



superior
healthplan™

STAR+PLUS

Member Handbook

We are ready
to help! Call
1-877-277-9772

SuperiorHealthPlan.com

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TEXAS
STAR+PLUS
Your Health Plan ★ Your Choice



TEXAS
Health and Human
Services

Numbers to Remember

If you have any questions, call us at 1-877-277-9772. Superior’s Member Services staff will help you. Our staff is there from 8 a.m. to 5 p.m., Monday through Friday, except for state-approved holidays. You can also reach a nurse 24 hours a day, 7 days a week. They can answer your health questions after hours and on weekends. You can call 1-877-277-9772. Our staff is bilingual in English and Spanish. If you speak another language or are deaf/hard of hearing, call Member Services for help.

Superior Member Services	1-877-277-9772
Superior Service Coordination	1-877-277-9772
Ombudsman Managed Care Assistance Team	1-866-566-8989
Texas STAR+PLUS Program Helpline	1-800-964-2777
24-Hour Nurse Advice Line.....	1-877-277-9772
Relay Texas/TTY Line	1-800-735-2989
Pharmacy Helpline (Prescription Drugs)	1-877-277-9772
Medical Transportation	1-877-633-8747
Teladoc (Telehealth Services)	1-800-835-2362
Eye Care (Envolve Vision Services).....	1-888-756-8768
Dental Care	1-800-964-2777
Behavioral Health	1-877-277-9772
Alcohol/Drug Crisis Line	1-877-277-9772
Member Connections.....	1-877-277-9772
Member Advocate	1-877-277-9772

Behavioral Health Services

You can get behavioral health and/or substance use disorder help right away by calling 1-877-277-9772. You can call 24 hours a day, 7 days a week. We will help you find the best provider for you. You should call 911 if you are having a life-threatening behavioral health emergency. You can also go to a crisis center or the nearest emergency room. You do not have to wait for an emergency to get help. Our staff is bilingual in English and Spanish. If you speak another language or are deaf/hard of hearing, call 1-877-277-9772 for help.

Emergency Care

Call 911 or go to the nearest hospital/emergency facility if you think you need emergency care. You can call 911 for help getting to the hospital emergency room. If you receive emergency services, call your doctor to schedule a follow up visit as soon as possible.

Remember to call Superior at 1-877-277-9772 and let us know about the emergency care you received. Superior defines an emergency as a condition in which you think you have a serious medical condition, or not getting medical care right away will be a threat to your life, limb or sight.

Service Coordination

Superior’s Service Coordinators are available to help you coordinate your medical and behavioral health care. We can also help you understand your services and benefits. Please call us at 1-877-277-9772. To learn more about Service Coordination, please see page 28.

Statement of Non-Discrimination

Superior HealthPlan complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Superior does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

Superior:

- Provides 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)
- Provides free language services to people whose primary language is not English, such as:
 - Qualified interpreters
 - Information written in other languages

If you need these services, contact Superior at the number on the back of your Superior member ID Card. (Relay Texas/TTY: 1-800-735-2989).

If you believe that Superior has 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:

Superior HealthPlan
Complaints Department
5900 E. Ben White Blvd.
Austin, TX 78741

Or

Call the number on the back of
your Superior member ID card.
Relay Texas/TTY: 1-800-735-2989
Fax: 1-866-683-5369

You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, Superior is available to help you.

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

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

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

Language Assistance

ENGLISH: Language assistance services, auxiliary aids and services, and other alternative formats are available to you free of charge. To obtain this, call the number on the back of your Superior ID card (TTY: 1-800-735-2989).

SPANISH: Servicios de asistencia de idiomas, ayudas y servicios auxiliares, y otros formatos alternativos están disponibles para usted sin ningún costo. Para obtener esto, llame al número al dorso de su tarjeta de identificación Superior (TTY: 1-800-735-2989).

SPANISH: ATENCIÓN: Si usted habla español, disponemos de servicios lingüísticos gratuitos para usted. Llame al número al dorso de su tarjeta de identificación Superior (TTY: 1-800-735-2989).

VIETNAMESE: XIN LƯU Ý: Nếu quý vị nói tiếng Việt, các dịch vụ hỗ trợ ngôn ngữ được cung cấp hoàn toàn miễn phí cho quý vị. Hãy gọi số ở mặt sau trên thẻ ID thành viên Superior của quý vị (TTY: 1-800-735-2989).

CHINESE: 注意：如果您讲中文，可免费获得语言协助服务。请拨打您Superior会员卡背面的电话号码（文本电话：1-800-735-2989）。

KOREAN: 알림: 귀하께서 한국어를 사용하신다면, 언어 지원 서비스를 무료로 이용하실 수 있습니다. Superior 회원 ID 카드 뒷면에 있는 번호로 전화하십시오(TTY: 1-800-735-2989).

ARABIC: تنبيه: إذا كنت تتحدث اللغة العربية، فلدينا خدمات مساعدة لغوية مجانية من أجلك. اتصل بالرقم الموجود على ظهر بطاقة عضوية Superior الخاصة بك (جهاز الاتصال للصم والبكم: 1-800-735-2989)

URDU: فرمائیں: اگر آپ اردو زبان بولتے ہیں، تو زبان میں معاونت کی خدمات آپ کو مفت میں دستیاب ہیں۔ اپنے Superior ممبر آئی ڈی کارڈ کی پشت پر موجود نمبر پر کال کریں (ٹی ٹی وائی: 1-800-735-2989)۔

TAGALOG: BIGYANG-PANSIN: kung nagsasalita ka ng Tagalog, may mga serbisyong pantulong sa wika na libre para sa iyo. Tawagan ang numero sa likod ng iyong ID card ng miyembro ng Superior (TTY: 1-800-735-2989).

FRENCH: ATTENTION : Si vous parlez français, des services d'aide linguistique vous sont offerts gratuitement. Appelez le numéro au dos de votre carte d'identification Superior (ATS : 1-800-735-2989).

HINDI: ध्यानार्थ: यदि आप हिन्दी बोलते हैं, तो भाषा सहायता सेवाएं, आपके लिए निःशुल्क उपलब्ध हैं। आपके Superior सदस्य आईडी कार्ड के पीछे दिए गए नंबर पर कॉल करें (TTY: 1-800-735-2989)।

Language Assistance

PERSIAN:	توجه: اگر به زبان فارسی صحبت می کنید، خدمات کمک رسانی زبانی، به صورت رایگان، آماده خدمت رسانی به شما هستند. با شماره واقع در پشت کارت شناسایی عضویت Superior خود (TTY: 1-800-735-2989) تماس بگیرید.
GERMAN:	HINWEIS: Wenn Sie Deutsch sprechen ist kostenlose Unterstützung in Ihrer Landessprache für Sie verfügbar. Rufen Sie die Nummer auf der Rückseite der Superior Mitgliedsausweiskarte an (TTY: 1-800-735-2989).
GUJARATI:	ધ્યાન આપો: જો તમે ગુજરાતી, ભાષા બોલતા હો તો સહાયતા સેવા, વિના મૂલ્યે, આપના માટે ઉપલબ્ધ છે. આપના Superior સભ્યપદ આઈડી કાર્ડ પાછળ આપેલા નંબર પર કોલ કરો (TTY: 1-800-735-2989)
RUSSIAN:	ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Подзвонить за номером, вказаним на зворотній стороні Вашої членської картки Superior (номер телетайпу: 1-800-735-2989).
JAPANESE:	お知らせ：日本語でのサポートを無料でご利用いただけます。Superior会員IDカードの裏面に記載の番号（TTY：1-800-735-2989）にお電話ください
LAOTIAN:	ກາລຸນາໃຫ້ຄວາມສົນໃຈ: ຖ້າທ່ານເວົ້າພາສາ(ລາວ) ບໍ່ຮູ້ການຄວາມຊ່ອຍເຫຼືອພາສາມືໃຫ້ທ່ານໂດຍບໍ່ເສຍຄ່າ. ໃຫ້ໂທຫາເລກທີຢູ່ດ້ານຫຼັງຂອງ Superior ບັດສະມາຊິກທ່ານ (1-800-735-2989)

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Member Handbook Questions

If you have questions or concerns about anything in your member handbook, call Member Services at 1-877-277-9772.

Introduction

About

Superior HealthPlan is a Managed Care Organization (MCO) that offers health care for Texans enrolled in the STAR+PLUS program. Superior works with the Texas Health and Human Services Commission (HHSC) and with many doctors, clinics and hospitals to give you the care you need.

You will get your health care from doctors, hospitals and clinics that are in Superior's network of contracted providers. You can get regular checkups, sick visits, well care and specialty care from a Superior STAR+PLUS provider when you need it.

Superior has contracted providers for when your doctor or Primary Care Provider (PCP) sends you to a hospital, lab or specialist.

You must use a Superior contracted provider to get your health services.

You will get a Superior member ID card. It will have your doctor's name and office phone number.

Carry this ID card and your Medicaid ID card with you all the time. Show both the Superior member ID card and Medicaid ID card to your doctor so they know you are covered by Superior's STAR+PLUS program.

You are getting this member handbook because you were approved for Medicaid under the STAR+PLUS program. You either chose Superior as your MCO or you were assigned to Superior. If you do not understand the member handbook or need help reading it, call Superior Member Services at 1-877-277-9772. We can answer your questions about benefits and services available to you. You can get this handbook in audio, larger print, Braille, CD or in other language formats if you need it.

To learn more, call Superior Member Services at 1-877-277-9772.

Remember:

- Carry your Medicaid ID card and Superior member ID card with you at all times.
- Call your doctor first if you have a medical problem that is NOT life threatening or call Superior's 24-hour nurse advice line at 1-877-277-9772.
- If you cannot get your doctor, call Superior at 1-877-277-9772.
- We are here to help you 24 hours a day, 7 days a week.

Thank you for choosing Superior HealthPlan!



Stay Connected with Superior's Member Portal

Superior's member web portal is a convenient and secure tool to help you manage your health care. By creating a free account, you can:

- View your health history
- Print a temporary ID card.
- Review your health benefits.




Visit www.SuperiorHealthPlan.com and click on "For Members." Then, click "Login".

Introduction

Your Superior Member ID Card

You should receive your Superior HealthPlan member ID card in the mail as soon as you are enrolled with Superior. Here's what the front and back of the Superior member ID card looks like. If you did not get this card, please call Superior at 1-877-277-9772.

Example of Superior HealthPlan STAR+PLUS Member ID Card

  	<p>Member Services: 1-877-277-9772 Available 24 hours a day/7 days a week Service Coordinator: 1-877-277-9772 Behavioral Health: 1-877-277-9772</p> <p>In case of emergency, call 911 or go to the closest emergency room. After treatment, call your PCP within 24 hours or as soon as possible. Medicaid recipients who are also eligible for Medicare only have Long Term Services and Supports through Superior.</p> <p>Servicios para Miembros: 1-877-277-9772 Disponible 24 horas al día/7 días de la semana Coordinadora de Servicios: 1-877-277-9772 Servicios de Salud del Comportamiento: 1-877-277-9772</p> <p>En caso de emergencia, llame al 911 o vaya a la sala de emergencias más cercana. Después del tratamiento, llame a su PCP dentro de 24 horas o tan pronto como sea posible. Recipientes de Medicaid que también están elegibles para Medicare tienen solamente Servicios y Apoyos a Largo Plazo con Superior.</p>
<p>MEMBER ID #: MEMBER NAME:</p> <p>PRIMARY CARE PROVIDER NAME: PHONE: EFFECTIVE DATE:</p> <p>SuperiorHealthPlan.com</p>	

Always carry your Superior member ID card with you and show it to the doctor, clinic or hospital to get the care you need. They will need the facts on the card to know that you are a Superior member. Do not let anyone else use your Superior member ID card.

Your Superior member ID card is in English and Spanish, and has:

- Member's name.
- Member's ID number.
- Doctor's name and phone number.
- 24 hours a day/7 days a week toll-free number for Superior Member Services.
- 24 hours a day/7 days a week toll-free number for Behavioral Health Services.
- Directions on what to do in an emergency.
- If you lose your Superior member ID card, change your name or need to pick a new doctor or PCP, call Superior at 1-877-277-9772. You will get a new ID card.

The Texas Health and Human Services Commission (HHSC) will send your Medicaid ID card. More information about your Medicaid ID card is on the next page.

If you are dual eligible (you get both Medicaid and Medicare), your Superior member ID card will not show your doctor's name and phone number. That is because you will be able to go to your Medicare doctor. Your Superior member ID card will say "Long term services and supports only." We will explain long term care services in this handbook.

Medicaid

Your Texas Benefits Medicaid Card

When you are approved for Medicaid, you will get a Your Texas Benefits Medicaid card. This plastic card will be your everyday Medicaid card. You should carry and protect it just like your driver's license or a credit card. Your doctor can use the card to find out if you have Medicaid benefits when you go for a visit.

You will be issued only one card, and will receive a new card only if your card is lost or stolen. If your Medicaid card is lost or stolen, you can get a new one by calling toll-free 1-800-252-8263.

If you are not sure if you are covered by Medicaid, you can find out by calling toll-free at 1-800-252-8263. You can also call 2-1-1. First pick a language and then pick option 2.

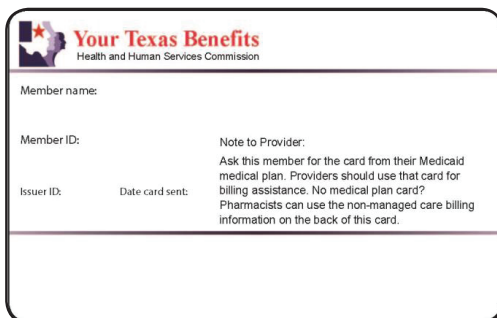
Your health history is a list of medical services and drugs that you have gotten through Medicaid. We share it with Medicaid doctors to help them decide what health care you need. If you don't want your doctors to see your health history through the secure online network, call toll-free at 1-800-252-8263.

The Your Texas Benefits Medicaid card has these facts printed on the front:

- Your name and Medicaid ID number.
- The date the card was sent to you.
- Facts your drug store will need to bill Medicaid.
- The name of your doctor and drug store if you're in the Medicaid Lock-in Program.
- The name of the Medicaid program you're in if you get:
 - Medicare (QMB, MQMB)
 - Healthy Texas Women Program (HTW)
 - Hospice
 - STAR Health
 - Emergency Medicaid, or
 - Presumptive Eligibility for Pregnant Women (PE)

The back of the Your Texas Benefits Medicaid card has a website you can visit, www.YourTexasBenefits.com, and a phone number you can call toll-free (1-800-252-8263) if you have questions about the new card. If you forget your card, your doctor, dentist or drug store can use the phone or the Internet to make sure you get Medicaid benefits.

If you lose the Your Texas Benefits Medicaid card or it is stolen, you can get a new one by calling toll-free at 1-855-827-3748. They will provide you with a Temporary Verification Form – Form 1027-A. You can use this form until you receive another card.



Remember: You must carry your Superior member ID card and your Medicaid ID card at all times.

Medicaid

Medicaid and Private Insurance

What if I have other insurance in addition to Medicaid?

You are required to tell Medicaid staff about any private health insurance you have. You should call the Medicaid Third Party Resources hotline and update your Medicaid case file if:

- Your private health insurance is canceled.
- You have general questions about third party insurance.
- You get new insurance coverage.

You can call the hotline toll-free at 1-800-846-7307.

If you have other insurance you may still qualify for Medicaid. When you tell Medicaid staff about your other health insurance, you help make sure Medicaid only pays for what your other health insurance does not cover.

Important: Medicaid providers cannot turn you down for services because you have private health insurance as well as Medicaid. If providers accept you as a Medicaid patient, they must also file with your private health insurance company.

How do I renew my Medicaid coverage? What do I have to do if I need help with completing the renewal application?

To renew your Medicaid coverage, look for an envelope marked “time sensitive” from the Texas Health and Human Services Commission (HHSC). It will include a letter. You will get this three (3) to four (4) months before your benefits end. You will need to sign a renewal form. You may also be asked to provide more information. The easiest way to do this or to sign the renewal form is to go to www.YourTexasBenefits.com. If you don’t take any action by the due date listed in the letter, your benefits might end. Call Superior Member Services at 1-877-277-9772 if you have questions about renewing your Medicaid benefits.

What do I have to do if I move?

As soon as you have your new address, give it to the local HHSC benefits office and Superior’s Member Services team at 1-877-277-9772. Before you get Medicaid services in your new area, you must call Superior, unless you need emergency services. You will continue to get care through Superior until HHSC changes your address.

What happens if I lose Medicaid coverage?

If you lose Medicaid coverage but get it back again within six (6) months, you will get your Medicaid services from the same health plan you had before losing your Medicaid coverage. You will also have the same Primary Care Provider (PCP) you had before. The back of the Your Texas Benefits Medicaid card has a website you can visit, www.YourTexasBenefits.com, if you have questions about your Medicaid coverage. You can also call the STAR+PLUS Program Helpline at 1-800-964-2777.

What is the Medicaid Lock-in Program?

You may be put in the Lock-in Program if you do not follow Medicaid rules. It checks how you use Medicaid pharmacy services. Your Medicaid benefits remain the same. Changing to a different MCO will not change the Lock-in status. To avoid being put in the Medicaid Lock-in Program:

- Pick one drug store at one location to use all the time.
- Do not get the same type of medicine from different doctors.
- Be sure your doctor, main dentist or the specialists they refer you to are the only doctors that give you prescriptions.

