

YOU **LOVE** WHAT YOU DO  
NOW, **TAKE CARE**  
OF YOU

Hawaii Office Employee Benefits Guide  
**Full-Time and Part-Time**



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BAYADA Nurse since 2004

Benefit Plans: 2019-2020  
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WE **LOVE** WHAT WE DO

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### **What's Inside?**

*This Benefits Guide provides a summary of your benefit options; it is designed to help you make informed health insurance coverage decisions. If you have any questions, please refer to the Carrier Contact information on page 15.*

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## **Table of Contents**

Eligibility .....	1
What's New for 2019-2020 .....	1
Medical Plans .....	2
Prescription Drug .....	3
Flexible Spending Accounts .....	4
Dental Insurance .....	6
Vision Insurance .....	7
Retirement 401(k) .....	9
Additional Health and Disability Benefits .....	10
Aflac Voluntary Products .....	12
Common Medical Insurance Terms & Definitions .....	13
Carrier Contact List .....	15



## Eligibility

*Full-Time/Part-Time Office Employees:*

- You are eligible for BAYADA's group medical/prescription drug/dental, and vision benefits on the first of the following month after working for 4 consecutive weeks with 20 or more hours each week. To maintain eligibility you must work 80 hours each month.

### Dependent Eligibility

You may enroll your eligible dependents, including your legal spouse and your children up to age 26. Dependents must be enrolled in the same plans you choose for yourself, but tiers can vary between benefit offerings. For example, you may add your spouse to dental and not medical.

### Making Changes during the Year

The choices you make upon eligibility or during Open Enrollment remain in effect through the end of the plan year: June 30, 2020. Once you are enrolled, you must wait until the next open enrollment period to change your benefits or add/remove coverage for yourself or your dependents, unless you have a qualified life event as defined by the IRS.

Examples of a qualified life event include, but are not limited to, the following:

- Marriage, divorce, legal separation, or annulment
- Birth or adoption of a child
- Gain/loss of other health insurance coverage
- Dependent gaining/losing other health insurance coverage

The IRS mandates that changes to your coverage, due to a qualifying life event, must be made within 31 days of that life event. Proof of the qualifying life event is required (eg, marriage certificate, divorce decree, birth certificate, or loss of coverage letter). Note: Any change you make to your coverage must be consistent with the qualified life event.

## What's New for 2019-2020

### Benefit Enhancements

We know that benefits are important to our employees and we strive to provide plans that meet your needs. We've listened to your feedback, and BAYADA is pleased to share the following enhancements to our benefits package for the 2019-2020 Plan Year.

#### Kaiser Medical/Prescription/Dental Plan (HMO)

- There are no increases to your copays for your primary care, specialist, and urgent care visits.
- There are no increases to your prescription copays.

#### HMSA Medical/Prescription/Dental Plan (PPO)

- Dental plan includes benefit coverage for posterior composite fillings (white filling on molar teeth). The benefit level for posterior composite fillings will be provided at the same coinsurance benefit level as amalgam fillings.
- You can now rollover up to \$500 for your dental calendar year maximum.

### **Flexible Spending Account (FSA) and Dependent Care Account (DCA)**

- ConnectYourCare is BAYADA's new provider.
- You now have access to a mobile-friendly online portal/app to view reimbursement requests, account balances, claims, and more at your fingertips.

### **Vision Plan**

- There is no increase to your weekly cost!
- The frames allowance remains at \$150.
- Vision programs continue this year:
  - Freedom Pass Program
    - There are no out-of-pocket costs (\$0) for frames purchased at Target or Sears\*
      - \*Offer not valid at Sears Optical stores affiliated with US Vision
  - Contact Lens Booster
    - Members receive an additional \$20 contact lens allowance when they use [contactsdirect.com](https://contactsdirect.com)
    - Current contact lens allowance is \$130

### **Workday**

Workday is BAYADA's online enrollment platform for open enrollment. Use the Workday How To guides available on the portal for helpful instructions.

## **Medical Plans**

You love what you do, but to take care of what's important—at work and at home—you need to take care of you. We're not a one-size-fits-all type of company. Neither are our benefits. That's why we offer a range of benefits options designed to fit different budgets, lifestyles, and health needs. The importance of having health insurance should not be underestimated. A decline in your health status can mean a loss of earnings if you are not able to work, and it can also mean medical bills are piling up. Medical and prescription drug insurance may help you avoid or limit your medical costs, and contribute to a healthier lifestyle. BAYADA provides medical insurance through HMSA and Kaiser.

