherwise lose health coverage under the Plan due to certain events. This notice generally explains COBRA continuation coverage, when it may become available to you and your family members, and what you need to do to protect the right to receive it.

Your HSA is not part of a group health plan. If you elect COBRA under Mayo Basic, you cannot continue to make HSA contributions during your COBRA continuation coverage.

COBRA Eligibility

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a “qualifying event.” After a qualifying event (and any required notice of that event has been properly provided), COBRA continuation coverage must be offered to each person who is a “qualified beneficiary.” You, your spouse and your eligible family member could become qualified beneficiaries if coverage under the Plan is lost because of a qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for that coverage.

If you are an employee, you will become a qualified beneficiary if you lose coverage under the Plan because either one of the following qualifying events occurs:

- Your hours of employment are reduced.
- Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you lose coverage under the Plan because any of the following qualifying events occur:

- Your spouse dies.
- Your spouse’s hours of employment are reduced.
- Your spouse’s employment ends for any reason other than his or her gross misconduct.
- You become divorced.

Your eligible family member (including your children participating under a Qualified Medical Child Support Order) will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events occur:

- Parent/employee dies.
- Parent/employee’s hours of employment are reduced.
- Parent/employee’s employment ends for any reason other than his or her gross misconduct.
- Parents become divorced.
• Child stops being eligible for coverage under the Plan.

Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to Mayo Clinic and results in the loss of coverage of any retired employee covered under the Plan, the retired employee will become a qualified beneficiary with respect to the bankruptcy. The retired employee’s spouse, surviving spouse and eligible family member will also become qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

Notification of COBRA Continuation Coverage Election

When the qualifying event is the end of employment, reduction of hours of employment, or death of the employee, the Plan will offer COBRA continuation coverage to qualified beneficiaries. You need not notify the COBRA Administrator of any of these three qualifying events.

For the other qualifying events (divorce or an eligible family member losing eligibility for coverage), a COBRA election will be available only if you, your spouse or eligible family member notify the COBRA Administrator of the qualifying event by sending written notice to the address listed in the Contact Information section. Your written notice must be postmarked no later than 60 days after the later of:

- The date of the qualifying event, and
- The date on which your spouse, or eligible family member loses (or would lose) coverage under the terms of the Plan as a result of the qualifying event.

You do not need to complete a specific form, but you need to provide certain information. Your written notice must include:

- The name of this Plan,
- The type of qualifying event (e.g., divorce),
- The date of the event, and
- Your name and the names of your spouse and your eligible family member.

Verbal notice, including notice by telephone, is not sufficient. You may deliver your written notice by mail, facsimile, or by hand.

You must provide notice in a timely manner. If mailed, a notice must be postmarked no later than the last day of the 60-day notice period described above. If not mailed, it must be received no later than that day. If you, your spouse or your eligible family member fail to provide notice to the COBRA Administrator during this 60-day notice period, your spouse, or your eligible family member who lose coverage will not be offered the option to elect continuation coverage.

Who May Elect COBRA Continuation Coverage

Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees and covered spouses may elect COBRA continuation coverage on behalf of all qualified beneficiaries in the family, and parents may elect COBRA continuation coverage on behalf of their children. You (and any qualified beneficiary) will have 60 days after the date of the COBRA election notice (or if later, 60 days after the date coverage is lost) to decide whether you want to elect COBRA under the Plan. For each qualified beneficiary who elects COBRA continuation coverage, coverage will begin the first day of the month following the qualifying event.
How to Elect COBRA Continuation Coverage

After proper notice of a qualifying event, you will be sent an election form. To elect COBRA continuation coverage, you must complete the election form and furnish it (within 60 days from the date of the election notice or, if later, the loss of coverage) according to the directions on the form. If you, your spouse and your eligible family member do not elect continuation coverage within this period, you will not receive continuation coverage. If mailed, your election form must be postmarked no later than the last day of the 60-day election period. Otherwise it must be actually received by the entity indicated on the election form no later than that day.

Special Considerations in Deciding Whether to Elect COBRA

There may be other coverage options for you and your family through the Health Insurance Marketplace. In the Marketplace, you could be eligible for a tax credit that lowers your monthly premiums right away, and you can see what your premium, deductibles, and out-of-pocket costs will be before you make a decision to enroll. Being eligible for COBRA does not limit your eligibility for coverage for a tax credit through the Marketplace. Visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

You have the right to request special enrollment in another group health plan for which you are otherwise eligible (such as a plan sponsored by your spouse’s employer) within 30 days after your group health coverage ends because of a qualifying event. You will also have the same special enrollment right at the end of COBRA continuation coverage if you remain covered under COBRA continuation coverage for the maximum time available to you.

Duration of COBRA Continuation Coverage

COBRA continuation coverage is temporary continuation of coverage. When the qualifying event is the death of the employee, your divorce or an eligible family member losing eligibility, COBRA continuation coverage lasts for up to 36 months.

When the qualifying event is the end of employment or reduction of the employee’s hours of employment, COBRA continuation coverage generally lasts for up to 18 months.

There are three ways in which the 18-month period of COBRA continuation coverage can be extended.

1. Disability extension of 18-month period of continuation coverage

If a qualified beneficiary in your family is determined by the Social Security Administration to be disabled and you notify the COBRA Administrator in a timely fashion, all qualified beneficiaries in your family may be entitled to receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. The disability would have to have started some time before the 61st day after termination of employment or reduction in hours and must last at least until the end of the 18-month period of COBRA continuation coverage.

To obtain the 11-month extension, you must notify the COBRA Administrator in writing of the Social Security Administration’s determination within 60 days of the latest of:

- The date of the disability determination,
- The date of the qualifying event, or
- The date on which you lose (or would lose) coverage under the terms of the Plan as a result of the qualifying event. You must also provide the notice before the end of the 18-month period of
COBRA continuation coverage. If notice is not made within the required period, there will be no 
disability extension of COBRA continuation coverage.

To obtain the 11-month disability extension, you must notify the COBRA Administrator that you are 
requesting the extension by sending written notice to the address listed in the Contact Information 
section. Your written notice must be postmarked no later than the 60-day deadline described above. You 
do not need to complete a specific form, but you need to provide certain information. Your written notice 
must include:

- The name of this Plan,
- The date of the Social Security disability determination, and
- Your name and the names and addresses of your spouse and your eligible family member.

You may be required to submit a copy of the Social Security Awards Determination letter or other 
evidence of the Social Security disability determination. You also must notify the COBRA Administrator 
immediately if the Social Security Administration determines that you are no longer disabled.

2. Second qualifying event extension of 18-month period of continuation coverage

If your qualified beneficiaries experience another qualifying event while receiving 18 months of COBRA 
continuation coverage, the spouse and eligible family member who are qualified beneficiaries can receive 
up to 18 additional months of COBRA continuation coverage, up to a maximum of 36 months (including 
the initial 18-month period), if notice of the second qualifying event is properly given to the Plan. This 
extension may be available to the spouse and eligible family member receiving COBRA continuation 
coverage if the employee or former employee dies, gets divorced, or if your eligible family member child 
stops being eligible under the Plan as an eligible family member. In all of these cases, the extension is 
available only if the event would have caused your spouse or your eligible family member to lose 
coverage under the terms of the Plan had the first qualifying event not occurred. If you or a qualified 
beneficiary experiences a second qualifying event, you must notify the COBRA Administrator within 60 
days of its occurrence.

If you do not notify the COBRA Administrator in accordance with the procedures below, your qualified 
beneficiaries will not receive an extension of COBRA continuation coverage.

If you experience a second qualifying event, you or your qualified beneficiary should notify the COBRA 
Administrator that you are requesting the extension based on the second qualifying event by sending 
written notice to the COBRA Administrator at the address listed in the Contact Information section. Your 
written notice must be postmarked no later than the 60-day deadline described above. You do not need to 
complete a specific form, but you need to provide certain information. Your written notice must include:

- The name of the Plan,
- The qualifying event that has occurred,
- The date of the second qualifying event, and
- Your name and the names and addresses of your spouse and your eligible family member.

You may be required to submit a copy of your divorce decree, legal separation order, or other evidence of 
the second qualifying event.

3. Medicare Extension for Spouse and Eligible Family Member

If a covered employee (1) experiences a qualifying event that is either termination of employment or a 
reduction of hours, and (2) that qualifying event occurs within 18 months after the covered employee 
becomes entitled to Medicare, then the maximum coverage period for the spouse and eligible family
member who are qualified beneficiaries receiving COBRA continuation coverage will end 36 months from the date the employee became entitled to Medicare. For example, if a covered employee becomes entitled to Medicare eight months before the date on which the employee terminates employment, COBRA continuation coverage for the employee’s spouse and eligible family members can last up to 36 months after the date of Medicare entitlement, which is equal to 28 months after the date of the qualifying event (36 months minus eight months). Note that the covered employee’s coverage period is not extended by Medicare entitlement, rather the employee’s maximum COBRA continuation coverage will be the 18-month period (unless extended under the disability extension described above). If you believe your spouse or your eligible family member qualify for this Medicare extension, you or your qualified beneficiary should contact the COBRA Administrator.

**Cost of COBRA Continuation Coverage**

Each qualified beneficiary may be required to pay the entire cost of COBRA continuation coverage (including both employee and employer contributions) plus a 2% administrative fee. The amount of your COBRA premiums can be increased from time to time during your period of COBRA continuation coverage.

YOU WILL NOT BE CONSIDERED TO HAVE MADE ANY PAYMENT IF YOUR CHECK IS RETURNED DUE TO INSUFFICIENT FUNDS OR OTHERWISE.

**First Payment for COBRA Continuation Coverage**

If you elect COBRA continuation coverage, you do not have to send payment with the COBRA Continuation Coverage Election Form. However, you must make your first payment for COBRA continuation coverage no later than 45 days after the date of your election. (This is the date the election form is postmarked, if mailed.) If you do not make your first payment for COBRA continuation coverage in full by 45 days after the date of your election, you will lose all COBRA continuation coverage rights under the Plan. You are responsible for making sure that the amount of your first payment is correct. You may contact the COBRA Administrator to confirm the correct amount of your first payment.

Your first payment for COBRA continuation coverage should be sent to the COBRA Administrator at the address listed in the Contact Information section.

**Periodic Payments for COBRA Continuation Coverage**

After you make your first payment for COBRA continuation coverage, you will be required to make payments for each subsequent month of coverage. Under the Plan, these periodic payments for COBRA continuation coverage are due on the first of each month. If mailed, payment must be postmarked on or before the first of the month. If you make a periodic payment on or before the first day of the month to which it applies, your coverage under the Plan will continue for that month without a break. The Plan will not send periodic notices of payments due each month. Periodic payments for COBRA continuation coverage should be sent to the same address as the first payment.

**Grace Period for Periodic Payments**

Although periodic payments are due on the first of each month, you will be given a grace period of 30 days to make each periodic payment. Your COBRA continuation coverage will be provided for each month as long as payment for that month is made before the end of the grace period for that payment. If mailed, payment must be postmarked on or before the end of the grace period.

If you fail to make a periodic payment before the end of the grace period for that month, you will lose all rights to COBRA continuation coverage under the Plan. If COBRA continuation coverage is cancelled for nonpayment, coverage will not be reinstated, and you will have no further rights to COBRA continuation coverage.
Termination of COBRA Continuation Coverage before the End of the Maximum Coverage Period

COBRA continuation coverage will be terminated before the end of the maximum period if any of the following occurs:

- Any required premium is not paid on time,
- After electing COBRA continuation coverage a qualified beneficiary becomes covered under another group health plan (but only after any pre-existing condition exclusions of the other plan for a pre-existing condition of the qualified beneficiary have been exhausted),
- After electing COBRA continuation coverage, a qualified beneficiary enrolls in Medicare, or
- The employer ceases to provide a group health plan for its employees.

COBRA continuation coverage may also be terminated for any reason the Plan would terminate coverage of a participant or beneficiary not receiving COBRA continuation coverage (such as fraud). COBRA continuation coverage may also be terminated if you recover from a disability that extended your COBRA continuation coverage.

If you or a qualified beneficiary becomes covered under any other group health plan, enroll in Medicare, or recover from disability, you must notify the COBRA Administrator immediately and provide (1) the name of this Plan, (2) the type of event, and (3) the date of the event. You, your spouse or your eligible family member should contact the COBRA Administrator.

Keep Your Plan Informed of Address Changes

In order to protect your rights and your family’s rights, you should keep the Plan Administrator informed of any changes in your address and the addresses of family members. You should also keep a copy for your records of any notices you send to or receive from the Plan Administrator.

Continuation of Health Coverage under USERRA

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) provides an additional basis for the continuation of health coverage if you are absent from employment due to service in the uniformed services, including the U.S. Armed Forces (including the Coast Guard), the Army National Guard, and the Air National Guard (when engaged in active or inactive duty training or full-time National Guard duty). USERRA provides that each qualified beneficiary may be required to pay the entire cost of continuation coverage (including both employee and employer contributions) plus a 2% administration fee (unless your period of service in the uniformed services is less than 32 days).

USERRA continuation coverage lasts for up to 24 months, although the period is shortened to the day after the date on which you could return to or apply to return to employment. The USERRA continuation coverage period begins on the day after you lose coverage under the Plan. USERRA does not provide for extension of the USERRA continuation coverage period beyond 24 months.

In general, if you wish to elect to continue coverage under USERRA, you must comply with the policies and procedures outlined above with respect to COBRA. The continuation coverage periods under COBRA and USERRA run concurrently (at the same time). You are not able to continue coverage under USERRA after the COBRA continuation coverage period.
The Schedule of Benefits section contains detailed information on coverage levels for the different categories of health care providers and offers information on the level of coverage available under the Plan. Cost sharing of the options is located in the section entitled Cost Sharing and Benefits.

Choice of Providers

You have free choice of any legally qualified health care provider, and the health care provider-patient relationship will be maintained. If you choose to receive covered services out-of-network, you may receive a lower level of benefits as described in the Schedule of Benefits section. Please note: Mayo reserves the right to exclude specific out-of-network providers from coverage under the Plan for any reason not prohibited by applicable law, even if the services received from the excluded provider are generally covered by the Plan. For information about a specific out-of-network provider that has been excluded from coverage, contact Mayo Clinic Health Solutions at 507-266-5580 (local) or 1-800-635-6671 (toll free). You may choose to see either an in-network or out-of-network provider. Establishing a Primary Care Physician is encouraged to better coordinate your care.

Please also note that there may be instances where you receive services at an in-network facility like a hospital where out of network providers may render some services to you or others covered by the Plan. Before receiving such services, you should ask the hospital or other facility whether or not any out of network providers will provide services to you or an eligible family member.
In-network providers under Mayo Basic are based on employee state of residence:

<table>
<thead>
<tr>
<th>Tier</th>
<th>Arizona</th>
<th>Florida &amp; Georgia</th>
<th>Minnesota &amp; Wisconsin</th>
<th>All Other States</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tier 1</strong>&lt;br&gt;      In-Network</td>
<td>• Mayo Clinic and Mayo Clinic Health System&lt;br&gt; • Blue Cross Blue Shield of Arizona (BCBSAZ) Network. Except for adult services in: Audiology, Oncology, Cardiology, Vascular Surgery, Endocrinology, Nephrology, Hepatology, Plastic Surgery&lt;br&gt; • Health Solutions Supplemental Network. Includes CIGNA Medical Group providers/service locations (applies to AZ only)</td>
<td>• Mayo Clinic and Mayo Clinic Health System&lt;br&gt; • Custom PHCS Florida/Georgia Network*&lt;br&gt; • Health Solutions Supplemental Network</td>
<td>• Mayo Clinic and Mayo Clinic Health System&lt;br&gt; • MN &amp; WI Custom Network**</td>
<td>• Mayo Clinic and Mayo Clinic Health System&lt;br&gt; • First Health Network&lt;br&gt; • Health Solutions Supplemental Network</td>
</tr>
<tr>
<td><strong>Tier 2</strong>&lt;br&gt;      Expanded In-Network</td>
<td>• <strong>In Arizona:</strong> Adult services in Audiology, Oncology, Cardiology, Vascular Surgery, Endocrinology, Nephrology, Hepatology, Plastic Surgery in the BCBSAZ Network&lt;br&gt; • <strong>Outside Arizona:</strong> First Health Network</td>
<td>• <strong>In Florida and Georgia:</strong> Tier 2 PHCS providers not in Tier 1&lt;br&gt; • <strong>Outside Florida and Georgia:</strong> Zelis National Access Program</td>
<td>• <strong>In Minnesota and Wisconsin:</strong> Select providers in the America’s PPO Network (APPO)&lt;br&gt; • <strong>Outside Minnesota and Wisconsin:</strong> First Health Network</td>
<td>• National network access provided in Tier 1</td>
</tr>
<tr>
<td><strong>Tier 3</strong>&lt;br&gt;      Out-of-Network</td>
<td>• Other providers nationwide</td>
<td>• Other providers nationwide</td>
<td>• Other providers nationwide</td>
<td>• Other providers nationwide</td>
</tr>
</tbody>
</table>
*Select entities listed below for employees who reside in FL & GA and access the PHCS FL & GA Network will be covered at Tier 3:

- Memorial Hospital Jacksonville
- Orange Park Medical Center (all locations and affiliated entities)
- Specialty Hospital Jacksonville
- Shands Jacksonville Medical Center
- University of Florida Health Jacksonville (all services and locations excluding pediatric cardiology)
- Total Renal Care, Inc.
- Southeast Georgia Health System (all locations and affiliated entities)
- Rebecca S. Tarlton, MD dba Satilla Cancer Treatment Center
- Coffee Regional Medical Center (Douglas, GA)
- Wayne Memorial Hospital (Jesup, GA)
- Coastal Pain Center (Brunswick, GA)
- West Side Surgery Center (Douglas, GA)
- South Georgia Surgery Center (Douglas, GA)
- South Georgia Medical Center (all locations and affiliated entities)
- Tift Regional Health System (all locations and affiliated entities)

**Select entities listed below for employees who reside in MN & WI and access the MN & WI Custom Network will be covered at Tier 3:

- Mankato Clinic (all locations and affiliated entities)
- Olmsted Medical Center, MN (except for mental health and chemical dependency services)
- Fairmont Orthopedics & Sports Medicine (Fairmont, MN)
- United Hospital District One Clinic aka Blue Earth Hospital & Clinics (all locations and affiliated entities)
- Dulcimer Medical Center (Fairmont, MN)
- Marshfield Clinic (all locations and affiliated entities)
- Gundersen Health System, WI
- Smart Clinic (Fairmont, MN)
- Oakleaf Hospital Surgical Hospital (Eau Claire, WI)
- Sacred Heart Hospital (Eau Claire, WI)
- St. Joseph’s Hospital (Chippewa Falls, WI)
- Lakeview Medical Center (Rice Lake, WI)
- River’s Edge Hospital and Clinics (all locations)
Cost Sharing and Benefits

This Cost Sharing and Benefits section and the Schedule of Benefits section detail the covered services and related costs to you under the Plan. You will generally pay a cost sharing amount for covered services. The amount you pay is dependent upon your choice of provider and/or provider location.

The Schedule of Benefits section is limited by the express exclusions and limitations set out in the Exclusions section. Some covered services are subject to prior authorization requirements, as indicated in the Utilization Management section.

Annual Deductible

A deductible will apply for all covered services except preventive care. The deductible amount applies to each calendar year, and there is no carryover of payments toward deductibles from one year to the next. As noted in the chart below, there are four different deductibles that are tied to the four coverage levels. Prior authorization penalties and charges in excess of allowed charges, including charges in excess of Usual, Customary and Reasonable rates for out-of-network services, do not count toward the deductible.

Please note, deductibles are additive across the Tiers.

For the coverage levels involving more than one person, the deductible can be satisfied by any combination of eligible medical expenses incurred by your family members with Mayo Basic coverage. For example, if one family member at the Family coverage level satisfies the deductible of $3,400 the deductible is satisfied for all other covered family members for that year.

<table>
<thead>
<tr>
<th></th>
<th>Tier 1 In-Network</th>
<th>Tier 2 Expanded In-Network</th>
<th>Tier 3 Out-of-Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>$2,000</td>
<td>$2,500</td>
<td>$3,500</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
<td>$4,000</td>
<td>$5,000</td>
<td>$7,000</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$4,000</td>
<td>$5,000</td>
<td>$7,000</td>
</tr>
<tr>
<td>Family</td>
<td>$4,000</td>
<td>$5,000</td>
<td>$7,000</td>
</tr>
</tbody>
</table>

Once the deductible has been satisfied, you will continue to pay coinsurance for the remainder of the year for most covered services. Also, you will continue to be responsible for Charges in excess of Usual, Customary and Reasonable rates for out-of-network benefits. Copayments also do not count toward deductibles.