To learn more, call Superior at 1-877-277-9772.

Accessing Care - Primary Care Providers

What is a Primary Care Provider?

When you signed up with Superior, you picked a doctor from our list of providers to be your Primary Care Provider (PCP). This person will:

- Make sure you get the right care.
- Give you regular checkups.
- Write prescriptions for medicines and supplies when you are sick.
- Tell you if you need to see a specialist.

Can a specialist be my PCP?

Superior will allow specialists to act as a PCP for members who have a special health-care need. Specialists must be approved by Superior before they can be your PCP. Tell your specialist if you would like them to be your PCP. Or call Superior Member Services at 1-877-277-9772 to ask for help.

If you are a woman, you may pick an obstetrician (OB) or gynecologist (GYN) as your PCP. Call Superior at 1-877-277-9772 to find an OB/GYN provider that is also a PCP. You will need to pick a PCP for each eligible family member. You can pick from:

- Pediatricians (only see children)
- General/family practice (they see all ages)
- Internal medicine (they usually see adults)
- OB/GYNs (they see women)
- Federally Qualified Health Centers/Rural Health Clinics

Can a clinic be my PCP? (RHC/FQHC)

Yes! Superior lets you pick a Federally Qualified Health Center (FQHC) or Rural Health Clinic (RHC) as your PCP. An FQHC is a nonprofit clinic that provides care to people that live where there aren't many providers available. An RHC provides care to people that live in less populated areas where there aren't many providers available. If you have any questions, call Superior at 1-877-277-9772.

What if I choose to go to another doctor who is not my PCP?

If you go to a doctor that is not signed up as a Superior PCP, Superior will not pay that doctor and you will get billed for the services.

Your PCP is your doctor and they have the job of taking care of you. They keep your medical records, know what medications you are taking and are the best people to make sure you are getting the care you need. This is why it is very important that you stay with the same doctor.

If you are dual eligible, Medicare pays your doctor. That means you do not need to choose a PCP in STAR+PLUS. You can keep seeing the Medicare doctor you have been seeing for your health care.

How can I change my PCP?

If you are not happy with your doctor, talk to them. If you still are not happy, call Superior at 1-877-277-9772. We can help you pick a new doctor. You might change your doctor because:

- The office is too far from your home.
- There is a long waiting time in the office.
- You can't talk to your doctor after hours.

Accessing Care - Primary Care Providers

When will a PCP change become effective?

Once you have changed your doctor, you will get a new Superior member ID card with their name and office phone number. This change will be effective the month after you ask. Sometimes, depending on the circumstances, we may be able to change your doctor right away.

How many times can I change my PCP?

There is no limit on how many times you can change your PCP. You can change PCPs by calling us toll-free at 1-877-277-9772 or writing to:

Superior HealthPlan
Attn: Member Services
5900 E. Ben White Blvd.
Austin, TX 78741

Are there any reasons why my request to change a PCP may be denied?

If you ask to change your doctor, it can be denied because:

- The new doctor you chose will not take more patients.
- The new doctor you chose is not a Superior PCP.

Can my PCP move me to another PCP for non-compliance?

Yes. If your doctor feels that you are not following their medical advice or if you miss a lot of your appointments, your doctor can ask that you go to another doctor. Your doctor will send you a letter telling you that you need to find another doctor. If this happens, call Superior at 1-877-277-9772. We will help you find a new doctor.

What if my doctor leaves the network of Superior providers?

If your doctor decides he/she no longer wants to participate in the network of Superior providers, and that doctor is treating you for an illness, Superior will work with your doctor to keep caring for you until your medical records can be transferred to a new doctor in the Superior network.

If your doctor leaves your area, call Superior at 1-877-277-9772 and we will help you pick another doctor close to you. You will also get a letter from Superior telling you when your doctor's last day as a Superior network provider will be and asking you to call Superior so we can help you pick a new doctor.

Where can I find a list of Superior providers?

The Superior HealthPlan provider directory is a list of Medicaid and Medicare PCPs, physicians, hospitals, drug stores and other health-care providers that are available to you. You may find this list at www.SuperiorHealthPlan.com. Just click on "Find a Doctor." If you need assistance, call Superior at 1-877-277-9772.

Physician Incentive Plan

Superior cannot make payments under a physician incentive plan if the payments are designed to induce providers to reduce or limit Medically Necessary Covered Services to members. You have the right to know if your PCP (main doctor) is part of this physician incentive plan. You also have a right to know how the plan works. You can call 1-877-277-9772 to learn more about this.

Accessing Specialty Care

What is a specialist? What if I need to see a specialist?

Your doctor might want you to see a special doctor (specialist) for certain health-care needs. While your doctor can take care of most of your health-care needs, sometimes they will want you to see a specialist for your care. A specialist has received training and has more experience taking care of certain diseases, illnesses and injuries. Superior has many specialists who will work with you and your doctor to care for your needs.

If you are dual eligible, you can continue to see the Medicare specialist(s) of your choice.

What is a referral?

The doctor will talk to you about your needs and will help make plans for you to see the specialist that can provide the best care for you. This is called a referral. Your doctor is the only one that can give you a referral to see a specialist. If you have a visit, or receive services from a specialist without your doctor's referral, or if the specialist is not a Superior provider, you might be responsible for the bill. In some cases, an OB/GYN can also give you a referral for related services.

What services do not need a referral?

You do not need a referral from your Primary Care Provider (PCP) for:

- True emergency services
- OB/GYN care
- Behavioral health services
- Routine vision services
- Routine dental services (for children)
- Family planning services

How soon can I expect to be seen by a specialist?

In some situations, the specialist may see you right away. Depending on the medical need, it may take up to a few weeks after you make the appointment to see the specialist.

Does Superior need to approve the referral for specialty medical services?

Some specialist referrals from your doctor may need approval from Superior to make sure the specialist is a Superior specialist, and the visit to the specialist or the specialty procedure is needed. In these cases, the doctor must first call Superior. If you or your doctor are not sure what specialty services need approval, Superior can give you that information. Superior will review the request for specialty services and respond with a decision.

What is prior authorization? How do I learn more?

Some medical services require approval from Superior. This is called prior authorization. You can learn more about what services require prior authorization by visiting www.SuperiorHealthPlan.com. Click on "For Members," then "Medicaid & CHIP Plans" and "Member Resources." You can also call Member Services at 1-877-277-9772. Our staff is available from 8 a.m. to 5 p.m., Monday through Friday, except for state-approved holidays.

Accessing Specialty Care

How do I ask for a second opinion?

You have the right to a second opinion from a Superior provider if you are not satisfied with the plan of care offered by the specialist. Your PCP should be able to give you a referral for a second opinion visit. If your doctor wants you to see a specialist that is not a Superior provider, that visit will have to be approved by Superior.

What if I need to be admitted to a hospital?

If you need to be admitted to a hospital for inpatient hospital care, your doctor must call Superior to let us know about the admission.

If you are dual eligible, you must follow rules for your Medicare plan for hospital admissions.

Superior will follow your care while in the hospital to make sure you get the proper care. The discharge date from the hospital will be based only on medical need to remain in the hospital. When medical needs no longer require hospital services, Superior and your doctor will set a hospital discharge date.

If you do not agree with a decision to discharge you from the hospital, you have the right to ask for a review of the decision. This is called an appeal. If this happens, you will receive a letter from Superior that explains Superior's decision to discharge you, and gives your appeal rights. Your appeal rights are also described in this handbook in the appeals section.

What if I go to the emergency room?

If you need urgent or emergency attention, you should get medical care right away and then you or the doctor should call Superior as soon as possible.



Superior Health Tip

Use the spoon, cup or dropper included with your liquid medicine to make sure you get the right dose.

Accessing Care - Nursing Facilities

What do I do if I want to go into a nursing facility?

Call your Service Coordinator if you think you might want to go into a nursing facility. Your Service Coordinator can work with you to find out what help you need.

Will my STAR+PLUS benefits change if I am in a nursing facility?

No. Your Medicaid health benefits and services will not change if you go into a nursing facility.

If I am in a nursing facility, how do I find my Service Coordinator?

Each nursing facility has its own Service Coordinator. If you move to a new nursing facility, you will have a new Service Coordinator. The nursing facility can tell you the name of your Superior Service Coordinator. They can give you the phone number for your Service Coordinator. You can also call Superior Service Coordination at 1-877-277-9772, who can give you their name and phone number.

Where can I find a list of nursing facilities?

To find a nursing facility close to you, call Superior Member Services at 1-877-277-9772.

What if I want to change health plans?

You can change your health plan by calling the Texas STAR+PLUS Program Helpline at 1-800-964-2777. You can change health plans as often as you want.

If you call to change your health plan on or before the 15th of the month, the change will take place on the first day of the next month. If you call after the 15th of the month, the change will take place the first day of the second month after that. For example:

- If you call on or before April 15, your change will take place on May 1.
- If you call after April 15, your change will take place on June 1.

What are the costs of a nursing facility? What do I have to pay for?

The cost of a nursing facility depends on where you live and the services you get. Nursing facilities provide for your medical, social and psychological needs. That includes:

- | | |
|--|--|
| • Room and board | • Rehabilitative services |
| • Social services | • Personal needs items such as soap, toilet paper and lotion |
| • Over-the-counter drugs, medical supplies and equipment | |

If you like items or brands other than what the nursing facility has, you may have to buy those yourself. You will have a set amount you pay the nursing facility for room and board. This is called your “applied income.” That amount will depend on how much income you get. It is important that you always pay the nursing facility your applied income on time and in full. You can keep \$60 each month for things like haircuts, stamps or clothes. If necessary, the nursing facility can set up a trust fund to deposit your \$60.

There are other things you may have to pay for yourself. One is called a “bed hold.” If you are gone from the nursing facility, you can pay them to hold your spot. Your nursing home can give you details. They can also tell you how much that will cost.

Accessing Care - Just for Women

What if I need OB/GYN care?

You can get OB/GYN services from your doctor. You can also pick an OB/GYN specialist to take care of your female health needs. An OB/GYN can help with pregnancy care, yearly checkups or if you have female health needs. You do not need a referral from a doctor for these services. Your OB/GYN and doctor will work together to make sure you get the best care.

Do I have the right to choose an OB/GYN as my Primary Care Provider? Will I need a referral?

Superior has some OB/GYN providers that can be your Primary Care Provider (PCP). If you need help picking an OB/GYN, call Superior at 1-877-277-9772.

Superior allows you to pick any OB/GYN, whether that doctor is in the same network as your PCP or not. You have the right to pick an OB/GYN without a referral from your PCP. An OB/GYN can give you:

- One well-woman checkup each year.
- Care for any female medical condition.
- Care related to pregnancy.
- Referral to a special doctor within the network.

How do I choose an OB/GYN?

You may pick an OB/GYN provider from the list in the Superior provider directory on Superior's website at www.SuperiorHealthPlan.com. Just click on "Find a Doctor." Superior allows you to pick an OB/GYN, whether or not that doctor is in the same group at your PCP. If you need help picking an OB/GYN, call Superior at 1-877-277-9772. If you are pregnant, your OB/GYN should see you within two (2) weeks of your request. Once you choose an OB/GYN, you should go to the same OB/GYN for each visit so they will get to know your health-care needs.

If I don't choose an OB/GYN as my PCP, do I have direct access?

If you do not choose an OB/GYN as your main doctor, you can still get most services from a Superior OB/GYN without calling your doctor, or getting approval from Superior. All family planning services, OB care and routine GYN services and procedures can be accessed directly through the Superior OB/GYN you choose.

Can I stay with an OB/GYN who is not with Superior?

If your OB/GYN is not with Superior, please call Member Services at 1-877-277-9772. We will work with your doctor so he or she can keep seeing you, or we will be more than happy to help you pick a new doctor within the plan.

Accessing Care - Pregnant Women and New Mothers

What If I am pregnant? Who do I need to call?

If you think or know you are pregnant, make an appointment to see your doctor or an OB/GYN. They will be able to confirm if you are pregnant or not and discuss the care you and your unborn child will need. When you know that you are pregnant, call Superior at 1-877-277-9772. Superior will provide you with a pregnancy Care Manager who will make sure you get you the medical care you need during your pregnancy.

How soon can I be seen after contacting an OB/GYN for an appointment?

If you are pregnant, the doctor should see you within two (2) weeks of your request for an appointment.

What other services and education does Superior offer pregnant women?

Superior also has a special program to help you with your pregnancy called Start Smart for Your Baby®. This program can help answer your questions about childbirth, newborn care and eating habits. Superior also hosts special baby showers in many areas to teach you more about your pregnancy and new baby.

What is Care Management for Children and Pregnant Women (CPW)?

If you need help finding or getting services, you might be able to get help from a Case Manager.

Who can get a Case Manager?

Children, teens, young adults (birth through age 20) and pregnant women who get Medicaid and have health problems or are at a high risk for getting health problems can get Case Management.

What do Case Managers do?

A Case Manager will visit with you and then:

- Find out what services you need.
- Find services near where you live.
- Teach you how to find and get other services.
- Make sure you are getting the services you need.

What kind of help can I get?

Case Managers can help you:

- Get medical and dental services.
- Get medical supplies or equipment.
- Work on school or education issues.
- Work on other problems.

How can I get a Case Manager?

Call Texas Health Steps toll-free at 1-877-847-8377, Monday to Friday, 8 a.m. to 8 p.m. To learn more, go to www.dshs.state.tx.us/caseman.



Extra Benefits for Pregnant Women

Superior has even more services for pregnant women! Go to page 39 to find out what you can get to help you have a healthy baby.

Accessing Care - Pregnant Women and New Mothers

Where can I find a list of birthing centers?

To find a birthing center close to you, call Member Services at 1-877-277-9772.

How do I sign up my newborn baby?

If you are a Superior member when you have your baby, your baby is enrolled with Superior on his or her date of birth. Superior gets information from the hospital to add your baby as a new Superior member. The hospital will also notify Medicaid about the baby's birth. However, it is important that you contact the Department of State Health Services (DSHS) office to also report the birth of your baby. This will help make sure the baby's Medicaid enrollment is processed as soon as possible so your baby can get all the health care he or she needs.

How and when do I tell my health plan? How and when do I tell my Case Worker?

You should let Superior know as soon as possible about the birth of your baby. We may already have the information about your baby's birth, but call us just in case. We will verify the correct date of birth for your baby with you, and also confirm that the name we have for your baby is correct. Call your Case Worker after your baby is born. You do not have to wait until you get your baby's Social Security number to get your baby signed up.

Can I choose my baby's Primary Care Provider (PCP) before the baby is born?

Who do I call?

You can pick your baby's doctor even before he/she is born. Superior can even help you pick a doctor for your baby. Just call us at 1-877-277-9772.

Please note: This does not apply to STAR+PLUS members who are dual-eligible.

How and when can I change my baby's PCP or doctor?

As soon as Superior knows you are pregnant, we send you information about your pregnancy and your unborn baby. Superior will ask you to choose a doctor for your baby, even before the baby's birth. This will ensure that your baby's doctor will check the baby while in the hospital, and then take care of your baby's health-care needs after you and the baby are discharged from the hospital.

If you have not selected a doctor for the baby before birth, you will be contacted to select a doctor for your baby. After the baby is thirty (30) days old, you can also change the doctor for the baby if you want a different doctor than the one you originally chose.

Please note: This does not apply to STAR+PLUS members who are dual-eligible.

How can I receive health care after my baby is born (and I am no longer covered by Medicaid)?

After your baby is born you may lose Medicaid coverage. You may be able to get some health-care services through the Healthy Texas Women Program and the Department of State Health Services (DSHS). These services are for women who apply for the services and are approved.

Accessing Care - Special Health Programs

Healthy Texas Women Program

Healthy Texas Women provides family planning exams, related health screenings and birth control to women ages 18 to 44 whose household income is at or below the program's income limits (185 percent of the federal poverty level). You must submit an application to find out if you can get services through this program.

To learn more about services available through the Healthy Texas Women Program, write, call or visit the program's website:

Healthy Texas Women Program
P.O. Box 149021
Austin, TX 78714-9021
Phone: 1-800-335-8957
Website: <https://www.healthytexaswomen.org/htw-program>
Fax: 1-866-993-9971

DSHS Primary Health Care Program

The DSHS Primary Health Care Program serves women, children and men who are unable to access the same care through insurance or other programs. To get services through this program, a person's income must be at or below the program's income limits (200 percent of the federal poverty level). A person approved for services may have to pay a co-payment, but no one is turned down for services because of a lack of money.

Primary Health Care focuses on prevention of disease, early detection and early intervention of health problems. The main services provided are:

- Diagnosis and treatment.
- Emergency services.
- Family planning.
- Preventive health services, including vaccines (shots) and health education, as well as laboratory, x-ray, nuclear medicine or other appropriate diagnostic services.

Secondary services that may be provided are nutrition services, health screening, home health care, dental care, rides to medical visits, medicines your doctor orders (prescription drugs), durable medical supplies, environmental health services, treatment of damaged feet (podiatry services) and social services.