### **Who is Eligible?**

You are eligible if you are a full-time office employee or if you are a part-time office employee who works more than 80 hours per month.

### **Plan Choices**

BAYADA offers two Medical Plan choices: Kaiser (HMO) or HMSA (PPO). See below for some helpful tips when you're choosing the Medical Plan for you:

#### **Kaiser HMO**

- The Kaiser plan offers low copays for both a primary care physician office visit as well as a specialist office visit.

#### **HMSA PPO**

- The HMSA PPO network offers discounted rates with groups of "in-network" medical providers.

## Medical Plan Design – What You Pay

	HMSA PPO Plan		Kaiser Permanente HMO Plan
	In-Network	Out-of-Network	In-Network Only
<b>Annual Deductible</b>	<b>Subject to Balance Billing</b>		
Individual Deductible	\$350		None
Family Deductible	\$1,050		None
Coinsurance	80%		N/A
Individual Coinsurance Maximum	\$3,000		\$2,500
Family Coinsurance Maximum	\$9,000		\$7,500
Office Visit	\$17 copay; deductible applies	\$17 copay; deductible applies; covered up to HMSA Allowed Amount	\$15 copay
Preventative Care	100% covered	Covered up to HMSA Allowed Amount	100% covered
Emergency Room	80% after deductible		\$75 copay + 20% coinsurance for ambulance services
Inpatient Hospitalization	80% after deductible	80% after deductible up to HMSA allowed amount	\$75 copay per day
Outpatient Surgery	80% after deductible	80% after deductible up to HMSA allowed amount	\$15 copay

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## Prescription Drug

The Kaiser and HMSA medical plans both include prescription drug coverage.

### Prescription Drug Plan Design – What You Pay

	HMSA PPO Plan	Kaiser Permanente HMO Plan
	In-Network / Out-of-Network	In-Network Only
Generic	\$7	Generic Maintenance = \$3
Brand non-formulary	\$30	Other Generics = \$10
Brand formulary	\$30 + \$45 (Other Brand Name Cost Share)	Brand = \$45
Mail Order (90 day supply)	\$11/\$65/\$200 for 90 day supply	2 times retail for a 90 day supply

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## Flexible Spending Accounts (FSA)

### Who is Eligible for FSAs?

You are eligible for FSAs if you are a full-time office employee.

### What is a Flexible Spending Account (FSA)?

Flexible Spending Accounts (FSAs)—both medical and dependent care—are used to pay for IRS-approved medical and dependent care expenses that you would typically pay out-of-pocket. An FSA lets you pay these expenses with pre-tax dollars. Each year that you would like to participate in an FSA, you must elect the amount you want to contribute to either or both FSAs at open enrollment.

### Medical FSA

A Medical FSA lets you use pre-tax dollars to pay for certain medical care expenses not covered by your insurance plan. This account is pre-funded by BAYADA, your contributions will be deducted from your paychecks in equal installments throughout the plan year. The maximum contribution to the Medical Spending Account is \$2,700 per plan year. You can rollover up to \$500 at the end of each plan year.

### Dependent Care FSA

The Dependent Care FSA enables you to pay for dependent day care costs with pre-tax dollars. Your contributions will be deducted from your paychecks in equal installments throughout the year and deposited into your account. This account is not pre-funded; only funds deposited weekly are available for use. The maximum contribution to the Dependent Care Account (DCA) is \$5,000.

### Reimbursement from Your FSAs

Each FSA account functions separately. When you have eligible expenses, you can use your ConnectYourCare payment card or submit a claim (online or paper) for reimbursement from the appropriate FSA account.