Example 1: You, your spouse, and two children are covered under the Plan with Family coverage. During the Plan year, you incur eligible expenses at a Tier 1 in-network provider totaling $2,000. You have met your per person deductible for the year, however, your spouse and two children would need to incur an additional $2,000 between them to meet the remaining family deductible of $4,000. If you need to seek care at a Tier 3 provider later in the year, the $2,000 deductible you incurred at a Tier 1 in-network
provider will apply to your per person Tier 3 out-of-network deductible of $3,500.

**Example 2:** You, your spouse and your two children are covered under the Plan with Family coverage. During the Plan year, you and your family incur eligible expenses of $6,000 at a Tier 2 in-network provider. You later have to follow up with your Tier 1 in-network provider and would have no additional deductible to fulfill as your family has exceeded the $4,000 deductible at your Tier 2 in-network provider.

### Annual Out-of-Pocket Maximum

Covered medical services, prescription drug expenses, deductibles, and coinsurance apply towards the annual out-of-pocket maximum.

**Plan out-of-pocket maximums for covered medical services and prescription drugs:**

<table>
<thead>
<tr>
<th></th>
<th>Tier 1 In-Network</th>
<th>Tier 2 Expanded In-Network</th>
<th>Tier 3 Out-of-Network</th>
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<td><strong>Employee</strong></td>
<td>$5,000</td>
<td>$6,000</td>
<td>$7,000</td>
</tr>
<tr>
<td><strong>Employee + Child(ren)</strong></td>
<td>$10,000</td>
<td>$12,000</td>
<td>$14,000</td>
</tr>
<tr>
<td><strong>Employee + Spouse</strong></td>
<td>$10,000</td>
<td>$12,000</td>
<td>$14,000</td>
</tr>
<tr>
<td><strong>Family</strong></td>
<td>$10,000</td>
<td>$12,000</td>
<td>$14,000</td>
</tr>
</tbody>
</table>

**Embedded Individual Annual Out-of-Pocket**

To comply with ACA, the embedded individual annual out of pocket will ensure that no one person in your family will be required to meet the entire family annual out of pocket.

**Example 1:** You are covered under the Plan with Single coverage. You are traveling and receive medical care from a Tier 3 out-of-network provider. You incur eligible out-of-pocket expenses totaling $7,000 and meet your Tier 3 out-of-network out-of-pocket maximum for the year. Upon your return, it is necessary for you to follow-up with your Tier 1 in-network provider. As your Tier 3 out-of-network out-of-pocket maximum applies to your Tier 1 in-network out-of-pocket maximum, you will not have to pay for any eligible expenses incurred at your follow-up visit with your Tier 1 in-network provider.

**Example 2:** You have family coverage and you incur charges at a Tier 2 provider in the amount of $6,000. The $6,000 incurred in Tier 2 will also apply to your Tier 1, out-of-pocket maximum. You will now have met an individual out-of-pocket maximum for both Tier 1 ($5,000) and Tier 2 ($6,000). Later in the year, your spouse incurs charges at a Tier 1 provider totaling $3,000 and your child incurs charges in Tier 1 amounting to $2,000. The combination of your family’s out-of-pocket charges totaling $11,000 will have satisfied the Tier 1 ($10,000) and your spouse and child would only need to incur $1,000 more of eligible expenses to satisfy the Tier 2 ($12,000) family out-of-pocket maximum.

The following do not contribute to your annual out-of-pocket maximum:

- Amounts you pay in excess of any maximum benefits
• Charges for any prescriptions that are not covered under the Plan
• Charges for any services that are not covered services under the Plan
• Charges that exceed allowed amount for prescription drugs not listed on the Mayo Clinic Formulary
• Cost of brand name drugs in excess of cost of generic when generics are available
• Medications purchased in excess of dispensing limit
• Organ transplants at a Tier 3 out-of-network facility
• Hospice care at a Tier 3 out-of-network
• Payments in excess of allowed amounts, such as payments in excess of Usual, Customary and Reasonable rates
SCHEDULE OF BENEFITS

The following section outlines what you would pay for covered services under Mayo Basic. Benefits for covered services are subject to the definitions, exclusions, conditions, and limitations of the Plan as well as cost sharing amounts and annual maximums. With the exception of preventive care services, coverage for all covered services begins after you have satisfied the applicable annual deductible for your coverage level.

In addition to cost sharing amounts, you will be responsible for charges above Usual, Customary and Reasonable rates when receiving covered services out-of-network. For out-of-network covered services, all coinsurance percentages are percentages of the Usual, Customary and Reasonable rate. If the amount charged exceeds the Usual, Customary and Reasonable rate, you are responsible for the difference in addition to the required coinsurance amount.

If you receive services outside the United States, its territories, or Canada, benefits will be provided for the charges to the extent the services rendered are included as covered services under the Plan.

**It is important to note that only medically necessary services are covered under the Plan.**

### Continued Care Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Tier 1 In-Network Cost to You</th>
<th>Tier 2 Expanded In-Network Cost to You</th>
<th>Tier 3 Out-of-Network Cost to You</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Home Health Care</strong></td>
<td></td>
<td></td>
<td>90-day limit per year</td>
</tr>
<tr>
<td><strong>Home Infusion Therapy</strong></td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Hospice Care-Inpatient</strong></td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Hospice Care-Outpatient</strong></td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Skilled Nursing Care Facility</strong></td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>30-day limit per year</td>
</tr>
</tbody>
</table>
Prior Authorization

Prior authorization is required for skilled nursing care facilities. Each time prior authorization is required but not obtained in connection with a covered service, the charges related to the service will not be covered. The cost to you will be 100% of the charges. For information on how to obtain prior authorization, see the Accelerated Claim Procedure subsection of the Claims Payment and Appeal Procedures section.

Maximum Benefits

The Plan covers home health care for a maximum of 90 days (combined) per year. The Plan also covers a maximum of 30 days of skilled nursing, regardless whether the services are provided in-network or out-of-network.

Covered Continued Care Services

Home Health Care — Home health care is covered only when rendered as rehabilitative, and not as maintenance, custodial care, or respite care. Home health care is not provided as a substitute for a primary caregiver in the home or as relief (respite) for a primary caregiver in the home.

For purposes of home health care under this Plan option, a service shall not be considered skilled care merely because it is performed by or under the direct supervision of a licensed nurse. Where a service such as tracheotomy suctioning, ventilator monitoring, or like services can be safely and effectively performed by a non-medical person or self-administered without the direct supervision of a licensed nurse, the service shall not be regarded as skilled care, whether or not a skilled nurse actually provides the service. The unavailability of a competent person to provide a non-skilled service shall not make it a skilled service when a skilled nurse provides it. Only the skilled care component of so-called “blended” services (i.e., services that include skilled and non-skilled components) are covered under this Plan component.

- Administration of injectable
- Complex wound care (including wound packing and debridement)
- Laboratory services
- Parenteral or enteral nutrition as required for treatment of phenylketonuria (PKU) and parenteral or enteral nutrition when it is the only source of nutrition to meet adequate caloric needs to maintain or improve health. Food pumps are covered when used for enteral or parenteral feeding
- Skilled care by a registered nurse or licensed practical nurse
- Therapies
  - Anticoagulant therapy
  - Chemotherapy
  - Habilitative occupational therapy
  - Habilitative physical therapy
  - Habilitative speech therapy
  - Infusion therapy
  - Intravenous (IV) antibiotic therapy

Hospice Care — Covered services are described below for those who are terminally ill and accepted as hospice program participants. You must meet the eligibility requirements of the program and elect to
receive services through the hospice program. Services will be provided in your home or on an inpatient basis. Those who elect to receive hospice services do so in lieu of curative treatment for their terminal illness for the period they are enrolled in the hospice program.

- Continued care in your home or in a setting which provides day care for pain or symptom management
- Inpatient care
- Part-time care provided in your home by an interdisciplinary hospice team
- Skilled nursing care by a registered nurse or licensed practical nurse

**Ineligible Continued Care Service:**

**Home Health Care**

- Custodial care
- Financial or legal counseling services
- Home infusion services that do not involve direct contact, such as delivery charges and recordkeeping
- Housekeeping or meal services in your home
- Respite care
- Room and board
- Services provided by a home health care aide

**Hospice Care**

- Any charges or services billed for room and board
- Custodial care
- Financial or legal counseling services
- Housekeeping or meal services in your home
- Outpatient respite care

**Dental Services**

<table>
<thead>
<tr>
<th>Service</th>
<th>Tier 1 In-Network Cost to You Coinsurance after Deductible</th>
<th>Tier 2 Expanded In-Network Cost to You Coinsurance after Deductible</th>
<th>Tier 3 Out-of-Network Cost to You Coinsurance after Deductible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident related treatment</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
</tbody>
</table>
**Covered Dental Services (except as listed as ineligible dental services below)**

- Dental diagnosis and treatment in conjunction with a medical illness
- Treatment of teeth, jaws, or mouth as a result of injury

<table>
<thead>
<tr>
<th>Service</th>
<th>Tier 1 In-Network Cost to You Coinsurance after Deductible</th>
<th>Tier 2 Expanded In-Network Cost to You Coinsurance after Deductible</th>
<th>Tier 3 Out of Network Cost to You Coinsurance after Deductible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical consultation</td>
<td>20%</td>
<td>20%</td>
<td>Not Covered</td>
</tr>
<tr>
<td>Medically necessary dental services</td>
<td>20%</td>
<td>20%</td>
<td>Not Covered</td>
</tr>
</tbody>
</table>

**Important Note:** Dental services not listed in the Covered Dental Services Section below, may be covered under your dental plan. Refer to applicable Summary Plan Description.

**Covered Dental Services**

- Craniofacial anomalies including cleft lip or cleft palate
- Hospital charges including emergency room care
- Oral surgery and surgical procedures
- Periodontal surgery
- Surgical root canal
- Teeth extractions excluding simple adult and child extractions

**Ineligible Dental Services**

- Abutments
- Crowns, amalgams, composites
- Dentures
- Endodontics
- Local anesthesia with routine dental services
- Orthodontic treatment regardless of medical diagnosis. Replacement retainers
- Osseo prosthesis (implant)
- Periodontal
  - Prophylaxis
  - Scaling and root planning
• Pontics
• Replacement retainers
• Routine dental exams, treatment, and x-rays
• Simple adult and child tooth extractions
• Titanium screw or fixture/implant
• Treatment for damage to teeth as a result of biting or chewing
• Veneers

### Emergency Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Tier 1 In-Network Cost to You</th>
<th>Tier 2 Expanded In-Network Cost to You</th>
<th>Tier 3 Out of Network Cost to You</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Coinsurance after Deductible</td>
<td>Coinsurance after Deductible</td>
<td>Coinsurance after Deductible</td>
</tr>
<tr>
<td>Emergency transportation</td>
<td>$0*</td>
<td>$0*</td>
<td>$0*</td>
</tr>
<tr>
<td>Emergency room-facility</td>
<td>20%</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td>Professional services (physicians, nurses, etc.), diagnostic tests and labs</td>
<td>20%</td>
<td>20%</td>
<td>20%</td>
</tr>
</tbody>
</table>

*No cost after deductible has been met

**Important Note:** In case of an emergency, go to the nearest qualified emergency care facility. You and your eligible family members will **not** be responsible for any charges above Usual, Customary and Reasonable rates when receiving covered emergency transportation services out-of-network.

**Covered Emergency Services**

- Licensed emergency transportation for an emergency to the nearest facility qualified to provide care.
- Fixed wing air ambulance or medical escort when authorized. You have access to the service if you have an illness or injury that requires hospitalization more than 150 miles away from your home. Call *Ask Mayo Clinic* toll free to request a transport at 1-888-288-1881.
- Transportation services for an emergency even if not transported.
- Transportation services that are medically necessary.

**Ineligible Emergency Services**

- Non-emergency transportation services.
- Travel to a non-qualified facility or beyond nearest qualified facility (except when travel is to a Mayo Clinic facility) or between health care facilities.
### Infertility Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Tier 1 In-Network Cost to You</th>
<th>Tier 2 Expanded In-Network Cost to You</th>
<th>Tier 3 Out of Network Cost to You</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office visits</td>
<td>50% for eligible services</td>
<td>50% for eligible services</td>
<td>Not Covered</td>
</tr>
<tr>
<td>Outpatient or hospital procedures</td>
<td>50% for eligible services</td>
<td>50% for eligible services</td>
<td>Not Covered</td>
</tr>
</tbody>
</table>

**Important Note:** Infertility services are covered only at in-network facilities.

**Maximum Benefit**

The maximum lifetime benefit for infertility services is $15,000.

**Covered Infertility Services**

- Artificial insemination by spouse
- Charges related to or in connection with the reversal of a sterilization procedure
- Diagnostic tests
- Frozen embryo transfer
- Gamete intrafallopian transfer
- In-vitro fertilization
- Intrauterine insemination
- Therapeutic donor insemination
- Any other fertility treatment

**Ineligible Infertility Services**

- Charges for cryopreservation or storage of cryopreserved embryos, sperm, and/or ova
- Charges for donor ova or sperm
- Gestational carrier or surrogacy services
Inpatient Hospital Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Tier 1 In-Network Cost to You</th>
<th>Tier 2 Expanded In-Network Cost to You</th>
<th>Tier 3 Out of Network Cost to You</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility - if applicable</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Semiprivate room</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Anesthesia</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Operating room</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Professional (physicians, nurses, etc.)</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Diagnostic x-ray and lab</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Medications and supplies</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Bariatric surgery</td>
<td>20%</td>
<td>20%</td>
<td>Not Covered</td>
</tr>
</tbody>
</table>

**Prior Authorization:** Prior authorization is required for out-of-network inpatient admissions. Each time prior authorization is required but not obtained in connection with a covered service, the charges related to the service will not be covered. The cost to you will be 100% of the charges. For information on how to obtain prior authorization, see the *Accelerated Claim Procedure* subsection of the *Claims Payment and Appeal Procedures* section.

**Important Note:** Take-home drugs may be covered under the *Pharmacy and Prescription Drug* subsection of the *Schedule of Benefits*.

**Covered Inpatient Hospital Services**

- Anesthesia in conjunction with a covered surgical or medical procedure
- Biological and disposable supplies for in-hospital use
- Blood transfusion services including the cost of blood, blood plasma, and other blood products not donated or replaced by a blood bank or otherwise
- Corneal grafts
- Diagnosis, surgery, and office treatment
- Dialysis
- For aphakic patients, soft lenses or sclera shells intended for use as corneal bandages
- In-hospital use of medical equipment
• Inpatient medications
• Laboratory and other diagnostic tests
• Mastectomy related services including all stages of reconstruction of the breast on which the mastectomy has been performed, surgery and reconstruction of the other breast to produce a symmetrical appearance, prostheses, and physical complications of mastectomy (including lymphedemas)
• Medical care and reconstructive or cosmetic surgery for a child under the age of 16 for the treatment of a congenital disease or anomaly which has resulted in a functional defect
• Nutritional counseling
• Room, board, and general nursing service in semi-private room
• Operating room and related facilities
• Oxygen and other gases and their administration
• Patient education
• Phase I and Phase II cardiac rehabilitation
• Processing and administration of blood or blood components
• Take home drug dispensed at the time of dismissal
• Sleep study
• Surgical interventions for the following foot conditions
  o Bunions
  o Calluses
  o Corns
  o Metatarsalgia
  o Toenails when at least part of the nail root is removed or due to metabolic or peripheral vascular disease
• Therapies:
  o Chemotherapy
  o Habilitative occupational therapy
  o Habilitative physical speech therapy
  o Habilitative speech therapy
  o Inhalation therapy
  o Radiation therapy

**Ineligible Inpatient Hospital Services**
• Charges for a private room, unless medically necessary
• Cosmetic surgery/non-functional surgery and any subsequent surgery related to such surgery
• Guest trays
- Personal convenience items
- Private or special duty nursing services

Maternity Care Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Tier 1 In-Network Cost to You</th>
<th>Tier 2 Expanded In-Network Cost to You</th>
<th>Tier 3 Out of Network Cost to You</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Prenatal and postnatal care</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivery and Inpatient services</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
</tbody>
</table>

**Maternity Length of Stay**

Under federal law group health plans may not restrict the hospital length of stay for a new mother or child to less than 48 hours for a normal delivery and 96 hours for Cesarean delivery, nor may they require that a provider obtain authorization in order to prescribe a length of stay not in excess of 48 or 96 hours. However, federal law generally does not prohibit the mother’s attending provider or newborn’s attending provider, after consulting with the mother, from discharging the mother or her newborn earlier than 48 hours (or 96 hours as applicable).

**Covered Maternity Care Services**

- Inpatient maternity services including delivery
- Routine prenatal and postnatal visits
- The following benefits are available for the newborn from the moment of birth as long as the newborn is enrolled in accordance with the Plan Eligibility and Participation section:
  - Elective circumcision
  - Newborn hearing exams
  - Routine pediatric care for a healthy newborn child while in the hospital immediately following birth
  - If the baby is ill, suffers an injury, premature birth, congenital abnormality, or requires care other than routine care, benefits will be provided on the same basis as for any other covered service provided coverage is in effect

**Ineligible Maternity Care Services:**

- Delivery services of a certified nurse midwife when performed at an unlicensed, unaccredited facility
- Prenatal classes or education
- Services of a doula
### Mental Health and Chemical Dependency Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Tier 1 In-Network Cost to You</th>
<th>Tier 2 Expanded In-Network Cost to You</th>
<th>Tier 3 Out of Network Cost to You</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Coinsurance after Deductible</td>
<td>Coinsurance after Deductible</td>
<td>Coinsurance after Deductible</td>
</tr>
<tr>
<td>Specialty care visit</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Inpatient Service</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Outpatient Services</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Nonresidential structured treatment program</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Residential structured treatment program</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
</tbody>
</table>

**Prior Authorization:** Prior authorization is required for out-of-network mental health or chemical dependency inpatient admissions. Each time prior authorization is required but not obtained in connection with a covered service, the charges related to the service will not be covered. The cost to you will be 100% of the charges. For information on how to obtain prior authorization, see the *Accelerated Claim Procedures* subsection of the *Claims Payment and Appeal Procedures* section.

Prior authorization can be obtained by contacting Mayo Clinic Health Solutions. For more information on how to obtain prior authorization, see the *Utilization Management* section.