You will be able to apply for Primary Health Care services at certain clinics in your area. To find a clinic where you can apply, visit the DSHS Family and Community Health Services Clinic Locator at <http://txclinics.dshs.texas.gov/chcl/>. To learn more about services you can get through the Primary Health Care program, email, call or visit the program's website:

Website: <https://hhs.texas.gov/services/health/primary-health-care-services-program>
Phone: 1-512-776-5922
1-800-222-3986 (toll-free)
Email: PrimaryHealthCare@hhsc.state.tx.us

DSHS Expanded Primary Health Care Program

The Expanded Primary Health Care program provides primary, preventive, and screening services to women age 18 and above whose income is at or below the program's income limits (200 percent of the federal poverty level). Outreach and direct services are provided through community clinics under contract with DSHS. Community health workers will help make sure women get the preventive and screening services they

Accessing Care - Special Health Programs

need. Some clinics may offer help with breast feeding.

You can apply for these services at certain clinics in your area. To find a clinic where you can apply, visit the DSHS Family and Community Health Services Clinic Locator at <http://txclinics.dshs.texas.gov/chcl/>.

To learn more about services you can get through the DSHS Expanded Primary Health Care program, visit the program's website, call, or email:

Website: www.healthytexaswomen.org

Phone: 1-512-776-5922

1-800-222-3986 (toll-free)

Fax: 1-512-776-7203

Email: PrimaryHealthCare@hhsc.state.tx.us

DSHS Family Planning Program

The Family Planning Program has clinic sites across the state that provide quality, low-cost and easy-to-use birth control for women and men.

To find a clinic in your area visit the DSHS Family and Community Health Services Clinic Locator at <http://txclinics.dshs.texas.gov/chcl/>. To learn more about services you can get through the Family Planning program, visit the program's website, call or email:

Website: www.healthytexaswomen.org/family-planning-program

Phone: 1-800-335-8957

Email: famplan@hhsc.state.tx.us



Superior is on Facebook

Superior wants to make sure you're as healthy as can be! Check out Superior's Facebook page for healthy tips and other helpful information at www.Facebook.com/SuperiorHealthPlan.

Accessing Care - Appointments

How do I make an appointment?

You can call your doctor's office to make an appointment. If you need help making an appointment or if you need help with transportation, an interpreter or other services, call Superior at 1-877-277-9772.

Please keep your appointment. If you cannot keep your appointment, let the office know as soon as you can. This will give them time to put another patient in that appointment time.

What do I need to bring with me to my doctor visits?

You must take your current Medicaid ID card and your Superior member ID card with you when you get any health-care services. You will need to show your Medicaid ID card and Superior member ID card each time. You should also bring a list of your current medications.

How do I get medical care after the doctor office is closed?

If your doctor's office is closed, your doctor will have a number you can call 24 hours a day and on weekends. Your doctor can tell you what you need to do if you are not feeling well. If you cannot reach your doctor or want to talk to someone while you wait for your doctor to call you back, call Superior's 24-hour nurse advice line at 1-877-277-9772. Our nurses are ready to help you 24 hours a day, 7 days a week. You can also call Teladoc for non-emergency medical issues when your PCP's office is closed. Teladoc is open 24 hours a day, 7 days a week at 1-800-835-2362. Or visit teladoc.com/Superior. If you think you have a real emergency, call 911 or go to the nearest emergency room.

What if I get sick or injured when out of town or traveling?

If you need medical care when traveling, call us toll-free at 1-877-277-9772 and we will help you find a doctor. If you need emergency services while traveling, go to a nearby hospital, then call us toll-free at 1-877-277-9772.

What if I am out of state?

If you have an emergency out of state, go to the nearest emergency room for care. If you get sick and need medical care while you are out of state, call your Superior doctor or clinic. Your doctor can tell you what you need to do if you are not feeling well. If you visit a doctor or clinic out of state, they must be enrolled in Texas Medicaid to get paid. Please show your Texas Medicaid ID card and Superior member ID card before you are seen. Have the doctor call Superior for an authorization number. The phone number to call is on the back of your Superior member ID card.

What if I am out of the country?

If you are outside of the United States and need medical care, any health-care services you receive will not be covered by Superior. Medical services performed out of the country are not covered by Medicaid.

What if I am a Traveling Farm Worker?

You can get your checkup sooner if you are leaving the area. Call Superior at 1-877-277-9772 to get help scheduling an appointment.

Accessing Care - Changing Health Plans

What if I want to change health plans? Who do I call?

You can change your health plan by calling the Texas STAR+PLUS program helpline at 1-800-964-2777. You can change health plans as often as you want. If you are in the hospital, a residential Substance Use Disorder (SUD) treatment facility or a residential detoxification facility for SUD, you will not be able to change health plans until you have been discharged.

How many times can I change health plans? When will my health plan change become effective?

You can change health plans as many times as you want. If you call to change your health plan on or before the 15th of the month, the change will take place on the first day of the next month. If you call after the 15th of the month, the change will take place the first day of the second month after that. For example:

- If you call on or before April 15, your change will take place on May 1.
- If you call after April 15, your change will take place on June 1.

What if I am in a nursing facility and want to change health plans?

If you are in a nursing facility you can change health plans as often as you want, but not more than once a month. You can change your health plan by calling the Texas STAR+PLUS program helpline at 1-800-964-2777.

Can Superior HealthPlan ask that I leave the plan?

Yes. Superior might ask that a member be taken out of the plan for “good cause.” “Good cause” could be, but is not limited to:

- Fraud or abuse by a member.
- Threats or physical acts leading to harming of Superior staff or provider.
- Theft.
- Refusal to go by Superior’s policies and procedures, like:
 - Letting someone use your ID card.
 - Missing visits over and over again.
 - Being rude or acting out against a provider or a staff person.
 - Keep using a doctor that is not a Superior provider.

Superior will not ask you to leave the program without trying to work with you. If you have any questions about this process, call Superior at 1-877-277-9772. The Texas Health and Human Services Commission (HHSC) will decide if a member can be told to leave the program.



Superior Health Tip

If you are having trouble managing your care, Superior has Care Managers that can help. Just call Member Services at 1-877-277-9772 for help.

Making Care Easier - Help to Access Health Care

Can someone interpret for me when I talk with my doctor? Who do I call for an interpreter?

Superior has staff that speak English and Spanish. If you speak another language or are deaf/hard of hearing and need help, please call Member Services at 1-877-277-9772 (TTY 1-800-735-2989).

You can also call Member Services at 1-877-277-9772 if you need someone to go to a doctor's visit with you to help you understand the language. Superior works closely with companies that have lots of people who speak different languages and can serve as sign language interpreters.

How far in advance do I need to call? How can I get a face-to-face interpreter in the provider's office?

Member Services will help you set up the doctor's visit. They will get someone to go to the visit with you. Please call at least two (2) business days (48 hours) before your visit.

Medical Transportation Program (MTP)

What is MTP?

MTP is an HHSC program that helps with non-emergency transportation to health-care appointments for eligible Medicaid clients who have no other transportation options. MTP can help with rides to the doctor, dentist, hospital, drug store and any other place you get Medicaid services.

What services are offered by MTP?

- Passes or tickets for transportation such as mass transit within and between cities.
- Air travel.
- Taxi, wheelchair van, and other transportation.
- Mileage reimbursement for enrolled individual transportation participant (ITP). The enrolled ITP can be the responsible party, family member, friend, neighbor or client.
- Meals at a contracted vendor (such as a hospital cafeteria).
- Lodging at a contracted hotel and motel.
- Attendant services (responsible party such as a parent/guardian, etc., who accompanies the client to a health-care service).

How do I get a ride?

If you live in the Dallas/Ft. Worth Area, call LogistiCare.

Phone Reservations: 1-855-687-3255

Where's My Ride? 1-877-564-9834

Hours: LogistiCare takes requests for routine transportation by phone Monday through Friday from 8 a.m. to 5 p.m. Routine transportation should be scheduled 48 hours (2 business days) before your appointment.

Making Care Easier - Help to Access Health Care

If you live in the Houston/Beaumont Area, call MTM.

Phone Reservations: 1-855-687-4786

Where's My Ride: 1-888-513-0706

Hours: 7 a.m. to 6 p.m. Monday-Friday/Call 1-855-MTP-HSTN or 1-855-687-4786 at least 48 hours before your visit. If it's less than 48 hours until your appointment and it's not urgent, MTM might ask you to set up your visit at a different date and time.

If you live in any other part of the state, call MTP.

Phone Reservations: 1-877-633-8747 (1-877-MED-TRIP).

All requests for transportation services should be made within 2-5 days of your appointment.

Who do I call if I have a complaint about the transportation program?

If you have any problems with the Medical Transportation Program, call them at 1-877-633-8747.

Can someone I know give me a ride to my appointment and get money for mileage?

The Medical Transportation Program can also help with money for gas for someone who drives you to an appointment. These drivers can be your family members, neighbors or other volunteers. Call the Medical Transportation Program at 1-877-633-8747 to learn more.

Telehealth Services

What are Telehealth Services?

Any provider in Superior's network can offer telehealth services to Superior members for certain health-care needs. Telehealth services are virtual health-care visits with a provider through a mobile app, online video or other electronic method.

Superior treats telehealth services with in-network providers in the same way as face-to-face visits with in-network providers.

- A telehealth visit with an in-network Superior provider does not require prior authorization.
- A telehealth visit with an in-network Superior provider is subject to the same co-payments, co-insurance and deductible amounts as an in-person visit with an in-network provider.

Telehealth and telemedicine services from Teladoc are available to you when your PCP's office is closed.

Teladoc is your convenient, 24-hour access to in-network health-care providers for non-emergency medical issues. You can use Teladoc to get medical help for illnesses such as:

- Colds, flu & fevers
- Rash, skin conditions
- Sinuses, allergies
- Pink Eye
- Respiratory infections

Set up and activate your Teladoc account, so it's ready when you need it by calling 1-800-835-2362.

Or visit teladoc.com/Superior.

Care Defined

What is routine medical care? How soon can I expect to be seen?

If you need a physical checkup, then the visit is routine. Your doctor will see you within two (2) weeks (sooner if they can).

Superior will be happy to help you make an appointment. Just call us at 1-877-277-9772.

You must see a Superior provider for routine and urgent care. You can always call Superior at 1-877-277-9772 if you need help picking a Superior provider.

Remember: It is best to see your doctor before you get sick so that you can build your relationship with him or her. It is much easier to call your doctor with your medical problems if he or she knows who you are.

What Is urgent medical care?

Another type of care is urgent care. There are some injuries and illnesses that are probably not emergencies but can turn into emergencies if they are not treated within 24 hours. Some examples are:

- Minor burns or cuts
- Earaches
- Sore throat
- Muscle sprains/strains

What should I do if I need urgent medical care?

For urgent care, you should call your doctor's office even on nights and weekends. Your doctor will tell you what to do. In some cases, your doctor may tell you to go to an urgent care clinic. If your doctor tells you to go to an urgent care clinic, you don't need to call the clinic before going. You need to go to a clinic that takes Superior Medicaid. For help, call us toll-free at 1-877-277-9772. You also can call our 24-hour nurse advice line at 1-877-277-9772 for help with getting the care you need.

If your PCP's office is closed, you can also call Teladoc for non-emergency medical issues. Teladoc is open 24 hours a day, 7 days a week at 1-800-835-2362. Or visit teladoc.com/Superior.

How soon should I expect to be seen?

You should be able to see your doctor within 24 hours for an urgent care appointment. If your doctor tells you to go to an urgent care clinic, you do not need to call the clinic before going. The urgent care clinic must take Superior Medicaid.

What is emergency medical care? How soon can I expect to be seen?

Emergency medical care is provided for emergency medical conditions and emergency behavioral health conditions. Emergency wait time will be based on your medical needs and determined by the emergency facility that is treating you.

What is an emergency behavioral health condition?

An emergency behavioral health condition means any condition, without regard to the nature or cause of the condition, which in the opinion of a prudent layperson, possessing average knowledge of medicine and health:

- Requires immediate intervention and/or medical attention without which the member would present an immediate danger to themselves or others; or
- Which renders the member incapable of controlling, knowing or understanding the consequences of their actions.

Care Defined

What is an emergency medical condition?

An emergency medical condition is a medical condition manifesting itself by acute symptoms of recent onset and sufficient severity (including severe pain), such that a prudent layperson, who possesses an average knowledge of health and medicine, could reasonably expect the absence of immediate medical care could result in:

- Placing the patient's health in serious jeopardy.
- Serious impairment to bodily functions.
- Serious dysfunction of any bodily organ or part.
- Serious disfigurement.
- In the case of a pregnant women, serious jeopardy to the health of a woman or her unborn child.

What are emergency services or emergency care?

Emergency services and emergency care means covered inpatient and outpatient services furnished by a provider that is qualified to furnish such services and that are needed to evaluate or stabilize an emergency medical condition and/or emergency behavioral health condition, including post-stabilization care services.

What is post-stabilization care?

Post-stabilization care services are services covered by Medicaid that keep your condition stable following emergency medical care.



Superior Health Tip

If you have diabetes, try to get your HbA1c under 7%.
Need more information about managing your diabetes?
Call Superior at 1-877-277-9772.

Care Defined

Where should I go for care?

When you get sick or hurt, you have several options to get the care you need. Use our “Find a Provider” tool at SuperiorHealthPlan.com to locate a doctor in Superior’s network or call Member Services at 1-877-277-9772.

Do you need to see your Primary Care Provider (PCP)?

Your PCP is your main doctor. Call the office to schedule a visit if you don’t need immediate medical care.

See your PCP if you need:

- Help with colds, flu and fevers
- Care for ongoing health issues like asthma or diabetes
- An annual wellness exam
- Vaccinations
- General advice about your overall health

Do you need to see your psychiatrist?

Your psychiatrist is your primary behavioral health doctor. Call the office to schedule a visit if you don’t need immediate psychiatric care.

See your psychiatrist if you:

- Have changes in mood that last more than 3 days
- Have changes in sleep pattern
- Need medication refills

If you have thoughts of harming yourself or others, call 911 or go to the Emergency Room (ER).

Do You Need To Call Our 24/7 Nurse Advice Line?

Our 24/7 nurse advice line is a free health information phone line. Nurses are available to answer questions about your health and get help for you.

Contact our 24/7 nurse advice line if you need:

- Help knowing if you should see your PCP or psychiatrist
- Help caring for a sick child
- Answers to questions about your physical health or behavioral health

Do you need to call Telehealth?

Telehealth offers convenient, 24-hour access to in-network healthcare providers for non-emergency health issues. You can get medical advice, a diagnosis or a prescription by phone or video. Use Telehealth anytime or schedule an appointment wherever and whenever you need it. Set up your Telehealth account at www.teladoc.com/Superior.

Contact Telehealth for illnesses such as:

- Sinus problems and allergies
- Colds, the flu and fevers
- Upper respiratory infections
- Rash and skin problems

Do you need to go to an urgent care center?

If you cannot wait for an appointment with your PCP, an urgent care center can give you fast, hands-on care for more immediate health issues. Go to an in-network urgent care center if you have an injury or illness that must be treated within 24 hours.

Visit your nearest urgent care for:

- Sprains
- Ear infections
- High fevers
- Flu symptoms with vomiting

Urgent care centers can offer shorter wait times than the Emergency Room (ER).

Do you need to go to the Emergency Room (ER)?

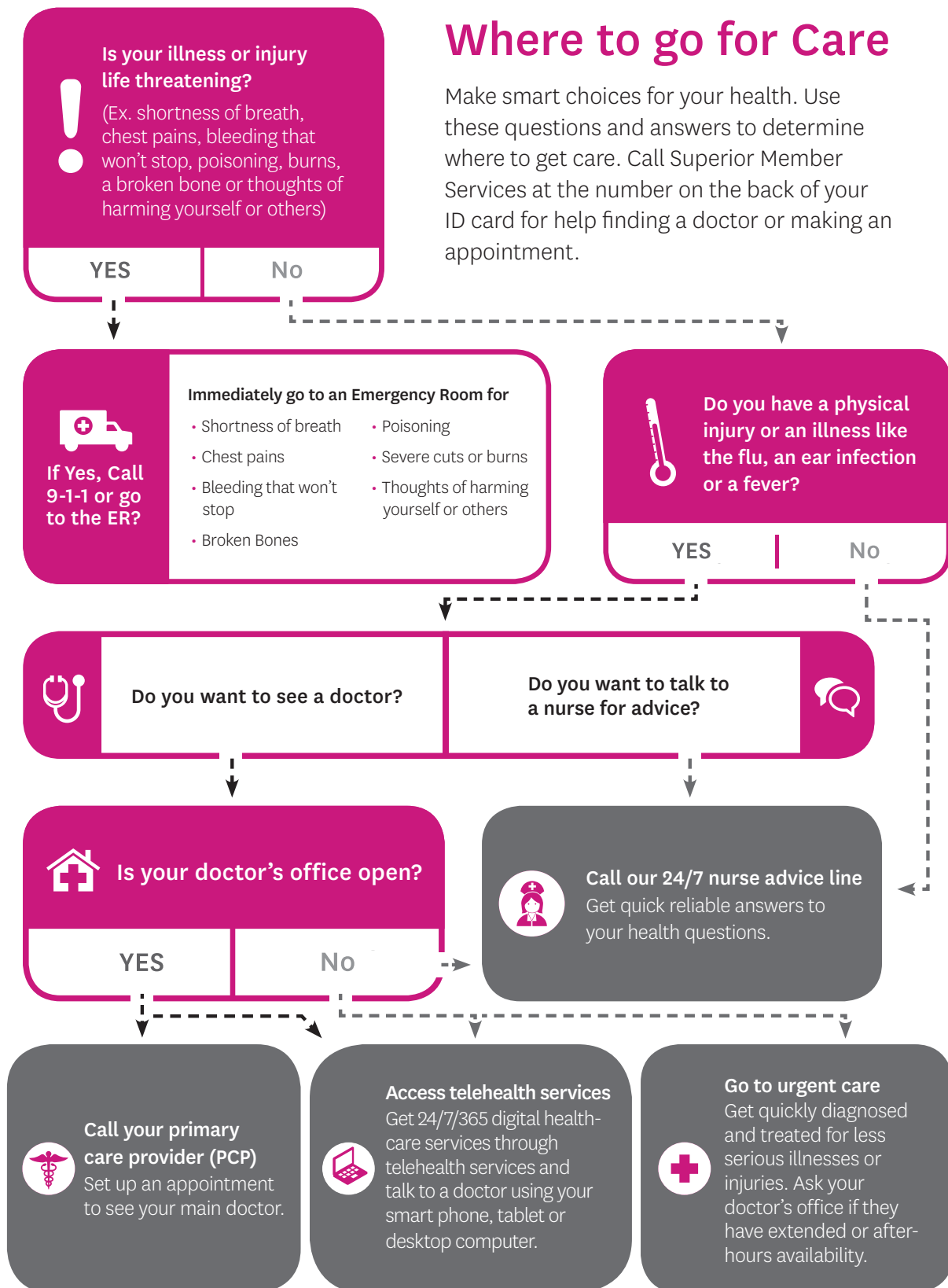
Go to the ER if your illness or injury is life-threatening. Call 911 right away if you have an emergency or go to the nearest hospital.