## Medical and Dependent Care FSA Program Provisions

	Medical Account	Dependent Care Account
Eligible Expenses	Eligible out-of-pocket healthcare expenses that are not covered by a medical, prescription drug, dental or vision care plan, including deductibles, copayments, and coinsurance.	Eligible out-of-pocket day care expenses so you (or your spouse, if you are married) can work or attend school full-time. Eligible dependent care expenses include care for children under age 13, and care for dependents of any age who are physically or mentally incapable of self-care (includes day care for elderly dependents, but not nursing home expenses).
You Can Contribute	Up to \$2,700 per plan year	Up to \$5,000 per plan year
How can I use the money?	You can use it to pay for medical, dental, and vision expenses, including deductibles, coinsurance, prescriptions, and other eligible expenses.	You can use it for eligible expenses at licensed day care centers, nursery schools, day camps, and home care with valid tax ID numbers.
Making Midyear Changes	The medical FSA and DCA can be decreased as well as increased with a qualifying event. The change needs to be consistent with the event; for example, the birth of a child can trigger an increase in the FSA, but not decrease. Further, a divorce (one fewer dependent to cover) can trigger a decrease in the election amount.	
Claims Reimbursement	<p>Connect Your Care Payment Card – use at point of service.</p> <p>Submit online or paper claim forms: You have until 9/30 following the end of each plan year to submit your expenses.</p>	<p><b>DCA is a non-carded account;</b> the ConnectYourCare Payment Card cannot be used for dependent care expenses. For reimbursement of dependent care costs, you need to keep the receipts of those services.</p> <p>Submit online or paper claim forms: You have until 9/30 following the end of each plan year to submit your expenses.</p>
What happens if there is money left at the end of the plan year?	<p>The FSA will have a carryover feature allowing up to \$500 of your unused Healthcare FSA balance to be carried into the next plan year.</p> <p>Any funds over the \$500 rollover will be forfeited if not used by 6/30 or claims filed by 9/30.</p>	If you have not spent all the funds in your DCA by the end of the plan year, you may continue to submit expenses during the “grace period.” The “grace period” extends 3 months after the end of the plan year, during which time you can continue to incur claims and use up all funds remaining in your DCA. Any funds not used by 6/30 or claims filed by 9/30 are forfeited.
Do I need to keep my receipts?	Yes	
Administrator	ConnectYourCare	

## Dental Insurance

Access to good oral health care can help keep your overall health costs down. Regular oral health exams can help detect significant medical conditions before they become serious.

BAYADA’s dental coverage is offered through HMSA or Kaiser HDS.

### Who is Eligible?

You are eligible for BAYADA’s dental benefits if you are a full-time office employee or if you are a part-time office employee who works 80 hours each month.

### Dental Plan Design

	HMSA	Kaiser Permanente (HDS)
<b>Preventative &amp; Diagnostic</b>		
Examinations	100%	\$50
Cleanings	100%	\$150
Bitewing x-rays	100% once per calendar year	100% once per calendar year
Fluoride (age 18 & younger)	100% twice per calendar year	70%
Space Maintainers	70% Age 13 and under	70% Through age 17
Other x-rays	70%	70%
<b>Other Services</b>		
Endodontics	70%	70%
Periodontics	70%	70%
Prosthodontics	50%	50% once every 7 years
Calendar Year Maximum	\$1,500	\$1,200
Rollover Amount	Up to \$500 (max accumulation \$1,250)	N/A
Please see the Summary Plan Documents for full details on participating providers and covered services		

## Vision Insurance

Because symptoms of health conditions often don't appear until damage has already occurred, eye exams are a great way to keep tabs on what is happening in your body. Whether you need consistent access to comprehensive vision insurance or are exploring this benefit for the first time, our vision insurance coverage is designed to meet a variety of needs.

BAYADA's vision coverage is offered through EyeMed (INSIGHT Network).

### Who is Eligible?

You are eligible for BAYADA's Vision benefits if you are a full-time office employee or if you are a part-time office employee who works more than 80 hours per month.

### Plan Changes

- Frames Allowance remains at \$150
- Vision programs continue this year:
  - Freedom Pass Program
    - There are no out-of-pocket costs (\$0) for frames purchased at Target or Sears\*
      - \*Offer not valid at Sears Optical stores affiliated with US Vision
  - Contact Lens Booster
    - Members receive an additional \$20 contact lens allowance when they use [contactsdirect.com](https://contactsdirect.com)
    - Current contact lens allowance is \$130

