



# Employee Benefits *e.Guide*

2023 PLAN YEAR



Questions? Contact Dana Bowling in Human Resources at 740-252-5046 or e-mail [d.bowling@shellyandsands.com](mailto:d.bowling@shellyandsands.com)

1 [Next](#)

[Welcome!](#)

[Enrollment Instructions](#)

[Eligibility](#)

[Benefit Change in Status](#)

[The Basics](#)

[Medical Summary & Cost](#)

[Facts about Generic Drugs](#)

[SaveOn Sp](#)

[24/7 Nurseline](#)

[Cost Differences in Care](#)

[Cleveland Clinic Express Care](#)

[National Network Change to](#)

[Cigna](#)

[Member ID Card Sample](#)

[FAQ PPO Network - All Members](#)

[Dental Summary](#)

[Vision Exam-VSP Savings Pass](#)

[Life Insurance](#)

[FMLA-Family Medical Leave](#)

[401\(k\) Savings Plan](#)

[Medical Mutual Value Services](#)

[Chronic Condition Management](#)

[AFLAC Voluntary Benefits](#)

[What Happens to My Benefits](#)

[Upon Separation?](#)

[Carrier Contacts](#)

[Annual Notices](#)

[Transparency in Coverage](#)

[Glossary of Terms](#)

# Welcome to your 2023 Employee Benefits!



Shelly & Sands recognizes the demands employees have when it comes to balancing the requirements of work and family, that is why we are pleased to offer a comprehensive array of quality benefits to protect your health, your family and your way of life.

Employee benefits are an important part of your overall compensation, and this guide was created to answer some of the questions you may have and provide the tools and resources you will need to take full advantage of the programs and plans being offered. Please read it carefully along with any supplemental materials you receive.

If you have any questions or concerns, please do not hesitate to call Dana Bowling in Human Resources at **740-252-5046** or e-mail **[d.bowling@shellyandsands.com](mailto:d.bowling@shellyandsands.com)**. Available Monday through Friday, 8:00 am to 4:30 pm EST.



## There are two ways to view this enrollment *eguide*:

- Use the links to navigate the guide like a website; or
- Read the pages like a printed document.

This enrollment guide is best viewed on a desktop computer using the latest version of Adobe Acrobat Reader. To download this application, visit **<https://get.adobe.com/reader>**.

## How to Navigate

- Click on the topics listed on the menu to the right or use the back and next buttons at the bottom of every page.
- Click on links that are **bold/underlined** to open a browser window and be directed to topic-specific information on the Internet. *Note: If an underlined link is an email address, your email program will launch after you click that link.*



[Welcome!](#)

[Enrollment Instructions](#)

[Eligibility](#)

[Benefit Change in Status](#)

[The Basics](#)

[Medical Summary & Cost](#)

[Facts about Generic Drugs](#)

[SaveOn Sp](#)

[24/7 Nurseline](#)

[Cost Differences in Care](#)

[Cleveland Clinic Express Care](#)

[National Network Change to](#)

[Cigna](#)

[Member ID Card Sample](#)

[FAQ PPO Network - All Members](#)

[Dental Summary](#)

[Vision Exam-VSP Savings Pass](#)

[Life Insurance](#)

[FMLA-Family Medical Leave](#)

[401\(k\) Savings Plan](#)

[Medical Mutual Value Services](#)

[Chronic Condition Management](#)

[AFLAC Voluntary Benefits](#)

[What Happens to My Benefits](#)

[Upon Separation?](#)

[Carrier Contacts](#)

[Annual Notices](#)

[Transparency in Coverage](#)

[Glossary of Terms](#)



## Open Enrollment

December 1, 2022,  
through December  
15, 2022, for a  
January 1, 2023,  
effective date.

## Questions?



If you have any questions  
please contact Dana Bowling in  
Human Resources at  
740-252-5046 or e-mail  
[d.bowling@shellyandsands.com](mailto:d.bowling@shellyandsands.com)  
for all your benefit related  
questions.

## How to Enroll

The **Open Enrollment period** is beginning **December 1, 2022,**  
**through December 15, 2022,** for changes effective January 1, 2023.

Employees wishing to make changes of your election under the group health plan may do so by completing an enrollment form. Contributions will automatically be deducted from your gross pay before taxes are withheld and are based on the level of pay group. You may elect to pay them on an after-tax basis by completing a waiver of election form. Forms can be obtained from Dana Bowling.

**Decisions made during the Open Enrollment Period remain in effect during the following 12-month period unless the employee or dependent incurs a “life event”.** When a change in family status occurs, participants can revoke their existing election and make a new election for the remainder of the coverage period. Election changes must be consistent with the “life event” change and requests for change **must be made within 30 days** of the “life event.”



Shelly & Sands shares in the cost by paying for most of the employee and dependent health insurance costs. Dependents are eligible to participate in the health & welfare plan. Your completed enrollment serves as a request for coverage and authorizes any payroll deductions necessary to pay for that coverage.

## Who is eligible for benefits

For eligible employees working 30 hours per week, benefits begin on the 31<sup>st</sup> day of employment. 401(k) is the 1<sup>st</sup> of the month following 30 days of employment.



## Eligible Dependents

Your eligible dependents include\*:

- A spouse to whom you are legally married.
- A dependent child under age 26. Coverage will terminate at the end of the month of the dependent's 26th birthday. Coverage may be extended past the age of 26 for disabled dependents. Dependent children can include natural and adopted children and stepchildren.

Coverage for eligible dependents generally begins on the same day your coverage is effective.

*\*Additional carrier conditions may apply.*

**Please note:** If you cover an individual on your benefit plan who is not an eligible dependent, this is considered fraud and theft. Claims may be reprocessed and become your responsibility. Providing false statements regarding tobacco usage is against company policy. Anyone found providing false statements will be subject to discipline up to and including termination of employment.

## Pre-Tax Benefits: IRS Code Section 125

Shelly & Sands benefit plans utilize Section 125. This enables you to elect to pay premiums for health, dental, vision and flexible spending account coverage on a pre-tax basis. When you use pretax dollars, you will reduce your taxable income and have fewer taxes taken out of your paycheck. Under Section 125, you can actually have more spendable income than if the same deductions were taken on an after-tax basis.

**Pre-tax Note:** When you pay for your dependent's benefits on a pre-tax basis you are certifying that the dependent meets the IRS' definition of a dependent. [IRC §§ 152, 21 (b)(1) and 105(b)]. Children/spouses that do not satisfy the IRS' definition will result in a tax liability to you, such as changing that dependent's election to a post-tax election or receiving imputed income on your W-2 for the dependent's coverage that should not have been taken on a pre-tax basis.