**Covered Mental Health and Chemical Dependency Services**

- Inpatient treatment coverage: Acute inpatient treatment services for mental health and chemical dependency providing psychiatric diagnosis and treatment of mental illness requiring medical management and skilled care.
- Medically managed detoxification center
- Non-residential structured treatment coverage: Day or evening treatment programs that provide a planned therapeutic program for those who do not require hospitalization but who need broader programs that are not possible from single outpatient visits.
- Outpatient treatment coverage: Individual or group visits to a mental health or chemical dependency physician’s office.
- Residential structured treatment coverage: A licensed skilled nursing program in a facility or distinct part of a facility for children and adult psychiatric and chemical dependency care that provides a total 24-hour therapeutically planned and professionally staffed group living and learning environment.
- Treatment for eating disorders
**Ineligible Mental Health and Chemical Dependency Services**

- Anonymous support groups
- Group homes
- Halfway houses
- Summer camps
- Weight loss programs
- Wilderness programs

**Outpatient Hospital and Ambulatory Services**

<table>
<thead>
<tr>
<th>Service</th>
<th>Tier 1 In-Network Cost to You</th>
<th>Tier 2 Expanded In-Network Cost to You</th>
<th>Tier 3 Out of Network Cost to You</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Facility - if applicable</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>Professional (physicians, nurses, etc.)</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>Operating room and invasive surgery</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>Anesthesia</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>Diagnostic x-ray and lab (note: All positron emission tomography (PET) scans require prior authorization)</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>Medications and supplies</td>
<td>20%</td>
<td>20%</td>
</tr>
</tbody>
</table>

**Covered Outpatient Hospital and Ambulatory Services**

- Anesthesia in conjunction with a covered surgical or medical procedure
- Blood transfusion services, including the cost of blood, blood plasma, and other blood products not donated or replaced by a blood bank or otherwise
- Corneal grafts
- Diagnostic imaging
- Dialysis
- For aphakic patients, soft lenses or sclera shells intended for use as corneal bandages
- Laboratory and other diagnostic tests
• Mastectomy related services including all stages of reconstruction of the breast on which the mastectomy has been performed, surgery and reconstruction of the other breast to produce a symmetrical appearance, prostheses, and physical complications of mastectomy (including lymphedemas)

• Medical care and reconstructive or cosmetic surgery for a child under the age of 16 for the treatment of a congenital disease or anomaly which has resulted in a functional defect

• Oxygen and other gases and their administration

• Pathology

• Processing and administration of blood or blood components

• Sleep study

• Surgical interventions for the following foot conditions
  o Bunions
  o Calluses
  o Corns
  o Metatarsalgia
  o Toenails when at least part of the nail root is removed or due to metabolic or peripheral vascular disease

• Therapies
  o Chemotherapy
  o Electro-convulsive therapy
  o Habilitative occupational therapy
  o Habilitative physical therapy
  o Habilitative speech therapy
  o Radiation therapy

**Ineligible Outpatient Hospital and Ambulatory Services**

• Cosmetic surgery/non-functional surgery and any subsequent surgery related to such surgery

• Phase III and Phase IV cardiac rehabilitation
Pharmacy and Prescription Drugs

<table>
<thead>
<tr>
<th>Prescription Drug Coverage</th>
<th>Mayo Clinic Pharmacy (Up to 90-Day Supply)</th>
<th>Mayo Outpatient Pharmacy (Up to 90-Day Supply)</th>
<th>34-Day Supply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formulary Generic and Preferred Drug (Tier I)</td>
<td>5%</td>
<td>10%</td>
<td>25%</td>
</tr>
<tr>
<td>Formulary Brand or Injectible Drug (Tier II)</td>
<td>25%</td>
<td>30%</td>
<td>40%</td>
</tr>
<tr>
<td>Formulary Non-Preferred Drug (Tier III)</td>
<td>40%</td>
<td>40%</td>
<td>50%</td>
</tr>
<tr>
<td>Non-Formulary or Fertility Drug (Tier IV)</td>
<td>50%</td>
<td>50%</td>
<td>60%</td>
</tr>
</tbody>
</table>

**Prior Authorization:** Prior authorization is required by the Plan for the following Prescription Drugs:

- Allergy treatment
- Anti-obesity drugs
- Antimicrobials
- Asthma medications
- Antispasmetics
- Biological anti-psoriatic/anti-rheumatic medications
- Certain cardiovascular medications
- Cystic Fibrosis medications
- Diabetic medications (e.g. concentrated insulins)
- Erectile dysfunction medications prescribed for Pulmonary Arterial Hypertension, benign prostatic hypertrophy, post-prostatectomy, or Raynaud’s disease*
- Fingolimod
- Growth hormones
- Hepatitis C
- Idiopathic Pulmonary Fibrosis medications
- Memantine XR
- Medications to treat rate diseases
- Oral Cancer medications
- Sedatives (if step therapy not met)
- Simvastatin and other low or moderate intensity generic statins for $0 copay
- Any migraine, erectile dysfunction or diabetic product when a member requires more than the dispensed limit allows.

The list of prescription drugs that require prior authorization, the list of prescription drugs with dispensing limitations, and the Mayo Clinic Formulary are continually updated. You may call the Mayo Clinic Health Solutions Customer Service Department at the number listed in the Contact Information section of this Plan with questions regarding whether a particular prescription drug requires additional information for coverage, has dispensing limits or is on the Mayo Clinic Formulary. If approved, the drug will be covered based on the product’s formulary status. Each time prior authorization is required but not obtained the prescription will not be covered. The cost to you will be 100% of the charges. For information on how to obtain prior authorization, see the Accelerated Claim Procedure subsection of the Claim Payment and Appeal Procedures section.

Professionally Administered Drugs

Drugs that are professionally administered may require prior authorization. Members may call the Claims Administrator’s Customer Service Department at the number listed in the Introduction section or visit mayoclinichealthsolutions.com.

Important Note: When a brand name product is prescribed and a generic equivalent is available, pharmacies are required to fill your prescription with the generic drug. The determination of a drug classification as brand name versus generic is made by external organizations called First Data Bank or Medispan. If you or your prescriber requests the pharmacy to fill your prescription with the brand name medicine, you pay the difference in cost between the generic and brand name plus the applicable generic copayment or coinsurance. Your coinsurance is calculated on the OptumRx pharmacy payment for your prescription and does not include rebates or discounts that may be available to Mayo.

Important Note: The Coordination of Benefits section does not apply to prescription drugs.

Covered Prescription Drugs

- Compounded medication of which at least one ingredient is a prescription legend drug
- Diabetic supplies (needles, syringes, glucose test strips, and lancets)
- Fertility medications (covered at 50%-60% and are considered non-formulary)
- Injectable insulin (prescription only)
- Legend contraceptives
- Legend drugs when filled at a participating network pharmacy
- Specialty drugs
- Any other drug that under the applicable state law may be dispensed only upon the written prescription of a physician or other lawful prescriber

Ineligible Pharmacy and Prescription Drugs

- Any drugs or medicines that can be purchased as over-the-counter items (even if you have a prescription) except for insulin, diabetic supplies, and those products mandated by ACA
• Any eligible prescription filled at a non-participating pharmacy without prior authorization or in the case of an emergency
• Any prescription refilled in excess of the number specified by the physician or any refill dispenses after one year from the physician’s original order
• Blood or blood plasma
• Charges for the administration or injection of any drug
• Cosmetic medications including anti-wrinkle agents such as Renova® and Minoxidil (e.g. Rogaine®) for alopecia, Vaniqua® for excessive hair growth, etc.
• Drugs that may be properly received without charge under local, state, or federal programs including Workers’ Compensation
• Duplicate prescription drugs
• Over-the-counter infant formula
• Over-the-counter vitamins except as mandated by ACA
• Prescribed medication that is a formulary exclusion (Tier V)
• Prescription drugs dispensed by a health care provider in its office or clinic facility for use outside the office or clinic facility unless the health care provider is part of the OptumRx network
• Prescription drugs labeled “investigational” or “experimental”; except that routine patient costs furnished in connection with an Approved Clinical Trial are covered. Routine patient costs include all items and services consistent with the coverage provided in the plan that is typically covered for a member who is not enrolled in a clinical trial. Routine patient costs do not include 1) the investigational item, device or service itself; 2) items and services that are provided solely to satisfy data collection and analysis needs and that are not used in the direct clinical management of the patient; and 3) a service that is clearly inconsistent with the widely accepted and established standards of care for a particular diagnosis.
• Prescriptions filled prior to allowed refill date
• Replacement of lost or stolen prescription drugs
• Self-prescribed controlled substances for self and/or eligible family members
• Therapeutic devices or appliances, support garments, and other non-medicinal substances (regardless of intended use, except for diabetic supplies such as needles and syringes)
• Topical dental preparation fluoride supplements except as mandated by ACA

Dispensing Limits

Some prescription drugs have dispensing limits. Prescriptions issued over the specified dispensing limits are not covered, and the costs do not apply toward the out-of-pocket maximum. See table below for dispensing limits for specific drugs.

<table>
<thead>
<tr>
<th>Prescription Drug (NF=non-formulary)</th>
<th>Impotency Drugs</th>
<th>Dispensing Limit</th>
<th>Supply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Viagra®, Cialis®, Levitra® [NF]</td>
<td></td>
<td>18 tablets</td>
<td>90 days</td>
</tr>
</tbody>
</table>
### Nicotine Replacement Therapy

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Dispensing Limit</th>
<th>Supply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicotine gum (Nicorette® or Nicorette® DS)</td>
<td>1,980 pieces</td>
<td>90 days</td>
</tr>
<tr>
<td>Topical nicotine patches</td>
<td>204 patches</td>
<td>90 days</td>
</tr>
<tr>
<td>Nicotrol® Nasal Spray</td>
<td>42 bottles</td>
<td>90 days</td>
</tr>
<tr>
<td>Nicotrol® Oral Inhaler</td>
<td>1,512 cartridges</td>
<td>90 days</td>
</tr>
<tr>
<td>Commit® lozenges</td>
<td>1,944 lozenges</td>
<td>90 days</td>
</tr>
</tbody>
</table>

### Migraine

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Dispensing Limit</th>
<th>Supply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sumatriptan®, Amerge®, Maxalt®, Maxalt MLT® Relpax®, Axert® [NF], or Zomig® [NF]</td>
<td>54 tablets (all strengths)</td>
<td>90 days</td>
</tr>
<tr>
<td>Migranal® spray</td>
<td>6 kits</td>
<td>90 days</td>
</tr>
<tr>
<td>Dihydroergotamine injection</td>
<td>20 vials</td>
<td>90 days</td>
</tr>
<tr>
<td>Sumatriptan® Injection</td>
<td>6 kits (12 vials)</td>
<td>90 days</td>
</tr>
<tr>
<td>Sumatriptan® Nasal Spray</td>
<td>36 sprays</td>
<td>90 days</td>
</tr>
</tbody>
</table>

### Diabetic Supplies

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Dispensing Limit</th>
<th>Supply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needles, lancets and syringes</td>
<td>600</td>
<td>90 days</td>
</tr>
<tr>
<td>Test Strips</td>
<td>600</td>
<td>90 days</td>
</tr>
<tr>
<td>Glucometers</td>
<td>One</td>
<td>Yearly</td>
</tr>
</tbody>
</table>

### Miscellaneous

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Dispensing Limit</th>
<th>Supply</th>
</tr>
</thead>
<tbody>
<tr>
<td>EpiPen</td>
<td>Four</td>
<td>30 days</td>
</tr>
<tr>
<td>Ofev® oral capsules</td>
<td>30 day supply</td>
<td>Per fill</td>
</tr>
<tr>
<td>Esbrriet® oral capsules</td>
<td>30 day supply</td>
<td>Per fill</td>
</tr>
<tr>
<td>Farykak® oral capsules</td>
<td>1 cycle (6 capsules)</td>
<td>Per fill</td>
</tr>
<tr>
<td>Entresto® oral tablets</td>
<td>30 day supply</td>
<td>Initial Prescription</td>
</tr>
<tr>
<td>Daklinza® oral tablets</td>
<td>28 day supply</td>
<td>Per fill</td>
</tr>
<tr>
<td>Harvoni® oral tablets</td>
<td>28 day supply</td>
<td>Per fill</td>
</tr>
<tr>
<td>Zepatier® oral tablets</td>
<td>28 day supply</td>
<td>Per fill</td>
</tr>
<tr>
<td>Ceenu® oral capsules</td>
<td>Single dose &amp; One cycle of treatment</td>
<td>Per fill</td>
</tr>
<tr>
<td>Monurol®</td>
<td>3 sachets</td>
<td>Per fill</td>
</tr>
<tr>
<td>Uceris® rectal foam</td>
<td>12 week supply</td>
<td>Per fill</td>
</tr>
</tbody>
</table>

The Mayo Prescription Drug Plan bases benefits on prescription drugs listed in the Mayo Clinic Formulary. The Formulary is an approved list of drugs recommended for use throughout Mayo Clinic. The amount you pay will depend on the formulary status of the drug and the pharmacy you use to fill your prescription.
You may need to file a claim for reimbursement after filling a prescription without your member ID card. After filling a prescription in an emergency situation, submit a *Prescription Drug Reimbursement Claim Form*, which is available online by visiting the internal Mayo Web site and going to the “For You” home page under prescription drug coverage information or by contacting HR Connect. Complete the form, attach copies of the prescription receipt(s), and mail the claim form to Mayo Clinic Health Solutions at the address listed on the form. The reimbursement you receive may be reduced to the amount that would have been paid by the Plan for the claim had it been processed electronically.

Extended supplies of medications may be available under extenuating circumstances. Requests for any such exception to standard health plan guidelines must be approved by either the Plan and/or its designated claims administrator prior to any charges being incurred by the member. Any changes resulting from an exception request that does not receive prior approval from the health plan and/or its designated Claims Administrator shall be deemed the sole responsibility of the plan member.

**Provider Visits**

<table>
<thead>
<tr>
<th>Service</th>
<th>Tier 1 In-Network Cost to You</th>
<th>Tier 2 Expanded In-Network Cost to You</th>
<th>Tier 3 Out-of-Network Cost to You</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Coinsurance after Deductible</td>
<td>Coinsurance after Deductible</td>
<td>Coinsurance after Deductible</td>
</tr>
<tr>
<td>Primary care</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Express Care</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Urgent Care</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Specialty care</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
</tbody>
</table>

**Important Note:** Services provided by the physician are not addressed in the *Physician Visits* section, rather in the *Schedule of Benefits*.

**Primary Care**

To help protect the health of you and your family, Mayo Basic provides comprehensive coverage for in-network preventive care and primary care visits.

When you visit an in-network provider for a primary care visit, your coinsurance and annual deductible will not apply to this coverage if listed on the *Preventive Care Services* subsection of the *Schedule of Benefits*.

Primary care is offered at various specialty areas at Mayo Clinic, however, if you see a specialist within the primary care setting you may be subject to deductible and coinsurance.
Preventive Care Services

**Maximum Benefits**

There is a limit on specified preventive services that will result in no cost to you. This means you receive benefit coverage according to the limits based on the calendar year. When you make your appointments, keep in mind that if you received your annual preventive exam in January, you are not eligible for benefit coverage for another preventive exam until the next calendar year.

**Important Note:** Some preventive care services in the following list of covered items are provided at no charge, but have limits based on age and frequency. There may be coverage under the Plan beyond these limits for additional services or procedures; however, deductibles, and/or coinsurance may apply.

Preventive care services are not subject to the deductible. These in-network services are therefore covered at 100% regardless of whether you have satisfied your annual deductible.

**Covered Preventive Care Services**

Covered Preventive Services are:

1. Evidence-based items or services that have in effect a rating of A or B in the current recommendations of the United States Preventive Services Task Force with respect to the individual involved;

2. Immunizations for routine use in children, adolescents, and adults that have in effect a recommendation from the Advisory Committee on Immunization Practices of the Centers for Disease Control and Prevention (Advisory Committee) with respect to the individual involved;

3. With respect to infants, children, and adolescents, evidence-informed preventive care and screenings provided for in comprehensive guidelines supported by the Health Resources and Services Administration (HRSA); and

4. With respect to women, to the extent not described in 1 above, evidence-informed preventive care and screenings provided for in comprehensive guidelines supported by the HRSA.

Any changes to the recommendations or guidelines referred to above will not be deemed Preventive Services until the first day of the Plan Year beginning on or after the date that is one year after the new recommendation or guideline went into effect.

<table>
<thead>
<tr>
<th>Age</th>
<th>Preventive Care Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Ages</td>
<td>• BRCA risk assessment, counseling and genetic testing for women at higher risk for breast, ovarian, tubal or peritoneal cancer, once per lifetime</td>
</tr>
<tr>
<td></td>
<td>• Breastfeeding comprehensive support and counseling for pregnant and nursing women</td>
</tr>
<tr>
<td></td>
<td>• Breast cancer preventive medications*</td>
</tr>
<tr>
<td></td>
<td>• Chlamydia and gonorrhea screening for women</td>
</tr>
<tr>
<td></td>
<td>• Formulary generic contraceptives for women: devices, emergency (not including abortifacient drugs), female condoms (male condoms not covered) and oral*</td>
</tr>
<tr>
<td></td>
<td>• Folic acid supplements for women who may become pregnant*</td>
</tr>
<tr>
<td></td>
<td>• Hepatitis C virus infection screening for antibodies for all adults born during 1945-1965, one time screen</td>
</tr>
<tr>
<td></td>
<td>• HIV antibody screening</td>
</tr>
<tr>
<td></td>
<td>• Immunizations</td>
</tr>
<tr>
<td></td>
<td>• Non-hospital grade manual or electric breast pump and supplies once per pregnancy for pregnant and nursing women when purchased at a Durable Medical Equipment supplier</td>
</tr>
<tr>
<td>Age Range</td>
<td>Screening and Services</td>
</tr>
<tr>
<td>-----------</td>
<td>------------------------</td>
</tr>
</tbody>
</table>
| Birth-6 years | - Screening for preeclampsia throughout pregnancy  
                   - Syphilis screening  
                   - Tuberculin skin testing |
| Birth-6 years | - Autism screening between 0-2 years  
                   - Expanded newborn screen (blood)  
                   - Evoked otoacoustic emissions (EOAE) once at birth  
                   - Fluoride Chemoprevention supplements for children without fluoride in their water source*  
                   - Iron supplements for children between 6-12 months at risk for anemia*  
                   - Lead level  
                   - Pediatric vision screening |
| Birth-10 years | - Routine hearing exam |
| Birth-18 years | - Hemoglobin or hematocrit  
                   - Well-baby/child care |
| Between 2-20 | - Dyslipidemia screening for children at higher risk of lipid disorders |
| Beginning at 5 | - Hepatitis B, once per year and once per pregnancy |
| Between 9-26 | - Human Papillomavirus (HPV) vaccination |
| Between 11-65 | - Annual well-woman gynecological services |
| Beginning at 18 | - Annual preventive service  
                   - Diabetes screening once per year  
                   - Sterilization |
| Beginning at 20 | - Lipid panel once every 5 years |
| Between 21-65 | - Cervical cancer screening for women (papanicolaou smear) every 3 years |
| Beginning at 30 | - Human Papillomavirus (HPV) screening for women every 3 years |
| Beginning at 40 | - Mammogram for women, including Tomosynthesis screening |
| Between 40-75 | - Simvastatin, other low or moderate intensity statins, when certain cardiovascular criteria are met. Prior authorization is required for $0 copay. |
| Between 45-79 | - Aspirin for men to prevent Cardiovascular Disease (CVD)* |
| Beginning at 50 | - Colorectal Cancer Screen Options (one of the following):  
                   - Fecal occult blood test annually (series of three) with flexible sigmoidoscopy every 5 years  
                   - Barium enema and flexible sigmoidoscopy every 5 years  
                   - CT colonography every 5 years  
                   - Colonoscopy once every 10 years  
                   - Cologuard DNA screening once every year up to age 85  
                   - Osteoporosis screen for women  
                   - Prostate Specific Antigen (PSA) test for men up to age 75 |
| Between 55-79 | - Aspirin for women when the potential benefit of a reduction in ischemic stroke outweighs the potential harm of an increase in gastrointestinal hemorrhage*  
                   - Low-Dose Computed Tomography Lung Cancer screening for those with smoking history |
| Beginning at 60 | - Varicella-zoster (shingles) vaccine |
| Between 65-75 | - Abdominal aneurysm screen one time only for men |

*Prescription required
When your preventive care turns diagnostic:
If, in the course of a screening or test, your doctor diagnoses you with a health condition requiring treatment, the services you receive may no longer be considered “preventive”. These services may be considered diagnostic and subject to deductible, coinsurance, and/or copayments.

Ineligible Preventive Care Services
No coverage is provided when you receive preventive services from an out-of-network provider.

Rehabilitative Therapy, Chiropractic Care and Acupuncture Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Tier 1 In-Network Cost to You</th>
<th>Tier 2 Expanded In-Network Cost to You</th>
<th>Tier 3 Out-of-Network Cost to You</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In-Network</td>
<td>Expanded In-Network</td>
<td>Out-of-Network</td>
</tr>
<tr>
<td></td>
<td>Cost to You</td>
<td>Cost to You</td>
<td>Cost to You</td>
</tr>
<tr>
<td></td>
<td>Coinsurance after Deductible</td>
<td>Coinsurance after Deductible</td>
<td>Coinsurance after Deductible</td>
</tr>
<tr>
<td>Physical therapy</td>
<td>20%</td>
<td>20%</td>
<td>50%, with 20-visit limit per year</td>
</tr>
<tr>
<td>Occupational therapy</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Speech therapy</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Chiropractic Care Services</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Acupuncture</td>
<td>20% with 20-visit limit per year</td>
<td>Not Covered</td>
<td>Not Covered</td>
</tr>
</tbody>
</table>

Maximum Benefits
The Plan covers 20 spinal manipulations per year.