## Vision Plan Design – What You Pay

	In-Network	Out-of-Network Reimbursement
Exam	\$10 copay	Up to \$25
Retinal Imaging	Up to \$39	N/A
Frames	\$150 allowance; 20% off balance over \$130	Up to \$65
<b>Standard Plastic Lenses</b>		
Single Vision	\$15 copay	Up to \$14
Bifocal	\$15 copay	Up to \$28
Trifocal	\$15 copay	Up to \$53
Standard Progressive Lens	\$80	Up to \$28
Premium Progressive Lens	\$100-\$125	Up to \$28
<b>Other Lens Options</b>		
UV Treatment	\$15	N/A
Tint	\$15	N/A
Standard Plastic Scratch Coating	\$0	Up to \$11
Standard Polycarbonate	\$40	N/A
Standard Polycarbonate (children under 19)	\$0	Up to \$28
Standard Anti-Reflective Coating	\$45	N/A
Premium Anti-Reflective Coating	\$57-\$68	N/A
Photochromic/Transitions	\$75	N/A
Polarized	20% off retail price	N/A
Other Add-Ons & Services	20% off retail price	N/A
<b>Contact Lens Fit &amp; Follow-Up</b>		
Standard	Up to \$55	N/A
Premium Progressive Lens	10% off retail	N/A
Conventional	\$0 copay; \$130 allowance; 15% off balance over \$130	Up to \$104
Disposable	\$130 copay; \$130 allowance; plus balance over additional \$20 allowance using <a href="https://contactsdirect.com">contactsdirect.com</a>	Up to \$104
Medically Necessary	\$0 copay; Paid-in-Full	Up to \$200
Laser Vision Correction	15% off retail price or 5% off promotional price	N/A
<b>Frequency</b>		
Examination	Once Every 12 months	
Lenses or Contact Lenses	Once Every 12 months	
Frames	Once Every 24 months	

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## Retirement 401(k)

Everyone knows that a financially secure retirement doesn't happen overnight; it requires careful planning. But a lot of people are put off by what they think will be a complicated process.

That is why we've gone out of our way to make enrolling in the BAYADA Home Health Care 401(k) Plan as straightforward and understandable as possible.

### Who is Eligible?

You can participate if you:

- Are aged 21 or older
- Have completed 1 year of service
- Have completed 1,000 hours of service during your first year of employment or any following calendar years

Once you're eligible to participate, the plan administrator—Prudential—will send you an enrollment packet. You may then enroll at any time by calling **877-778-2100**, or visiting [prudential.com/online/retirement](https://prudential.com/online/retirement).

### Prudential Retirement - 401(k) Plan Information

The BAYADA 401(k) Plan makes saving simple. It features:

- **Employer contributions** that can help boost your own savings—it's like getting a bonus.
- **GoalMaker®**— an investment solution that helps you choose your investments and stay on track throughout your retirement planning years.
- **Automatic payroll deductions** make saving effortless.
- **Wide array of investment options** enables you to develop a strategy that best suits your needs.
- **Interactive tools** (such as the Retirement Income Calculator) to help you manage your account and access retirement planning education.

The BAYADA Home Health Care 401(k) Plan will offer another way to help fund your future: post-tax Roth contributions! Eligible BAYADA employees now have two ways to save:

1. Traditional pre-tax contributions – Your contributions will come out of your pay before taxes are deducted, so you save on your taxes now.
2. Roth after-tax contributions – Roth contributions come out of your pay after taxes have been withheld, so your take-home pay is reduced by the amount you contribute.

### BAYADA matching contributions

BAYADA has contributed \$28 million to employee plans to date. Each year, BAYADA may make matching contributions to your 401(k) account on your behalf. In the past, these contributions have been equal to 35% of the first 4% of eligible pay that you contribute to the 401(k) plan. To be eligible for the match, you must work at least 500 hours during the year. Catch-up contributions are not matched. The annual match is deposited into your account during the first quarter of each year. Your matching contribution is based on your contributions made after becoming eligible.

## Vesting Schedule

Years of Service	Vested Interest
0-1	0%
2	20%
3	40%
4	60%
5	80%
6	100%

### Your contribution and investments

You can contribute 1% to 100% of your pay, up to the IRS maximum of \$19,000 for 2019 on a before-tax basis (with the exception of Highly Compensated Employees (HCEs), capped at 4%). Before-tax contributions mean the money is deducted from your paycheck before taxes, so you pay taxes on a lower amount.

If you are or will be at least 50 years old in 2019, you can make an additional before-tax catch-up contribution of up to \$6,000.

You can make changes to your contributions and investment choices 24 hours a day, 7 days a week, by calling **877-778-2100**, or going to [prudential.com/online/retirement](http://prudential.com/online/retirement).