Immediately go to an ER if you have:

- Chest pains
- Bleeding that won’t stop
- Shortness of breath
- Broken bones
- Poisoning
- Severe cuts or burns
- Thoughts of harming yourself or others

Remember to bring your member ID card and Medicaid ID card with you when you see your PCP, visit an urgent care center or go to the ER.

Care Defined



Care Defined

What does medically necessary mean?

Covered services for STAR+PLUS members must meet the STAR+PLUS definition of “medically necessary.”

Medically necessary means:

- (1) For members over age 20, non-behavioral health-related health care that is:
 - (a) reasonable and necessary to prevent illnesses or medical conditions, or provide early screening, interventions, and/or treatments for conditions that cause suffering or pain, cause physical deformity or limitations in function, threaten to cause or worsen a handicap, cause illness or infirmity of a member, or endanger life;
 - (b) provided at appropriate facilities and at the appropriate levels of care for the treatment of a member's health conditions;
 - (c) consistent with health-care practice guidelines and standards that are endorsed by professionally recognized health-care organizations or governmental agencies;
 - (d) consistent with the diagnoses of the conditions;
 - (e) no more intrusive or restrictive than necessary to provide a proper balance of safety, effectiveness and efficiency;
 - (f) not experimental or investigative; and
 - (g) not primarily for the convenience of the member or provider; and
- (2) For members over age 20, behavioral health services that:
 - (a) are reasonable and necessary for the diagnosis or treatment of a mental health or chemical dependency disorder, or to improve, maintain, or prevent deterioration of functioning resulting from such a disorder;
 - (b) are in accordance with professionally accepted clinical guidelines and standards of practice in behavioral health care;
 - (c) are furnished in the most appropriate and least restrictive setting in which services can be safely provided;
 - (d) are the most appropriate level or supply of service that can safely be provided;
 - (e) could not be omitted without adversely affecting the member's mental and/or physical health or the quality of care rendered;
 - (f) are not experimental or investigative; and
 - (g) are not primarily for the convenience of the member or provider.

Benefits and Services

What are my acute care benefits? How do I get these services?

Your doctor will work with you to make sure you get the services you need. These services must be given by your doctor or referred by your doctor to another provider.

All of these health-care benefits are called acute care benefits. That means they are for when you are sick or trying to keep from becoming sick. Acute care benefits are things like doctors, hospitals and labs. You use them for medical or mental health care.

Here is a list of some of the medical services you can get from Superior:

- Ambulance services
- Audiology services (including hearing aids)
- Behavioral health services
- Birthing center services
- Chiropractic services
- Dialysis
- Durable medical equipment and supplies
- Emergency services
- Family Planning services
- Home Health-Care services (requires a referral)
- Laboratory
- Medical checkups
- Nursing Facility Care
- Optometry, glasses, and contact lenses if medically necessary
- Podiatry services
- Prenatal care
- Primary care services
- Radiology, imaging and x-rays
- Specialty doctor services
- Therapies – physical, occupational and speech
- Transplantation of organs and tissues
- Vision services
- Unlimited prescriptions
- A once a year well check up for patients 21 years and over
- Prescription medications

In addition, there are other services you can get through Medicaid including:

- Transportation to doctor visits
- Women, Infants and Children (WIC) services

Remember: If you are dual eligible, these health-care benefits are covered by Medicare. You can still go to your Medicare doctor for the services you need.

What number do I call to find out more about these services?

To learn more about your acute care benefits, call Superior at 1-877-277-9772.



Call Superior 24 Hours a Day

Have a health question? Call Superior's nurse advice line 24 hours a day, 7 days a week. Just call 1-877-277-9772.

Benefits and Services

What services am I eligible for as a Medicaid Breast and Cervical Cancer (MBCC) member?

MBCC members are eligible for the full array of benefits under the STAR+PLUS program as detailed in this handbook.

Are there any limits to any covered services?

Most Medicaid services for children (under 21 years of age) do not have any limits. Some Medicaid services for adults (more than 21 years old) do have limits, such as inpatient behavioral health care, home health services and therapy services. If you have questions about limits on any covered services, ask your doctor, or call Superior at 1-877-277-9772. We will tell you if a covered service has a limit.

What services are not covered by STAR+PLUS?

The following is a list of some of the services not covered by the STAR+PLUS program or Superior:

- Services or items only for cosmetic purposes.
- Items for personal cleanliness and grooming.
- Services decided to be experimental or for research.
- Sex change operations.
- Care that is not medically necessary.
- Services not approved by the Primary Care Provider (PCP), unless the PCP approval is not needed (i.e. family planning and behavioral health).
- Abortions except as allowed by state law.
- Infertility services.

You will be held responsible for non-Medicaid covered services. It is your responsibility to determine which services are covered or not.

Remember: If you have any questions on what is or what is not a covered service, please call Superior Member Services at 1-877-277-9772.

What are my long term services and supports (LTSS) benefits?

Long term care services and supports are benefits that help you stay safe and independent in your home or community. Long term care services help you with functional needs like bathing, dressing, taking medicine or preparing meals. They are just as important as acute care services. To get these services, call Member Services at 1-877-277-9772.

There are two long term care service and support benefits that all Superior STAR+PLUS members may be able to get:

- Personal Attendant Services (PAS)
- Day Activity and Health Services (DAHS)

There are other long term care benefits that some Superior STAR+PLUS members can get based on their medical need. These are called Home and Community Based Services (HCBS) STAR+PLUS Waiver. These are:

- Adaptive aids and medical equipment
- Adult foster care
- Assisted living
- Cognitive Rehabilitation Therapy
- Consumer Directed Personal Attendant Services
- Emergency Response Services (ERS) – emergency call button
- Employment Assistance and Supported Employment
- Home delivered meals
- Medical supplies
- Minor home modifications
- Nursing services (in home)
- Personal Attendant Services (PAS)
- Physical Therapy, Occupational Therapy Speech Therapy
- Protective supervision
- Respite care
- Service responsibility choice for Personal Attendant Services
- Some dental care
- Transition Assistance Services

Benefits and Services

What options do I get to choose from when my services can be self-directed?

For each service that has the option to be self-directed, you must choose one of the below. You may choose a different option for each of these services or the same option for all of them. If you need help choosing, your Service Coordinator is here to help you.

Consumer Directed Services

Consumer Directed Services (CDS) gives you a way that you can have more choice and control over some of the long term support services you get. As a STAR+PLUS member, you can choose the CDS option.

With CDS you can:

- Find, screen, hire and fire (if needed) the people who provide services to you (your staff)
- Train and direct your staff

These are the services you can manage in CDS:

- Attendant care
- Nursing
- Occupational Therapy
- Respite care
- Physical Therapy
- Speech Therapy

If you choose to be in CDS, you will contract with a Financial Management Services Agency (FMSA). The FMSA will help you get started and give you training and support if you need it. The FMSA will do your payroll and file your taxes.

Contact your Service Coordinator to find out more about CDS. You can call our Service Coordination department at 1-877-277-9772.

Service Responsibility Option

In the service responsibility option, you or your legally authorized representative must choose an in-network agency who is the employer of record. You would then select your personal attendant, nurse or therapist from the agency's employees. You provide input when setting up the schedule and manage the services. You are also able to supervise and train your staff. You can request a different personal attendant, nurse or therapist. The agency will help you with this request. The agency establishes the payment rate and benefits. They also provide payroll, substitute (back-up) and file your tax reports.

Agency Option

In the agency model, you or your legally authorized representative choose an agency to hire, manage and fire (if needed) the person providing PAS. You must pick an in-network agency. You and your Service Coordinator will set up a schedule and send it to the agency you chose. You are able to supervise and train your staff. You can request a different personal attendant. The agency will help you with this request. The agency establishes the payment rate and benefits. They also provide payroll, substitute (back-up) and file your PAS tax reports.

How do I get these benefits? What number do I call to get these services?

Superior is committed to helping our members find the appropriate care. If you have any questions about long term care services, please call us at 1-877-277-9772.

Special Services

Behavioral Health Services

How do I get help if I have mental health, alcohol or drug problems? Do I need a referral for this?

Behavioral health refers to mental health and substance use disorder (alcohol and drug) treatment. Sometimes talking to friends or family can help you work out a problem. When that is not enough, you should call your doctor or Superior's behavioral health team. Superior has a group of mental health and substance use disorder specialists to help you.

You do not have to get a referral from your doctor for these services. We will help you find the best provider for you. Call 1-877-277-9772 to get help right away, 24 hours a day, 7 days a week.

How do I know if I need help?

Help might be needed if you:

- Can't cope with daily life.
- Feel very sad, stressed or worried.
- Are not sleeping or eating well.
- Wants to hurt themselves or others or have thoughts about hurting themselves.
- Are troubled by strange thoughts (such as hearing voices).
- Are drinking or using other substances more.
- Are having problems at work or at home.
- Seem to be having problems at school.

When you have a mental health or substance use disorder problem, it is important for you to work with someone who knows you/them. We can help you find a provider who will be a good match for you. The most important thing is for you to have someone you can talk to so you can work on solving the problems.

What should I do in a behavioral health emergency?

You should call 911 if you are having a life-threatening behavioral health emergency. You can also go to a crisis center or the nearest emergency room. You do not have to wait for an emergency to get help. Call 1-877-277-9772 for someone to help you with depression, mental illness, substance use disorder or emotional questions.

What do I do if I am already in treatment?

If you are already getting care, ask your behavioral health provider if they are in the Superior network. If the answer is yes, you do not need to do anything. If the answer is no, call 1-877-277-9772. We will ask your provider to join our network. We want you to keep getting the care you need. If the provider does not want to join the Superior network, we will work with the provider to keep caring for you until medical records can be transferred to a new doctor.

What are Mental Health Rehabilitation Services and Mental Health Targeted Case Management? How do I get these services?

These are services that help members with severe mental illness, behavioral or emotional problems. Superior can also help members get better access to care and community support services through Mental Health Targeted Case Management. To get these services, call 1-877-277-9772.

Special Services

Superior offers these services:

- Education, planning and coordination of behavioral health services
- Outpatient mental health and substance use disorder services
- Psychiatric partial and inpatient hospital services (for members 21 and over)
- Non-hospital and inpatient residential detoxification, rehabilitation and half-way house
- Crisis services 24 hours a day, 7 days a week
- Residential care (for members 21 and under)
- Medications for mental health and substance use disorder care
- Lab services
- Referrals to other community resources
- Transitional health-care services
- Targeted Case Management
- Mental Health Rehabilitation

Bonus Behavioral Health Services:

- Online and smart phone accessible consumer-directed mental health resources through www.myStrength.com. This website offers a range of resources to increase awareness of mental health needs and engage in personalized learning programs to help overcome depression and anxiety.
- Transportation to behavioral health visits and to community supports and services, on a case by case basis. This is for members ages 21 and older who do not reside in an ICF-IDD residential home or a nursing facility and who lack transportation for critical needs. This Value-added Service must be prior authorized.

Note: Superior wants to help you stay healthy. We need to hear your concerns so that we can make our services better. Call 1-877-277-9772. TTY users (deaf/hard of hearing) can call 1-800-735-2989.

For Superior dual eligible members, mental health care is paid for by Medicare. You can continue to see any Medicare provider. You do not have to use a Superior provider for these services.

Service Coordination

What is Service Coordination? What will a Service Coordinator do for me?

Service Coordination is a special kind of care management that is done by a Superior Service Coordinator. A Service Coordinator will work with you to:

- Identify your needs.
- Work with you, your family or community supports, your doctor(s) and other providers to develop a service plan.
- Help make sure you receive your services on time.
- Make sure you have a choice of providers and access to covered services.
- Coordinate Superior-covered services with social and community support services.

Superior wants you to be safe and healthy, to be involved in your service plan and to live where you pick. We will assign a Service Coordinator to any Superior STAR+PLUS member who asks for one. We will also offer a Service Coordinator to Superior members if a review of your needs for health and support services shows that they might be able to help.

How can I talk to a Service Coordinator?

If you would like to speak with a Superior Service Coordinator, call 1-877-277-9772.

Special Services

How often will I talk with a Service Coordinator?

You will receive a letter in the mail from your Service Coordinator. The letter will detail how often and what type of contact you will have, based on your health-care needs. It will also give you the name and direct phone number of your coordinator.

If you would like Service Coordination, or have questions, please call 1-877-277-9772.

Eye Care

How do I get eye care services?

In Medicaid, eye care services are different for adults and children:

- If you are under 21, you can get an eye exam once a year (more if your eyesight changes a lot). You can get glasses once every two (2) years (more if your eye sight changes a lot). You can also get your glasses replaced as often as you need to if you lose them or break them.
- If you are over 21, you can get an eye exam and glasses every two (2) years. You cannot get your glasses replaced if you break or lose them.

With Superior, you get extra vision benefits too. Call Envolve Vision Services, Superior's vision provider, at 1-888-756-8768 to find out how. Members that have Supplemental Security Income (SSI)-related Medicaid Assistance only are not able to get the extra vision benefits.

You do not need a referral from your doctor to see the eye doctor for routine eye care. Some eye doctors can also treat you for eye diseases that do not need surgery. You can get these eye care services from Envolve Vision Services. To pick an eye doctor, call Superior at 1-877-277-9772 or Envolve Vision Services at 1-888-756-8768 for help.

If you are dual eligible, Medicaid pays for your eye care services most of the time. You can go to any Medicaid eye doctor. You do not have to go to a Envolve Vision Services or Superior eye doctor. If you have certain types of eye disease or injury to your eye, Medicare will pay. Your eye doctor will know if Medicaid or Medicare pays for your service.

Dental Care

How do I get dental services?

Your Medicaid dental plan provides dental services that help prevent tooth decay and services that fix dental problems. Call your Medicaid dental plan to learn more about the dental services they offer. Superior covers emergency dental service you get in a hospital or ambulatory surgical center. This includes services the doctor provides and other services you might need, like anesthesia.

For questions or dentist information, call the Enrollment Broker at 1-800-964-2777 or:

DentaQuest 1-888-308-4766

MCNA Dental 1-800-494-6262

Are emergency dental services covered by Superior?

Superior covers limited emergency dental services in a hospital or ambulatory surgical center, including payment for the following:

- Treatment for dislocated jaw.

Special Services

- Treatment for traumatic damage to teeth and supporting structures.
- Removal of cysts.
- Treatment of oral abscess of tooth or gum origin.
- Hospital, physician, and related medical services such as drugs for any of the above conditions.

What do I do if I need emergency dental care?

During normal business hours, call your main dentist to find out how to get emergency services. If you need emergency dental services after the main dentist's office has closed, call us toll-free at 1-877-277-9772 or call 911.

What other services can Superior help me with?

Superior cares about your health and well being. We have many services and agencies that we work with to help get you the care you need. Some of these services and agencies include:

- Public health departments
- Early Childhood Intervention (ECI)
- Hospice
- Dental services for children
- Medical Transportation Service
- HHSC

To learn more about these services, call Superior at 1-877-277-9772.

Help for Special Health-Care Needs

Who do I call if I have special health-care needs and I need someone to help me?

If you have special health-care needs, like a serious ongoing illness, disability or chronic or complex conditions, just call Superior at 1-877-277-9772. We can help you make an appointment with one of our doctors that cares for patients with special needs. We will also refer you to one of our Care Managers who will:

- Help you get the care and services you need.
- Develop a plan of care with the help of you and your doctor.
- Will follow your progress and make sure you are getting the care you need.
- Answer your health-care questions.

What is Electronic Visit Verification?

Electronic visit verification (EVV) is a telephone and computer-based system that electronically verifies when service visits occur. It also documents the exact time service begins and ends. EVV is required for certain home and community-based services (Personal Attendant Services [PAS], Personal Care Services [PCS], In-home Respite, Flexible Family Support, and Community First Choice [CFC] PAS and Habilitation) provided by Superior. It is optional for members using the consumer directed services (CDS) option.