Covered Rehabilitative Therapy Services
- Phase I and Phase II cardiac rehabilitation
- Respiratory therapy

Ineligible Rehabilitative Therapy Services
- Charges for maintenance therapy billed by a skilled nursing facility
- Custodial care
- Group speech therapy
- Massage therapy
- Phase III and Phase IV cardiac rehabilitation
- Recreational therapy, except when part of inpatient acute rehabilitation, or inpatient mental health or chemical dependency treatment
• Residential and outpatient therapy charges billed by a skilled nursing facility, unless part of the 30 day skilled nursing care facility stay (subacute)

• Vocational rehabilitation, testing, or training (including work hardening)

Ask Mayo Clinic and Wellness Program

Ask Mayo Clinic

Ask Mayo Clinic is a telephone-based medical resource line to provide health information to help choose appropriate levels of medical care. Only those individuals enrolled in the Mayo Medical Plan can call with questions about an illness, injury, or general health topic. All calls are answered by experienced Mayo registered nurses who are specially trained to handle telephone health inquiries. Ask Mayo Clinic offers:

• Answers to health questions and concerns
• Basic healthcare information
• Follow-up phone call to check health status/symptoms, if appropriate
• Information to help members decide the appropriate level of care for their situation
• Instruction about preventive health strategies and self-care
• Instructions for acute and non-acute conditions

<table>
<thead>
<tr>
<th>Ask Mayo Clinic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toll Free Number 1-888-288-1881</td>
</tr>
<tr>
<td>International Number 00 1 507-288-6000</td>
</tr>
<tr>
<td><strong>Hours:</strong> 24 hours a day</td>
</tr>
</tbody>
</table>

Important Note: The Ask Mayo Clinic Nurse Line has access to translation services to meet the needs of non-English speaking persons.

Dan Abraham Health Living Center and available Wellness Programs

Mayo Clinic employees have access to the Dan Abraham Healthy Living Center (DAHLC) in Rochester. As a member of the DAHLC you may have an option to participate in wellness programs and certain limited medical services that are available to DAHLC members on Level 2 and below. Some sites may also have wellness programs that provide certain limited medical services. If you are enrolled in the Mayo Medical Plan, specified wellness programs and services are covered by the Mayo Medical Plan subject to all plan terms and conditions, including out of pocket medical expenses such as coinsurance, deductibles and co-payments. If you are not enrolled in the Mayo Medical Plan, you must pay a fee for the services. Certain wellness program services are considered preventive screening services, such as a lipid and glucose screening (does not include a full lipid panel). The lipid panel and glucose screening are the only DAHLC or other wellness program services actually paid by the Mayo Medical Plan and are subject to the Preventive Services schedule. If there is a charge for any other service at the DAHLC or from the wellness program you will need to cover it out of pocket or submit your claims to any other insurance or group health plans you have available to you.
## Special Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Tier 1 In-Network</th>
<th>Tier 2 Expanded In-Network</th>
<th>Tier 3 Out-of-Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Behavior Analysis (ABA therapy) Prior Authorization required</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Chemotherapy/radiation therapy</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Disposable Supplies</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Durable Medical Equipment</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Hearing aids and related charges Up to $5,000 available every 3 years</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Non-durable medical supplies</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Orthotics</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Prosthetics</td>
<td>20%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>Tobacco cessation (including in-patient care and over-the-counter medications WITH a prescription)</td>
<td>$0</td>
<td>$0</td>
<td>Not covered</td>
</tr>
</tbody>
</table>

### Prior Authorization

Prior authorization is required for Applied Behavior Analysis (ABA). Each time prior authorization is required but not obtained in connection with a covered service, the charges related to the service will not be covered. The cost to you will be 100% of the charges. For information on how to obtain prior authorization, see the *Accelerated Claim Procedure* subsection of the *Claims Payment and Appeal Procedures* section.

**Important Note:** For items not listed as covered or uncovered, Medicare guidelines are used for coverage determination. Charges in excess of $750 or a four-month rental period are reviewed by the Claims Administrator for medical necessity.

### Covered Special Services

- Replacement or repair (cost of parts only) of durable medical equipment, prosthetics or orthotics are covered due to normal wear and tear if they have outlived their useful life, or to accommodate bodily growth or atrophy. Charges related to fitting of hearing aids, adjustments, hearing aid exams, repairs and batteries.
• Wigs and artificial hair pieces, if worn for hair loss resulting from alopecia areata or oncology chemotherapy (maximum benefit of one purchase per year with a maximum payment of $350)

**Disposable Supplies**

• Adhesive liquid and adhesive remover
• Alcohol, peroxide, butadiene, phisohex, iodine
• Braces
• Dressings (wound care)
• Needles and syringes (needles and syringes used as diabetic supplies must be purchased at an in-network pharmacy)
• Ostomy and colostomy supplies
• Slings
• Splints

**Durable Medical Equipment**

For items not listed, Medicare guidelines are used for coverage determination

• Apnea monitoring devices
• Bronchial drainage systems that employ a chest percussion vest and vest compressor
• Equipment necessary to treat respiratory failure
• For insulin-treated diabetics, insulin pumps and blood glucose monitoring devices (blood glucose monitoring devices must be purchased at an in-network pharmacy and are limited to one per year)
• Home renal dialysis equipment and supplies
• Hospital grade breast pump (see the Preventive Care Services subsection of the Schedule of Benefits for non-hospital grade breast pump coverage).
• Inhalation devices including CPAP
• Jobst (compression) sleeves and gloves
• Orthopedic appliances that are durable and custom made for you
• Osteogenesis stimulator
• Oxygen and equipment for a supplemental oxygen delivery system
• Prosthetics
• Removable, non-dental prosthetic devices that are durable and custom made for you, but do not require surgical connection to nerves, muscles, or other tissue
• Therapeutic mattress
• Urinal
• Wheelchair or a hospital bed with no features over and above the medical necessity

**Prosthetics**

• Orthopedic appliances that are durable and custom made for you
• Removable, non-dental prosthetic devices that are durable and custom made for you, but do not require surgical connection to nerves, muscles, or other tissue

**Safety Equipment**

• Bed rails
• Restraints
• Toileting equipment
• Transfer belts
• Transfer boards

**Ineligible Special Services**

• Batteries, except for implantable devices and hearing aids
• Charges for equipment, models, or devices having features over and above that which meets the medical necessity
• Charges for labor to repair durable medical equipment, prosthetics, or orthotics
• Charges incurred for the rental or purchase of any type of air conditioner, air purifier, or similar device or appliance
• Environmental change
• Exercise equipment
• Food blenders
• Home or automobile modification
• Motor vehicles, lifts for wheelchairs, or stair lifts
• Ordinary over-the-counter items, except related to wound care
• Orthopedic mattresses
• Orthopedic shoes or similar device which is not custom made
• Pools, whirlpools, and similar items, even if recommended, ordered, or prescribed by a health care provider
• Replacement or repair of durable medical equipment, prosthetics, or orthotics which are stolen, lost, damaged, or destroyed by misuse, abuse, or carelessness
• Room humidifiers and dehumidifiers
• Splints, braces, or mouth guards used for non-medical purposes (i.e., support worn primarily during participation in sports or similar physical activities)
Transplant Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Tier 1 In-Network Cost to You</th>
<th>Tier 2 Expanded In-Network Cost to You</th>
<th>Tier 3 Out-of-Network Cost to You</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transplant services</td>
<td>See <em>Inpatient</em> and <em>Outpatient Hospital Services</em> subsections of this <em>Schedule of Benefits</em> section for cost to you.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Prior Authorization:** Prior authorization is required for all transplant services received outside the continental United States. Each time prior authorization is required but not obtained in connection with a covered service, the charges related to the service will not be covered. The cost to you will be 100% of the charges. For information on how to obtain prior authorization, see the *Accelerated Claim Procedure* subsection of the *Claim Payment and Appeal Procedures* section.

**Covered Transplant Services**

Those directly related to the transplantation of:

- Cornea
- Heart
- Heart/lung
- Human bone marrow
- Kidney
- Liver
- Lung
- Pancreas
- Eligible medical charges incurred by the donor (only if the charges are not covered under the donor’s health care coverage)
- Eligible medical charges incurred by the recipient
- Securing an organ from a cadaver or tissue bank, including the surgeon’s fee for removal of the organ and the hospital fee for storage and transportation of the organ
- Testing to determine transplant feasibility and donor compatibility
- When the donor is also participating in the Plan, eligible medical charges incurred by the donor are covered by the recipient’s health plan; the recipient’s health plan shall be considered primary.

**Ineligible Transplant Services**

- Charges associated with the purchase of any organ
- Transportation of a living donor
- Travel expenses including lodging
EXCLUSIONS

Notwithstanding any provision in the Plan to the contrary, the Plan will not provide benefits for the following services, medical procedures, or supplies regardless of medical necessity or recommendation by a health care provider. The participant is responsible for 100% of the charges associated with the listed exclusions. These charges are not covered services and, therefore, will not count toward the annual out-of-pocket maximum or deductible. In addition to the exclusions listed below, the Schedule of Benefits section contains exclusions in addition to those shown below.

• Assisted listening devices and accessories, i.e., telephone, television
• Autopsies and related charges
• Charges for any service or supply (including tests and physical examinations) not needed for the medical care of a diagnosed illness or injury (except charges incurred for services and supplies in connection with routine circumcision of a newborn child). To be needed a service or supply must:
  o Be ordered by a physician
  o Be commonly and customarily recognized throughout the medical profession as appropriate in the treatment or diagnosis of the illness or injury
  o Be neither educational nor experimental in nature (investigational procedures are considered experimental)
  o Not be furnished mainly for the purpose of medical or other research
  o Have such government approval as required
• Charges for personal growth/development, holistic medicine, or other programs with an objective to provide complete personal fulfillment
• Charges in connection with cosmetic non-functional surgery performed by a physician unless due to a functional correction of a congenital defect to a child under the age of 16
• Charges incurred for custodial care
• Charges incurred for education, training, bed and board while you or your covered family member is confined in an institution that is primarily a school or other institution for training, a place of rest, a place for the aged, or a nursing home
• Charges incurred while you or an eligible family member is confined in a hospital operated by the United States of America or an agency thereof, unless payment is legally required
• Charges incurred in connection with any disease or accident for which benefits are payable in accordance with the provisions of any Workers’ Compensation or similar law
• Charges in excess of allowed amounts
• Charges related to or in connection with adoption
• Chelation therapy (except in the treatment of heavy metal poisoning)
• Coma stimulation programs
• Contact lens fitting
• Duplicate services or supplies
• Educational materials and supplies, except inpatient
• Experimental or investigative health care services, procedures, drugs, devices, services or supplies; except that routine patient costs furnished in connection with an approved clinical trial are covered. Routine patient costs include all items and services consistent with the coverage provided in the Plan that is typically covered for a member who is not enrolled in a clinical trial. Routine patient costs do not include 1) the investigational items, device or service itself; 2) items and services that are provided solely to satisfy data collection and analysis needs and that are not used in the direct clinical
management of the patient; and 3) a service that is clearly inconsistent with the widely accepted and established standards of care for a particular diagnosis.

- Eye examination (refraction) charges to determine the need for (or change of) eyeglasses or lenses of any type
- Eye surgery (such as radial keratotomy) when the primary purpose is to correct myopia (nearsightedness), hyperopia (farsightedness), or astigmatism (blurring)
- Eyeglasses, lenses, contact lenses, sunglasses (including any colored or tinted lenses), safety glasses, or frames
- Financial or legal counseling services
- Food for the treatment of obesity or weight control
- Health club memberships and all services provided by a health club facility
- Herbal therapy
- Hippotherapy/Equine Assisted Therapy
- Homeopathy
- Housekeeping or meal services in your home
- Intradiscal Electrothermal Therapy (IDET)
- Massage Therapy
- Medical services provided via email, audito phone, tablets, portable electronic devices, or common unregulated non-secure video chat applications
- Orthokeratology
- Outpatient nutritional supplements including:
  - Diets, naturopathic or homeopathic services/substances
  - Food
  - Food supplements
  - Home meals
  - Over-the-counter electrolyte supplements
  - Other nutritional supplies
- Payment for medical expenses that a covered person is entitled to under Medicare, if Medicare is the primary payer under applicable federal law
- Repair of lenses or frames
- Services and supplies for treatment of military service related injury, when the covered person is legally entitled to other coverage
- Services by providers who are not licensed by the applicable state board
- Services for self-treatment or the treatment of immediate family members, other than self-prescribed non-controlled substances
- Services or supplies that are not medically necessary, except if specifically listed in the Schedule of Benefits section as covered services
- Sports medicine fitness training or aerobic exercise program
- Sublingual Immunotherapy
- Surgical correction of refractive error and refractive keratoplasty including radial keratotomy (RK), automated lamella keratoplasty (ALK), Lasik surgery, or any similar procedure
• Treatment, equipment, drugs, and/or devices that do not meet generally accepted standards of practice in the medical community
UTILIZATION MANAGEMENT

This section describes utilization management programs under the Plan and your responsibilities under these programs. Utilization management programs assist you to ensure maximum benefit coverage while optimizing clinical outcomes across a continuum of care.

The utilization management programs are designed to assist the Plan in:

- Coordinating care needs
- Evaluating your health care services for medical necessity and appropriateness
- Identifying benefit limitations
- Identifying high-risk participants for proactive case management

The Plan uses the methods described in this *Utilization Management* section to coordinate and review care and determine whether services are covered under the Plan.

Medical Care Decisions

Your medical care is between you and your health care provider. The ultimate decision on your medical care must be made by you and your health care provider. The Plan has authority only to determine whether provided services are covered under the Plan.

Definitions Used In Utilization Review

*Discharge Planning*

Discharge planning assists you with the transition to an appropriate level of care following acute inpatient and/or outpatient health care services. If you are not able to return home, the Plan may coordinate or assist in the coordination of your care to identify the most appropriate alternative setting and services.

*Case Management*

Case management is collaborative, systematic, and ongoing management of eligible participants with complex diagnoses, catastrophic Injuries or illnesses, chronic health problems, and/or poor histories of self-management or compliance. Case management involves coordination of your health care needs and a treatment plan across the health care continuum.

Utilization Management Criteria

You will receive benefits under the Plan for covered services that are determined to be medically necessary. The fact that an individual health care provider has prescribed, ordered, recommended, or approved a health care service, or informed you of its availability do not in itself make it medically necessary. The Plan will make the final determination of whether any service meets the Plan’s standard for medically necessary care.

The Plan relies, in part, upon Mayo Clinic Health Solutions, the Claims Administrator, in order to determine whether the service meets the Plan’s standard of medically necessary care. Mayo Clinic Health Solutions may rely upon Benefit Interpretations in certain claims. The Benefit Interpretations are available upon a written request if relevant to a benefit determination.
Prior Authorization

Certain covered services require prior authorization under the Plan. If you do not obtain authorization from the Plan before receiving those services, coverage for the services will be reduced or denied. The Accelerated Claim Procedure subsection described in the Claim Payment and Appeal Procedures section explains how to obtain prior approval from the Plan and how to appeal if approval is denied.

The covered services that require prior authorization under the Plan are listed in the Schedule of Benefits and include:

- All positron emission tomography (PET) scans
- Applied Behavior Analysis (ABA)
- Sex re-assignment surgery
- All transplant services received outside the continental United States
- Certain prescription drugs listed in the Pharmacy and Prescription Drugs subsection
- Out-of-network mental health and chemical dependency treatment facilities
- Out-of-network inpatient admissions
- Skilled nursing facility

Limitations

Prior authorization does not guarantee that proposed health care services are covered under the Plan. Coverage for authorized services is subject to the definitions, conditions, limitations, and exclusions of the Plan. Services provided after prior authorization is received may be subject to further review by the Plan to ensure the services are medically necessary. Benefits will be denied if you are not eligible for coverage under the Plan on the date services are incurred, if services received are not medically necessary, or if the Plan has terminated.

Obtaining Prior Authorization

See the Accelerated Claim Procedure subsection in the Claim Payment and Appeal Procedures section for information on how to obtain prior authorization and how to file an appeal if authorization is denied.

Penalty for Not Obtaining Prior Authorization

Each time prior authorization is required but not obtained in connection with a covered service, the charges related to the service will not be covered. Your responsibility will be 100% of the charges. Any such claims do not apply to the deductible or annual out-of-pocket maximum.

Questions Regarding Utilization Management Procedures

If you have any questions regarding these procedures, you or your health care provider should contact the Claims Administrator’s Customer Service at the phone number listed in the Contact Information section of this Plan.
COORDINATION OF BENEFITS

Coordination of Group and Non-Group Coverage

If you or eligible family members are covered by another group, non-group or government sponsored medical plan or by no-fault automobile insurance that provides medical coverage, you may get payment from those medical plans as well as this Plan. This Coordination of Benefits (COB) provision applies when an individual has coverage under more than one medical plan, except as noted below for certain medical coverage.

The benefits paid from the Plan will coordinate to pay up to 100% of the allowed amounts. If you or an eligible family member are covered by another medical plan that does not have a coordinating provision consistent with this Plan’s coordinating provision, the other medical plan always pays first.

Provided both plans have a coordination of benefits provision and both are consistent with this coordination of benefits provision, payment will be made as follows:

a) The plan covering the person other than as a dependent or eligible family, for example as an employee, member, policyholder, subscriber or retiree pays benefits first or as the primary plan; the plan covering the person as a dependent or eligible family member pays second.

b) If a child is covered under both parents’ plans, the plan directly covering the parent whose birthday comes first during the calendar year is the primary plan. If the parents have the same birthday, the plan covering the parent longer pays benefits first. However, if the parents are divorced, the Plan pays in this order:

   1. If the terms of a court decree have established one parent as financially responsible for the child’s health care expenses, the plan of the parent with that responsibility is primary.
   2. The plan of the parent with custody of the child pays next.
   3. The plan of the stepparent married to the parent with custody of the child pays next.
   4. The plan of the parent without custody of the child pays last.

c) If a dependent child is covered under more than one plan (e.g. parent’s plan and spouse’s plan), the plan directly covering the policy holder whose birthday comes first during the calendar year is the primary plan. If both policy holders have the same birthday, the plan covering the policy holder longer pays benefits first. For example, the parent’s birthday is March 1 and the spouse’s birthday is June 1. The dependent’s parents plan would pay as primary.

When a determination cannot be made, the plan that has covered the individual longer is primary. Coverage under any workers’ compensation act or similar law is primary. Coverage under any no-fault act for auto insurance or similar law is primary.

This coordination of benefits provision does not apply to the outpatient prescription drug benefit. Also, these rules do not apply to coordination with Medicare for retirees and their eligible family members. For those rules, see the sections on Medical Coverage in Retirement or Attaining Medicare Eligibility.

There is no coordination of benefits between any components of the Mayo Medical Plan.

There is no coordination of benefits with hospital indemnity coverage or other fixed indemnity coverage; accident only coverage; specified disease or specified accident coverage; limited benefit health coverage; school accident type coverage; benefits for non-medical components of long-term care policies; Medicare supplement policies; Medicaid policies; or coverage under other federal governmental plans, unless permitted by law.
Benefits after Age 65 or Medicare Eligibility Date

The Medicare rules in this section do not apply to coordination with Medicare for retirees and their eligible family members. For those rules, see the sections on Medical Coverage in Retirement or Attaining Medicare Eligibility.

For purposes of this section, the following terms have the definitions given below:

- **Age 65** means the age attained at 12:01 a.m. on the first day of the month in which you or your eligible family member reaches age 65.
- **ESRD** means end-stage renal disease, defined as the stage of kidney impairment that appears irreversible and permanent and requires a regular course of dialysis or kidney transplantation to maintain life.
- **Medicare Primary Recipient** means:
  - A participant or covered person who is eligible for Part A of Medicare because of age and who is no longer employed by Mayo (e.g., a person on COBRA).
  - A participant or covered person who is eligible for primary Medicare benefits because of ESRD after 30 months of eligibility for Medicare benefits because of ESRD.
  - A participant or covered person not in current employment who is eligible for Part A of Medicare because of disability.
- **Medicare Secondary Recipient** means:
  - A participant or covered person age 65 or over who is eligible for Part A of Medicare because of age, who is not entitled (and could not upon filing an application become entitled) to Medicare on the basis of ESRD, and who has coverage under the Plan due to current employment status.
  - A spouse age 65 or over who has coverage under the Plan due to your current employment status.
  - A spouse age 65 or over who has retired from their employment will continue to be secondary under the plan until you are no longer employed.
  - A participant or covered person who is eligible for secondary Medicare benefits because of ESRD during the first 30 months of eligibility for Medicare benefits because of ESRD.
  - A participant or covered person in current employment who is eligible for Part A of Medicare because of disability.

As a Medicare Primary Recipient, Medicare pays its full benefits first, then the Plan pays its benefits, if any.

As a Medicare Secondary Recipient, the Plan will pay benefits first; however, if the services are not covered under the Plan, or if you or a covered person have exhausted the applicable benefit limitations provided under the Plan, Medicare will make primary payments for Medicare covered services and supplies.