## Additional Health & Disability Benefits

### Life and Accidental Death and Dismemberment (AD&D) Insurance

#### Who is Eligible?

You are eligible for life and AD&D insurance if you are a full-time office employee.

#### Plan Information

A Basic Life Insurance benefit and an Accidental Death and Dismemberment benefit are available through MetLife, at no cost to you. See the below chart for eligibility and benefit coverage.

Basic Life and AD&D	
Eligibility (Class)	All active, full-time office employees working 40 hours/week minimum
Guaranteed Issue	\$15,000
Maximum Benefit	\$15,000
Age-based Reduction	70 or older, reduced to 60% of Life Benefit
Term Illness Benefit	50% of maximum

## Supplemental Life Insurance (Voluntary Life Insurance)

### Who is Eligible?

You are eligible for voluntary life insurance if you are a full-time office employee.

### Plan Information

Voluntary Life Insurance can be purchased through MetLife in increments of \$10,000 up to \$300,000.

During Open Enrollment 2019, any previously required Evidence of Insurability (EOI) or proof of good health is waived; you may enroll without documentation. After Open Enrollment 2019, evidence of good health is required under the following circumstances:

- Late entrant: you have previously waived the opportunity to elect this coverage and are now electing coverage for the first time
- Current participant: you currently have this coverage and are requesting an increase to your current coverage amount

## Short-Term Disability (STD)

### Who is Eligible?

You are eligible for Short-Term Disability insurance if you are a full-time office employee with one year of employment.

If you are not a full-time office employee, but you are a resident of New York, New Jersey, Rhode Island, California, or Hawaii, you may qualify for state-mandated short-term disability insurance.

### Plan Information

Short-term disability insurance can help provide financial security until you get back on your feet and return to work. Short-term disability coverage is offered through MetLife. The plan covers 67% of your pre-disability earnings up to \$650 (subject to change each year) per week for a maximum of 26 weeks.

You are also covered under the state disability plan. To be eligible you must have at least 14 weeks of Hawaii employment in which you were paid for 20 hours or more, earned no less than \$400 in the 52 weeks preceding the first day of disability, and are currently employed. The state disability plan covers 58% of average weekly wages up to the maximum of \$632 per week.

## Long-Term Disability (LTD)

### Who is Eligible?

You are eligible for Long-Term Disability insurance if you are a full-time office employee with three years of employment.

### Plan Information

BAYADA offers a LTD plan through MetLife at no cost to you. Eligible employees receive a benefit equal to 60% of your monthly salary, up to a maximum of \$5,000 per month. The cost of the plan is paid by BAYADA, so the benefit will be taxable.

## Aflac Voluntary Products

BAYADA is proud to offer voluntary lines of coverage (fully employee-funded) through Aflac to ensure that the benefit offering meets your needs. Please contact a benefit enrollment specialist at **844-600-7073** for more information regarding Aflac products.

### Who is Eligible?

All employees are eligible for the Aflac benefit offerings.

### Accident Insurance

Designed to supplement employer-sponsored health coverage, accident insurance pays specific benefit amounts for expenses resulting from injuries or accidents that take place on or off the job. Hospitalization, physical therapy, intensive care, transportation, and lodging are some of the out-of-pocket expenses that this accident insurance could cover. Coverage is available for you, your spouse, and/or your child(ren).

### Critical Illness Insurance

Critical Illness Insurance supplements major medical coverage by helping you pay the direct and indirect costs associated with a critical illness or event. This coverage also includes an annual health screening benefit. Benefits are paid tax-free in a lump sum to be used at your discretion. You may select the amount of coverage needed. Coverage amounts are available on a guaranteed issue basis up to \$30,000 or up to \$50,000 depending on responses to a standard set of health questions (eg, do you smoke?). You are also able to elect guaranteed issue coverage up to \$15,000 for your spouse or up to \$25,000, also dependent on responses to health questions.

The Critical Illness Insurance coverage:

- Pays a lump-sum benefit to assist you and your family with the medical and/or nonmedical costs associated with treatment necessary due to the diagnosis.
- May be available to you, your spouse, and your eligible dependents.
- Face value can be adjusted by you to best meet your personal needs.
- May pay multiple times for a covered critical illness.
- Provides ongoing benefits for cancer treatment and care.