[Welcome!](#)

[Enrollment Instructions](#)

[Eligibility](#)

[Benefit Change in Status](#)

[The Basics](#)

[Medical Summary & Cost](#)

[Facts about Generic Drugs](#)

[SaveOn Sp](#)

[24/7 Nurseline](#)

[Cost Differences in Care](#)

[Cleveland Clinic Express Care](#)

[National Network Change to](#)

[Cigna](#)

[Member ID Card Sample](#)

[FAQ PPO Network - All Members](#)

[Dental Summary](#)

[Vision Exam-VSP Savings Pass](#)

[Life Insurance](#)

[FMLA-Family Medical Leave](#)

[401\(k\) Savings Plan](#)

[Medical Mutual Value Services](#)

[Chronic Condition Management](#)

[AFLAC Voluntary Benefits](#)

[What Happens to My Benefits](#)

[Upon Separation?](#)

[Carrier Contacts](#)

[Annual Notices](#)

[Transparency in Coverage](#)

[Glossary of Terms](#)





# Benefit Change in Status

The benefit elections you make during Open Enrollment or as a new hire will remain in effect for the entire plan year. You will not be able to change or revoke your elections once they have been made unless a Qualifying Life Event (status change) occurs. For purposes of health, dental and vision, you will be deemed to have a Status Change if:

- your marital status changes through marriage, the death of your spouse, divorce, legal separation, or annulment;
- your number of dependents changes through birth, adoption, placement for adoption, or death of a dependent;
- you, your spouse or dependents terminate or begin employment;
- your dependent is no longer eligible due to attainment of age;
- you, your spouse or dependents experience an increase; or reduction in hours of employment (including a switch between part-time and full-time employment; strike or lock-out; commencement of or return from an unpaid leave of absence);



- gain or loss of eligibility under a plan offered by your employer or your spouse's employer; and
- a change in residence for you, your spouse or your dependent resulting in a gain or loss of eligibility.

In order to be permitted to make a change of election relating to your health or dental coverage due to a Qualifying Life Event, the Life Event Change must result in you, your spouse or dependent gaining or losing eligibility for health, dental or vision coverage under this plan or a plan sponsored by another employer by whom you, your spouse, or dependent are employed. The election change must correspond with that gain or loss of eligibility.

You may also be permitted to change your elections for health coverage under the following circumstances:

- a court order requires that your child receive accident or health coverage under this plan or a former spouse's plan;
- you, your spouse or dependent become entitled to Medicare or Medicaid;
- you have a Special Enrollment Right; and
- there is a significant change in the cost or coverage for you or your spouse attributable to your spouse employment.

For purposes of all other benefits under the Plan, you will be deemed to have a Status Change if the change is on account of and consistent with a change in status, as determined by the Plan Administrator, in its discretion, under applicable law and the plan provisions.

**You must notify Dana Bowling in Human Resources at 740-252-5046 or e-mail [d.bowling@shellyandsands.com](mailto:d.bowling@shellyandsands.com) within 30 days from the status change in order to make a change in your benefit selections.**

[Welcome!](#)

[Enrollment Instructions](#)

[Eligibility](#)

[Benefit Change in Status](#)

[The Basics](#)

[Medical Summary & Cost](#)

[Facts about Generic Drugs](#)

[SaveOn Sp](#)

[24/7 Nurseline](#)

[Cost Differences in Care](#)

[Cleveland Clinic Express Care](#)

[National Network Change to](#)

[Cigna](#)

[Member ID Card Sample](#)

[FAQ PPO Network - All Members](#)

[Dental Summary](#)

[Vision Exam-VSP Savings Pass](#)

[Life Insurance](#)

[FMLA-Family Medical Leave](#)

[401\(k\) Savings Plan](#)

[Medical Mutual Value Services](#)

[Chronic Condition Management](#)

[AFLAC Voluntary Benefits](#)

[What Happens to My Benefits](#)

[Upon Separation?](#)

[Carrier Contacts](#)

[Annual Notices](#)

[Transparency in Coverage](#)

[Glossary of Terms](#)



- If an employee experiences an approved life event throughout the year, he/she may be permitted to make changes to his/her benefit elections, subject to plan rules. The employee must submit permitted benefit changes within **30 days** of a qualifying life event.
- Employees must alert Human Resources when a life event occurs.
- Failure to submit the enrollment form and Life Event documentation timely will nullify their request for enrollment and they will **not** be permitted to make the change(s) until the next open enrollment.
- The summary of events that allow an employee to make benefit changes and instructions for processing his/her life event changes via Shelly & Sands benefit program are below:

Family Status Change		
Event	Action Required	Results If Action Not Taken
New Hire:	Make elections within 30 days of hire date. Documentation is required.	You and your dependents are not eligible until the next annual Open Enrollment.
Marriage:	Add your new spouse to your elections within 30 days of the marriage date. A copy of the marriage certificate must be presented.	Your spouse is not eligible until the next annual Open Enrollment period.
Divorce:	Remove the former spouse within 30 days of the divorce. Proof of the divorce will be required. A copy of the divorce decree must be presented.	Benefits are not available for the divorced spouse and will be recouped if paid erroneously.
Birth or adoption of a child:	Enroll the new dependent in your elections within 30 days of the adoption, even if you already have family coverage. A copy the birth certificate, footprints, or hospital discharge papers must be presented. Once you receive the child's Social Security Number, be sure to contact HR to update your child's insurance information record.	The new dependent will not be covered on your birth or insurance until the next annual Open Enrollment period
Death of a spouse or dependent:	Remove the dependent from your elections within 30 days from the date of death. Death certificate must be presented.	You could pay a higher premium than required and you may be overpaying for coverage.
Your spouse gains or loses employment that provides health benefits:	Add or drop health benefits from your elections within 30 days of the event date. A letter from the employer or insurance company must be presented.	You need to wait until the next annual Open Enrollment period to make any change.
Loss of coverage with a spouse:	Change your elections within 30 days from the loss of coverage. A letter from the employer must be provided.	You will be unable to enroll in the benefits until the next annual Open Enrollment period.
Changing from full-time to part-time employment (without benefits) or from part-time to full-time (with benefits):	Change your elections within 30 days from the employment status change in order to receive COBRA information or to enroll in benefits as a full-time employee. Documentation from the employer must be provided.	Benefits may not be available to you or your dependents if you wait to enroll in COBRA. Full-time employees will have to wait until the annual Open Enrollment period.

Documentation is needed to validate a change in family status event.