**Workers’ Compensation**

Coverage under the Plan is not in lieu of Workers’ Compensation and does not affect any aspect of coverage under Workers’ Compensation.
Subrogation and Reimbursement

There may be situations in which a covered person has a legal right to recover the costs of health care or medical expenses as a result of injury or illness caused by, or the responsibility of, a third party. For example:

- If you are injured in a store, the owner may be responsible for the health care or other expenses of that injury. If you are in a motor vehicle accident, another driver may be responsible.
- If you become sick or injured in the course and scope of employment, your employer or a Workers’ Compensation insurer may be responsible for health care or other expenses from the illness or injury.
- If someone else is legally responsible or agrees to compensate a covered person for injuries or illness, the Plan has the right to recover any and all benefits it has paid in connection with the injury or illness.

By enrolling and accepting coverage in the Plan, the covered person agrees to the following:

- The entire amount collected by the covered person from any source will be considered to be a first recovery of benefits paid under the Plan regardless of the terms of any award, agreement, regulation, statute, etc., to the contrary. The fact that only a part of the payment or even none of the payment is allocated to medical, dental, or disability expenses does not affect the Plan’s rights to recover all benefits paid in connection with the covered person’s injury or illness. The Plan shall have a lien and a security in all such claims.

- Until the Plan has been reimbursed for the full amount of all benefits paid under the Plan, the covered person or the covered person’s attorney or other representative shall hold the payment from any source in constructive trust for the Plan. The term “any source” shall include, but is not limited to, any recoveries, settlements, judgments, or other amounts the covered person, heirs, guardians, executors, attorneys, or other representatives receive or are awarded, or become entitled to from any plan, entity, insurer (first party or third party), and/or insurance policy (including no-fault automobile insurance), an uninsured or underinsured motorists plan, a homeowner’s plan, renter’s plan, or liability plan.

- The Plan will be reimbursed 100% from any and all recovery before payment of any other existing claims including any claim made by the covered person for general damages.

- The Plan may collect the proceeds of any recovery, payment, settlement, or judgment recovered by the covered person or the covered person’s legal representative regardless of whether the covered person has been fully compensated or “made whole.”

- The covered person has an obligation to cooperate completely with the Plan. The covered person or legal guardian must complete and sign all documents that may be required by the Plan and take any other action necessary to secure the Plan rights. The covered person also has an obligation to notify the Plan in writing immediately any time the Plan may have a reimbursement right and to identify any and all parties who may be liable.

- If the covered person fails to immediately repay amounts owed to the Plan, the Plan may withhold future payments or benefits to satisfy the covered person’s obligation.

- If the covered person voluntarily accepts a lump sum, other settlement, or award from any source without the Plan’s consent which may or may not cause the Plan to lose its reimbursement rights, the Plan will have no obligation to pay any past, present, or future benefits or expenses relating to the injury or illness caused by, attributable to, or otherwise the responsibility of the other party. Past payments may be recovered from the medical provider.
The Plan subrogation and reimbursement right also applies to the covered person’s coverage under workers’ compensation plans, disability, lost time coverage, other substitute coverage, any other right of recovery, or any claim payment received from any source. The Plan reserves the right to recover expenses incurred on behalf of the covered person even if the recovery is made by a family member if that recovery is based on the covered person’s injuries or illness. At all times the Plan represents itself in subrogation, reimbursement, and intervention interests. Therefore, the Plan claim is not subject to reduction for attorney fees, costs, or expenses, or withholding from the Plan’s recovery under the “common fund” doctrine or otherwise.
CLAIM PAYMENT AND APPEAL PROCEDURES

All claims must be submitted to the Plan and all claims review will comply with the rules and procedures in this Claim Payment and Appeal Procedures section. If you do not file a claim or follow the claim procedures, you are giving up important legal rights. This section is intended to comply with applicable law including Health Care Reform.

Important Definitions and Notes

- **Adverse Benefit Determination** – a denial, reduction, or termination of a benefit, or a rescission, or a failure to provide or make payment (in whole or in part) for a benefit or a rescission.
- **Authorized Representative** – a person designated by a claimant or this Plan to act on behalf of a claimant.
- **Claimant** – a person who believes he/she is entitled to benefits under this Plan. In this Claim and Appeal Procedure section, the term claimant shall also include claimant’s authorized representative, if applicable.
- **Concurrent Care Claim** – a claim that requires prior authorization under this Plan that is reconsidered after a course or treatment has been initially approved. There are two types of concurrent care claim, (1) where reconsideration by this Plan results in reduction or termination of coverage for a previously approved benefit, and (2) where an extension is requested by the claimant for coverage beyond the initially approved benefit.
- **External Review** – an independent review of an adverse benefit determination (following final appeal under the Plan) under applicable state or federal external review procedures pursuant to Health Care Reform.
- **Independent Review Organization (IRO)** – an independent, accredited organization, contracted by the Plan, but separate and apart from the Plan, responsible for conducting external review of an adverse benefit determination.
- **Post-Service Claim** – any claim for benefits under this Plan that is submitted for payment or reimbursed after the service has been rendered.
- **Pre-Determination** – a determination of coverage under the Plan, when a prior authorization is not required, sought by a covered person, who is working closely with a provider, prior to services being rendered. A pre-determination is not a claim for benefits and does not have appeal rights under the Plan.
- **Pre-Service Claim** – any claim for a benefit under the Plan where receipt of the benefit is specifically conditioned, in whole or in part, on receiving approval in advance of obtaining the medical care. Benefits under the Plan that are pre-service claims (i.e., subject to approval in advance) are listed in the Utilization Management or Outpatient Prescription Drug section as services that require prior authorization.
- **Urgent Pre-Service Claim** – an urgent pre-service claim is a type of pre-service claim. An urgent pre-service claim is any claim for medical care or treatment with respect to which the application of the timeframes for making non-urgent determinations could seriously jeopardize the life or health of the claimant or the claimant’s ability to regain maximum function, or – in the opinion of a physician with knowledge of the claimant’s medical condition – would subject the claimants to severe pain that cannot be adequately managed without the care or treatment that is the subject of the claim. If a physician with knowledge of the claimant’s medical condition determines that a claim is an urgent pre-service claim, the claim will be treated as an urgent pre-service claim.
• Unless specifically noted, oral inquiries about coverage and benefits are not considered claims or appeals. In addition, a request for a pre-determination is not a claim for benefits and you do not have appeal rights.

• All time periods described in this section are in calendar days, not business days.

• Except as specifically noted, the claim procedure for prescription drug benefits is the same as for other medical benefits in the Plan. For prescription drug benefits, the pharmacist is considered the health care provider, and the prescription drug is considered the service or supply.

• This section does not apply to requests for distributions from your HSA. Fidelity Investments will provide you with information about such requests.

• This section does not apply to disputes related solely to paying for coverage pre-tax under the Pre-Tax Premium Rules and/or denials of requests to make changes to pre-tax elections during the year. If you have such a dispute, explain your concern in writing to HR Connect. You will receive a written response.

Types of Claims

The Plan has four categories of claims as defined above. They are as follows:

• Concurrent Care Claim
• Post-Service Claim
• Pre-Service Claim
• Urgent Pre-Service Claim

Each category of claim has its own set of claim and appeal requirements. The primary difference between the categories of claims is the timeframes within which claims will be determined.

For the purpose of determining which claim and appeal procedures to follow, the claim type is determined initially. However, if the nature of the claim changes as it proceeds through the claim and appeal process, the claim can be re-characterized. For example, a claim may initially be an urgent pre-service claim. If the urgency subsides, it may be re-characterized as a pre-service claim. Once the services are rendered and submitted to the Plan for payment, it becomes a post-service claim.

Authorized Representative

• For the purpose of the Plan’s claims and appeal procedures, an authorized representative may act on a claimant’s behalf with respect to any aspect of a claim or appeal.
• For pre-service claims, urgent pre-service claims, and concurrent care claims, the Plan will recognize a healthcare provider with knowledge of the claimant’s medical condition (e.g., the treating Physician) as the claimant’s authorized representative for both claims and appeals unless the claimant provides specific written direction otherwise.
• For post-service claims, an “authorized representative” form must be received by the Plan in order for a person to be recognized as a claimant’s authorized representative for both claims and appeals. Such forms are available by calling or writing the Claims Administrator’s customer service department:

Mayo Clinic Health Solutions
4001 41st Street NW
Rochester, MN  55901-8901
Customer Service: 1-800-635-6671
TDD (for hearing impaired): 1-800-407-2442
Once an authorized representative is recognized, the Plan will direct all information, notification, etc. regarding the claim to the authorized representative, unless the claimant provides specific written direction otherwise.

Pre-Determination

You and your provider may wish to file a pre-determination before receiving a service or supply to determine if it will be paid by the Plan. A request for a pre-determination is not a claim for benefits and you do not have appeal rights or rights to pursue a lawsuit against the Plan under ERISA. Pre-determinations are offered as a courtesy and involve medical services or benefits that do not require prior approval under the Plan. Typically, a pre-determination request is made on your behalf by the treating physician. To request a pre-determination, send the following information in writing to the Claims Administrator:

Mayo Clinic Health Solutions
PO Box 211698
Eagan, MN 55121
Attn: Health Services Dept.
Fax: 1-888-889-7822

A pre-determination request must include the following information:

- The name of the Plan
- The identity of the Claimant, including name, address, and date of birth
- The proposed date(s) of service
- The name and credentials of the healthcare provider
- An order or request from the health care provider for the requested service
- The proposed place of service
- A specific diagnosis
- A specific proposed service code for which approval or payment is requested [current Healthcare Common Procedure Coding System (HCPCS) or Current Procedural Terminology (CPT) format]
- Clinical information for the Plan to make a medical necessity determination

Once health care services have been rendered for services in the pre-determination process, the claim will be processed as a post-service claim.

The Claims Administrator has 30 days to decide your pre-determination request and notify your provider if the services or benefits will be covered in whole or in part. It is your provider’s responsibility to notify you of the decision made by the Plan.

Your provider may be notified that an extension of up to 15 days is needed to decide the pre-determination request due to reasons beyond the control of the Claims Administrator. If the extension is required because your provider needs to provide additional information in order for the predetermination request to be decided, you will be given at least 45 days to provide that information. The time it takes your provider to submit the information will not count against the time the Claims Administrator has to make its decision.
How to File a Claim

Post-Service Claims

A post-service claim must be filed within one (1) year following the date of service or from when a supply is received. Health care providers may submit post-service claims on a claimant’s behalf. If a health care provider submits a post-service claim on a claimant’s behalf, the health care provider will not be considered an authorized representative and will not receive the notification described below in the case of an adverse benefit determination.

You are responsible for paying any coinsurance directly to the provider either at the time of your visit or when your provider sends you a bill for the amounts.

In some instances you may need to pay your provider or pharmacist in full and then submit a claim for reimbursement to the Claims Administrator at the address indicated in the chart at the end of this section. Claims for reimbursement, if approved, will be paid to you, not the provider.

A post-service claim must be submitted electronically or be in writing and submitted to:

<table>
<thead>
<tr>
<th>Medical Services Claims</th>
<th>Prescription Drug Claims</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send your medical service claim form to the address found on the back of your member ID card.</td>
<td>Mayo Clinic Health Solutions PO Box 211698 Eagan, MN 55121 Attn: Pharmacy Dept.</td>
</tr>
</tbody>
</table>

Post-Service Claim for Medical Services

A post-service claim for medical services or supplies should be filed on a universal billing form and must include the following information below. A medical services claim form can be found on [www.MayoClinicHealthSolutions.com](http://www.MayoClinicHealthSolutions.com) for members who are filing their own medical claims for reimbursement.

- The name of the Plan
- The identity of the Claimant, including name, address, and date of birth
- The date(s) of service
- The name, National Provider Identification number, credentials and tax identification number of the healthcare provider
- The place of service
- A specific diagnosis code [current International Classification of Disease, Clinical Modification (ICD, CM) format]
- A specific service code for which payment is requested [current Healthcare Common Procedure Coding System (HCPCS) or Current Procedural Terminology (CPT) format]
- The amount of billed charges
- If a Claimant has already paid for the medical service or supply and is requesting reimbursement, he/she must also submit proof of payment

Post-Service Claim for Prescription Drugs

Presenting a prescription to the pharmacist is not considered a claim for benefits. If you present a prescription to the pharmacist and are told that the drug is not covered, or you disagree with the amount you are charged, you can either (1) pay for the prescription and file a claim for reimbursement or (2) file a
claim for benefits before having the prescription filled. In either case, the procedure for filing a claim for reimbursement described above must be followed.

No prescription drug benefits are available through a pharmacy that is not in the Mayo Clinic Health Solutions or OptumRx network of providers except in the case of an emergency. If you obtain a prescription drug outside the network in an emergency, you must file a claim for reimbursement.

A post-service claim for prescription drugs must be filed on a prescription drug claim form (which is available from the Claims Administrator) and must include the following information:

- The name of the Plan, the carrier number and the group number
- The identity of the claimant, including name, address, date of birth and member identification number
- The date(s) of service
- The name and credentials of the healthcare provider
- The place of service [e.g., National Association of Boards of Pharmacy (NABP) number]
- A specific product code for which payment is requested [current National Drug Code (NDC) format], the dose and the number of days supply
- The amount of billed charges
- If the item required prior authorization, clinical information for the Plan to make a coverage determination
- If a claimant has already paid for the prescription drug and is requesting reimbursement, he/she must also submit proof of payment.

**Pre-Service Claims (Including Urgent Pre-Service Claims)**

Typically, a pre-service claim is made on the claimant’s behalf by the treating physician as an authorized representative. However, it is the claimant’s responsibility to ensure that a pre-service claim has been filed. The claimant can accomplish this by having his/her health care provider contact the Claims Administrator to file a pre-service claim on behalf of the claimant.

A pre-service claim must be submitted to:

**Medical Services Claims**

Mayo Clinic Health Solutions
PO Box 211698
Eagan, MN 55121
Attn: Health Services Dept.
Fax: 1-888-889-7822

**Prescription Drug Claims**

Mayo Clinic Health Solutions
PO Box 211698
Eagan, MN 55121
Attn: Pharmacy Dept.
Fax: 1-507-538-5767

**Urgent Pre-Service Claims**

This accelerated claim procedure applies if you are: (1) seeking approval for a benefit that requires prior authorization and (2) you have not already received the service or supply.

An “urgent” claim is a claim for a benefit that requires prior authorization and a delay in treatment could either (1) seriously jeopardizes your life, health, or ability to regain maximum function or (2) in the opinion of a physician with knowledge of your medical condition, cause you severe pain. If you or your authorized
representative or physician believe that your claim is urgent, notify Mayo Clinic Health Solutions and provide the information you want considered regarding your claim.

A benefit requires prior authorization if the benefit will be reduced or denied if you do not obtain authorization from the Plan before receiving the service. If the benefit requires prior authorization but you receive the service or supply before obtaining that authorization, your benefit claim will be handled under the standard claim procedure.

Prior authorization is required for some services in the Plan. Please review the list of services requiring prior authorization in the *Utilization Management* section for your particular plan option.

Urgent pre-service claims and inpatient admissions where the underlying services do not require prior authorization may be submitted orally at the following phone numbers: Providers 1-800-645-6296; Members 1-800-949-2496.

A pre-service claim for medical services or supplies must include the following information:

- The name of the Plan
- The identity of the claimant, including name, address, and date of birth
- The proposed date(s) of service
- The name and credentials of the healthcare provider
- An order or request from the healthcare provider for the requested service
- The proposed place of service
- A specific diagnosis
- A specific proposed service code for which approval or payment is requested [current Healthcare Common Procedure Coding System (HCPCS) or Current Procedural Terminology (CPT) format]
- Clinical information for the Plan to make a medical necessity determination

A pre-service claim for prescription drugs must include the following information:

- The name of the Plan
- The identity of the claimant, including name, address, and date of birth
- The name of the prescription drug requested
- The name and credentials of the healthcare provider prescribing the requested prescription drug
- A special diagnosis
- Clinical information for the Plan to make a medical necessity determination

**Incorrectly Filed Claim**

Failure to submit a claim to the proper place and/or in writing, if required, may result in the claim being treated as an incorrectly filed claim. If a pre-service claim has been filed incorrectly, the Plan will notify the claimant as soon as possible but no later than the timeframes stated below:

*Pre-service claims (not including urgent pre-service claims)*: No later than 5 days following receipt of the incorrectly filed claim.

*Urgent pre-service claims*: No later than 24 hours following receipt of the incorrectly filed claim.
Concurrent Care Claims

Where an extension is requested for benefits beyond the initially approved benefit, a claimant should follow the instructions for how to file a pre-service claim.

Incomplete Claims

Post-Service Claims and Pre-Service Claims (not including Urgent Pre-Service Claims)

Incomplete claims can be addressed through the extension of time described above. If the reason for the extension is the failure to provide necessary information and the claimant is appropriately notified, the Plan’s period of time to make a decision is suspended from the date upon which notification of the missing necessary information is sent until the date upon which the claimant responds or should have responded.

The notification will include a timeframe of at least 45 days in which the necessary information must be provided. Once the necessary information has been provided, the Plan will decide the claim within the extension described above. If the requested information is not provided within the time specified, the claim may be denied.

Urgent Pre-Service Claims

The Plan will notify the claimant of an incomplete claim as soon as possible, but no later than 24 hours following receipt of the incomplete claim. The notification will describe the information necessary to complete the claim and specify the timeframe of at least 48 hours within which the claim must be complete. Notification may be made orally to the claimant or the healthcare provider, unless the claimant requests written notice. The Plan will make a claim determination as soon as possible but not later than the earlier of (1) 48 hours after receipt of the specified information, or (2) the end of the period of time provided to submit the specified information.

Notification of Claim and Pre-Determination Decisions

When the Plan Will Provide Notification of a Claim Determination

The Claims Administrator has 30 days to decide your claim and notify you if your claim is denied in whole or in part. If your claim is denied, the notice will contain the information required by federal regulations.

You may be notified that an extension of up to 15 days is needed to decide your claim due to reasons beyond the control of the Claims Administrator. If the extension is required because you need to provide additional information in order for your claim to be decided, you will be given at least 45 days to provide that information. The time it takes you to provide the information will not count against the time the Claims Administrator has to make its decision.

Post-service claims and concurrent care claims: Notification will be provided only if the decision is an adverse benefit determination within 30 days after receipt of claim.**

Pre-service claims (including urgent pre-service claims) and pre-determination request: Notification will be provided whether the claim or request is approved or denied within 30 days after receipt of claim (within 72 hours after receipt of claim for urgent pre-service claims).**

**Insufficient Information Timeframe

Content of Notification

Adverse Benefit Determination: Notice of an adverse benefit determination will be provided in written or electronic form in a culturally and linguistically appropriate manner. For urgent pre-service claims, notification will be provided orally to the claimant within the timeframe described above and written or electronic notification will be furnished not later than 3 days after the oral
notification. A Plan decision to rescind coverage shall be considered and treated as an adverse benefit determination.

The notification will include the following:

- The specific reason(s) for the determination;
- Reference to the specific Plan provision(s) on which the determination is based;
- A description of any additional material or information necessary to complete the claim and an explanation of why such information is necessary;
- A description of the Plan procedures and time limits for appeal of the adverse benefit determination and the right to sue in federal court;
- Disclosure of any internal rule, guideline, protocol or similar criterion relied on in making the adverse benefit determination or a statement that such information was relied upon in making the adverse benefit determination and will be provided free of charge upon request; and
- If the decision involves scientific or clinical judgment, an explanation of the scientific or clinical judgment applying the terms of the Plan to the claimant’s medical circumstances or a statement that such explanation will be provided free of charge upon request.
- Disclosure of the availability of, and contact information for, any applicable office of health coverage consumer assistance or ombudsman to assist members with the internal claims process and appeals and external review process.

Not Adverse Decision: For pre-service claim and urgent pre-service claim determinations that are not adverse, notice that the request for prior authorization has been approved will be provided to the healthcare provider in most circumstances.

Pre-Determination: Upon determination by the Plan, Claims Administrator will distribute the notification regarding a decision pertaining to the pre-determination request as decided and directed by the Plan. The notification will include the specific reason(s) for the denial to the member.

Approval of a Pre-Determination: Notice that the pre-determination request has been approved will be provided to the member.

Special Rule for Claims Related to Course of Treatment

If you are notified that a benefit you were granted for a specified period of time or number of treatments will be reduced from what was previously granted, the notice is considered a claim denial and will be provided to you sufficiently in advance of the benefit reduction to allow you to file first and second level appeals. If you were granted treatment for a specified time or number of treatments, and you request an extension of that course of treatment within 24 hours before the treatment ends, you will be notified within 24 hours whether the extension is approved or denied. If you request the extension less than 24 hours before the treatment ends, your request will be processed as shown on the chart above depending on whether the claim is urgent or non-urgent.