### Hospital Indemnity Insurance

Hospital Indemnity Insurance is designed to help provide financial protection in the event of a hospital confinement. You may use the benefit to meet the out-of-pocket expenses and extra bills that can occur. Indemnity lump-sum benefits are paid directly to you based on the amount of coverage listed, regardless of the actual cost of treatment. The option of electing spouse and/or dependent coverage is also available.

### Group Short-Term Disability

Short-Term Disability Insurance is an income protection policy that can help replace a portion of your salary should you experience a disability. The plan pays monthly benefits in the event of sickness and off-the-job accidents. This plan includes a 12-month pre-existing condition limitation. You may enroll for Short-Term Disability coverage up to 60% of your pre-disability earnings (or 40% in states with state disability) not to exceed \$6,000 per month.



## Common Medical Insurance Terms & Definitions

### Coinsurance

Coinsurance: Your share of the costs of a covered healthcare service, calculated as a percentage (for example, 30%) of the allowed amount for the service. Your coinsurance will begin after you have met your deductible. For example, if the charge for an office visit is \$100, and you have met your deductible, your coinsurance payment of 30% would be \$30. Your health insurance pays the rest of the allowed amount.

### Copay

A copay is a fixed-dollar amount you pay for a healthcare service. The amount can vary by the type of service. Your copays will not count towards your deductible but will count towards your out-of-pocket maximum.

### Covered Expenses

These are the services that are reimbursed through the insurance plans.

### Deductible

The amount you owe for covered healthcare services before your plan begins to pay benefits. For example, if your deductible is \$1,000, your plan won't pay anything until you've paid the first \$1,000 of the bill for your covered healthcare services subject to the deductible. Preventive Care is not subject to the deductible as it is covered 100% by all medical plan options.

### Diagnostic Procedures

Doctors use medical tests and procedures to identify—or diagnose—what's making you sick. Your doctor will ask you questions about your symptoms, and might even recommend additional lab or other tests. It's important to understand that diagnostic care is covered differently from preventive care.

### Explanation of Benefits (EOB):

This is a statement from the insurance company showing how claims were processed. The EOB tells you what portions of the claim were paid to the doctor or hospital and what portion of the payment, if any, you are responsible for paying.

### Generic Drugs

Generic drugs contain the same active ingredient as brand-name drugs, but they generally cost a lot less.

### Health Maintenance Organization (HMO)

A health maintenance organization provides a broad range of health care services, including preventive care for its members. All health care (or that care which the HMO states it will provide) is received from one health center that has been pre-selected by the member. Employees enrolling in HMO plans must select a primary care provider (PCP) and corresponding health center.

### HealthSherpa

An organization dedicated to making it easy for Americans to find quality, affordable health insurance. HealthSherpa has plans from over 200 carriers—all the same plans at the same prices as [healthcare.gov](https://www.healthcare.gov). You can get free help from a representative by calling **855-772-2663**, or visit [HealthSherpa.com](https://www.healthsherpa.com) to explore your options. Live chat is also available.

**Hospitalization**

Care in a hospital that requires admission as an inpatient, and usually requires you to spend one or more nights in the hospital.

**In-Network (Also Known as Network)**

A network is comprised of all contracted providers. Insurers request providers to participate in their network, and, in return, providers agree to offer discounted services to their patients. If you pick an out-of-network provider, your claims could cost more because you will not receive the discounts that an in-network provider offers.

**Maintenance drug**

Prescriptions commonly used to treat conditions that are considered chronic or long-term. These conditions usually require regular, daily use of medicines.

**Mylo**

Mylo insurance experts will help you find the coverage you need, answering your questions and guiding you in the right direction. You can get free help by calling 844-863-5950 or go to the Mylo website at [choosemylo.com](https://www.choosemylo.com).

**Nonpreferred Brand-Name Drugs**

A drug that has a trade name that is protected by a patent. Because only the company that holds the patent can produce and sell the drug, they are generally more expensive than generic and preferred brand-name drugs.

**Out-of-Network**

Health care professionals, hospitals, clinics, and labs that do not belong to your health care plan's network. You'll typically pay more and might have to pay in full at the time of your visit and then file a claim with the health plan for reimbursement. And because out-of-network providers may charge more, you might not be reimbursed for the full cost.

**Out-of-Pocket Maximum**

The out-of-pocket maximum is designed to protect you in the event of a catastrophic illness or injury. Your out-of-pocket maximum includes your deductible, coinsurance, and copays that you pay for out of your own pocket. After you have paid the specified out-of-pocket maximum during a policy year, your health insurance pays the remaining covered services at 100%.