If you have a Change in Family Status event, please promptly notify Human Resources: 740-453-0721 or e-mail Dana Bowling at [d.bowling@shellyandsands.com](mailto:d.bowling@shellyandsands.com)



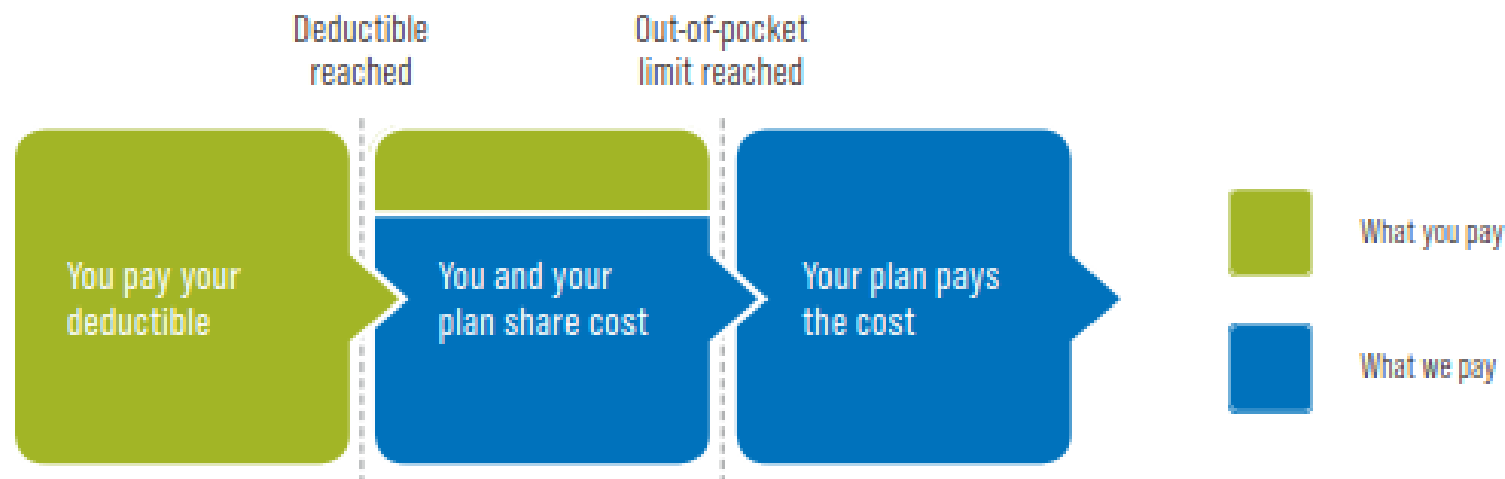


## The basics explained

Before we dive into the plan details, it may be helpful to review some health benefit basics.



## What you pay and what your plan pays



This chart is only an example. Your actual cost share will depend on your plan, the service you get and the doctor you choose. Check your plan details to see your actual share of the cost.



[Welcome!](#)

[Enrollment Instructions](#)

[Eligibility](#)

[Benefit Change in Status](#)

[The Basics](#)

[Medical Summary & Cost](#)

[Facts about Generic Drugs](#)

[SaveOn Sp](#)

[24/7 Nurseline](#)

[Cost Differences in Care](#)

[Cleveland Clinic Express Care](#)

[National Network Change to Cigna](#)

[Member ID Card Sample](#)

[FAQ PPO Network - All Members](#)

[Dental Summary](#)

[Vision Exam-VSP Savings Pass](#)

[Life Insurance](#)

[FMLA-Family Medical Leave](#)

[401\(k\) Savings Plan](#)

[Medical Mutual Value Services](#)

[Chronic Condition Management](#)

[AFLAC Voluntary Benefits](#)

[What Happens to My Benefits](#)

[Upon Separation?](#)

[Carrier Contacts](#)

[Annual Notices](#)

[Transparency in Coverage](#)

[Glossary of Terms](#)





## The basics explained

Before we dive into the plan details, it may be helpful to review some health benefit basics.



### Words that are helpful to know

We can help you crack the code of health insurance lingo. Here are the meanings of some common terms:

#### Deductible:

A set amount you pay each year for covered services before your plan starts to pay for covered health care costs.

#### Copay:

A flat fee you pay for covered services like doctor visits.

#### Coinsurance:

Once you've met your deductible, you and your health plan share the cost of covered health care services. The coinsurance is your share of the costs, usually a percent of the cost of care. Your plan details show what portion of the cost you'll pay.

#### Out-of-pocket limit:

This is the most you have to pay out of your own pocket each year for covered services. This amount may include your deductible and your percentage of the costs, depending on your plan. And some plans may still have you pay a copay at the time of service.

#### Premium:

The premium, also called a monthly payment, is what you pay for the plan. It's the money that comes out of your paycheck. Think of it like a membership fee that's separate from what you pay when you get care.



[Welcome!](#)

[Enrollment Instructions](#)

[Eligibility](#)

[Benefit Change in Status](#)

[The Basics](#)

[Medical Summary & Cost](#)

[Facts about Generic Drugs](#)

[SaveOn Sp](#)

[24/7 Nurseline](#)

[Cost Differences in Care](#)

[Cleveland Clinic Express Care](#)

[National Network Change to Cigna](#)

[Member ID Card Sample](#)

[FAQ PPO Network - All Members](#)

[Dental Summary](#)

[Vision Exam-VSP Savings Pass](#)

[Life Insurance](#)

[FMLA-Family Medical Leave](#)

[401\(k\) Savings Plan](#)

[Medical Mutual Value Services](#)

[Chronic Condition Management](#)

[AFLAC Voluntary Benefits](#)

[What Happens to My Benefits](#)

[Upon Separation?](#)

[Carrier Contacts](#)

[Annual Notices](#)

[Transparency in Coverage](#)

[Glossary of Terms](#)





# 2023 Medical Mutual Plan Summary & Cost

Schedule of Benefits	Network		Non-Network
Deductible (Single / Family)	\$400 / \$800		\$800 / \$1,600
Out-Of-Pocket Max (Single / Family) Includes Deductible	\$4,000 / \$8,000		\$7,000 / \$14,000
Physician Office Services	\$0 Telemedicine / \$20 PCP / \$40 SCP		Deductible + 40%
Preventative Services	No Cost Share		Deductible + 40%
Routine Vision Examinations	No Cost Share		Deductible + 40%
Emergency Room Services	\$150 copay per visit		\$150 copay per visit
Urgent Care Services	\$35 copay per visit		Deductible + 40%
Inpatient & Outpatient Professional Services	Deductible + 20%		Deductible + 40%
Outpatient Surgery Hospital / Alternative Care Facility	Deductible + 20%		Deductible + 40%
Outpatient Therapy Services PT/OT/ST	\$40 SCP		Deductible + 40%
Prescription Drugs Retail with Express Scripts (Network Pharmacy)	\$10 / \$30 / \$60 30 Day Supply		
Prescription Drugs Mail Order with Express Scripts (Network Pharmacy)	\$20 / \$60 / \$120 / 20% to \$250 (Specialty only 30-day supply) 90 Day Supply		
Coverage Level	Level 1	Level 2	Level 3
Employee Only	\$15.00 per week	\$20.00 per week	\$25.00 per week
Employee Plus Spouse	\$32.69 per week	\$43.59 per week	\$54.49 per week
Employee Plus Child(ren)	\$25.32 per week	\$33.76 per week	\$42.21 per week
Family	\$45.23 per week	\$60.30 per week	\$75.39 per week

**Medicare Part D:** Shelly & Sands has determined that the prescription drug coverage offered is considered Creditable Coverage.

**Embedded Deductibles / Out of pocket maximums:** All medical plans have embedded deductibles and out of pocket maximums. An embedded deductible means that each individual member on the insurance shall meet his or her individual deductible and then the insurance plan (co-insurance) shall pay (80% in network) for the remainder of the calendar year until the out-of-pocket maximum is met. Copays will accumulate toward the out-of-pocket maximum after the deductible is met.