Texas Health and Human Services Commission (HHSC) implemented EVV to verify that members receive the services authorized for their support and for which the state is being billed. Time will be logged using an HHSC-approved EVV System and a member home landline telephone, or an HHSC-approved small alternative device.

How does EVV work?

Your attendant uses your home landline phone to call a toll-free number when he or she begins providing your services. He or she will call again when the services are completed. EVV will help make sure you, as a member, get all your authorized services.

Special Services

What telephone services are approved for EVV use?

The following are approved by HHSC for EVV:

- Wired phone connected to a phone jack in the wall.
- Non-wired phone with base connected to a phone jack in the wall (i.e., cordless phone).
- Home telephone service where the phone cannot be disconnected and used at a different address/location. This includes phone service through the local:
 - Cable Internet Provider (e.g., Time Warner, Comcast, AT&T, etc.), and
 - Digital Voice via Verizon's FiOS (Fiber Optic Service).

What if I don't have a home landline phone?

If you don't have a landline phone in your home, please tell the agency that provides your services. The agency will install a small alternative device in your home so your attendant can accurately record the time services begin and end. If you are unsure if your phone is a landline, please request a small alternative device. Cell phones are not an acceptable replacement for a home landline.

The small alternative device, or SAD, can be installed anywhere in the home that is convenient for access to the attending provider. It must be in the home and a vendor-authorized zip-tie must be used to secure the device to a permanent location in the home. If the device malfunctions or somehow gets lost after being zip-tied in your home, please let your attendant know as soon as possible. They can then request a replacement from the selected EVV vendor and the SAD will be re-installed.

Only CDS employers have the option to allow their employees to use the CDS employer's personal cell phone. If a CDS employer chooses to let his or her CDS employees use the CDS employer's personal cell phone for EVV, the CDS employer will be responsible for cell phone charges. CDS employers must document their request to use the CDS employer's personal cell phone or to request additional landline numbers for the EVV system.

Please note, the use of a member's personal cell phone is not allowed and your attendant should never ask to use your cell phone to call in and out.

Do I have to participate in EVV?

Yes. You must do one of the following:

1. Let your attendant use your home landline phone to access the EVV system; OR
2. Let the agency that provides your services install the small alternative device. That way, your attendant can use the device to record a timestamp for when they begin and end their authorized services for you.

How do I find out more about EVV?

If you have any questions about EVV, please contact your Superior Service Coordinator or contact Superior Member Services. Information about EVV is also on the Superior website at www.SuperiorHealthPlan.com. Click on "Medicaid & CHIP Plans," then on "Member Resources." You can also visit the HHSC EVV website at <https://hhs.texas.gov/doing-business-hhs>. Just click on "Provider Portals," then "Resources" and then on "Electronic Visit Verification."

What is Community First Choice (CFC)?

Community First Choice (CFC) is a Medicaid benefit that provides services for people with Intellectual and

Special Services

Developmental Disabilities (IDD) and/or physical disabilities. You need to meet requirements for institutional level of care from a facility like a Nursing Home, Intermediate Care Facility or Institution for Mental Disease. You may be able to get these services if you live in a community-based home.

CFC helps members with daily living needs. CFC services include:

- Personal Attendant Services (PAS): Help with daily living activities and health-related tasks.
- Habilitation: Services to help learn new skills and care for yourself.
- Emergency Response Services (ERS): Help if you live alone or are alone for most of the day.
- Support Management: Training on how to select, manage and dismiss attendants.

Your Superior Service Coordinator will be able to help schedule an assessment for CFC if you think you need these services. For more information, you can call Member Services at 1-877-277-9772.

Care Management

Superior has experienced nurses who can help you understand problems you may have, like:

- Asthma
- Diabetes
- Chronic obstructive pulmonary disease (COPD)
- Transplants
- Using the emergency room frequently
- Being in the hospital often
- Wounds that won't heal
- Multiple diseases or conditions

Our nurses will help you stay healthy and get you the care you need. We help you find care close to you. We will work with your doctor to improve your health. The goal of our program is to learn what information or services you need. We want you to become more independent with your health. Please call us at 1-877-277-9772 to talk to a nurse. Our staff is available from 8 a.m. to 5 p.m., Monday through Friday, except for state-approved holidays. You can also reach a nurse 24 hours a day, 7 days a week. They can answer your health questions after hours and on weekends.

Although our nurses can help you, we know you may not want this. If you don't want to be in the Care Management program, you can quit at any time by calling your nurse. Also:

- Superior nurses may contact you if a doctor asks us to call you, if you ask us to call, or if Superior feels we can help you.
- We may ask you questions about your health.
- We will give you information to help you understand how to get the care you need.
- We will talk to your doctor and other people who treat you, to get you care.
- You should call us at 1-877-277-9772 if you want to talk to a nurse about being in this program.

Disease Management

Asthma Program

If you have asthma, Superior has special program that can help you. Asthma is a disease that makes it hard to breathe. People with asthma have:

- Have shortness of breath.
- Make whistling sound when they breathe.
- Cough a lot, especially at night.
- Have a tightness in their chest.

Call Superior at 1-877-277-9772 if you:

- Have been in the hospital for asthma during the past year.
- Have been in the emergency room in the past two months for asthma.

Special Services

- Have been in the doctor's office three or more times in the past six months for asthma.
- Take oral steroids for asthma.

Diabetes Program

If you have diabetes, Superior has a special program that can help you. Diabetes is a disease of high blood sugar. If the blood sugar stays high, it can cause problems in many parts of the body. People with high blood sugar may:

- Feel tired, sleepy or bad.
- Be very thirsty.
- Have to use the bathroom a lot.

Call Superior at 1-877-277-9772 if you:

- Are newly diagnosed with diabetes.
- Want to know more about what to eat and how to shop for groceries.
- Have had recent visits to the emergency room or hospital for diabetes.
- Want to know how to avoid problems with your eyes and kidneys.
- Have had a change in diabetes medicine.
- Want to know how to take good care of your feet.
- Have been started on insulin.

Heart Disease Program

If you have heart disease, Superior has a special program that can help you. Heart disease is a life threatening disease that includes many conditions such as coronary artery disease, heart attack and congestive heart disease, to name a few. People with these diseases could experience:

- Shortness of breath
- Nausea
- Irregular heart beats
- Sweating
- A faster heart beat
- Discomfort, pressure, heaviness, or pain in the chest
- Weakness or dizziness

Call Superior at 1-877-277-9772 if you:

- Have been to the hospital for heart disease in the past year.
- Are on new medication for your heart.
- Have had any recent visits to the emergency room for heart disease.
- Feel weak or dizzy.
- Are experiencing discomfort in your chest.
- Are having irregular heartbeats.

If you think you need emergency care, please contact 911 or go to the nearest hospital or emergency room.

Chronic Obstructive Pulmonary Disease (COPD) Program

If you have Chronic Obstructive Pulmonary Disease (COPD), Superior has special program that can help you. COPD is a progressive lung disease that makes it hard to breathe over time. People with COPD:

- May have a cough that won't go away that brings up phlegm.
- Have tightness in their chest.
- Have shortness of breath.
- Have shortness of breath throughout the day that gets worse after physical activity.
- May make a whistling sound when they breathe.
- May feel tired doing normal day to day activities.

Call Superior at 1-877-277-9772 if you:

- Have been newly diagnosed with COPD.
- Lived or worked in an area with bad air quality (like factories or construction sites).
- Have had recent visits to the emergency room or hospital for COPD.
- Want to learn more about how to manage your COPD.
- Currently smoke or have in the past.
- Have been exposed to secondhand smoke.

Special Services

Congestive Heart Failure Program

If you have heart failure, Superior has a special program that can help you. Heart failure is a disease in which your heart may not beat well enough to keep up with what the body needs. People with heart failure may:

- Have shortness of breath with activity.
- Have swelling in their legs, feet, ankles, hands and/or belly.
- Have shortness of breath when lying down or trying to sleep.
- Gain weight because the body is holding on to fluid.
- Feel weak or tired doing normal daily activities.

Call Superior at 1-877-277-9772 if you:

- Are newly diagnosed with heart failure.
- Have had recent visits to the emergency room or hospital for heart failure.
- Have had a change in your medicine.
- Are having to go to the doctor more often because of heart failure.
- Want to learn more about how to live well with your heart failure.

Depression Program

If you have felt down or depressed and would like help in managing those symptoms, Superior has a program that can help you.

Call Superior at 1-877-277-9772 if you have felt down and/or have some of the common symptoms of depression including:

- Trouble with sleep
- Little interest or pleasure in doing things
- Appetite increase or decrease

Bipolar Disorder and Schizophrenia Programs

If you have been diagnosed with Bipolar Disorder or Schizophrenia and would like help managing your symptoms, Superior has a program that can help you. People who have not addressed their behavioral health symptoms may have trouble addressing their physical health concerns. Common symptoms that impact one's ability to reach their goals are:

- Disturbances in sleep
- Difficulty concentrating and/or focusing
- Unexplained periods of high energy or fatigue

Call Superior at 1-877-277-9772 if you:

- Want to understand your diagnosis better.
- Would like to learn more about treatment for your diagnosis.
- Need assistance finding and/or making an appointment with a behavioral health provider.
- Have difficulty receiving medications or attending appointments.

Substance Use Disorder Program

If alcohol or drug use has interfered with your ability to reach your goals and you would like help, Superior has a program that can assist you. Call Superior at 1-877-277-9772 if you:

- Have considered reducing use.
- Family and/or friends have expressed concern about your use.
- Want to know more about treatment options.
- Have tried to reduce or stop use and have not been successful.

Family Planning

How do I get family planning services? Do I need a referral for this?

Superior gives family planning services to all members. This includes members under the age of 18. Family planning services are kept private. You should talk to your doctor about family planning. Your doctor will help you pick a family planning provider. If you do not feel comfortable talking to your doctor, call Superior at 1-877-277-9772.

You do not need a referral from your doctor to seek family planning services.

Where do I find a family planning services provider?

You can find the locations of family planning providers near you online at www.dshs.state.tx.us/famplan/, or you can call Superior at 1-877-277-9772 for help in finding a family planning provider.



Superior Health Tip

Medicines can be safe if you take them correctly. They can help you get better when you are sick. Medicines can also keep a health problem under control.

Here are a few tips on how to use medicine safely:

- Read and follow the directions on the label.
- Take the exact amount written on the label.
- Take each dose around the same time each day.
- Use the same pharmacy for all of your prescriptions.
- Don't share your medicine or take someone else's medicine.

Pharmacy Services

What are my prescription drug benefits?

You get unlimited prescriptions through your Medicaid coverage if you go to a pharmacy that takes Superior members. There are some medications that may not be covered through Medicaid. The pharmacy can let you know which medications are not covered, or help you find another medication that is covered. You can also ask your doctor or clinic about what medications are covered, and what is best for you.

How do I get my medications?

Medicaid pays for most medicine your doctor says you need. Your doctor will write a prescription so you can take it to the drug store, or your doctor may be able to send the prescription to the pharmacy for you.

All prescriptions you get from your doctor can be filled at any drug store that takes your Superior member ID card. If you need help finding a drug store, call Superior at 1-877-277-9772.

Who do I call if I have problems getting my medications?

If you have trouble getting your medicines, please call Member Services at 1-877-277-9772.

How do I find a network drug store? What do I bring with me to the drug store?

Prescriptions for members are provided through drug stores contracted with Superior. You can get your prescriptions filled at most drug stores in Texas, such as CVS (which includes locations inside of Target), HEB, Walmart and Randalls. If you need help finding a drug store, call Superior at 1-877-277-9772. A list is also available online at www.SuperiorHealthPlan.com.

Remember: Always take your Superior member ID card and your Medicaid ID card with you to the doctor and to the drug store.

What if I go to a drug store not in the network?

Superior has many contracted drug stores that can fill your medications. It is important that you show your Superior member ID card at the drug store. If the drug store tells you they do not take Superior members, you can call Superior Member Services at 1-877-277-9772. We can help you find a drug store that can fill your medications for you. If you choose to have the drug store fill your medications and they do not take Superior members, you will have to pay for the medication.

What if I need my medications delivered to me?

Superior also offers many medications by mail. Some Superior pharmacies offer home delivery services. Call Member Services at 1-877-277-9772 to learn more about mail order or to find a pharmacy that may offer home delivery service in your area.

Pharmacy Services

What if I lose my medication(s)?

If you lose your medications, you should call your doctor or clinic for help. If your doctor or clinic is closed, the drug store where you got your medication should be able to help you. You can also call Superior's Member Services team at 1-877-277-9772. We can help you get the medications you need.

What if I can't get the medication my doctor ordered approved?

If your doctor cannot be reached to approve a prescription, you may be able to get a three (3) day emergency supply of your medication. Call Superior at 1-877-277-9772 for help with your medications and refills.

What if I also have Medicare?

If you have Medicare and Medicaid (you are dual eligible), your prescription drugs are now paid by a Medicare Rx plan. Under Medicare Rx, you have choices. Make sure the Medicare Rx plan you are with meets your needs. If you have questions or want to change plans you can call 1-800-633-4227 (1-800-MEDICARE).

Remember under Medicare Rx:

- You have a choice of prescription drug plans.
- Plans may require you to pay a copay for each prescription.
- There's no limit on the number of prescriptions you can fill each month.

How do I get my medications if I am in a Nursing Facility?

If you are in a nursing facility, your drugs will be provided to you by the nursing facility as they are today. The pharmacy that is used by your nursing facility will continue to bill your Medicare plan if you have Medicare, and will bill Superior for your Medicaid covered drugs.

What if I need Durable Medical Equipment (DME) or other products normally found in a pharmacy?

Some Durable Medical Equipment (DME) and products normally found in a pharmacy are covered by Medicaid. For all members, Superior pays for nebulizers, ostomy supplies and other covered supplies and equipment if they are medically necessary. For children (birth through age 20), Superior also pays for medically necessary prescribed over-the-counter drugs, diapers, formula and some vitamins and minerals. Call 1-877-277-9772 for more information about these benefits.

Extra Benefits and Services

What extra benefits and services does a member of Superior HealthPlan get?

How do I get these?

As a member of Superior, you are able to get extra benefits in addition to your regular benefits. These are called Value-added Services. You can get:

- **24-hour Emergency Response Services.** Superior will provide round-the-clock emergency response services (ERS) for up to 6 months when a member is discharged from a hospital, resulting from an acute inpatient hospital stay, or from a nursing facility back into the community setting. This is a Value-added Service for all Superior STAR+PLUS non-HCBS Waiver and non-CFC members, ages 21- 115, who do not reside in an Intermediate Care Facility for persons with Intellectual and Developmental Disabilities (ICF/IDD). ERS must be preauthorized by Superior's Service Coordination Department.
- **A 24-hour Nurse Advice Line.** Members can access Superior's 24-hour nurse advice line by calling 1-877-277-9772. This service is not available to members who reside in an ICF-IDD residential home.
- **Extra Dental Benefits.** Non-dual, non-STAR+PLUS HCBS Waiver members, ages 21-115, may receive \$250 in dental services per benefit year, limited to diagnostic and preventive services only. This includes exams, x-rays, cleanings and fluoride treatments.
- **Extra Foot Doctor (Podiatry) Services.** Members, ages 21-115, are eligible to receive extra podiatry services in addition to what is available through Medicaid to include up to 4 additional podiatry services every calendar year. These podiatry services must be authorized and medically necessary. Excludes STAR+PLUS members who are dual-eligible.
- **Extra Vision Services.** Members, ages 21-115, are eligible to receive a \$100 retail allowance each year towards prescription eyewear, for a choice of eyeglass frames and lenses or contact lenses not covered by Medicaid. This allowance may not be used towards replacement eyewear or sunglasses. Coverage is for new frames and lenses and does not cover additional features such as tints and coating. The member will be responsible for any Medicaid non-covered vision charges over \$100. Excludes STAR+PLUS members who are dual-eligible.
- **Fall Prevention Program Graduation Incentive.** STAR+PLUS members not residing in an ICF-IDD residential home or nursing facility can earn a \$50 rewards card upon attending and graduating from an 8-week fall prevention program called "A Matter of Balance." Members will learn to control their fear of falling, set goals to increase exercise to promote strength and balance and change their environment to reduce fall risk factors. The program may be offered by Superior or a community support service agency. Participating members are subject to the rules and regulations set forth by the program and its sponsor organization, as applicable. Members must provide verification of graduation to be eligible. Limited to one per member lifetime.
- **GED Support Services.** Superior supports members with primary IDD diagnosis in achieving goals that improve their quality of life by offering access to resources to help pass the General Educational Development (GED) test. Superior will assist all interested STAR+PLUS members by providing GED preparatory materials and identifying available testing centers close to the member. Members must be enrolled with Superior for 60 days to be eligible. Value-added Service limited to one per member lifetime.
- **Help for Members with Asthma.** Members enrolled in Superior's Asthma Disease Management program are offered an enhanced asthma care Value-added Services program. This program helps members understand asthma and its symptoms by providing additional tools and support to improve monitoring and home conditions that will help reduce asthma attacks. Participating members get an allergy-free mattress cover and pillow case once every 24 months. Excludes STAR+PLUS members who are dual-eligible.
- **Home-delivered Meals.** Non-HCBS Waiver members ages 21-115 have access to 10 home-delivered meals per year at the time of discharge from an acute inpatient hospital stay or from a nursing facility back into the community setting. Nutritional Dietary Support is available for members who do not live in ICF-IDD

Extra Benefits and Services

residential homes. Home-delivered meals must be preauthorized by Superior's Service Coordination Department.