Complaints

If a claimant has a complaint or dispute with the Plan, the claimant may contact the Claims Administrator’s customer service department by calling the number listed below in an attempt to resolve the complaint in an informal manner, rather than following the appeal procedures described below. If a complaint is submitted, the Claims Administrator will try to resolve the complaint through informal discussions within ten (10) days. If the complaint cannot be resolved to the claimant’s satisfaction, the claimant may submit a written appeal by following the appeal procedures described below. Please note
that a claimant has 180 days after receiving an adverse benefit determination to file a formal appeal. This
time limit continues to run while the claimant’s complaint is being considered.

Customer Service 1-800-635-6671
TDD (for hearing impaired) 1-800-407-2442

Appeals Process

Health Care Reform requires appeal procedures for Adverse benefit determination under which claimants receive full and fair review of the claim and adverse benefit determination. The following will apply to all types and levels of appeals of adverse benefit determinations:

Right to Review Claim File: The claimant will have the right to review his or her claim file.

Submission and Consideration of Comments: The claimant will have the right to present “evidence and testimony” as that phrase is clarified through regulatory guidance. The claimant will have the opportunity to submit documents, written comments, or other information in support of the appeal. The review of the adverse benefit determination will take into account all information, whether or not presented or available for the initial determination. No defense will be given to the prior determination.

Disclosure of New or Additional Evidence: Claimant will be provided, as soon as possible, any new or additional evidence considered relied upon, or generated by or at the direction of the Plan free of charge and pursuant to the regulatory guidance.

Disclosure of New or Additional Rationale: Claimant will be provided, as soon as possible, any new or additional rationale for the adverse benefit determination free of charge pursuant to regulatory guidance.

Decision: The review will be made by a person different from the person who made the prior determination and such person will not be a subordinate of the prior decision maker.

Consultation with Independent Medical Expert: In the case of a claim denied on the grounds of a medical judgment, a healthcare provider with appropriate training and experience will be consulted. The health care provider who is consulted on appeal will not be the individual who was consulted, if any, during the prior determination or a subordinate of that individual.

Filing a First Level Appeal

If there is an adverse benefit determination, the claimant may request a review by the Claims Administrator by filing a first level appeal. You must file an appeal within 180 days after the date you received notice your claim is denied.

A first level appeal must include the following information:

- The name of the Plan
• The identity of the claimant, including name, address, and date of birth

• Information regarding the claim request being appealed, such as:
  o For post-service claims a copy of the Explanation of Benefits or the claim number listed on the Explanation of Benefits
  o For other types of claims a copy of the adverse benefit determination notice the claimant received or other information to identify the claim
  o A statement that the claimant is requesting an appeal

• For post-service claims a copy of the Explanation of Benefits or the claim number listed on the Explanation of Benefits

• For other types of claims a copy of the adverse benefit determination notice the claimant received or other information to identify the claim

• An explanation of why an appeal is being requested, including the particular aspect of the adverse benefit determination the claimant is disputing

• Supporting documentation

A first level appeal of an adverse benefit determination must be submitted to the Plan within 180 days following receipt of a notification of an adverse benefit determination of a claim. If a first level appeal is not requested within these 180 days, the Claimant loses the right to appeal.

Timeframes for First Level Appeals

A claimant may voluntarily agree to extend the timeframes specified below for the Plan to make a decision.

Post-Service Claims: The Plan will make a determination no later than 30 days from the date the first level appeal was received.

Pre-Service Claims: The Plan will make a determination no later than 15 days from the date the first level appeal was received.

Urgent Pre-Service Claims: The Plan will make a determination no later than 36 hours from the date the first level appeal was received.

Concurrent Care Claims: For a reduction or termination of coverage for a previously approved benefit, the Plan will make a determination sufficiently in advance to allow the claimant to file a second level appeal and obtain a determination before the benefit is reduced or terminated.

Where an extension is requested by the claimant for coverage beyond the initially approved benefit:

• If the request meets the definition of an urgent pre-service claim, the Plan will make a determination no later than 36 hours from the date the first level appeal was received.

• If the request does not meet the definition of an urgent pre-service claim, the Plan will make a determination no later than 15 days from the date the first level appeal was received.

Notification of Appeal Decisions

Written or electronic notification of the Plan’s determination will be provided in a culturally and linguistically appropriate manner to the claimant for all appeals.

For adverse benefit determinations, the notification will include the following:

• The specific reason(s) for the adverse benefit determination;
• Reference to the specific Plan provision(s) on which the determination is based;
• A statement indicating entitlement to receive, upon request, and free of charge, reasonable access to or copies of all documents, records and other information relevant to the claimant’s claim for benefits; and
• A statement regarding additional levels of appeal (if any) and the right to sue in federal court;
• Disclosure of any internal rule, guideline, protocol or similar criterion relied on in making the adverse benefit determination (or a statement that such information will be provided free of charge upon request);
• If the decision involves scientific or clinical judgment, an explanation of the scientific or clinical judgment applying the terms of the Plan to the claimant’s medical circumstances, or a statement that such explanation will be provided free of charge upon request.

For decisions that are not adverse, a notice will be provided that informs the claimant the decision has been reversed, and the claim has been approved.

Filing a Second Level Appeal

If there is an adverse benefit determination by the Claims Administrator on the first level of appeal, the claimant may request a second level appeal with the Plan Administrator. A second level appeal request must be in writing and submitted to:

Mayo Clinic Health Solutions
4001 41st Street NW
Rochester, MN  55901-8901
Attn:  Member Appeals Unit

Special rule for expedited review of Urgent Pre-Service Claims

A claimant may request an expedited review orally or in writing and all necessary information (including the Plan's benefit determination on review) will be transmitted by telephone, facsimile, or other available expeditious method.

A second level appeal must include the following information:

• The name of the Plan
• The identity of the claimant, including name, address, and date of birth
• Information regarding the appeal being appealed, such as a copy of the appeal denial letter
• A statement that the claimant is requesting a second appeal
• An explanation of why a second appeal is being requested, including the particular aspect of the adverse benefit determination appeal is being disputed
• Supporting documentation

A second level appeal of an adverse benefit determination must be submitted to the Plan within 60 days following receipt of a notification of an adverse benefit determination at the first level of appeal. If a second level appeal is not requested within these 60 days, the Claimant loses the right to appeal.

Timeframes for Second Level Appeals

A Claimant may voluntarily agree to extend the timeframes specified below for the Plan to make a decision.
**Post-Service Claims:** The Plan will make a decision no later than 30 days from the date the second level appeal was received.

**Pre-Service Claims:** The Plan will make a decision no later than 15 days from the date the second level appeal was received.

**Urgent Pre-Service Claims:** The Plan will make a decision no later than 36 hours from the date the second level appeal was received.

**Concurrent Care Claims:** For a reduction or termination of coverage for a previously approved benefit, the Plan will make a determination before the benefit is reduced or terminated.

Where an extension is requested by the claimant for coverage beyond the initially approved benefit,

- If the request meets the definition of an urgent pre-service claim, the Plan will make a determination no later than 36 hours from the date the second level appeal was received.

- If the request does not meet the definition of an urgent pre-service claim, the Plan will make a determination no later than 15 days from the date the second level appeal was received.

**Notification of Second Level Appeal Decisions**

The Plan Administrator will provide notification of second level appeal decisions in accordance with the Notification of Appeal Decisions subsection above.

**General Rules Applicable to All Claim Procedures**

**Authority**

Mayo Clinic is the Plan Administrator and has delegated the authority to decide benefit claims and appeals as described in these claim procedures. The Plan Review Committee (or Mayo Clinic Health Solutions for the accelerated process) has the discretion, authority, and responsibility to make final decisions on all factual and legal questions under the Plan, to interpret and construe the Plan and any ambiguous or unclear terms, and to determine whether a participant is eligible for benefits and the amount of the benefits. The Claims Administrator and/or applicable committee may rely on any applicable statute of limitations as a basis to deny a claim. The Plan Review Committee’s decisions are conclusive and binding on all parties.

**Time Limit for Commencing Legal Action**

If you file your initial claim within the required time, and the Claims Administrator and Plan Review Committee deny your claim and appeal, you may sue over your claim (unless you have executed a release on your claim). You must, however, commence suit within one year- from the time your initial claim was submitted.

**Exhaustion of Administrative Remedies**

Before commencing legal action to recover benefits or to enforce or clarify rights, you must exhaust the claim and review procedures for this Plan.

**Filing a Request for Standard External Review**

If there is an adverse benefit determination by the Plan, after the second level of appeal, the claimant may request an external review. Pre-determination requests will not be considered for external review.

A standard external review request must be in writing and submitted to:

Mayo Clinic Health Solutions

Attn: Member Appeals
An external review must include the following information:

- The name of this Plan
- The identity of the claimant, including name, address, and date of birth
- Information regarding the appeal being requested for an external review, such as a copy of the second level appeal denial letter
- A statement that the claimant is requesting an external review
- An explanation of why an external review is being requested, including the particular aspect of the adverse benefit determination being disputed
- Supporting documentation

Generally, an external review of an adverse benefit determination must be submitted to this Plan within four (4) months following the date of receipt of a notice of a final internal adverse benefit determination. There are a very limited number of circumstances where an external review can be requested prior to a final internal adverse benefit determination. Please contact the Claims Administrator for more information.

*Claimants may not request an external review after the expiration of the four (4) month period.*

**Timeframes for Preliminary Review of Request for Standard External Review**

Within five (5) business days following the date of receipt of the external review request, the Claims Administrator will complete a preliminary review of the request to determine whether:

- Claimant is (or was) covered under the Plan at the time the health care item or service was requested or provided.
- The adverse benefit determination or the final internal adverse benefit determination is not based on the fact that claimant was not eligible for coverage under the Plan;
- Claimant has exhausted the Plan’s internal appeal process (unless exhaustion is not otherwise required); and
- Claimant has provided all the information required to process an external review

Within one (1) business day of the completion of its preliminary review, claimant will be notified by the Claims Administrator of the results of the preliminary review.

If claimant’s request is eligible for external review, a notice will be sent informing claimant of eligibility for external review. Claimant’s request is assigned by the claims administrator to an Independent Review Organization (IRO) to conduct the external review. The Plan will contract with at least three (3) IRO’s, and the Claims Administrator will rotate the external reviews among the IRO’s.

If claimant’s request is complete but not eligible for external review, a notice will be sent informing claimant of non-eligibility for external review. The notice will state the reasons for the request not being eligible for external review and will provide contact information for the Employee Benefits Security Administration, toll free number 1-866-444-EBSA (3272).

If claimant’s request is incomplete, a notice will be sent to the claimant. The notice will describe the information, materials, etc. needed to complete the request. The claimant will then be provided time to complete the request during the greater of:
• The initial four month period within which to request an external review; or,
• 48 hours (or as identified in the notice) after the receipt of the notice.

External Review Process Conducted by Independent Review Organization (IRO)

Upon assignment by the Claims Administrator, the IRO conducts the external review of the adverse benefit determination.

As part of their review, the IRO will utilize experts when appropriate to make determinations regarding the services being disputed. In addition, the IRO, when making their decision, may request additional information such as reports from appropriate health care professionals, evidence-based guidelines, and any applicable clinical review criteria developed and used by the Claims Administrator.

Timeframes for Independent Review Organization Determination

Within 45 days after the IRO receives the request for external review, the IRO will provide written notice of the final external review decision.

Filing a Request for an Expedited External Review

Under certain circumstances, an expedited external review may be requested. Pre-determination requests will not be considered for an expedited external review. Claimants may request an expedited external review when:

• An adverse benefit determination involves a medical condition where the timeframe for completing an expedited internal appeal of an urgent pre-service claim would seriously jeopardize the claimant’s life, health, or ability to regain maximum function, and a request for an expedited internal appeal of an urgent pre-service claim has been filed; or

• A final internal adverse benefit determination involves (i) a medical condition where the timeframe for completing a standard internal review would seriously jeopardize claimant’s life, health, or ability to regain maximum function, or (ii) an admission, availability of care, continued stay, or health care item or service for which claimant received emergency services, but has not been discharged from a facility.

An expedited external review request must be in writing and submitted to:

Mayo Clinic Health Solutions
Attn: Member Appeals – Expedited External Appeal Request
4001 41st Street NW
Rochester, MN 55901-8901

An expedited external review request must include the following information:

• The name of this Plan
• The identity of the claimant, including name, address, and date of birth
• Information regarding the appeal being requested for an external review, such as a copy of the second level appeal denial letter
• A statement that the claimant is requesting an external review
- An explanation of why an external review is being requested, including the particular aspect of the adverse benefit determination being disputed
- Supporting documentation

**Timeframe for Preliminary Review of Request for an Expedited External Review**

Immediately upon receipt of the request for an expedited external review, the Claims Administrator will determine whether the request meets the eligibility requirements for a standard external review (described above under the Timeframes for Preliminary Review of Request for Standard External Review section). The Claims Administrator will immediately notify claimant of external review eligibility.

The claimant will be notified by the Claims Administrator of the results of the preliminary review.

If a claimant’s request is eligible for expedited external review, a notice will be sent informing claimant of eligibility for expedited external review. Claimant’s request is assigned by the Claims Administrator to an Independent Review Organization (IRO) to conduct the expedited external review.

The Plan will contract with at least three (3) IRO’s, and the Claims Administrator will rotate the expedited external reviews among the IRO’s.

If a claimant’s request is complete but not eligible for external review, a notice will be sent informing claimant of non-eligibility for external review. The notice will state the reasons for the request not being eligible for external review and will immediately provide contact information for the Employee Benefits Security Administration, toll free number 1-866-444-EBSA (3272).

If a claimant’s request is incomplete, a notice will be sent to the claimant. The notice will describe the information, materials, etc. needed to complete the request. The claimant will then be provided time to complete the request.

**Expedited External Review Process Conducted by Independent Review Organization (IRO)**

Upon assignment by the Claims Administrator, the IRO conducts the expedited external review of the adverse benefit determination.

As part of their review, the IRO will utilize experts when appropriate to make determinations regarding the services being disputed. In addition, the IRO, when making their decision, may request additional information such as reports from appropriate health care professionals, evidence-based guidelines, and any applicable clinical review criteria developed and used by the Claims Administrator.

**Timeframes for Independent Review Organization Expedited Determination**

As expeditiously as the claimant’s medical condition or circumstances require, but in no event more than 72 hours after the IRO receives the request for expedited external review, the IRO will provide written notice to claimant and the Plan of the final expedited external review decision.

If the IRO’s notice of final expedited external review decision is not in writing, the IRO must provide written confirmation of the decision within 48 hours to the claimant and the Plan.
CONTRIBUTIONS AND FUNDING

Allocation of Plan Cost

Prior to each coverage year, the Plan Administrator will determine the aggregate cost to employers necessary to provide the benefits under the Plan and shall determine each employer’s share of the aggregate cost.

Employee Contributions

Each coverage year the Plan Administrator will determine the amount of contributions, if any, that you or any subgroup will be required to pay for coverage under the Plan.

Employee contributions for the Plan are determined by the Plan Administrator and announced during the annual open enrollment. Your contribution amount varies by plan option, your assigned full-time employee status, and whether or not you choose a single or family coverage level. The Plan Administrator reserves the discretion and right to change the amounts of employee contributions during the Plan year.

The portion of the cost of coverage for which you are responsible may be paid on a pre-tax basis through the Pre-Tax Premium Rules.

The cost of coverage under the Plan for you and your covered eligible family members will be deducted from your payroll deposit or check if you are the eligible covered employee. If you do not receive a payroll deposit or check, you will receive a bill for the cost of coverage under the Plan for you and your covered eligible family members.

Operating Expenses for the Plans

Operating expenses may be paid out of the Plan assets, if any, in their sole discretion, or by employers.

Plan Assets

To the extent the Plan has assets, such assets shall be used for the sole and exclusive purpose of providing benefits under the Plan and defraying reasonable administrative costs of the Plan (including disposition of Plan assets upon termination of any of the Plan).

No Trust

There is no trust. Benefits under and expenses of the Plan are paid from the general assets of the employer.
GENERAL PROVISIONS

Applicable Law and Venue for Legal Action

The Plan is intended to be construed, and all rights and duties hereunder are to be governed, in accordance with the laws of the State of Minnesota, except to the extent such laws are preempted by the laws of the United States of America.

All litigation, in any way related to the Plan (including but not limited to any and all claims brought under ERISA, such as claims for benefits and claims for breach of fiduciary duty) must be filed in a United States District Court for the District of Minnesota.

Conformity with Governing Law

If any provision of the Plan is contrary to any law to which it is subject, such provision is hereby amended to conform thereto.

Construction of Terms

Words of sex will include persons and entities of any sex. The plural will include the singular, and the singular will include the plural.

HIPAA Privacy Rules

Effective April 14, 2003, the Plan was subject to new federal privacy requirements. As a participant you will receive a Notice of Privacy describing your rights under these regulations. The privacy requirements are contained in a separate document entitled “HIPAA Provisions to Mayo Clinic Group Health Plans,” which is a component of the Plan document. The privacy provisions permit Mayo as Plan Sponsor to obtain your protected health information for certain limited purposes, such as operation of the Plan. However, these provisions require Mayo to agree to various safeguards to protect your health information from impermissible uses and disclosures. You may obtain a copy of the privacy provisions by contacting the Plan Administrator.

No Guarantee of Employment

Participation in the Plan will not be construed as giving you any right to continue in the employ of the employer. You will remain subject to discharge by the employer to the same extent had the Plan not been adopted.

Non-Discrimination Policy

The Plan complies with applicable Federal civil rights laws and will not discriminate against you or your eligible family members based on race, color, religion, national origin, disability, sex, or age. The Plan will not establish rules for eligibility based on health status, medical condition, claim experience, receipt of health care, medical history, evidence of insurability, genetic information, or disability.

In compliance with Section 1557 of the Affordable Care Act, the notice describes how to obtain free qualified sign and language interpreters, obtain the written notice in large print, audio, electronic formats and language services for those whose primary language is not English. You may obtain an electronic copy of the Non-discrimination Notice on the Mayo Intranet. In the HR Connect tool, search on key words “non-discrimination”. Click on the article titled Legal Notice from Benefits. You may request a paper copy of the Notice by contacting HR Connect at 507-266-0440 or 1-888-266-0440.
Any portion of the Plan subject to Section 105(h) of the Internal Revenue Code of 1986 shall not discriminate in favor of highly paid employees as to benefits or eligibility to participate.

Maternity Length of Stay

Under federal law group health plans may not restrict the hospital length of stay for a new mother or child to less than 48 hours for a normal delivery and 96 hours for Cesarean delivery, nor may they require that a provider obtain authorization in order to prescribe a length of stay not in excess of 48 or 96 hours. However, federal law generally does not prohibit the mother’s attending provider or newborn’s attending provider, after consulting with the mother, from discharging the mother or her newborn earlier than 48 hours (or 96 hours as applicable).

Plan Provisions Binding

The provisions of the Plan will be binding upon you and your eligible family members and their respective heirs and legal representatives; upon the employer, its successors and assigns; and upon the Plan Administrator, Claims Administrator, and any other provider of services to the Plan.

Erroneous Payments

If the Plan makes a payment for benefits in excess of the benefits required by the Plan or makes a payment to or on behalf of an individual who is not covered by the Plan, the Plan shall be entitled to recover such erroneous payment from the recipient of such erroneous payment, the beneficiary, and/or the employee.

Section Titles

Section titles are for convenience only and are not to be considered in interpreting the Plan.

Women’s Health and Cancer Rights Act

Medical and surgical benefits to women who have undergone a mastectomy, a surgical procedure to remove the breast or breast tissue, were expanded under the federal Women’s Health and Cancer Rights Act in 1998. The bill has a provision that requires health plans to provide coverage for certain mastectomy related procedures. As a participant of the Mayo Medical Plan, you receive coverage for all stages of reconstruction of the breast on which the mastectomy was performed, breast prosthesis (artificial substitute), and physical complications of mastectomy including lymphedemas, surgery, and reconstruction of the other breast to produce a symmetrical appearance. Treatments are subject to the same copayments and deductibles (where applicable) as other covered surgical procedures. For more information on copayments and deductibles for surgical procedures, see the Schedule of Benefits.
PLAN ADMINISTRATION

Powers and Duties of the Plan Administrator

The Plan Administrator will have the powers and duties of general administration of the Plan including the following:

- The discretion to determine all factual and legal questions relating to the eligibility of individuals to participate, or for you to remain a participant in the Plan and to receive benefits under the Plan. With respect to claims for benefits, the Plan Administrator has delegated authority and discretion as stated in “Claim Administration and Committee Contacts for Appeal Process.”.
- To require any person to furnish such reasonable information as the Plan Administrator may request for the proper administration of the Plan as a condition of eligibility for you or eligible family members to participate under the Plan and to receive any benefits under the Plan.
- By action to delegate to other persons authority to carry out any duty or power which, under the terms of the Plan or applicable law, would otherwise be a responsibility of the Plan Administrator, including but not limited to appointment of and delegation of duties to the Salary and Benefit Committee.
- To maintain or delegate to others the duty of maintaining necessary records for the administration of the Plan.
- To interpret the provisions of the Plan, make and publish such rules and procedures for regulation of the Plan, and prescribe such forms as the Plan Administrator will deem necessary.