PCP = Primary Care Physician, SCP = Specialty Care Physician, PT = Physical Therapy, OT=Occupational Therapy, ST = Speech Therapy

*This Summary is for informational purposes only. For specific benefit information, please refer to the applicable Insurance Contract.*



Questions? Contact Dana Bowling in Human Resources at 740-252-5046 or e-mail [d.bowling@shellyandsands.com](mailto:d.bowling@shellyandsands.com)

**Group ID: 898472**

**Register for My Health Plan**

**1-800-362-4700**



**Back**

**9 Next**

[Welcome!](#)

[Enrollment Instructions](#)

[Eligibility](#)

[Benefit Change in Status](#)

[The Basics](#)

[Medical Summary & Cost](#)

[Facts about Generic Drugs](#)

[SaveOn Sp](#)

[24/7 Nurseline](#)

[Cost Differences in Care](#)

[Cleveland Clinic Express Care](#)

[National Network Change to](#)

[Cigna](#)

[Member ID Card Sample](#)

[FAQ PPO Network - All Members](#)

[Dental Summary](#)

[Vision Exam-VSP Savings Pass](#)

[Life Insurance](#)

[FMLA-Family Medical Leave](#)

[401\(k\) Savings Plan](#)

[Medical Mutual Value Services](#)

[Chronic Condition Management](#)

[AFLAC Voluntary Benefits](#)

[What Happens to My Benefits](#)

[Upon Separation?](#)

[Carrier Contacts](#)

[Annual Notices](#)

[Transparency in Coverage](#)

[Glossary of Terms](#)

# FACTS ABOUT GENERIC DRUGS

Today, nearly **8 in 10** prescriptions filled in the U.S. are for generic drugs.



SAME QUALITY &  
PERFORMANCE



- FDA requires generic drugs to have the **same active ingredient, strength, dosage form, and route of administration** as the brand-name drug.
- The generic manufacturer **must prove its drug is the same** (bioequivalent) as the brand-name drug.
- All manufacturing, packaging, and testing sites **must pass the same quality standards** as those of brand-name drugs.
- Many generic drugs are made in the same manufacturing plants as the brand-name drugs.



**Express Scripts Pharmacy Plan**

**Rx Bin: 610014 RXPCN: COPAY Rx GRP: MMODRUG**

**Register for Mail Order Delivery**

**1-800-471-1961**



## ALL FDA-APPROVED GENERIC DRUGS MUST BE EQUIVALENT TO THE BRAND-NAME DRUG.



Any generic drug modeled after a single, brand name drug must perform approximately the same in the body as the brand name drug. There will always be a slight, but not medically important, level of natural variability just as there is for one batch of brand name drug compared to the next batch of brand name product.

This amount of difference would be expected and acceptable, whether for one batch of brand name drug tested against another batch of the same brand, or for a generic tested against a brand name drug.

**80-85% LESS**  
Average cost of a generic drug  
vs. its brand-name counterpart



In 2010 alone, the use of FDA-approved generics saved **\$158 billion**.



**THE LOWER PRICE  
DOESN'T MEAN INFERIOR.**



Generic manufacturers are able to sell their products for lower prices because they are not required to repeat the costly clinical trials of new drugs and generally do not pay for costly advertising, marketing, and promotion. In addition, multiple generic companies apply to FDA to approve a generic for the same brand name drugs. Multiple generic companies are often approved to market a single product. Competition in the market place, often results in lower prices.

## FDA MONITORS ADVERSE EVENTS REPORTS FOR GENERIC DRUGS.

The monitoring of adverse events for all drug products, including generic drugs, is one aspect of the overall FDA effort to evaluate the safety of drugs after approval. Many times, reports of adverse events describe a known reaction to the active drug ingredient.

Reports are monitored and investigated, when appropriate. Investigations may lead to changes in how a product is used or manufactured.



**Back**

**10 Next**

[Welcome!](#)

[Enrollment Instructions](#)

[Eligibility](#)

[Benefit Change in Status](#)

[The Basics](#)

[Medical Summary & Cost](#)

[Facts about Generic Drugs](#)

[SaveOn Sp](#)

[24/7 Nurseline](#)

[Cost Differences in Care](#)

[Cleveland Clinic Express Care](#)

[National Network Change to](#)

[Cigna](#)

[Member ID Card Sample](#)

[FAQ PPO Network - All Members](#)

[Dental Summary](#)

[Vision Exam-VSP Savings Pass](#)

[Life Insurance](#)

[FMLA-Family Medical Leave](#)

[401\(k\) Savings Plan](#)

[Medical Mutual Value Services](#)

[Chronic Condition Management](#)

[AFLAC Voluntary Benefits](#)

[What Happens to My Benefits](#)

[Upon Separation?](#)

[Carrier Contacts](#)

[Annual Notices](#)

[Transparency in Coverage](#)

[Glossary of Terms](#)

# SaveonSP

Reducing plan costs by maximizing manufacturer's assistance for specialty drugs

**The SaveonSP program saves Medical Mutual customers and their plan members money by maximizing prescription drug copay assistance from pharmaceutical manufacturers. With SaveonSP, plan savings on specialty drugs average nearly 13 percent while members' out-of-pocket responsibility is reduced to \$0.**

## About the program

- Targets more than 75 drugs across several therapy classes and maximizes the available manufacturer funding by adjusting the drugs' copays to the amounts of the manufacturer's assistance\*
- Produces typical plan savings ranging from \$2.50 to \$4.50 per member per month (PMPM)
- Reduces members' out-of-pocket costs to \$0

## Results

### Client example

**1,000 members**  
One year in the SaveonSP program

### Impact for plan sponsors and members

**\$40,000+** plan savings  
**13%** savings on annual specialty drug spend  
**<2%** of patient population drove total savings





# Medical Mutual Nurse Line

## Speak with a trained nurse to help you determine the care you need

24/7 Medical Mutual Nurse Line: **1-888-912-0636**

**Your coverage with Medical Mutual provides access to highly-trained and experienced nurses available 24/7 to help you:**

- Advise you personally, no matter the size of the concern
- Provide easy-to-understand explanations about medical tests and results
- Talk you through self-care for treating minor medical conditions at home
- Help determine if you need to visit your doctor, an urgent care clinic or the emergency room
- Use nationally accredited guidelines to assess symptoms
- Connect you with your primary care provider (PCP), specialist or in-network emergency room if necessary
- Connect you with a nursing home or alternate point of care
- Schedule next-day appointments with your PCP if needed
- Stay on the line until you feel you understand next steps

### Highly trained and experienced nurses to take your call

Call toll-free to speak with a medically trained, compassionate nurse anytime, day or night, whenever you have a health concern to help you understand your situation and determine next steps.