- **In-home Respite Care.** Non-HCBS Waiver members with certain complex and chronic conditions will have access to 8 hours of in-home respite care services each year. This is available to all STAR+PLUS non-HCBS waiver members, ages 21-115, who do not reside in an ICF-IDD residential home. In-home respite care must be preauthorized by Superior's Service Coordination Department.
- **Inpatient Follow-up Incentive.** \$10 rewards card for all STAR+PLUS members ages 21-115 who have been admitted to an inpatient psychiatric facility for a mental health or substance abuse diagnosis and go to a follow up doctor visit within 7 days of discharge from their first hospital stay of the year. Members are eligible to receive the gift one time in a 12-month period. Excludes STAR+PLUS members who are dual-eligible.
- **Online Mental Health Resources.** Superior offers mental health resources through <https://app.mystrength.com/signup/epc/texas>. This is a website that offers a range of resources to increase awareness of mental health needs and overall well-being. Members can participate in MyStrength to increase awareness of mental health needs and engage in personalized eLearning programs to help overcome depression and anxiety, stress, chronic pain, substance use and sleep issues.
- **Online Social Services Resource Directory.** Online social services resource directory for members through <https://www.superiorhealthplan.com/members/medicaid/resources.html> to help locate community supports such as food and nutrition, housing, education and employment services.
- **Over-the-Counter (OTC) Items.** STAR+PLUS members who do not reside in an ICF-IDD residential home can get up to a \$30 discount every quarter for over-the-counter (OTC) items. This benefit covers items that do not need a prescription and are not otherwise covered by Medicaid. Unused balances are not carried over from quarter to quarter and members are allowed only one order per quarter. The total cost of balances must be less than or equal to the program allowance in order for the items to be shipped. Items may take up to two weeks for delivery. Medications and products may not be returned. OTC items may only be ordered for the member. Excludes STAR+PLUS members who are dual-eligible.
- **Short-Term Phone Assistance.** Up to 750 extra minutes per month for SafeLink phone users who are enrolled in Care Management. The member must have a high-risk diagnosis or disease state documented and approved by a Superior Care Manager to receive extended minutes on his/her Safelink phone. A Connections Plus phone and monthly minutes are available for members who do not qualify for SafeLink and enroll in Care Management. Connections Plus phones come pre-programmed with phone numbers to your doctor, Care Manager and Superior's Member Services number. Members are limited to one cell phone. Pregnant members must return the phone to Superior within 4 weeks of their delivery of the baby.
- **Start Smart® For Your Baby Program.** Superior's award-winning Start Smart® program for pregnant women. This program offers educational materials and gifts for STAR+PLUS members. Pregnant members can receive a diaper bag, starter supply of diapers, and educational materials by:
 - Completing a Notification of Pregnancy (NOP) form and;
 - Receiving pregnancy-related education and information by attending a community baby shower or downloading a pregnancy program mobile app and engaging for 30 days.Pregnant members can receive a convertible car seat by:
 - Completing a NOP form and;
 - Attending a community baby shower or downloading a pregnancy program mobile app and engaging for 30 days and;
 - Completing one prenatal visit within their first trimester or 42 days of enrollment with Superior.Pregnant women can earn Value-added Services one time per pregnancy. Excludes STAR+PLUS members who are dual-eligible.
- **Superior's My Health Pays® Rewards Program.** The program offers financial, non-cash incentives that

Extra Benefits and Services

reward pregnant members for completing healthy activities related to their pregnancy and delivery. Excludes STAR+PLUS members who are dual-eligible. Rewards are loaded onto a prepaid card. Pregnant members can receive rewards for completing these activities following confirmation of the visit:

- \$20 for prenatal visit within the first trimester or 42 days of enrollment with Superior.
- \$20 for 3rd prenatal visit.
- \$20 for 6th prenatal visit.
- \$20 for 9th prenatal visit.
- \$20 for postpartum visit within 21-56 days of delivery.
- **Transportation Help.** This is for members ages 21-115 who need a ride to behavioral health doctor visits and community supports and services. This benefit is only available when Medicaid transportation is not available. Alternate transportation options include gas cards, cab fare, bus passes or car transportation as appropriate and available. This is provided on a case-by-case basis to non-dual STAR+PLUS members who do not reside in an ICF-IDD residential home. This VAS must be approved in advance.
- **Weight Watchers® Program.** To promote weight management and improve health, nutrition and wellness, Superior will offer STAR+PLUS members a 3-month subscription for Weight Watchers® online program or one set of vouchers for 12 face-to-face, local meetings per year. Members must have a BMI value of 30 or higher and a primary diagnosis of diabetes or prediabetes to qualify. BMI and diagnosis must be verified to be eligible. Members who are pregnant or have a diagnosis of bulimia nervosa are not eligible. Excludes STAR+PLUS members who are dual-eligible.

Value-added Services may have restrictions and limitations. These Value-added Services are effective 9/1/19-8/31/20. For an up-to-date list of these services, go to www.SuperiorHealthPlan.com. For questions, call Member Services at 1-877-277-9772.

How can I learn more about the benefits and services that are available?

Superior wants to make sure you are linked to quality health care and social services. The Superior Connections staff can teach you how to use Superior's services. They can visit you at home, talk to you on the phone or send you facts by mail. They will help you with things like:

- How to pick a doctor
- How to use your member handbook
- The STAR+PLUS program
- Preventive, urgent and emergent care
- Transportation services
- Visits to specialists
- How to use Superior services
- Complaint and appeal procedures
- Leaving the program procedures

Superior Member Connections can give you resources to help you get food, housing, clothing and utility services. To learn more, or to see what classes are being offered at this time, please call Superior's Member Connections staff at 1-877-277-9772.

Finding new technology to better care for you

Superior has a committee of doctors that review new treatments for people with certain illnesses. They review information from other doctors and scientific agencies. The new treatments that are covered by Texas Medicaid are shared with Superior's doctors. This allows them to provide the best and most current types of care for you.

Health Education

What health education classes does Superior offer?

Superior wants you to lead a healthy life. That is why we started the Superior Health Education program. This program gives you facts to help make better health choices for you and your family. Classes will be given near you. The information about time and place will be mailed to your home.

Superior class includes:

- Start Smart for Your Baby® program - A special program for pregnant women that includes education classes, Care Management and baby showers.

Superior can also help you find other health education classes offered within the community that can help you and your family.

Remember: If you have any questions on what is or what is not a covered service, call Superior at 1-877-277-9772.

What health education classes are offered by other agencies?

Superior will also let you know about other health education classes offered within the community that can help you and your family. Some community health education programs are:

- Youth diabetes education classes
- Youth asthma education classes
- Nutrition classes for the whole family
- CPR classes
- Healthy diet classes

If you need extra help because you are pregnant, or if you have asthma or another serious medical condition, call Superior at 1-877-277-9772. They will refer you to Superior's Care Management program. It has registered nurses who can help you manage your illness. The nurses will work with you and your doctor(s) to coordinate your care and make sure you have what you need to help keep you healthy.

Advance Directives

What if I am too sick to make a decision about my medical care?

All adults in hospitals, nursing homes, behavioral health facilities and other health-care places have rights. For example, you have the right to know what care you will get, and that your medical records will always be private.

A federal law gives you the right to fill out a form known as an “advance directive.” An advance directive is a living will or power of attorney for health care when a person is not able to make a decision on their own because of their health. It gives you the chance to put your wishes in writing about what kind of health care you want or do not want, under special, serious medical conditions when you might not be able to tell your wishes to your doctor, the hospital or other staff.

What are advance directives? How do I get an advance directive?

An advance directive lets you make decisions about your health care before you get too sick. What you decide is put in writing. Then, if you become too sick to make decisions about your health care, your doctor will know what kind of care you do or do not want. The advance directive can also say who can make decisions for you if you are not able to.

Through this document, you will have the right to make decisions about your health care, like what kinds of health care, if any, you will or will not accept. If you sign either of these documents, your doctor will make a note in your medical records so that other doctors know about it.

Superior wants you to know your rights so you can fill out the papers ahead of time. These are the types of advance directives you can choose under Texas law:

- **Directive to Doctor (Living Will)** – A living will tells your doctor what to do. It helps you communicate your wishes about medical treatment at some time in the future when you are unable to make your wishes known because of illness or injury. In the State of Texas you can make a living will. Your doctor must follow your living will in case you become too sick to decide about your care.
- **Durable Power of Attorney for Health Care** – This is a document that lets you name someone else to make decisions about your health care in case you are not able to make those decisions yourself.
- **Declaration of Mental Health Treatment** – This tells your doctor about the mental health care you want. In the State of Texas you can make this choice. It expires three (3) years after you sign it or at any time you pick to cancel it, unless a court has considered you incapacitated.
- **Out-of-Hospital Do Not Resuscitate** – This tells your doctor what to do if you are about to die. In the State of Texas your doctor must follow this request if you become too sick.

When you talk to your doctor about an advance directive, he or she might have the forms in their office to give you. You can also call Superior at 1-877-277-9772 and we will help you get one.

Member Billings

What do I do if I get a bill from my doctor? Who do I call? What information will they need?

If you have Medicaid, you should not be billed for any services covered by Medicaid. Please remember to always show your Medicaid ID card and Superior member ID card before you see your doctor. If you get a bill from a Medicaid provider, call Member Services at 1-877-277-9772.

When you call, give the Member Services staff:

- Date of service
- Your patient account number
- Name of provider
- Phone number on the bill
- Total amount of bill

Note: If you go to a provider who is not enrolled in Texas Medicaid and/or is not signed up as a Superior provider, Superior may not pay that provider and you may get billed for the services. You will need to pay for services not covered by Medicaid. It is your responsibility to determine which services are covered and which are not.

If you are covered by both Medicare and Medicaid (dual-eligible), you cannot be billed for Medicare “cost-sharing,” which includes deductibles, co-insurance or co-payments that are covered by Medicaid. Those expenses should be billed to and reimbursed by your Medicare Advantage Plan (MAP) if you have a managed Medicare plan, or TMHP if you have traditional Medicare coverage. There are also some Medicare non-covered acute care services and supplies that are covered by Medicaid, and should be billed to and reimbursed by TMHP.

Can my Medicare provider bill me for services or supplies if I am both Medicare and Medicaid?

You cannot be billed for Medicare “cost-sharing,” which includes deductibles, co-insurance and co-payments that are covered by Medicaid.



Superior Health Tip

If you have diabetes, there are certain tests you need at least once a year. These include your Hemoglobin A1c and cholesterol screening. You should also have your eyes and kidneys checked at least once a year. Call your doctor to schedule an appointment!

Getting Help with Benefits and Services

What should I do if I have a complaint? Who do I call?

We want to help. If you have a complaint, please call us toll-free at 1-877-277-9772 to tell us about your problem. Your Legal Authorized Representative can file a complaint for you as well.

You can also file a complaint through our website. Go to www.SuperiorHealthPlan.com. Click on “Contact” in the top right corner of the page. You can also use Superior’s complaint form. A copy of the complaint form can be printed from Superior’s website. You can send the form to:

Superior HealthPlan
Attn: Complaints
5900 E. Ben White Blvd.
Austin, TX 78741
Fax: 1-866-683-5369

Interpreter services are provided free of charge. Please call Member Services at 1-877-277-9772 (TTY 1-800-735-2989) for assistance.

Can someone from Superior help me file a complaint?

A Superior Member Advocate can help you file a complaint. Just call Member Services at 1-877-277-9772 (TTY 1-800-735-2989). You may also file a complaint face-to-face with any representative from Superior who will document your complaint within 24 hours of receipt on your behalf.

What are the requirements and timeframes for filing a complaint?

You can file a complaint at any time. A complaint may be filed over the phone, by mail, online at www.SuperiorHealthPlan.com or by fax at 1-866-683-5369.

How long will it take to process my complaint?

Most of the time we can help you right away, or at the most within a few days. Superior will have a written answer within 30 days of the date you submit your complaint.

Do I have the right to meet with a complaint appeal panel?

If you are not satisfied with Superior’s response to your complaint, you have the right to meet with a complaint appeal panel. The panel is made up of members, providers and Superior staff. The panel will meet with you, and a final response to your complaint will be completed within 30 calendar days of receiving your written request for an appeal.

If I am not satisfied with the outcome, who else can I contact?

Once you have gone through Superior’s complaint process, you can complain to the Health and Human Services Commission (HHSC) by calling toll-free to 1-866-566-8989. If you would like to make your complaint in writing, send it to the following address:

Texas Health and Human Services Commission
Ombudsman Managed Care Assistance Team
P.O. Box 13247
Austin, TX 78711-3247

If you can get on the Internet, you can submit your complaint at: hhs.texas.gov/managed-care-help.

Getting Help with Benefits and Services

How will I find out if Medicaid covered services are denied or limited? What can I do if my doctor asks for services for me that's covered by Superior, but Superior denies or limits it?

Superior will send you a letter if a requested service is denied or limited. If you disagree with the decision, you may file an appeal.

You have the right to appeal Superior's decision if Medicaid covered services are denied based on lack of medical need. Superior's denial is called an "Adverse Benefit Determination." You can appeal the Adverse Benefit Determination if you think Superior:

- Is stopping coverage for care you think you need.
- Is denying coverage for care you think should be covered.
- Provides a partial approval of a request for a covered service.

Most of the acute care services you get such as doctor's visits, lab and x-ray services and medications, are Medicare covered services if you are a dual-eligible member. The grievance and appeal process for these services may have different timeframes. Medicare covered services would follow the grievance and appeal process for Medicare covered services that are provided to you by your Medicare plan.

When do I have the right to ask for an appeal?

You can ask for an appeal within 60 days of the date of Superior's Notice of Adverse Benefit Determination (denial) letter.

Can someone from Superior help me file an appeal?

You, your doctor, a friend, a relative, lawyer or another spokesperson can request an appeal of an Adverse Benefit Determination. Your Service Coordinator can assist you with any questions you have about filing an appeal. Just call 1-877-277-9772 (TTY 1-800-735-2989). A Superior Member Advocate can also help you. Just call Member Services at 1-877-277-9772 (TTY 1-800-735-2989). Your Legal Authorized Representative can file an appeal for you as well.

What are the timeframes for the appeals process for Medicaid covered services?

Superior will acknowledge your appeal by sending you a letter within five (5) business days of receipt, complete the review of the appeal and send you an appeal response letter within thirty (30) calendar days. The appeal review can be extended up to fourteen (14) calendar days if you ask for an extension, or if Superior believes the extension will benefit you. If more time is needed for Superior to gather facts about the requested service, you will receive a letter with the reason for the delay. If you do not agree with Superior's decision to extend the timeframe for the decision on your appeal, you can file a complaint.

How can I ask for continuity of current authorized services?

You can ask to continue current authorized services when you appeal Superior's Adverse Benefit Determination. To continue receiving a service that is being ended, suspended or reduced, your request to continue a service must be made within 10 business days of the date of Superior's Notice of Adverse Benefit Determination letter, or before the date services will be discontinued as a result of the Adverse Benefit Determination, whichever is later.

Superior will keep providing the benefits while your appeal is being reviewed, if:

- Your appeal is sent in the needed time frame.

Getting Help with Benefits and Services

- Your appeal is for a service that was denied or limited that had been previously approved.
- Your appeal is for a service ordered by a Superior-approved provider.

If Superior continues or reinstates benefits at your request and the request for continued services is not approved on appeal, Superior will not pursue recovery of payment for those services without written permission from HHSC.

Does my request have to be in writing?

You can call or request in writing to let us know you want to appeal an Adverse Benefit Determination. You, your doctor, a friend, a relative, lawyer or another spokesperson can request an appeal and complete the Appeal form on your behalf. If you have questions about the Appeal form, Superior can help you. Call Superior at 1-877-277-9772 for more information.

What is an expedited appeal?

An expedited appeal is when the health plan has to make a decision quickly based on the condition of your health, and taking the time for a standard appeal could jeopardize your health or life.

How do I ask for an expedited appeal? Does my request have to be in writing?

You can ask for an expedited appeal by calling Superior's Medical Management staff at 1-877-398-9461. Expedited appeals do not have to be in writing.

You can ask for an expedited appeal in writing and send it to:

Superior HealthPlan

Attn: Medical Management

5900 E. Ben White Blvd.

Austin, Texas 78741

Fax: 1-866-918-2266

If you are eligible for both Medicare and Medicaid and need to request an expedited appeal for Medicare acute care services, please follow the expedited review process for your Medicare Plan/Program.

What are the timeframes for an expedited appeal? What happens if Superior denies my request for an expedited appeal?

If your appeal is about an ongoing emergency or denial of a continued hospital stay, Superior will make a decision about your expedited appeal within one (1) business day. If Superior thinks your appeal does not meet the qualifications to be expedited, Superior will let you know right away. Your appeal will be processed as a standard appeal with a response provided within thirty (30) days.

Who can help me file an expedited appeal?