Records

The Plan Sponsor, Plan Administrator, Claims Administrator, and others to whom the Plan Sponsor has delegated duties and responsibilities under the Plan shall keep accurate and detailed records of any matters pertaining to administration of the Plan in compliance with applicable law.

Allocation of Responsibilities

The Named Fiduciaries may designate other persons who are not Named Fiduciaries to carry out such fiduciary responsibilities. The responsibilities imposed by the Plan on each Named Fiduciary are not joint responsibilities with any other fiduciary unless specifically so designated therein. No fiduciary is responsible for the act, or failure to act, of any other fiduciary.

Release of Medical Information

The Plan Administrator and Claims Administrator are entitled to use and disclose information reasonably necessary to administer the Plan (including the uses and disclosures permitted by HIPAA privacy rules) subject to all applicable confidentiality requirements as defined in the Plan, and required by law, from any health care provider of services to you. By accepting coverage under the Plan, you agree to sign the necessary authorization directing any health care provider to release to the Plan Administrator and Claims Administrator, upon request, such information, records, or copies of records relating to attendance, examination, or treatment rendered to you, if necessary to determine whether to pay the claim. If you fail to sign the necessary authorization, the Plan has no obligation to pay claims.

Assignment of Benefits

Your right to receive benefits under the Plan is personal to you and may not be assigned or subject to anticipation, garnishment, attachment, execution, or levy of any kind, or be liable for your debts or
obligations, except for assignment of the right to receive benefits to a provider of health care services. With respect to any assignment to a health care provider, the provider is subject to the same terms and conditions under the Plan as you are.

Amendment and Termination of Plan

Mayo Clinic reserves the right to amend or terminate the Plan, or any benefit option described in any document for the Mayo Medical Plan, including this document at any time, for any reason, and in any respect. Mayo Clinic’s right to amend or terminate the Plan or benefit options includes, but is not limited to, changes in eligibility requirements, employee and employer contributions, benefits provided, and termination of all or a portion of any coverage provided under the Plan. If the Plan or any benefit option is amended or terminated, you will be subject to all the changes effective as a result of such amendment or termination, and your rights will be reduced, terminated, altered, or increased accordingly as of the effective date of the amendment or termination. You do not have ongoing rights to any plan or program benefit other than payment of covered expenses you incurred prior to the Plan amendment or termination. You do not have rights to vested benefits in the Mayo Medical Plan. The rights with respect to amendment and termination of the Plan have been delegated to the Salary and Benefits Committee.

The Salary and Benefits Committee also has the right to amend and/or terminate the Pre-Tax Premium Rules at any time, for any reason and in any respect.

Payment of Benefits after Plan Termination

In the event of the Plan’s termination, benefits will be paid only for covered services incurred prior to the termination date.
ERISA STATEMENT OF RIGHTS

As a participant in the Plan, you are entitled to certain rights and protection under the Employee Retirement Income Security Act of 1974 (ERISA). The Pre-Tax Premium Rules are not subject to ERISA. ERISA provides that all Plan Participants shall be entitled to:

Receive Information about Your Plan and Benefits

Examine without charge at the Plan Administrator’s office and other specified locations, such as worksites and union halls, all documents governing the Plan, including insurance contracts, collective bargaining agreements, and a copy of the latest annual report (Form 5500 Series) filed by the Plan with the U.S. Department of Labor and available at the Public Disclosure Room of the Employee Benefits Security Administration.

Obtain upon written request to the Plan Administrator copies of documents governing the operation of the Plan, including insurance contracts and collective bargaining agreements, copies of the latest annual report (Form 5500 Series), and updated Summary Plan Description. The Administrator may make a reasonable charge for the copies.

Receive a summary of the Plan’s annual financial report. The Plan Administrator is required by law to furnish each participant with a copy of the summary annual report.

Continue Group Health Plan Coverage

Continue health care coverage for yourself, spouse, or eligible family members if there is a loss of coverage under the Plan as a result of a qualifying event. You or your eligible family members may have to pay for such coverage. Review this Summary Plan Description and the documents governing the Plan for the rules governing your COBRA continuation coverage rights.

Prudent Action by Plan Fiduciaries

In addition to creating rights for Plan Participants ERISA imposes duties upon the people who are responsible for the operation of the employee benefit plan. The people who operate your Plan, called “fiduciaries” of the Plan, have a duty to do so prudently and in the interest of you, other Plan Participants, and beneficiaries. No one, including your employer, your union, or any other person, may fire or otherwise discriminate against you in any way to prevent you from obtaining a welfare benefit or exercising your rights under ERISA.

Enforce Your Rights

If your claim for a welfare benefit is denied or ignored in whole or in part, you have a right to know why, to obtain copies of documents relating to the decision without charge, and to appeal any denial, all within certain time schedules.

Under ERISA there are steps you can take to enforce the above rights. For instance, if you request a copy of Plan documents or the latest annual report from the Plan and do not receive them within 30 days, you may file suit in a federal court. In such case, the court may require the Plan Administrator to provide the materials and pay you up to $110 a day until you receive the materials, unless the materials were not sent because of reasons beyond the control of the Administrator. After you exhaust the Plan’s claim procedures, if your appeal is denied in whole or in part, you may file suit in a state or federal court. If Plan fiduciaries misuse the Plan’s money or if you are discriminated against for asserting your rights, you may seek assistance from the U.S. Department of Labor or you may file suit in a federal court. The court
will decide who should pay court costs and legal fees. If you are successful, the court may order the person you have sued to pay the costs and fees. If you lose, the court may order you to pay the costs and fees; for example, if it finds your claim is frivolous.

**Assistance with Your Questions**

If you have questions about your Plan, contact the Plan Administrator. If you have questions about this statement or your rights under ERISA, or if you need assistance in obtaining documents from the Plan Administrator, contact the nearest office of the Employee Benefits Security Administration, U.S. Department of Labor, listed in your telephone directory or the Division of Technical Assistance and Inquiries, Employee Benefits Security Administration, U.S. Department of Labor, 200 Constitution Avenue N.W., Washington, D.C. 20210. You also may obtain certain publications about your rights and responsibilities under ERISA by calling the publications hotline of the Employee Benefits Security Administration. Live assistance is available Monday through Friday from 8:00 a.m. to 8:00 p.m. Eastern Time by calling 1-866-4-USA-DOL (1-866-487-2365), or TTY 1-877-889-5627.
NON-DISCRIMINATION NOTICE

Discrimination is Against the Law

The Mayo Medical Plan, Mayo Flexible Spending Account Plan, Mayo Dental Plan, Mayo Retiree HRA Plan, and Mayo Clinic Employee Assistance Plan, (collectively, the Plans) comply with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. The Plans do not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

The Plans provide:

- Free aids and services to people with disabilities to communicate effectively with us, such as: qualified sign language interpreters
- Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Free language services to people whose primary language is not English, such as: qualified interpreters or information written in other languages.

If you need these services, contact Mayo Clinic, Chair-Total Rewards. If you believe that the Plans have failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with: Mayo Clinic, Chair-Total Rewards 200 First Street SW Rochester, MN 55905, 507-266-0440 or fax-507-538-1856.

You can file a grievance in person, by mail, or fax. If you need help filing a grievance, Mayo Clinic, Chair-Total Rewards is available to help you.


注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-507-266-0440 (TTY : 507-266-0440 (TTY: 1-800-407-2442)。


주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 507-266-0440 (TTY: 1-800-407-2442)


注意力: 日本語を話される場合、無料の言語支援をご利用いただけます。507-266-0440（TTY:1-800-407-2442）まで、お電話にてご連絡ください。


# PLAN ADMINISTRATIVE INFORMATION

The following information applies to all components of the Mayo Medical Plan.

| Plan Sponsor, Plan Administrator | Mayo Clinic  
200 First Street SW  
Rochester, MN 55905  
(507) 266-0440 |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Plan Sponsor EIN</td>
<td>41-6011702</td>
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</table>
| Named Fiduciary | Salary & Benefits Committee  
Mayo Clinic  
200 First Street SW  
Rochester, MN 55905  
(507) 266-0440 |
| Agent for Service of Legal Process | Mayo Clinic  
c/o William A. Brown, Assistant Treasurer  
200 First Street SW  
Rochester, MN 55905  
(507) 266-0440  
*The Plan Administrator may also be served with process* |
| Plan Year | January 1 - December 31 |
| Collectively Bargained Groups | The Plans are maintained in part pursuant to one or more collective bargaining agreements. A copy of any such agreement may be obtained by you upon written request to the Plan Administrator and is available for examination. |
| Type of Plan | Group Health Plan |
| Plan Number | 502 |
| Type of Administration | Contract Administration |
| Source of Contributions | This Plan is funded with employer contributions from its general assets and employee contributions. |
| Claims Administrators | Mayo Clinic Health Solutions  
PO Box 211698  
Eagan, MN 55121  
1-800-635-6671 (toll free)  
507-266-5580 (local) |
| Please Note: The Claims Administrators perform claim processing services pursuant to a written contract; they do not insure benefits under Mayo Medical Plan. |
| Components of Mayo Medical Plan Document | Mayo Premier  
Mayo Select  
Mayo Basic  
Mayo Medicare Supplement  
Privacy Rules |
### Employers Participating in Mayo Medical Plan

<table>
<thead>
<tr>
<th>Employers Participating in Mayo Medical Plan</th>
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<tbody>
<tr>
<td>Charterhouse</td>
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<tr>
<td>Franklin Heating Station</td>
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<tr>
<td>Gold Cross Ambulance Service</td>
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<tr>
<td>Herman House LLC</td>
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<tr>
<td>Mayo Clinic</td>
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<tr>
<td>Mayo Clinic Arizona</td>
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<tr>
<td>Mayo Clinic Florida (a non-profit corporation)</td>
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<tr>
<td>Mayo Clinic Health System-Decorah Clinic Physicians</td>
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<td>Mayo Clinic Health System-Fairmont</td>
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<tr>
<td>Mayo Clinic Health System-Franciscan Medical Center, Inc.</td>
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<tr>
<td>Mayo Clinic Health System-Lake City Medical Center</td>
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<td>Mayo Clinic Health System-Northwest Wisconsin Region, Inc.</td>
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<td>Mayo Clinic Health System Pharmacy &amp; Home Medical, Inc.</td>
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<td>Mayo Clinic Health System-Southeast Minnesota Region</td>
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<td>Mayo Clinic Health System-Southwest Minnesota Region</td>
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<tr>
<td>Mayo Clinic Health System-St. James</td>
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<tr>
<td>Mayo Clinic Hospital-Rochester</td>
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<tr>
<td>Mayo Clinic Jacksonville (a non-profit corporation)</td>
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<tr>
<td>Mayo Collaborative Services, LLC</td>
</tr>
<tr>
<td>Mayo Foundation for Medical Education and Research</td>
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<tr>
<td>Rochester Airport Company</td>
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**Affordable Care Act**

The Patient Protection and Affordable Care Act (PPACA), commonly known as the Affordable Care Act (ACA) or “Obamacare”, was enacted with the goals of increasing the quality and affordability of health insurance, lowering the uninsured rate by expanding public and private insurance coverage, and reducing the costs of healthcare for individuals and the government.

**Allowed amount**

The maximum dollar amount eligible for payment of a procedure or service as determined by the Mayo Medical Plan. This includes billed charges, contracted amounts, or usual, customary and reasonable rates, depending on the physician’s relationship with Mayo Medical Plan and/or the services provided.

**Ambulance**

A specially designed or equipped vehicle used only for transporting the critically ill or injured to a health care facility. The ambulance service must meet state and local requirements for providing transportation of the sick or injured and must be operated by qualified personnel who are trained in the application of basic life support.

**Annual Out-of-Pocket Maximum**

Unless specifically excluded, the total deductible, coinsurance, and copayment amounts for certain covered services that are your responsibility during a coverage year. The following amounts are not considered or taken into account: charges that are not covered services under Mayo Medical Plan (e.g.; Charges which exceed the Mayo Clinic Health Solutions fee schedule for out-of-network services and amounts paid by you as a result of your failure to comply with prior authorization requirements); charges for out-of-network services in excess of usual, customary and reasonable rates; charges in excess of Mayo Medical Plan benefit maximums and charges that are not covered services under Mayo Medical Plan (e.g.; the difference in price between the generic drug and the brand name drug if a brand name drug is dispensed when a generic drug is available).

When the annual out-of-pocket maximum is met, Mayo Medical Plan will pay 100 percent of the allowed amount for certain eligible covered services incurred during the remainder of the coverage year. The Plan will pay 100 percent of the allowed amount for formulary prescription drugs after the annual out-of-pocket maximum. The annual out-of-pocket maximum renews each January 1.

**Appeal**

A request for your health insurer or plan to review a decision or a grievance again

**Approved Clinical Trial**

A phase I, II, III or IV trial that is federally funded by specified Agencies (National Institutes of Health, CDCP, Agency for Health Care Research, CMS, Dept. of Defense or Veterans Affairs, or a non-governmental entity identified by NIH guidelines) or is conducted under an investigational new drug application reviewed by the FDA (if such application is required).

**Balance Billing**

When a provider bills you for the difference between the provider’s charge and the **allowed amount**. For example, if the provider’s charge is $100 and the allowed amount is $70, the provider may bill you for the remaining $30. An in-network provider may **not** bill you for covered services.

**Cardiac Rehabilitation Phase I**

A medically supervised multidisciplinary program covered under the inpatient hospital benefit.

**Cardiac Rehabilitation Phase II**

Outpatient rehabilitation and risk factor modification program usually beginning upon dismissal from the hospital. It is physician directed and closely supervised by paramedical personnel. The program components Include carefully prescribed exercise, education, counseling, and risk factor modification.

**Cardiac Rehabilitation Phase III**

Applies to patients who no longer need medical supervision while exercising.

**Cardiac Rehabilitation Phase IV**

A maintenance program consisting of efforts to modify risk factors with a routine program of physical activity.

**Charges**

The actual billed cost of services rendered.

**Child or Children**

Biological children, stepchildren, adopted children, and children legally placed with you for adoption who are under the age of 26.
Claims Administrator
The Claims Administrator’s responsibilities typically consist of initially determining the validity of claims and administering benefit payments under the Plan.

COBRA
The Consolidated Omnibus Budget Reconciliation Act of 1985, as amended from time to time.

Coinsurance
Your share of what you must pay for certain covered health care services after applicable deductibles have been paid and until the annual out-of-pocket maximum has been reached. Coinsurance is based on the initial charge after applicable contractual adjustments are made at in-network providers. Covered services subject to coinsurance and the amounts are listed in the Schedule of Benefits section. Coinsurance is a percentage of the allowed amount. The coinsurance may differ based on whether the provider is in-network or out-of-network. In some instances, you will be responsible at the time and place of service to pay any coinsurance directly to the health care provider. In other instances, you will be billed by the health care provider. These arrangements are between you and the health care provider.

Coinsurance is calculated based on the initial allowed amount for prescription drugs and does not include rebates or discounts that Mayo Clinic receives.

Confinement
A continuous stay in the hospital(s) or extended care facility(ties) or combination thereof due to an Illness or Injury diagnosed by a physician, which lasts at least one day and one night.

Complications of Pregnancy
Conditions due to pregnancy, labor and delivery that require medical care to prevent serious harm to the health of the mother or the fetus. Morning sickness and a non-emergency cesarean section aren’t complications of pregnancy.

Continued Care
Certain specified hours of service per day provided by a Registered Nurse, Licensed Practical Nurse, or Home Health care aide during a period of skilled care needed in order to maintain your illness at home.

Continuous Service
Period of unbroken service from hire date to termination date with the employer or an affiliated company by an employee who is classified as a regular employee and is scheduled to work at least half-time (.5 FTE).

Copayment
A fixed amount (for example, $25) you must pay for a certain covered service, usually when you receive the service. The amount may vary by the type of covered health care service. In some instances, you will be responsible at the time and place of service to pay any copayment directly to the health care provider. In other instances, you will be billed by the health care provider. These arrangements are between you and the health care provider. Covered services subject to a copayment and the amounts are listed in the Schedule of Benefits section. Copayments do not count toward the deductible.

Cost Sharing Amounts
The dollar amount you are responsible for paying when covered services are received from a health care provider. Cost sharing amounts include coinsurance, copayment, and deductible amounts. Applicable cost sharing amounts are identified in the Schedule of Benefits section. Health care providers may bill you directly or request payment of cost sharing amounts at the time covered services are provided.

Covered Person
An eligible employee and his eligible family members whose enrollment form has been accepted, whose coverage is in force, in whose name the membership card is issued, and whose coverage has not terminated. This includes a former employee or eligible family member that is otherwise entitled to coverage and properly enrolled under any of the Plan options. May also be referred to as you/your.

Covered Service
Health care services provided by a health care provider and as described in the Mayo Medical Plan Schedule of Benefits section for which Mayo Medical Plan benefits will be provided, unless limited or excluded in any Exclusions section. A covered service is incurred on the date the health care service is received.

Coverage Year
The coverage year is the time period, not to exceed twelve (12) months, from the effective date of the Plan to the anniversary date. All subsequent coverage years shall begin on the anniversary date and consist of a period of not more than twelve (12) months. The Plan’s coverage year is January 1 through December 31.

Custodial Care
A type of care designed to assist an individual to meet the activities of daily living. The care is of a nature that does not require the continuing attention of trained medical or paramedical personnel. Custodial care is not skilled care. These services can be provided by persons without professional skills or training. Custodial care includes assistance in walking, getting in and out of bed, bathing,
dressing, preparation of meals (Including special diets), supervision of medication that can be self-administered, and care that does not require the continuing attention of licensed medical personnel. Custodial care also includes rest cures and home care provided by Eligible Family Members.

**Deductible**

The aggregate amount for certain covered services that are your responsibility each coverage year before Mayo Medical Plan will begin to pay for covered services (with the exception of preventive services). Prior authorization penalties and charges in excess of allowed amounts, including charges in excess of usual, customary and reasonable rates for out-of-network services, do not count toward the deductible.

**Disposable Supplies**

Medical supplies that are medically necessary for a specific therapeutic purpose in treating an illness or injury and that are designed for one use only.

**Durable Medical Equipment (DME)**

Standard model medical equipment and/or supplies which are medically necessary, prescribed by a health care provider for a specific therapeutic purpose in treating an illness or injury, and designed to be used repeatedly, generally over extended periods of time.

**EBSA**

Employee Benefits Security Administration (EBSA) formerly known as Pension and Welfare Benefits Administration.

**Educational**

The primary purpose of a service or supply is to provide the eligible employee with any of the following: training in the activities of daily living, instruction in scholastic skills such as reading and writing, preparation for an occupation, or treatment for learning disabilities.

**Eligible Employee**

The employee eligible for coverage under the Plan as described in the Eligibility section.

**Eligible Family Member**

Your eligible family member who qualifies for membership under this Plan in accordance with the requirements specified below:

- A spouse
- A child (or children) as defined by the Plan
- A child who is physically or mentally incapable of self-support at age 26 and beyond may continue coverage under the Plan. New hires and newly benefit-eligible employees will require proof of disability as defined by Social Security Disability Insurance (SSDI) for children who are age 26 or older. The employee must provide proof that the child has been declared disabled and is receiving SSDI prior to age 26. Coverage will end if your own coverage ends or if the child marries or is no longer incapacitated.

**Emergency Medical Condition**

Any condition requiring immediate care to preserve life, prevent serious impairment to bodily functions, organs or parts, or to prevent placing your physical or mental health in serious jeopardy.

An illness, injury, symptom or condition so serious that a reasonable person would seek care right away to avoid severe harm.

**Emergency Medical Transportation**

Ambulance services for an emergency medical condition.

**Emergency Room Care**

Emergency services you get in an emergency room.

**Emergency Services**

Evaluation of an emergency medical condition and treatment to keep the condition from getting worse.