### Health counseling, education and help with symptom identification

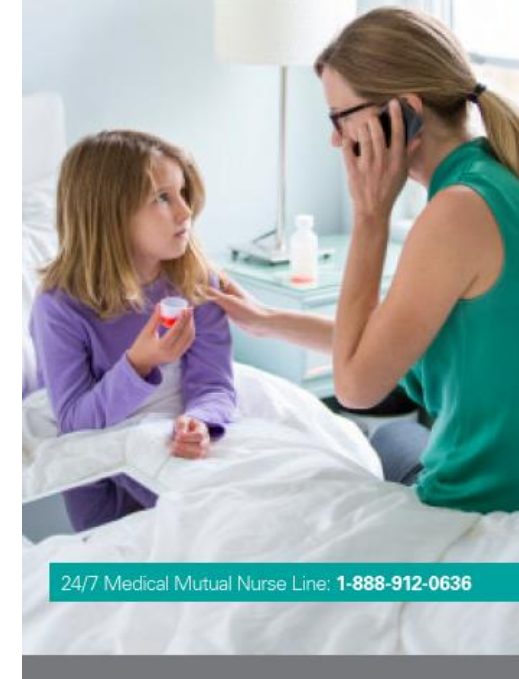
The nurse will evaluate your symptoms, provide an assessment and help you take the most appropriate action. Medical Mutual's Nurse Line staff will help you make the most informed decisions about how to handle a wide variety of health and wellness concerns and connect you with the appropriate resources. If it's an emergency, the nurse will tell you what steps to take immediately and will follow up later to see how you're feeling.

### Nurse Line is a valuable health benefit

Nurse Line is available 24/7 to help you address a wide range of health concerns. There is no added charge and you will always speak with a live nurse first without being triaged or put on hold.

## Medical Mutual Nurse Line

Immediate Consultation with a Nurse is Just a Phone Call Away



24/7 Medical Mutual Nurse Line: **1-888-912-0636**



**Group ID: 898472-101**

**Register for My Health Plan**

**1-800-362-4700**



Questions? Contact Dana Bowling in Human Resources at 740-252-5046 or e-mail [d.bowling@shellyandsands.com](mailto:d.bowling@shellyandsands.com)

**Back**

**12 Next**

[Welcome!](#)

[Enrollment Instructions](#)

[Eligibility](#)

[Benefit Change in Status](#)

[The Basics](#)

[Medical Summary & Cost](#)

[Facts about Generic Drugs](#)

[SaveOn Sp](#)

[24/7 Nurseline](#)

[Cost Differences in Care](#)

[Cleveland Clinic Express Care](#)

[National Network Change to](#)

[Cigna](#)

[Member ID Card Sample](#)

[FAQ PPO Network - All Members](#)

[Dental Summary](#)

[Vision Exam-VSP Savings Pass](#)

[Life Insurance](#)

[FMLA-Family Medical Leave](#)

[401\(k\) Savings Plan](#)

[Medical Mutual Value Services](#)

[Chronic Condition Management](#)

[AFLAC Voluntary Benefits](#)

[What Happens to My Benefits](#)

[Upon Separation?](#)

[Carrier Contacts](#)



[Annual Notices](#)

[Transparency in Coverage](#)

[Glossary of Terms](#)



# Cost differences between types of care

NURSE LINE	VIRTUAL VISITS	PRIMARY CARE	WALK-IN CLINICS	URGENT CARE	EMERGENCY ROOM
\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
<b>No Charge</b>	<b>\$0 copay</b>	<b>\$20 copay</b>	<b>\$20 copay</b>	<b>\$35 copay</b>	<b>\$150 copay</b>
<p>Available 24/7 Speak to a trained nurse to help you determine the care you need.</p> <p>Use the Nurse line for:</p> <ul style="list-style-type: none"> <li>• Assistance with understanding medical tests and results</li> <li>• Help with symptom identification</li> <li>• Connect you with your primary care provider (PCP) specialist or in-network emergency room if necessary</li> </ul> <p>They are very knowledgeable and are there to help you make a better decision on deciding whether to go to your Primary Care Physician, Urgent Care or Emergency Room.</p>	<p>Care at your fingertips for common conditions such as:</p> <ul style="list-style-type: none"> <li>• Colds and flu</li> <li>• Upper respiratory infections</li> <li>• Rashes</li> <li>• Allergies</li> <li>• Bug bites</li> <li>• Poison Ivy</li> </ul> <p>Cleveland Clinic Express Care® Online is available 24/7. No appointment is needed and is usually less than a 5 minute wait to speak to a physician. Download in the App Store.</p> <div>   </div>	<p>Your Primary Care Doctor (PCP) is your first line of defense in managing overall health.</p> <p>Use routine care, such as:</p> <ul style="list-style-type: none"> <li>• Yearly checkups and screenings</li> <li>• Flu shots</li> <li>• Sickness or injury that is not an emergency</li> </ul> <p>If you don't have a Primary Care Physician call 1-800-362-4700 or visit <a href="http://www.medmutual.com">www.medmutual.com</a> to search for a doctor in your area.</p>	<p>Treatment inside local CVS Minute Clinics or other network Convenience Clinics for minor illnesses and injuries such as:</p> <ul style="list-style-type: none"> <li>• Colds, flu, or fever</li> <li>• Allergies</li> <li>• Upper respiratory infections</li> <li>• Urinary tract infections</li> <li>• Sports physicals</li> </ul> <p>Average wait time at a Convenience Clinic is 10-20 minutes. Also, in some locations you can set an appointment ahead of time.</p>	<p>Immediate care for conditions that are not life-threatening, such as:</p> <ul style="list-style-type: none"> <li>• Colds, flu or fever</li> <li>• Minor strains, sprains or breaks</li> <li>• Minor lacerations</li> <li>• Vomiting</li> <li>• Diarrhea</li> </ul> <p>Average wait time at Urgent Care is 20 minutes.</p>	<p>Approximately 71% of Emergency Room visits are unnecessary or could have been avoided.</p> <p>For serious and life-threatening conditions such as:</p> <ul style="list-style-type: none"> <li>• Heart attack</li> <li>• Chest pain</li> <li>• Coughing up or vomiting blood</li> <li>• High fever with stiff neck, mental confusion or difficulty breathing</li> <li>• Injury to head, neck or spine</li> </ul> <p>Average wait time to be seen in the ER is 2-3 hours.</p>



Group ID: 898472-101  
Register for My Health Plan  
 1-800-362-4700



Questions? Contact Dana Bowling in Human Resources at 740-252-5046 or e-mail [d.bowling@shellyandsands.com](mailto:d.bowling@shellyandsands.com)

Back 13 Next

# Cleveland Clinic Express Care

## Screenshots [iPhone](#) [iPad](#)



Cleveland Clinic Express Care® Online offers 24/7 care from anywhere via your smartphone or tablet. During your virtual visit, a healthcare provider can offer a diagnosis, treatment, and medication if appropriate – no appointment needed.

How can Express Care Online benefit me?