**PPO (Preferred Provider Organization)**

A group of doctors, hospitals, labs, and other health care providers who have agreed to charge less for their services.

**Preferred Brand-Name Drugs**

These are drugs for which generic equivalents are not available. However, they have been on the market for a time and are widely accepted. They cost more than generics but are less expensive than nonpreferred brand-name drugs.

**Premium**

The premium is the amount that's deducted out of your paycheck each week for the cost of coverage.

**Preventive Care**

Routine healthcare services that can minimize the risk of certain illnesses or chronic conditions. Examples of Preventive Care services include, but are not limited to: physical, mammogram, flu vaccine, prostate test, smoking cessation, etc.

### Primary Care Physician (PCP)

In the Core PPO, Buy-Up PPO, and High-Deductible Health Plans, Primary Care Physician (PCP) refers to the doctor you see for regular preventive care and when you have a minor illness. This is often referred to as your family doctor. In the HMO offered to Hawaii employees, a PCP is the doctor you must see for routine care. Your PCP is also the doctor who will give you referrals to specialists and other types of care.

### Qualified Life Event

Certain changes in your life mean you can make changes to your benefits during the year. In the benefits world, these changes are known as qualified life events. They include having a baby or adopting a child; getting married, legally separated, or divorced; if your spouse gains or loses coverage; or if your child reaches the maximum age for coverage. If you have a qualified life event, contact the Benefits office at **877-291-3000** or by email.

### Specialist

A doctor with additional training who specializes in a certain area of medicine. Specialists include gynecologists and obstetricians, orthopedists, and oncologists.

### Statins

A class of lipid-lowering medications that have been found to reduce cardiovascular disease and mortality in those who are at high risk of cardiovascular disease.

## Carrier Contact List

To enroll or make changes to your current benefit elections online, use Workday. Any additional questions (eg, COBRA information) may be directed to the BAYADA Benefits office at [benefits@bayada.com](mailto:benefits@bayada.com), or by calling **877-291-3000**.

Following is a comprehensive list of BAYADA's carriers and their contact information.

Carrier Contact List			
Line of Coverage	Carrier	Phone Number	Website
Medical/Prescription	Kaiser	800-966-5955	<a href="http://www.kp.org/thrive">www.kp.org/thrive</a>
Dental	HDS – Kaiser	800-232-2533	<a href="http://www.kp.org/thrive">www.kp.org/thrive</a>
Medical/Dental/Prescription	HMSA	800-776-4672	<a href="http://www.hmsa.com">www.hmsa.com</a>
FSA/DCA	ConnectYourCare	833-325-0002	<a href="http://www.connectyourcare.com/bayada">www.connectyourcare.com/bayada</a>
Vision	Eye Med	866-804-0982	<a href="http://www.eyemedvisioncare.com">www.eyemedvisioncare.com</a>
Retirement	Prudential	877-778-2100	<a href="http://www.prudential.com/online/retirement">www.prudential.com/online/retirement</a>
Life and AD&D, Voluntary Life and AD&D, Disability	MetLife	877-291-3000	<a href="http://www.bayada.com/benefits">www.bayada.com/benefits</a>
Aflac Voluntary Products	BCI - BES		<a href="http://www.aflacgroupinsurance.com">www.aflacgroupinsurance.com</a>
Taben Group	Cobra	(800) 675-7341	<a href="http://taben.webcobra.com/newaccount">http://taben.webcobra.com/newaccount</a>

If you have other questions (eg, COBRA information), please contact the BAYADA Benefits team at 877-291-3000 or email [benefits@bayada.com](mailto:benefits@bayada.com).

### **Closing Disclaimer**

This document is intended to merely highlight or summarize certain aspects of the employer's benefit program(s). It is not a Summary Plan Description (SPD) or an official plan document. Your rights and obligations under the program(s) are set forth in the official plan documents. All statements in this summary are subject to the terms of the official plan documents, as interpreted by the appropriate plan fiduciary. In the case of an ambiguity or outright conflict between a provision in this summary and a provision in the plan documents, the terms of the plan documents control. The employer reserves the right to review, change, or terminate the plan, or any benefits under it, for any reason, at any time, and without notice to any person.



BAYADA specialty practices include Home Health Care, Pediatrics, Hospice, and Habilitation.

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