**Employee**

A person classified by the Employer for payroll and personnel purposes as a regular employee, except it shall not include a self-employed individual as described in Section 401(c) of the Internal Revenue Code of 1986. All employees who are treated as employed by a single employer under Subsections (b), (c), or (m), or Section 414 of the Internal Revenue Code of 1986 are treated as employed by a single employer for purposes of the Plan. Employee does not include any person classified by the Employer as the following:

- Any individual who is a temporary employee.
- Any individual who is a supplemental or non-benefit eligible employee.
- Any individual included within a unit of employees covered by a collective bargaining unit unless such agreement expressly provides for coverage of the employee under the Plan. Any individual who is a nonresident alien and receives no earned income from the employer from sources within the United States.
- Any individual who is a leased employee as defined in Section 414 (n) (2) of the Internal Revenue Code of 1986.
- Any individual who performs services for the employer through, and is paid by, a third-party (including but not limited to an employee leasing or staffing agency) even if such individual is subsequently determined to be a common law employee of the employer.
- Any individual who performs services for the employer pursuant to a contract or agreement (whether verbal or written) which provides that such individual is an independent contractor or consultant, even if such individual is subsequently determined to be a common law employee of the employer.

An employer’s classification is conclusive and binding for purposes of determining benefit eligibility under the Plan. No reclassification of a worker’s status, for any reason, by a third party, whether by a court, governmental agency, or otherwise, and without regard to whether or not the employer agrees to the reclassification, shall make the worker retroactively or prospectively eligible for benefits. Any uncertainty regarding a worker’s classification will be resolved by excluding that person from eligibility.

**Employer**

Mayo Clinic and any subsidiary or affiliated entities recognized by Mayo Clinic as eligible to participate and that agree to participate in the Plan. In this document, employer shall mean the participating employers listed in the Plan Administrative Information section.

**ERISA**

Employee Retirement Income Security Act of 1974, as amended from time to time.

**Exchanges**

Health insurance marketplaces that are intended to help enhance competition in the insurance market, improve choice of affordable health insurance, and give small businesses the same purchasing clout as large businesses. The Exchanges will perform a variety of functions required by health care reform, including certifying QHPs, determining eligibility for enrollments in QHPs and for insurance affordability programs (e.g., advance payment of premium tax credits), and responding to customer requests for assistance.

**Excluded Services**

Health care services that your health insurance or plan doesn’t pay for or cover.

**Expenses Incurred**

An expense is incurred when the service or the supply for which it is incurred is provided.

**Experimental or Investigative**

Health care services that are not widely accepted as effective by entities such as the Centers for Medicare & Medicaid Services, the American Medical Association, the National Institutes of Health, and American Health Care Professionals; or have not been scientifically proven to be effective.

**Extended Care Facility**

A health care facility offering skilled nursing care, rehabilitation, and convalescent services for patients no longer needing hospital care.

**FMLA**

The Family and Medical Leave Act of 1993, as amended from time to time.

**Full-Time Employee (as defined by the IRS having satisfied the Shared Responsibility Provisions of the Affordable Care Act)**

Employees not working on a variable or seasonal schedule, “Full-Time” means working on a non-temporary, regular basis of at least 30 hours per week, on average.

Employees working on a variable or seasonal schedule, as defined by the Shared Responsibility Provisions of the Affordable Care Act, “Full-Time” means:

- **New Employees:** if a New Employee works an average of 130 hours per month during an Initial Measurement Period, the employee will be classified as a Full-Time employee following the Initial Stability Period, regardless of the number of hours actually worked during that Initial Stability Period.
- **Ongoing Employees:** if an Ongoing Employee works an average of 130 hours per month during a Standard Measurement Period, the employee will be classified as a Full-Time employee following the Standard Stability Period, regardless of the number of hours actually worked during that Standard Stability Period

**Gainfully Employed**

Earnings subject to FICA received by an individual who is considered gainfully employed in a benefit eligible position.
Habilitation Services
Health care services that help a person keep, learn or improve skills and functioning for daily living. Examples include therapy for a child who isn’t walking or talking at the expected age. The services may include physical and occupational therapy, speech-language pathology and other services for people with disabilities in a variety of inpatient and/or outpatient settings.

Health Insurance
A contract that requires your health insurer to pay some or all of your health care costs in exchange for a premium.

Health Care Provider
Institutional health care providers or professional health care providers furnishing health care services to you. Each health care provider must be licensed, registered, or certified by the appropriate state agency where the health care services are performed. Where there is no appropriate state agency, the health care provider must be registered or certified by the appropriate professional body. Health care providers include those listed below:

- **Advanced Practice Registered Nurse** - Including a Clinical Nurse Specialist, Certified Registered Nurse Anesthetist (CRNA), Certified Nurse Midwife, and Nurse Practitioner.
- **Ambulatory Surgical Facility** - a facility with an organized staff of physicians that:
  - Has permanent facilities and equipment for the primary purpose of performing surgical procedures on an Outpatient basis.
  - Provides treatment by or under the direct supervision of a physician or other health care provider.
  - Does not provide inpatient accommodations.
  - Is not, other than incidentally, a facility used as an office or clinic for the private practice of a physician or dentist.
- **Chiropractor** - a Doctor of Chiropractic (DC).
- **Dentist** – a Doctor of Dental Surgery (DDS), Oral Pathologist, Oral Surgeon, or Doctor of Dental Medicine (DMD).
- **Home Health Agency** - an agency that provides home health care and is Medicare certified and licensed or approved under state or local law.
- **Hospice** - a Medicare certified organization or agency that primarily provides services for pain relief, symptoms management, and supportive services to terminally ill persons and their families.
- **Hospital** - a licensed institution operated pursuant to law that is engaged in providing inpatient and outpatient diagnostic and therapeutic services for the diagnosis, treatment, and care of sick and injured persons by or under the direct supervision of physicians or other health care providers.
- **Licensed Practical Nurse (LPN)**
- **Licensed Registered Dietitian**
- **Occupational Therapist**
- **Ophthalmologist** - Doctor of Ophthalmology
- **Optometrist** – Doctor of Optometry
- **Physician**
  - Doctor of Medicine (MD) or Doctor of Osteopathy (DO)
- **Physician Assistant** - an individual licensed by the medical examining board to provide medical care with physician supervision and direction.
- **Podiatrist** - a Doctor of Podiatry (DP), Doctor of Surgical Chiropody (DSC), Doctor of Podiatric Medicine (DPM), or Doctor of Surgical Podiatry (DSP)
- **Psychologist**
- **Psychiatrist**
- **Radiation Therapist**
- **Registered Nurse (RN)**
- **Respiratory Therapist**
- **Skilled Nursing Facility** - an institution or a distinct part of an institution providing skilled care and related services to persons on an Inpatient basis.
- **Social Worker** – an individual who is qualified through education, training, and experience to provide services in relation to the treatment of emotional disorders, psychiatric conditions, or substance abuse when employed by, or under the supervision of, an MD, DO, or PhD.
- **Speech Therapist**
- **Urgent Care Facility** – an ambulatory care facility or walk-in clinic with urgent care hours or walk-in clinic hours providing treatment for minor conditions.
Health Care Reform
Health Care Reform includes an array of requirements for individuals, employers, and health plans. The term “health care reform” as used in this SPD refers to the Patient Protection and Affordable Care Act (PPACA), commonly known as the Affordable Care Act (ACA) or “Obamacare” passed in 2010, including the various regulations and other implementing guidance.

Health Care Services
The provision of medical treatment, disposable supplies, durable medical equipment, or prosthetics as defined in Mayo Medical Plan.

HIPAA
Health Insurance Portability and Accountability Act of 1996, as amended from time to time.

Home Health Care
Health care services a person receives at home. Skilled care for the treatment of homebound illness or injury requiring only intermittent care.

Hospice Services
Services to provide comfort and support for person in the last stages of a terminal illness and their families.

Hospitalization
Care in a hospital that requires admission as an inpatient and usually requires an overnight stay. An overnight stay for observation could be outpatient care.

Hospital Outpatient Care
Care in a hospital that usually doesn’t require an overnight stay.

Illness
A non-occupational sickness or disorder, Including pregnancy and related conditions. The term “illness” does not include an illness with respect to which benefits are payable under any workers’ compensation, occupational disease, or similar law.

Including or Includes
Including, but not limited to.

Injury
A non-occupational accidental bodily injury caused directly and exclusively by external, violent, and purely accidental means. The term “injury” does not include injury with respect to which benefits are payable under any workers’ compensation, occupational disease, or similar law.

In-Network
Tier 1 and Tier 2 providers based on state of employee’s residence. For a full list of Tier 1 and Tier 2 providers please visit www.mayoclinichealthsolutions.com.

For the prescription drug benefit, in-network shall mean Mayo Pharmacies and the OptumRx Network.

In-Network Coinsurance
The percent (for example, 20%) you pay of the allowed amount for covered health care services to providers who contract with your health insurance or plan. In-network coinsurance usually costs you less than out-of-network coinsurance.

In-Network Copayment
A fixed amount (for example, $75) you pay for covered health care services to providers who contract with your health insurance or plan.

Inpatient
A person who occupies a hospital bed, crib, or bassinet while under observation, care, diagnosis, or treatment for at least 24 hours.

Institutional Health Care Provider
Health care provider including an ambulatory surgical facility, home health agency, hospice, hospital, skilled nursing facility, or urgent care facility.

Intermittent Care
A medically predictable need for skilled care at least once every sixty (60) days.

Mayo Clinic Health Solutions
The Claims Administrator for Mayo Medical Plan components retained by the Plan Administrator and Plan Sponsor. The actual responsibilities of Mayo Clinic Health Solutions are described in the contract between the Plan Administrator, Plan Sponsor, and Mayo Clinic Health Solutions.
**Mayo Clinic Health System**  
A family of clinics, hospitals and health care facilities serving over 70 communities in Iowa, Wisconsin and Minnesota.

**Mayo Facility**  
An institutional health care provider that is owned and operated by Mayo Clinic or has an affiliation with Mayo Clinic.

**Mayo Medical Plan**  
The Mayo Medical Plan for the provision of health care benefits to you, as amended from time to time.

**Mayo Pharmacy**  
Mayo Clinic Pharmacy mail service and Mayo Clinic Pharmacies.

**Medically Necessary/Medical Necessity**  
Health care services appropriate, in terms of type, frequency, level, setting, and duration, to your diagnosis or condition, and diagnostic testing and preventive services that are not otherwise excluded under Mayo Medical Plan. Medically necessary care must:

- Be consistent with generally accepted parameters as determined by health care providers in the same or similar general specialty as typically manage the condition, procedure, or treatment at issue.
- Help restore or maintain your health.
- Prevent deterioration of your condition.
- Prevent the reasonably likely onset of a health problem or detect an incipient problem.

**Medicare**  
Title XVIII of the Social Security Act, as amended from time to time.

**Membership Card**  
A Mayo Medical Plan identification card issued in your name identifying your membership number and the Mayo Medical Plan option selected.

**Network**  
The facilities, providers and suppliers your health insurer or plan has contracted with to provider health care services

**Open Enrollment Period**  
The period of time occurring toward the end of the coverage year during which eligible employees may elect to begin coverage for themselves and their eligible family members, if applicable, under the Plan and/or to change options under the Mayo Medical Plan effective the first day of the upcoming coverage year.

**Orthotics**  
A custom made brace or external device made for a weak, diseased, or injured body part. An orthotic can increase, decrease, eliminate motion, or support the weak, diseased, or injured body part.

**Out-of-Network**  
Health care providers that are not in-network.

**Out-of-Network Co-insurance**  
The percent (for example, 40%) you pay of the allowed amount for covered health care services to providers who do not contract with your health insurance or plan. Out-of-network coinsurance usually costs your more than in-network co-insurance

**Outpatient**  
A person who visits a clinic or health care facility and receives health care without being admitted as an overnight patient.

**Part-Time Care**  
Care that is required less than eight (8) hours a day or forty (40) hours a week.

**Plan**  
The Mayo Medical Plan for the provision of health care benefits, as amended from time to time.

**Plan Administrator**  
The Plan Administrator is Mayo Clinic and it retains ultimate authority for the Plan including final appeal determinations. The Plan Administrator is also the named fiduciary for purposes of ERISA.

**Plan Participant**  
An eligible employee and his/her eligible family members whose enrollment form has been accepted, whose coverage is in force, in whose name the membership card is issued, and whose coverage has not terminated. This includes a former employee or eligible family member that is otherwise entitled to coverage and properly enrolled under any of the Plan options. May be referred to as you/your.
Plan Sponsor
Mayo Clinic is the plan sponsor.

Pre-determination
Advance information from the Plan as to whether or not a service will be covered. Obtaining a pre-determination is described in the Claim Payment and Appeal Procedure section. A predetermination is not a claim for benefits.

Prescription Drug
Medications and drugs that bear the legend, “Federal law prohibits dispensing without a prescription.” This term includes medicines and drugs that contain a legend drug that requires compounding by a pharmacist to the order of a physician or other authorized health care provider and are approved by the U.S. Food and Drug Administration (FDA). Insulin and diabetic supplies (e.g., syringes, lancets, and testing strips) are generally covered as prescription drugs as well. Prescription drugs include:

- **Brand Name Drug** - a patent protected prescription drug.
- **Generic Drug** - a prescription drug whose patent has expired and is usually manufactured by several pharmaceutical companies. FDA A-rated generic drugs (which are the only type of generic drugs covered under the Mayo Medical Plan) contain the same active ingredient as the brand name drug, are manufactured under the same FDA standards, and are considered equivalent in all respects to the brand name drug.
- **Mayo Clinic Formulary (Formulary)** - an approved, continually updated list of medications and dosage recommendations supplemented with drug monographs or references, policies, and criteria for use. The Mayo Pharmaceutical Formulary Committee develops the Mayo Clinic Formulary which is based on drug safety, effectiveness, and cost.

Preventive Care
Health care services rendered solely for the purpose of health maintenance and not for the treatment of an illness or injury.

Primary Care
Basic or general health care as opposed to specialist or sub-specialist care. Primary care providers often oversee the total care of patients, referring the patient to other professionals as appropriate. Physicians whose practices are predominantly primary care include general or family practitioners, internists, and pediatricians. Primary care also may be provided by nurse practitioners, physicians’ assistants, or other midlevel practitioners.

Primary Care Location
The physical setting for the Physician, Nurse Practitioner, or Physician Assistant practicing at a primary care area.

Primary Care Provider (PCP)
A Physician, Nurse Practitioner, or Physician Assistant practicing at a primary care location.

Prior Authorization
Authorization from the Plan that is required for specific covered services before they are received. If authorization is not obtained before such services are received, coverage will be reduced or denied. For a list of services that require prior authorization, see the Utilization Management section. For a description of how to obtain prior authorization and how to appeal if authorization is not given, see the Claim Payment and Appeal Procedure section.

Professional Health Care Provider
Health care providers including an advanced practice Registered Nurse, Chiropractor, Dentist, Licensed Registered Dietitian, Occupational Therapist, Nurse Practitioner, Physician, Physician Assistant, Podiatrist, Radiation Therapist, Respiratory Therapist, and Speech Therapist.

Prosthetic
A fixed or removable device that replaces all or part of an extremity or body part including such device as an artificial limb, intraocular lens, or breast prosthesis.

Provider Directory
A list of in-network health care providers for Mayo Medical Plan. The Mayo Medical Plan Provider Directory is continually updated. For information regarding specific health care providers call Mayo Clinic Health Solutions Customer Service or go to www.mayoclinichealthsolutions.com.

Qualified Health Plan (QHP)
According to PPACA (Pub. L. No. 111-148, §1301(a), 2010), QHP in general means a health plan that:

- (A) has in effect a certification (which may include a seal or other indication of approval) that such plan meets the criteria for certification described in section 1311(c) issued or recognized by each Exchange through which such plan is offered;
- (B) provides the essential health benefits package described in PPACA §1302(a); and
is offered by a health insurance issuer that—

(i) is licensed and in good standing to offer health insurance coverage in each State in which such issuer offers health insurance coverage under this title;

(ii) agrees to offer at least one qualified health plan in the silver level and at least one plan in the gold level in each such Exchange;

(iii) agrees to charge the same premium rate for each qualified health plan of the issuer without regard to whether the plan is offered through an Exchange or whether the plan is offered directly from the issuer or through an agent; and

(iv) complies with the regulations developed by the Secretary PPACA§1302(d); and such other requirements as an applicable Exchange may establish.

Qualified Medical Child Support Order (QMCSO)

A judgment, decree, or order that:

- is issued by a court of competent jurisdiction pursuant to a state domestic relations law or community property law
- creates or recognizes the right of an alternative recipient to receive benefits under his or her parent’s employer’s group health plan
- includes certain information relating to the participant and alternate recipient

QMCSO as determined by the Plan Administrator under procedures established by the Plan Administrator. Upon request to the Plan Administrator, you may obtain a copy of the procedures governing QMCSO determinations at no charge.

Rescission or Rescind

A cancellation of coverage or discontinuance of coverage under the Plan that has retroactive effect. Such action is prohibited under Health Care Reform unless attributable to (a) a failure to timely pay the cost of coverage, or (b) fraud or intentional misrepresentation of material fact, as those circumstances are described under Health Care Reform and regulatory guidance.

Regularly Scheduled

The schedule on file with your Employer is your regular schedule. If it is .5 FTE or more you qualify to enroll in certain benefit plans with your Employer. A schedule of .4 FTE working additional hours does not qualify as regularly scheduled.

Respite Care

Care provided while you are receiving covered services for hospice care, for the purpose of giving your uncompensated primary caregivers relief when necessary at your home.

Shared Responsibility

Section 4980H of the Internal Revenue Code enacted by the Affordable Health Care Act (ACA) allows otherwise non-benefit eligible employees access to health care coverage but only if they are considered full time under the ACA rules. Employees who are not in a benefit eligible position, may still be eligible for health plan coverage if either a new employee and reasonably expected to work full time or they are an ongoing employee and are determined to be full time based on the Safe Harbor Look-back Method defined below.

The following terms are defined by the applicable ACA regulations.

Safe Harbor Look-back Method: the method for determining Full-Time Employees by determining the average hours worked per month in the Measurement Period.

The Safe Harbor method consists of a look-back measurement period, administrative period, and subsequent stability period. Employers can select a look-back standard measurement period for ongoing employees of three to 12 months to calculate employee hours and determine if ongoing, newly hired, variable hour, or seasonal employees should be offered coverage beginning January 1, 2015. If any of these employees are determined not to be full-time, employers are not required to offer them health insurance for the next plan period.

Initial Measurement Period: the look-back period for New Employees, commencing as of the first of the month following the employee’s date of hire and continuing for at least 3, but no more than 12 consecutive months.

Standard Measurement Period: the look-back period for Ongoing Employees, commencing each calendar year on a date selected by the Sponsoring Employer and continuing for at least 3, but no more than 12 consecutive months.

Initial Stability Period: is the period immediately following the Initial Measurement Period in which the enrolled new employees are provided coverage

Standard Stability Period: the period immediately following the Standard Measurement Period in which the enrolled ongoing employees are provided coverage

Administrative period: the period of up to 90 days to identify, notify, and enroll eligible full-time employees in health coverage
Variable Hour or Seasonal Employee (as defined by the IRS): an employee who does not consistently work at least 30 hours per week, on average, on a non-temporary or regular basis.

New Employees: an Employee who has not been employed by the Sponsoring Employer for at least 1 complete Standard Measurement Period.

Ongoing Employees: an Employee who has been employed by the Sponsoring Employer for at least 1 complete Standard Measurement Period.

Skilled Care
Nursing or rehabilitative services requiring the skills of technical or professional medical personnel to develop, provide, and evaluate care and assess your changing condition.

Skilled Nursing Facility
A nursing facility with the staff and equipment to provide skilled nursing care and/or skilled rehabilitation services and other related health services.

Spouse
Is an individual who is legally married to an Eligible Employee under the law of the domestic state or foreign jurisdiction having legal authority to sanction the marriage.

Summary Plan Description (SPD)
A written summary of benefits under an employee welfare benefit plan as required under section 102 of ERISA.

Temporary Employee
An individual hired by a participating employer for less than one year.

Urgent Care
A condition requiring medical care to treat an unforeseen illness or injury to prevent serious deterioration of health, and which cannot be reasonably delayed until the next available appointment.

Usual, Customary, and Reasonable
Reimbursement for provider services based on prevailing rates in the community.

Utilization Review (UR)
A cost-control mechanism for reviewing the appropriateness and quality of care provided to patients. UR may be before (prospective), at the same time (concurrent), or after (retroactive) the services are rendered.