- Connect in minutes to a healthcare provider – save time vs. an in-person visit
- Can be used by your entire family, ages 2 and up
- \$55 or less per visit, with many insurance plans accepted
- All visits are secure and confidential.
- We treat many common conditions, including cough and cold, sinus infections, allergies, rash, and pink eye
- Many Cleveland Clinic providers also offer virtual follow-up visits to select patients



**Cleveland Clinic Express Care**   
24/7 Virtual Doctor Visits  
The Cleveland Clinic Foundation  
★★★★★ 4.9 x 11.0K Ratings  
Free



**Group ID: 898472-101**

**Register for My Health Plan**

**1-800-362-4700**

If you use Apple Health, you can choose to share your health information with the provider during your virtual video visit, such as heart rate, blood pressure, body temperature, blood glucose levels, weight, nutritional information, and respiratory rate.

## \$0 Copay



Questions? Contact Dana Bowling in Human Resources at 740-252-5046 or e-mail [d.bowling@shellyandsands.com](mailto:d.bowling@shellyandsands.com)

**Back**

**14 Next**

[Welcome!](#)

[Enrollment Instructions](#)

[Eligibility](#)

[Benefit Change in Status](#)

[The Basics](#)

[Medical Summary & Cost](#)

[Facts about Generic Drugs](#)

[SaveOn Sp](#)

[24/7 Nurseline](#)

[Cost Differences in Care](#)

[Cleveland Clinic Express Care](#)

[National Network Change to](#)

[Cigna](#)

[Member ID Card Sample](#)

[FAQ PPO Network - All Members](#)

[Dental Summary](#)

[Vision Exam-VSP Savings Pass](#)

[Life Insurance](#)

[FMLA-Family Medical Leave](#)

[401\(k\) Savings Plan](#)

[Medical Mutual Value Services](#)

[Chronic Condition Management](#)

[AFLAC Voluntary Benefits](#)

[What Happens to My Benefits](#)

[Upon Separation?](#)

[Carrier Contacts](#)

[Annual Notices](#)

[Transparency in Coverage](#)

[Glossary of Terms](#)

# Medical Mutual's National Network is Changing

## Effective Jan. 1, 2023

- Members seeking healthcare services outside Medical Mutual's proprietary SuperMed® PPO network will have access to the Cigna PPO® network
- The SuperMed PPO network includes:
  - All 88 Ohio counties
  - 3 Kentucky counties (Boone, Campbell, Kenton)
- Medical Mutual will continue to provide the following services whether the member uses a SuperMed PPO or Cigna PPO provider
  - Verify coverage
  - Work with healthcare providers
  - Process claims
  - Provide Customer Care support

## Member ID Cards

- Cigna name and logo will be included
- Members should share member ID card with providers at every visit
  - Benefits and eligibility
  - Prior authorization requests
  - Claims submission
- MedMutual mobile app
  - Digital copy can be faxed or emailed to provider
  - Available in App Store® or Google Play™ – search “MedMutual”



Group ID: 898472

Register for My Health Plan  
1-800-362-4700



[Back](#)

[15 Next](#)

[Welcome!](#)

[Enrollment Instructions](#)

[Eligibility](#)

[Benefit Change in Status](#)

[The Basics](#)

[Medical Summary & Cost](#)

[Facts about Generic Drugs](#)

[SaveOn Sp](#)

[24/7 Nurseline](#)

[Cost Differences in Care](#)

[Cleveland Clinic Express Care](#)

[National Network Change to](#)

[Cigna](#)

[Member ID Card Sample](#)

[FAQ PPO Network - All Members](#)

[Dental Summary](#)

[Vision Exam-VSP Savings Pass](#)

[Life Insurance](#)

[FMLA-Family Medical Leave](#)

[401\(k\) Savings Plan](#)

[Medical Mutual Value Services](#)

[Chronic Condition Management](#)

[AFLAC Voluntary Benefits](#)

[What Happens to My Benefits](#)

[Upon Separation?](#)

[Carrier Contacts](#)

[Annual Notices](#)

[Transparency in Coverage](#)

[Glossary of Terms](#)



# Member ID Card Sample

For members living in the Medical Mutual SuperMed® Service Area

## Get to Know Your Network

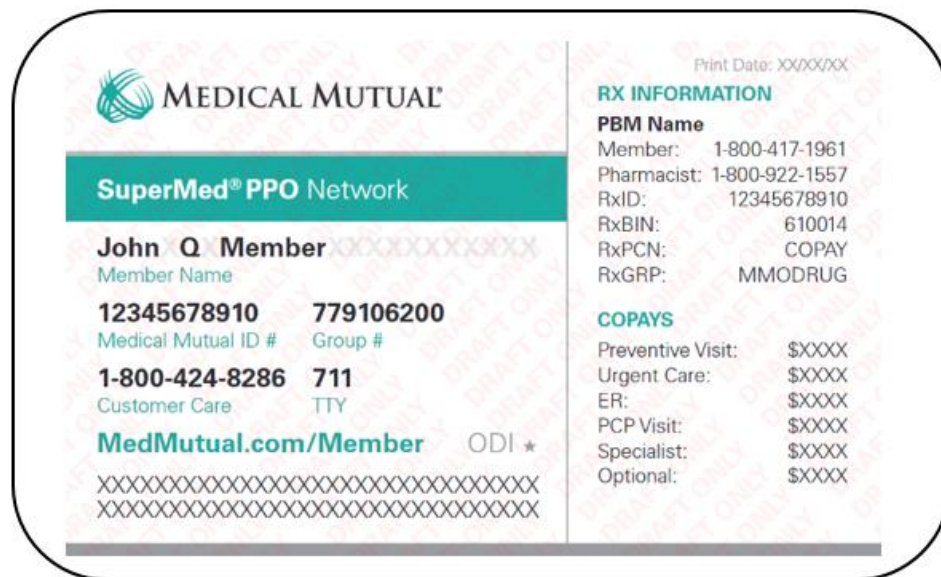
Medical Mutual members have access to the Cigna® PPO network when they live, travel or spend significant time outside of the SuperMed® PPO network service area. The SuperMed service area includes the state of Ohio, as well as Boone, Campbell and Kenton counties in Kentucky.

Your member ID card will identify your primary network, which is where you should receive most of your care.