You, your doctor, a friend, a relative, lawyer or another spokesperson can file an expedited appeal on your behalf. A Superior Member Advocate can help you with any questions you have about filing an expedited appeal.

How can I ask for a State Fair Hearing?

You must complete an appeal through Superior HealthPlan prior to requesting a State Fair Hearing. **If you disagree with Superior's appeal decision, you have the right to ask for a State Fair Hearing from the Texas Health and Human Services Commission (HHSC).** You may also request a State Fair Hearing if Superior does not make

Getting Help with Benefits and Services

a decision on your appeal within the required time frame. You may represent yourself at the State Fair Hearing, or name someone else to be your representative. This could be a doctor, relative, friend, lawyer, or any other person. You may name someone to represent you by writing a letter to Superior telling them the name of the person that you want to represent you. You or your representative must ask for a State Fair Hearing within 120 days of the date of the notice telling you that we are denying your appeal with Superior. If we're stopping or reducing a service, you can keep getting the service while your case is being reviewed. To qualify, you must ask for a State Fair Hearing within ten (10) business days of the date of the notice telling you that we are denying your appeal. If Superior continues or reinstates benefits at your request and the request for continued services is not approved by the State Fair Hearing officer, Superior will not pursue recovery of payment for those services without written permission from HHSC. To ask for a State Fair Hearing, you or your representative should call or write Superior: 1-877-398-9461; 5900 E. Ben White Blvd., Austin, TX 78741.

What happens after I request a State Fair Hearing?

If you ask for a State Fair Hearing, you will get a packet of information letting you know the date, time and location of the hearing. Most hearings are held by telephone. You can also contact the HHSC State Fair Hearings Officer if you would like the hearing to be held in-person. During the hearing, you or your representative can tell why you need the service or why you disagree with the Superior's Adverse Benefit Determination. You have the right to examine, at a reasonable time before the date of the State Fair Hearing, the contents of your case file and any documents to be used by Superior at the hearing. Before the State Fair Hearing, Superior will send you all of the documents to be used at the hearing. HHSC will give you a final decision within 90 days from the date you asked for the State Fair Hearing.

Can I ask for an Expedited State Fair Hearing?

If you have completed an Expedited Internal Appeal with Superior and you are not satisfied with our decision, you can request an Expedited State Fair Hearing by calling us at 1-877-398-9461. The State Fair Hearing Officer will provide a response on your expedited State Fair Hearing request within three (3) business days.

Rights and Responsibilities

What are my rights and responsibilities?

Member rights:

1. You have the right to respect, dignity, privacy, confidentiality and nondiscrimination. That includes the right to:
 - a) Be treated fairly and with respect.
 - b) Know that your medical records and discussions with your providers will be kept private and confidential.
2. You have the right to a reasonable opportunity to choose a health-care plan and Primary Care Provider (PCP). This is the doctor or health-care provider you will see most of the time and who will coordinate your care. You have the right to change to another plan or provider in a reasonably easy manner. That includes the right to:
 - a) Be told how to choose and change your health plan and your PCP.
 - b) Choose any health plan you want that is available in your area and choose your PCP from that plan.
 - c) Change your PCP.
 - d) Change your health plan without penalty.
 - e) Be told how to change your health plan or your PCP.
3. You have the right to ask questions and get answers about anything you do not understand. That includes the right to:
 - a) Have your provider explain your health-care needs to you and talk to you about the different ways your health-care problems can be treated.
 - b) Be told why care or services were denied and not given.
4. You have the right to agree to or refuse treatment and actively participate in treatment decisions. That includes the right to:
 - a) Work as part of a team with your provider in deciding what health care is best for you.
 - b) Say yes or no to the care recommended by your provider.
5. You have the right to use each complaint and appeal process available through the managed care organization and through Medicaid, and get a timely response to complaints, appeals and fair hearings. That includes the right to:
 - a) Make a complaint to your health plan or to the state Medicaid program about your health care, your provider or your health plan.
 - b) Get a timely answer to your complaint.
 - c) Use the plan's appeal process and be told how to use it.
 - d) Ask for a fair hearing from the state Medicaid program and get information about how that process works.
6. You have the right to timely access to care that does not have any communication or physical access barriers. That includes the right to:
 - a) Have telephone access to a medical professional 24 hours a day, 7 days a week to get any emergency or urgent care you need.
 - b) Get medical care in a timely manner.

Rights and Responsibilities

- c) Be able to get in and out of a health-care provider's office. This includes barrier free access for people with disabilities or other conditions that limit mobility, in accordance with the Americans with Disabilities Act.
- d) Have interpreters, if needed, during appointments with your providers and when talking to your health plan. Interpreters include people who can speak in your native language, help someone with a disability or help you understand the information.
- e) Be given information you can understand about your health plan rules, including the health-care services you can get and how to get them.
- 7. You have the right to not be restrained or secluded when it is for someone else's convenience, or is meant to force you to do something you do not want to do, or is to punish you.
- 8. You have a right to know that doctors, hospitals and others who care for you can advise you about your health status, medical care and treatment. Your health plan cannot prevent them from giving you this information, even if the care or treatment is not a covered service.
- 9. You have a right to know that you are not responsible for paying for covered services. Doctors, hospitals and others cannot require you to pay co-payments or any other amounts for covered services.
- 10. You have the right to make recommendations about Superior's Member Rights and Responsibilities policies.

Member responsibilities:

- 1. You must learn and understand each right you have under the Medicaid program. That includes the responsibility to:
 - a) Learn and understand your rights under the Medicaid program.
 - b) Ask questions if you do not understand your rights.
 - c) Learn what choices of health plans are available in your area.
- 2. You must abide by the health plan's and Medicaid's policies and procedures. That includes the responsibility to:
 - a) Learn and follow your health plan's rules and Medicaid rules.
 - b) Choose your health plan and a PCP quickly.
 - c) Make any changes in your health plan and PCP in the ways established by Medicaid and by the health plan.
 - d) Keep your scheduled appointments.
 - e) Cancel appointments in advance when you cannot keep them.
 - f) Always contact your PCP first for your non-emergency medical needs.
 - g) Be sure you have approval from your PCP before going to a specialist.
 - h) Understand when you should and should not go to the emergency room.
- 3. You must share information about your health with your PCP and learn about service and treatment options. That includes the responsibility to:
 - a) Tell your PCP about your health.
 - b) Talk to your providers about your health-care needs and ask questions about the different ways your health-care problems can be treated.
 - c) Help your providers get your medical records.

Rights and Responsibilities

4. You must be involved in decisions relating to service and treatment options, make personal choices and take action to keep yourself healthy. That includes the responsibility to:
 - a) Work as a team with your provider in deciding what health care is best for you.
 - b) Understand how the things you do can affect your health.
 - c) Do the best you can to stay healthy.
 - d) Treat providers and staff with respect.
 - e) Talk to your provider about all of your medications.

If you think you have been treated unfairly or discriminated against, call the U.S. Department of Health and Human Services (HHS) toll-free at 1-800-368-1019. You also can view information concerning the HHS Office of Civil Rights online at www.hhs.gov/ocr.

As a member of Superior HealthPlan, you can ask for and get the following information each year:

- Information about Superior and our network providers – at a minimum primary care doctors, specialists and hospitals in our service area. This information will include names, addresses, telephone numbers, languages spoken (other than English), identification of providers that are not accepting new patients and qualifications for each network provider such as:
 - Professional qualifications
 - Specialty
 - Medical school attended
 - Residency completion
 - Board certification status
 - Demographics
- Any limits on your freedom of choice among network providers.
- Your rights and responsibilities.
- Information on complaint, appeal and fair hearing procedures.
- Information about Superior's Quality Improvement Program. To request a hard copy, call Member Services at 1-877-277-9772 or visit our website at www.SuperiorHealthPlan.com.
- Information about benefits available under the Medicaid program including the amount, duration, and scope of benefits. This is designed to make sure you understand the benefits to which you are entitled.
- How members can get benefits, including authorization requirements, family planning services, from out-of-network providers and/or limits to those benefits.
- How you get after hours and emergency coverage and/or limits to those kinds of benefits, including:
 - What makes up emergency medical conditions, emergency services and post-stabilization services.
 - The fact that you do not need prior authorization from your PCP for emergency care services.
 - How to get emergency services, including instructions on how to use the 911 telephone system or its local equivalent.
 - The addresses of any places where providers and hospitals furnish emergency services covered by Medicaid.
 - A statement saying you have the right to use any hospital or other settings for emergency care.
 - Post-stabilization rules.
- Policy on referrals for specialty care and for other benefits you cannot get through your PCP.
- Superior's practice guidelines.

Rights and Responsibilities

Your Right to Privacy

The following notice describes how medical facts about you are to be used and disclosed and how you can get access to these facts. Please review it carefully.

At Superior HealthPlan, your privacy is important to us. We will do all we can to protect your health records. You may get a copy of our privacy notice at www.SuperiorHealthPlan.com or by calling Member Services at 1-877-277-9772. By law, we must protect your health records and send you this notice. This notice tells you how we use your health records. It describes when we can share your records with others. It explains your rights about the use of your health records. It also tells you how to use those rights and who can see your health records. This notice does not apply to facts that do not identify you.

When we talk about your health records in this notice, it includes any facts about your past, present or future physical or mental health while you are a member of Superior HealthPlan. This includes providing health care to you. It also includes payment for your health care while you are our member.

Please note: HHSC also has a privacy notice outlining their rules for your health records. You can find that notice on our website at www.SuperiorHealthPlan.com. Other health plans and health-care providers have other rules when using or sharing your health records. We ask that you get a copy of their privacy notices and read it carefully.

Confidentiality

When you talk to someone, you share private facts. Your provider can share these facts only with staff helping with your care. These facts can be shared with others when you say it is okay. Superior will work to deal with your physical and mental health or substance use disorder treatment giving them the best care they need.

Agency employees are trained and required to protect the privacy of health information that identifies you. An agency doesn't give employees access to health information unless they need it for a business reason. Business reasons for needing access to health information include making benefit decisions, paying bills, and planning for the care you need. The agency will punish employees who don't protect the privacy of health information that identifies you.

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

PLEASE REVIEW IT CAREFULLY.

Effective 07.01.2017

Revised 08.21.2018

For help to translate or understand this, please call 1-877-277-9772. Hearing impaired TTY: 1-800-735-2989.

Si necesita ayuda para traducir o entender este texto, por favor llame al teléfono 1-877-277-9772. (TTY: 1-800-735-2989).

Interpreter services are provided free of charge to you.

Covered Entities Duties:

Superior HealthPlan is a Covered Entity as defined and regulated under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Superior HealthPlan is required by law to maintain the privacy of your protected health information (PHI), provide you with this Notice of our legal duties and privacy practices related to your PHI, abide by the terms of the Notice that is currently in affect and notify you in the event of a breach of your unsecured PHI. Superior HealthPlan may create, receive or maintain your PHI in an electronic format and that information is subject to electronic disclosure.

This Notice describes how we may use and disclose your PHI. It also describes your rights to access, amend and manage your PHI and how to exercise those rights. All other uses and disclosures of your PHI not described in this Notice will be made only with your written authorization.

Superior HealthPlan reserves the right to change this Notice. We reserve the right to make the revised or changed Notice effective for your PHI we already have as well as any of your PHI we receive in the future. Superior will promptly revise and distribute this Notice whenever there is a material change to the following:

- The Uses or Disclosures
- Your rights
- Our legal duties
- Other privacy practices stated in the notice.

We will make any revised Notices available on our website.

Internal Protections of Oral, Written and Electronic PHI:

Superior protects your PHI. We have privacy and security processes to help.

These are some of the ways we protect your PHI.

- We train our staff to follow our privacy and security processes.
- We require our business associates to follow privacy and security processes.
- We keep our offices secure.
- We talk about your PHI only for a business reason with people who need to know.
- We keep your PHI secure when we send it or store it electronically.
- We use technology to keep the wrong people from accessing your PHI.

Notice of Privacy Practices

Permissible Uses and Disclosures of Your PHI:

The following is a list of how we may use or disclose your PHI without your permission or authorization:

- **Treatment** - We may use or disclose your PHI to a physician or other health care provider providing treatment to you, to coordinate your treatment among providers, or to assist us in making prior authorization decisions related to your benefits.
- **Payment** - We may use and disclose your PHI to make benefit payments for the health care services provided to you. We may disclose your PHI to another health plan, to a health care provider, or other entity subject to the federal Privacy Rules for their payment purposes. Payment activities may include:
 - Processing claims
 - Determining eligibility or coverage for claims
 - Issuing premium billings
 - Reviewing services for medical necessity
 - Performing utilization review of claims
- **Health-Care Operations** - We may use and disclose your PHI to perform our health-care operations. These activities may include:
 - Providing customer services
 - Responding to complaints and appeals
 - Providing case management and care coordination
 - Conducting medical review of claims and other quality assessment improvement activities

In our health-care operations, we may disclose PHI to business associates. We will have written agreements to protect the privacy of your PHI with these associates. We may disclose your PHI to another entity that is subject to the federal Privacy Rules. The entity must also have a relationship with you for its healthcare operations. This includes the following:

- Quality assessment and improvement activities
- Reviewing the competence or qualifications of health-care professionals
- Case management and care coordination
- Detecting or preventing health-care fraud and abuse
- **Group Health Plan/Plan Sponsor Disclosures** – We may disclose your protected health information to a sponsor of the group health plan, such as an employer or other entity that is providing a health care program to you, if the sponsor has agreed to certain restrictions on how it will use or disclose the protected health information (such as agreeing not to use the protected health information for employment-related actions or decisions).

Other Permitted or Required Disclosures of Your PHI:

- **Fundraising Activities** – We may use or disclose your PHI for fundraising activities, such as raising money for a charitable foundation or similar entity to help finance their activities. If we do contact you for fundraising activities, we will give you the opportunity to opt-out, or stop, receiving such communications in the future.

Notice of Privacy Practices

- **Underwriting Purposes** – We may use or disclosure your PHI for underwriting purposes, such as to make a determination about a coverage application or request. If we do use or disclose your PHI for underwriting purposes, we are prohibited from using or disclosing your PHI that is genetic information in the underwriting process.
- **Appointment Reminders/Treatment Alternatives** - We may use and disclose your PHI to remind you of an appointment for treatment and medical care with us or to provide you with information regarding treatment alternatives or other health-related benefits and services, such as information on how to stop smoking or lose weight.
- **As Required by Law** - If federal, state, and/or local law requires a use or disclosure of your PHI, we may use or disclose your PHI information to the extent that the use or disclosure complies with such law and is limited to the requirements of such law. If two or more laws or regulations governing the same use or disclosure conflict, we will comply with the more restrictive laws or regulations.
- **Public Health Activities** - We may disclose your PHI to a public health authority for the purpose of preventing or controlling disease, injury, or disability. We may disclose your PHI to the Food and Drug Administration (FDA) to ensure the quality, safety or effectiveness of products or services under the jurisdiction of the FDA.
- **Victims of Abuse and Neglect** - We may disclose your PHI to a local, state, or federal government authority, including social services or a protective services agency authorized by law to receive such reports if we have a reasonable belief of abuse, neglect or domestic violence.
- **Judicial and Administrative Proceedings** - We may disclose your PHI in judicial and administrative proceedings. We may also disclose it in response to the following:
 - An order of a court
 - Administrative tribunal
 - Subpoena
 - Summons
 - Warrant
 - Discovery request
 - Similar legal request
- **Law Enforcement** - We may disclose your relevant PHI to law enforcement when required to do so. For example, in response to a:
 - Court order
 - Court-ordered warrant
 - Subpoena
 - Summons issued by a judicial officer
 - Grand jury subpoena

We may also disclose your relevant PHI to identify or locate a suspect, fugitive, material witness, or missing person.

Notice of Privacy Practices

- **Coroners, Medical Examiners and Funeral Directors** - We may disclose your PHI to a coroner or medical examiner. This may be necessary, for example, to determine a cause of death. We may also disclose your PHI to funeral directors, as necessary, to carry out their duties.
- **Organ, Eye and Tissue Donation** - We may disclose your PHI to organ procurement organizations. We may also disclose your PHI to those who work in procurement, banking or transplantation of:
 - Cadaveric organs
 - Eyes
 - Tissues
- **Threats to Health and Safety** - We may use or disclose your PHI if we believe, in good faith, that the use or disclosure is necessary to prevent or lessen a serious or imminent threat to the health or safety of a person or the public.
- **Specialized Government Functions** - If you are a member of U.S. Armed Forces, we may disclose your PHI as required by military command authorities. We may also disclose your PHI:
 - To authorized federal officials for national security
 - To intelligence activities
 - The Department of State for medical suitability determinations
 - For protective services of the President or other authorized persons
- **Workers' Compensation** - We may disclose your PHI to comply with laws relating to workers' compensation or other similar programs, established by law, that provide benefits for work-related injuries or illness without regard to fault.
- **Emergency Situations** - We may disclose your PHI in an emergency situation, or if you are incapacitated or not present, to a family member, close personal friend, authorized disaster relief agency, or any other person previously identified by you. We will use professional judgment and experience to determine if the disclosure is in your best interests. If the disclosure is in your best interest, we will only disclose the PHI that is directly relevant to the person's involvement in your care.
- **Inmates** - If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may release your PHI to the correctional institution or law enforcement official, where such information is necessary for the institution to provide you with health care; to protect your health or safety; or the health or safety of others; or for the safety and security of the correctional institution.
- **Research** - Under certain circumstances, we may disclose your PHI to researchers when their clinical research study has been approved and where certain safeguards are in place to ensure the privacy and protection of your PHI.