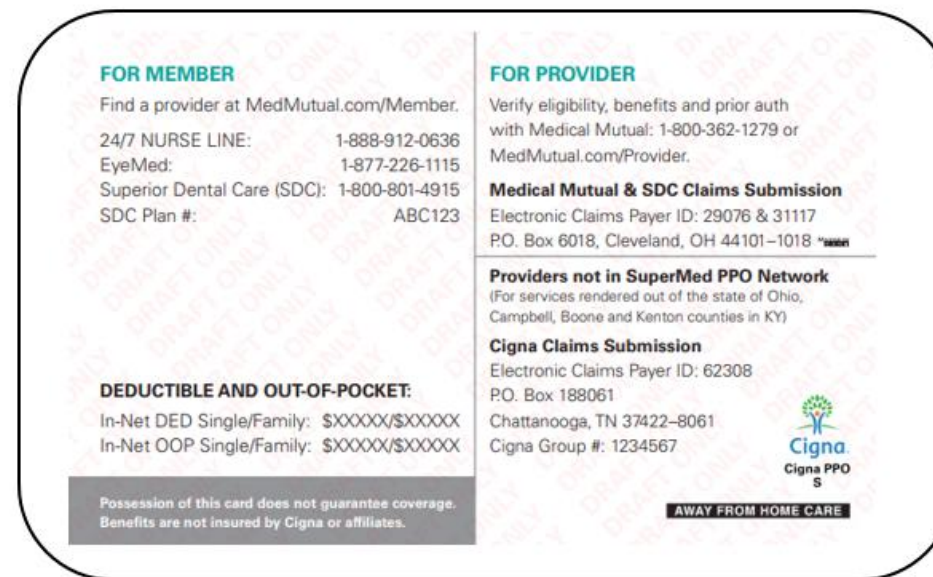
## Inside-the-Service-Area ID Card

If you live inside the Medical Mutual SuperMed PPO service area, your ID card will look like this:

Front



Back



**All** dental and vision claims should be sent to *Medical Mutual* for processing.

[Welcome!](#)

[Enrollment Instructions](#)

[Eligibility](#)

[Benefit Change in Status](#)

[The Basics](#)

[Medical Summary & Cost](#)

[Facts about Generic Drugs](#)

[SaveOn Sp](#)

[24/7 Nurseline](#)

[Cost Differences in Care](#)

[Cleveland Clinic Express Care](#)

[National Network Change to](#)

[Cigna](#)

[Member ID Card Sample](#)

[FAQ PPO Network - All Members](#)

[Dental Summary](#)

[Vision Exam-VSP Savings Pass](#)

[Life Insurance](#)

[FMLA-Family Medical Leave](#)

[401\(k\) Savings Plan](#)

[Medical Mutual Value Services](#)

[Chronic Condition Management](#)

[AFLAC Voluntary Benefits](#)

[What Happens to My Benefits](#)

[Upon Separation?](#)

[Carrier Contacts](#)

[Annual Notices](#)

[Transparency in Coverage](#)

[Glossary of Terms](#)

Group ID: 898472

[Register for My Health Plan](#)

1-800-362-4700



[Back](#)

[16 Next](#)



# Member ID Card Sample

For members living OUTSIDE the Medical Mutual SuperMed® Service Area

## Get to Know Your Network

Medical Mutual members have access to the Cigna® PPO network when they live, travel or spend significant time outside of the SuperMed® PPO network service area. The SuperMed service area includes the state of Ohio, as well as Boone, Campbell and Kenton counties in Kentucky.

Your member ID card will identify your primary network, which is where you should receive most of your care.



## OUTSIDE-the-Service-Area ID Card

If you live outside the Medical Mutual SuperMed PPO service area, your ID card will look like this:

Front

Back

Print Date: XX/XX/XX

**Cigna PPO Network**

**John Q Member**  
Member Name

**12345678910 779106200**  
Medical Mutual ID # Group #

**1-800-424-8286 711**  
Customer Care TTY

**MedMutual.com/Member** ODI ★

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

**RX INFORMATION**

**PBM Name**

Member: 1-800-417-1961  
Pharmacist: 1-800-922-1557  
RxID: 12345678910  
RxBIN: 610014  
RxPCN: COPAY  
RxGRP: MMODRUG

**COPAYS**

Preventive Visit: \$XXXX  
Urgent Care: \$XXXX  
ER: \$XXXX  
PCP Visit: \$XXXX  
Specialist: \$XXXX  
Optional: \$XXXX

**FOR MEMBER**

Find a provider at MedMutual.com/Member.

24/7 NURSE LINE: 1-888-912-0636  
EyeMed: 1-877-226-1115  
Superior Dental Care (SDC): 1-800-801-4915  
SDC Plan #: ABC123

**FOR PROVIDER**

Verify eligibility, benefits and prior auth with Medical Mutual: 1-800-XXX-XXXX or MedMutual.com/Provider.

**Cigna Claims Submission**

Electronic Claims Payer ID: 62308  
P.O. Box 188061  
Chattanooga, TN 37422-8061  
Cigna Group #: 1234567

**Providers in SuperMed PPO Network**  
(For services rendered in the state of Ohio, Campbell, Boone and Kenton counties in KY)

**Medical Mutual & SDC Claims Submission**

Electronic Claims Payer ID: 29076 & 31117  
P.O. Box 6018, Cleveland, OH 44101-1018

**DEDUCTIBLE AND OUT-OF-POCKET:**

In-Net DED Single/Family: \$XXXX/\$XXXX  
In-Net OOP Single/Family: \$XXXX/\$XXXX

Possession of this card does not guarantee coverage. Benefits are not insured by Cigna or affiliates.

**TPV LOGO** **AWAY FROM HOME CARE**

All dental and vision claims should be sent to *Medical Mutual* for processing.



Group ID: 898472

Register for My Health Plan

1-800-362-4700



Back

17 Next

Welcome!

Enrollment Instructions

Eligibility

Benefit Change in Status

The Basics

Medical Summary & Cost

Facts about Generic Drugs

SaveOn Sp

24/7 Nurseline

Cost Differences in Care

Cleveland Clinic Express Care

National Network Change to

Cigna

Member ID Card Sample

FAQ PPO Network - All Members

Dental Summary

Vision Exam-VSP Savings Pass

Life Insurance

FMLA-Family Medical Leave

401(k) Savings Plan

Medical Mutual Value Services

Chronic Condition Management

AFLAC Voluntary Benefits

What Happens to My Benefits

Upon Separation?

Carrier Contacts

Annual Notices

Transparency in Coverage

Glossary of Terms

# Frequently Asked Questions

For all members

## How do I know which network to use?

In most cases, you will use the network that is indicated on the front of your member ID card.

## How can my provider verify eligibility?

Cigna providers should use the Cigna ID number listed on the card to verify eligibility. Medical Mutual providers should use the Medical Mutual ID number listed on the card to verify eligibility.

## How will my provider know where to send my claims?

Providers should send claims to the address listed on the back of the ID card. The address will vary based on whether you receive care inside or outside the SuperMed service area.

## What if I live inside the Medical Mutual SuperMed service area, but I need medical care while I am traveling out of state?

If you travel outside the SuperMed service area and you need medical care, you can visit a Cigna PPO provider to receive care.

## How does this affect my dental or vision coverage?

If you have dental and/or vision coverage through Medical Mutual, this does not affect your claims or your network for standard dental or vision procedures. To find an in-network provider, please refer to our online provider directory at [ProviderSearch.MedMutual.com](http://ProviderSearch.MedMutual.com). Providers should call the phone number for dental or vision that is listed on your ID card to find out where to submit claims for payment.

## Who can I call if I have questions about my national network?

Call Medical Mutual Customer Care at the number listed on your ID card.