Uses and Disclosures of Your PHI That Require Your Written Authorization:

We are required to obtain your written authorization to use or disclose your PHI, with limited exceptions, for the following reasons:

- **Sale of PHI** - We will request your written authorization before we make any disclosure that is deemed a sale of your PHI, meaning that we are receiving compensation for disclosing the PHI in this manner.
- **Marketing** - We will request your written authorization to use or disclose your PHI for marketing purposed with limited exceptions, such as when we have face-to-face marketing communications with you or when we provide promotional gifts of nominal value.

Notice of Privacy Practices

- **Psychotherapy Notes** – We will request your written authorization to use or disclose any of your psychotherapy notes that we may have on file with limited exception, such as for certain treatment, payment or healthcare operation functions.

Individuals Rights:

The following are your rights concerning your PHI. If you would like to use any of the following rights, please contact us using the information at the end of this Notice.

- **Right to Revoke an Authorization** - You may revoke your authorization at any time, the revocation of your authorization must be in writing. The revocation will be effective immediately, except to the extent that we have already taken actions in reliance of the authorization and before we received your written revocation.
- **Right to Request Restrictions** - You have the right to request restrictions on the use and disclosure of your PHI for treatment, payment or healthcare operations, as well as disclosures to persons involved in your care or payment of your care, such as family members or close friends. Your request should state the restrictions you are requesting and state to whom the restriction applies. We are not required to agree to this request. If we agree, we will comply with your restriction request unless the information is needed to provide you with emergency treatment. However, we will restrict the use or disclosure of PHI for payment or health care operations to a health plan when you have paid for the service or item out of pocket in full.
- **Right to Request Confidential Communications** - You have the right to request that we communicate with you about your PHI by alternative means or to alternative locations. This right only applies if the information could endanger you if it is not communicated by the alternative means or to the alternative location you want. You do not have to explain the reason for your request, but you must state that the information could endanger you if the communication means or location is not changed. We must accommodate your request if it is reasonable and specifies the alternative means or location where your PHI should be delivered.
- **Right to Access and Received Copy of your PHI** - You have the right, with limited exceptions, to look at or get copies of your PHI contained in a designated record set. You may request that we provide copies in a format other than photocopies. We will use the format you request unless we cannot practicably do so. You must make a request in writing to obtain access to your PHI. If we deny your request, we will provide you a written explanation and will tell you if the reasons for the denial can be reviewed and how to ask for such a review, or if the denial cannot be reviewed.
- **Right to Amend your PHI** - You have the right to request that we amend, or change, your PHI if you believe it contains incorrect information. Your request must be in writing, and it must explain why the information should be amended. We may deny your request for certain reasons, for example if we did not create the information you want amended and the creator of the PHI is able to perform the amendment. If we deny your request, we will provide you a written explanation. You may respond with a statement that you disagree with our decision and we will attach your statement to the PHI you request that we amend. If we accept your request to amend the information, we will make reasonable efforts to inform others, including people you name, of the amendment and to include the changes in any future disclosures of that information.
- **Right to Receive an Accounting of Disclosures** - You have the right to receive a list of instances within the last 6 years period in which we or our business associates disclosed your PHI. This does not apply to disclosure for purposes of treatment, payment, health care operations, or disclosures you authorized and certain other activities. If you request this accounting more than once in a 12-month period, we may charge you a reasonable, cost-based fee for responding to these additional requests. We will provide you with more information on our fees at the time of your request.

Notice of Privacy Practices

- **Right to File a Complaint** - If you feel your privacy rights have been violated or that we have violated our own privacy practices, you can file a complaint with us in writing or by phone using the contact information at the end of this Notice.

You can also file a complaint with the Secretary of the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201 or calling 1-800-368-1019, (TTY: 1-866-788-4989) or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.

WE WILL NOT TAKE ANY ACTION AGAINST YOU FOR FILING A COMPLAINT.

- **Right to Receive a Copy of this Notice** - You may request a copy of our Notice at any time by using the contact information list at the end of the Notice. If you receive this Notice on our web site or by electronic mail (e-mail), you are also entitled to request a paper copy of the Notice.

Race, Ethnicity and Language Information:

Superior is committed to keeping your race, ethnicity and language (REL) information confidential. We use some of the following methods to protect your information:

- Maintaining paper documents in locked file cabinets
- Requiring that all electronic information remain on physically secure media
- Maintaining your electronic information in password-protected files

We may use or disclose your REL information to perform our operations as your Managed Care Organization. These activities may include:

- Assessing health care disparities
- Designing intervention programs
- Designing and directing outreach materials
- Informing health care practitioners and providers about your language needs

We will never use your REL information for underwriting, rate setting or benefit determinations or disclose your REL information to unauthorized individuals.

Contact Information

If you have any questions about this Notice, our privacy practices related to your PHI or how to exercise your rights you can contact us in writing or by phone using the contact information listed below.

Superior HealthPlan
Attn: Privacy Official
5900 E. Ben White Blvd.
Austin, TX 78741

Toll Free Phone Number: 1-800-218-7453
Relay Texas (TTY): 1-800-735-2989

HHSC Privacy Notice: <https://www.hhs.gov/hipaa/filing-a-complaint/index.html>

Electronic Visit Verification



Electronic Visit Verification (EVV) Rights and Responsibilities (Managed Care Organization)

Form 1718
April 2019-E

Texas requires attendants who deliver certain Medicaid services to use Electronic Visit Verification. The EVV system makes sure your approved services are provided to you.

Section I – Your Rights

- Your private information may only be shared in specific situations that follow state and federal guidelines and regulations.
- You don't have to let your attendant use your home telephone.
- You can ask for an interdisciplinary meeting or service plan team meeting with your health plan's service coordinator about concerns using EVV.
- You have the right to make a complaint, voice grievances or recommend changes in policy or service. No one can treat you differently because you made a complaint. No one can stop you from making a complaint.

How to file a complaint:

- **By calling:**
866-566-8989. People who are deaf, hard of hearing or speech impaired can call any HHSC office by using the toll-free Texas Relay service at: 7-1-1 or 800-735-2989.
- **On the internet:** hhs.texas.gov/managed-care-help. Online Submission form.
- **By mail:**
Texas Health and Human Services Commission
Office of the Ombudsman, MC H-700
P.O. Box 13247
Austin, TX 78711-3247
- **By fax:**
888-780-8099 (Toll-Free)

Section II – Your Responsibilities

- You must allow your attendant to use EVV to clock-in and clock-out in one of the following ways:
 - EVV mobile method
 - EVV alternative device
 - Your home landline telephone
- Your attendant can't use your personal cell phone to clock-in or clock-out.
- You must tell your provider agency if your attendant asks you to clock-in or clock-out of the EVV system for them.
- If you use an EVV alternative device that is placed in your home, it must remain in your home at all times.

You must tell your provider agency or your Health Plan Service Coordinator immediately if:

- The EVV alternative device has been removed from your home or damaged.
- You think someone has tampered with the EVV alternative device.
- If a zip tie was used to install the device has been cut, damaged or broken.

You must return the EVV alternative device to your provider agency when you aren't receiving Medicaid services any more. You can ask the agency to remove the device from your home.

Electronic Visit Verification

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Section III – Frequently Asked Questions (FAQ)

Do I have to participate in EVV?

Yes, if you get services that require EVV. You must allow your attendant to clock-in when they begin and clock-out when they end services using one of the acceptable methods. EVV is required for certain home and community based services, such as Personal Attendant Services, Protective Supervision, Personal Care Services, In-home Respite, Flexible Family Support and Community First Choice.

If you choose Consumer Directed Services or the Service Responsibility Option, you don't have to use EVV until Jan. 1, 2020.

How do attendants clock-in and clock-out?

Attendants must use one of the following to clock-in and clock-out:

- The attendant's smart phone using an EVV mobile method
- An EVV alternative device
- Your home landline telephone (but only with your permission)

You aren't allowed to clock-in or clock-out of the EVV system for the attendant for any reason. If you clock-in or clock-out for your attendant, a Medicaid fraud referral may be made to the Office of Inspector General, which may end up affecting your ability to get services.

What if I don't have a home landline telephone or I don't want my attendant to use my home landline?

If you don't have a home landline telephone, or don't want your attendant to use your home landline phone, tell this to your attendant or nurse as soon as possible.

The following are two options available other than your home landline that your attendant may use to clock-in and clock-out.

Option 1

Your provider agency may order an EVV alternative device. The device may be placed or installed by using the EVV vendor zip tie in your home. It must be in an area where your attendant can reach it. Once installed, the device must remain in your home at all times. A Medicaid fraud referral may be made to OIG if the device isn't in your home at all times while you are receiving Medicaid services. A fraud referral may end up affecting your ability to get services.

Option 2

Your attendant may use their smart phone with an EVV mobile method.

CDS/SRO: Also, remember if you choose Consumer Directed Services option or the Service Responsibility Option, the EVV requirements don't apply until Jan. 1, 2020. Under these two programs, attendants may use the CDS employer's cell phone to clock in and out of the EVV system.

Can I receive services in the community with EVV?

Yes. EVV doesn't change the location for where you get services. You can get services in accordance with your service plan and the existing program rules, at home and in the community.

Who do I contact with questions or concerns?

Please contact your provider agency representative or health plan's service coordinator if you have any questions or concerns.

For more information on EVV, please visit our website at hhs.texas.gov/doing-business-hhs/provider-portals/long-term-care-providers/resources/electronic-visit-verification.

Electronic Visit Verification

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Section IV – Acknowledge Statement

I certify:

- ☐ I have read and understand my rights and responsibilities for EVV.
- ☐ I was given an oral explanation of this form and given a copy.

Failure to follow your responsibilities may result in a Medicaid fraud referral or your services may be denied, suspended or terminated.

Signature - Individual or Legally Authorized Representative

Date

Signature - Family Member or Caregiver optional

Date

Signature – MCO Service Coordinators

Date

Abuse, Neglect and Exploitation

You have the right to respect and dignity, including freedom from Abuse, Neglect and Exploitation.

What are Abuse, Neglect and Exploitation?

Abuse is mental, emotional, physical or sexual injury or failure to prevent such injury.

Neglect results in starvation, dehydration, overmedicating or under medicating, unsanitary living conditions, etc. Neglect also includes lack of heat, running water, electricity, medical care and personal hygiene.

Exploitation is misusing the resources of another person for personal or monetary gain. This includes taking Social Security or SSI (Supplemental Security Income) checks, abusing a joint checking account and taking property and other resources.

Reporting Abuse, Neglect and Exploitation

The law requires that you report suspected Abuse, Neglect or Exploitation, including unapproved use of restraints or isolation that is committed by a provider.

Call 9-1-1 for life-threatening or emergency situations.

Report by Phone (non-emergency); 24 hours a day, 7 days a week, toll-free

Report to the Texas HHSC by calling 1-800-458-9858 if the person being abused, neglected or exploited lives in or receives services from a:

- Nursing facility;
- Assisted living facility;
- Adult day care center;
- Licensed adult foster care provider; or,
- Home and Community Support Services Agency (HCSSA) or Home Health Agency,

Suspected Abuse, Neglect or Exploitation by a HCSSA must also be reported to the Department of Family and Protective Services (DFPS).

Report all other suspected Abuse, Neglect or Exploitation to DFPS by calling 1-800-252-5400.

Report Electronically (non-emergency)

Go to <https://txabusehotline.org>. This is a secure website. You will need to create a password-protected account and profile.

Helpful Information for Filing a Report

When reporting Abuse, Neglect or Exploitation, it is helpful to have the names, ages, addresses and phone numbers of everyone involved.

Fraud, Waste and Abuse

Do you want to report Fraud, Waste and Abuse?

Let us know if you think a doctor, dentist, pharmacist at a drug store, other health-care providers, or a person getting benefits is doing something wrong. Doing something wrong could be Fraud, Waste or Abuse, which is against the law.

For example, tell us if you think someone is:

- Getting paid for services that weren't given or necessary.
- Not telling the truth about a medical condition to get medical treatment.
- Letting someone else use their Medicaid ID.
- Using someone else's Medicaid ID.
- Not telling the truth about the amount of money or resources he or she has to get benefits.

To report Fraud, Waste and Abuse, choose one of the following:

- Call the OIG Hotline at 1-800-436-6184
- Visit <https://oig.hhsc.state.tx.us/>. Under the box labeled "I want to" click "Report Waste, Abuse and Fraud" to complete the online form.
- You can report directly to your health plan:

Superior HealthPlan
Attn: Compliance Department
5900 E. Ben White Blvd.
Austin, TX 78741
1-866-685-8664

To report Fraud, Waste and Abuse, gather as much information as possible.

When reporting about a provider (a doctor, dentist, counselor, etc.) include:

- Name, address, and phone number of provider.
- Name and address of the facility (hospital, nursing home, home health agency, etc.).
- Medicaid number of the provider and facility if you have it.
- Type of provider (doctor, dentist, therapist, pharmacist, etc.).
- Names and the number of other witnesses who can help in the investigation.
- Dates of events.
- Summary of what happened.

When reporting about someone who gets benefits, include:

- The person's name.
- The person's date of birth, social security number or case number if you have it.
- The city where the person lives.
- Specific details about the Fraud, Waste or Abuse.

Glossary of Terms

- **Appeal** - A request for your managed care organization to review a denial or a grievance again.
- **Complaint** - A grievance that you communicate to your health insurer or plan.
- **Copayment** - A fixed amount (for example, \$15) you pay for a covered health-care service, usually when you receive the service. The amount can vary by the type of covered health-care service.
- **Durable Medical Equipment (DME)** - Equipment and supplies ordered by a health-care provider for everyday or extended use. Coverage for DME may include: oxygen equipment, wheelchairs, crutches, or blood testing strips for diabetics.
- **Emergency Medical Condition** - An illness, injury, symptom, or condition so serious that a reasonable person would seek care right away to avoid harm.
- **Emergency Medical Transportation** - Ground or air 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.
- **Excluded Services** - Health-care services that your health insurance or plan doesn't pay for or cover.
- **Grievance** - A complaint to your health insurer or plan.
- **Habilitation Services and Devices** - Health-care services such as physical or occupational therapy that help a person keep, learn, or improve skills and functioning for daily living.
- **Health Insurance** - A contract that requires your health insurer to pay your covered health-care costs in exchange for a premium.
- **Home Health Care** - Health-care services a person receives in a home.
- **Hospice Services** - Services to provide comfort and support for persons 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.
- **Hospital Outpatient Care** - Care in a hospital that usually doesn't require an overnight stay.
- **Medically Necessary** - Health-care services or supplies needed to prevent, diagnose, or treat an illness, injury, condition, disease or its symptoms and that meet accepted standards of medicine.
- **Network** - The facilities, providers, and suppliers your health insurer or plan has contracted with to provide health care services.
- **Non-participating Provider** - A provider who doesn't have a contract with your health insurer or plan to provide covered services to you. It may be more difficult to obtain authorization from your health insurer or plan to obtain services from a non-participating provider, instead of a participating provider. In limited cases such as there are no other providers, your health insurer can contract to pay a non-participating provider.
- **Participating Provider** - A provider who has a contract with your health insurer or plan to provide covered services to you.
- **Physician Services** - Health care services a licensed medical physician (M.D. - Medical Doctor or D.O. - Doctor of Osteopathic Medicine) provides or coordinates.
- **Plan** - A benefit, like Medicaid, to pay for your health-care services.
- **Pre-authorization** - A decision by your health insurer or plan before you receive it that a health-care service, treatment plan, prescription drug, or durable medical equipment is medically necessary. Sometimes called prior authorization, prior approval, or pre-certification. Preauthorization isn't a promise your health insurance or plan will cover the cost.

Glossary of Terms

- **Premium** - The amount that must be paid for your health insurance or plan.
- **Prescription Drug Coverage** - Health insurance or plan that helps pay for prescription drugs and medications.
- **Prescription Drugs** - Drugs and medications that by law require a prescription.
- **Primary Care Physician** - A physician (M.D. - Medical Doctor or D.O. - Doctor of Osteopathic Medicine) who directly provides or coordinates a range of health care services for a patient.
- **Primary Care Provider** - A physician (M.D. - Medical Doctor or D.O. - Doctor of Osteopathic Medicine), nurse practitioner, clinical nurse specialist, or physician assistant, as allowed under state law, who provides, coordinates, or helps a patient access a range of health care services.
- **Provider** - A physician (M.D. - Medical Doctor or D.O. - Doctor of Osteopathic Medicine), health-care professional, or health-care facility licensed, certified, or accredited as required by state law.
- **Rehabilitation Services and Devices** - Health care services such as physical or occupational therapy that help a person keep, get back or improve skills and functioning for daily living that have been lost or impaired because a person was sick, hurt or disabled.
- **Skilled Nursing Care** - Services from licensed nurses in your own home or in a nursing home.
- **Specialist** - A physician specialist focuses on a specific area of medicine or a group of patients to diagnose, manage, prevent or treat certain types of symptoms and conditions.
- **Urgent Care** - Care for an illness, injury or condition serious enough that a reasonable person would seek care right away, but not so severe as to require emergency room care.

Notes



5900 E. Ben White Blvd.
Austin, TX 78741

SuperiorHealthPlan.com