## MedMutual Find a Provider

Ways to access our Find a Provider tool

MedMutual mobile app

[MedMutual.com/Member](http://MedMutual.com/Member)

Cigna PPO providers will be added for open enrollment



**[Register for My Health Plan](#) by clicking on the link here.**

Group ID: 0863970-040-00200

**[Register for My Health Plan](#)**

1-800-362-4700



**[Back](#)**

**[18 Next](#)**

[Welcome!](#)

[Enrollment Instructions](#)

[Eligibility](#)

[Benefit Change in Status](#)

[The Basics](#)

[Medical Summary & Cost](#)

[Facts about Generic Drugs](#)

[SaveOn Sp](#)

[24/7 Nurseline](#)

[Cost Differences in Care](#)

[Cleveland Clinic Express Care](#)

[National Network Change to](#)

[Cigna](#)

[Member ID Card Sample](#)

[FAQ PPO Network - All Members](#)

[Dental Summary](#)

[Vision Exam-VSP Savings Pass](#)

[Life Insurance](#)

[FMLA-Family Medical Leave](#)

[401\(k\) Savings Plan](#)

[Medical Mutual Value Services](#)

[Chronic Condition Management](#)

[AFLAC Voluntary Benefits](#)

[What Happens to My Benefits](#)

[Upon Separation?](#)

[Carrier Contacts](#)

[Annual Notices](#)

[Transparency in Coverage](#)

[Glossary of Terms](#)



Regular dental checkups can help find early warning signs of certain health problems, which means you can get the care you need to get healthy. So, don't skimp on your dental care, good oral care can mean better overall health!

## Dental Schedule

Annual Deductible \$50 Single / \$150 Family

Calendar Year Maximum Benefit (all services except Orthodontia) \$1,000

Preventive Services  
(Exams, Cleanings and Bitewing X-rays) 100%

Essential Services  
(Routine fillings, simple extractions, endodontics, periodontics) 50%

Complex Services  
(Crowns, dentures and bridges) 50%

Dependent Children Child less than 26 years of age

Orthodontic Services  
• Dependent Children under age 19 50%

Orthodontia Lifetime Maximum \$750

Predetermination of Benefits Required for any course of treatment exceeding \$200 or involving major restorations.

Coverage Level Cost if you ONLY elect dental coverage without the medical plan. Cost of dental is included in medical cost share.

Employee \$5.00 per month

Employee Plus One or More \$15.00 per month

*Dependents of an Employee include the Employee's spouse and unmarried children to age 26.  
This Summary is for informational purposes only. For specific benefit information, please refer to the applicable Insurance Contract.*



**Group ID: 898472**

**For questions or to  
locate a participating  
provider, call or visit:  
MMO - Find a dental provider  
and register for My Health Plan**

**1-888-336-8251**

**Medical Mutual Claims Submission:**  
Electronic Claims Payer ID: 29076  
P.O. Box 6018,  
Cleveland, OH 44101-1018





# Medical Mutual Preventive Eye Exam and VSP Vision Savings Pass

The Preventive Eye Exam Benefit through your **Medical Mutual Health Plan Benefits** when utilizing a Network Provider under your Medical Plan the exam is covered at 100% per benefit period.

**VSP® Vision Savings Pass** is a discount program that offers immediate savings on eye care and eyewear.

The **VSP® Vision Savings Pass** is a discount program that offers immediate savings on eye care and eyewear.

## VSP® Vision Savings Pass

WellVision Exam®	<ul style="list-style-type: none"><li>• \$50 with purchase of a complete pair of prescription glasses.</li><li>• 20% without purchase</li><li>• Once every calendar year</li></ul>
Retinal Screening	Guaranteed pricing with WellVision Exam® not to exceed \$39.
Prescription Glasses	With purchase of a complete pair of prescription glasses: <ul style="list-style-type: none"><li>• Single Vision: \$40</li><li>• Lined Bifocal: \$60</li><li>• Lined Trifocal: \$75</li><li>• Polycarbonate for children: \$0</li></ul>
Frame	25% savings when a complete pair of prescription glasses is purchased.
Lenses	Single vision, lined bifocal, and lined trifocal lenses every 12 months
Contacts instead of glasses	15% savings on contact lens exam (fitting and evaluation)
Extra Savings	<ul style="list-style-type: none"><li>• 20-25% average savings on lens enhancements.</li><li>• 15% off regular price for laser vision correction</li></ul>



- How to use your VSP Vision Savings Pass:
1. Find a VSP Doctor at [www.vsp.com](http://www.vsp.com) or call 1-800-877-7195
  2. Save immediately on eyewear and contacts



### Provider Look-Up

[www.vsp.com](http://www.vsp.com), type in desired zip code and search in Find a Doctor field:

FIND A DOCTOR

SEARCH



- [Welcome!](#)
- [Enrollment Instructions](#)
- [Eligibility](#)
- [Benefit Change in Status](#)
- [The Basics](#)
- [Medical Summary & Cost](#)
- [Facts about Generic Drugs](#)
- [SaveOn Sp](#)
- [24/7 Nurseline](#)
- [Cost Differences in Care](#)
- [Cleveland Clinic Express Care](#)
- [National Network Change to Cigna](#)
- [Member ID Card Sample](#)
- [FAQ PPO Network - All Members](#)
- [Dental Summary](#)
- [Vision Exam-VSP Savings Pass](#)
- [Life Insurance](#)
- [FMLA-Family Medical Leave](#)
- [401\(k\) Savings Plan](#)
- [Medical Mutual Value Services](#)
- [Chronic Condition Management](#)
- [AFLAC Voluntary Benefits](#)
- [What Happens to My Benefits Upon Separation?](#)
- [Carrier Contacts](#)
- [Annual Notices](#)
- [Transparency in Coverage](#)
- [Glossary of Terms](#)





# Medical Mutual Life and AD&D Insurance

## Basic Life and AD&D Insurance

Shelly & Sands provides Life and Accidental Death & Dismemberment insurance. There is no cost to you for this coverage. Benefits reduce to 50% at age 70 and terminates at retirement.



### Other AD&D Features

- Seat Belt Benefit
- Air Bag Benefit
- Repatriation Benefit
- Dependent Education Benefit
- Exposure and Disappearance Benefit
- Coma Benefit



### Conversion of Life Insurance

You may convert to an individual policy of life insurance if your life insurance or a portion of it ceases because:

1. You are no longer employed by the policyholder; or
2. You are no longer in a class which is eligible for life insurance.

You have 30 days in which to request the conversion.



**Remember to update your beneficiary!!**



Group ID: 898472  
[Claims@MedMutualLife.com](mailto:Claims@MedMutualLife.com)  
1-866-925-2542

[Welcome!](#)

[Enrollment Instructions](#)

[Eligibility](#)

[Benefit Change in Status](#)

[The Basics](#)

[Medical Summary & Cost](#)

[Facts about Generic Drugs](#)

[SaveOn Sp](#)

[24/7 Nurseline](#)

[Cost Differences in Care](#)

[Cleveland Clinic Express Care](#)

[National Network Change to](#)

[Cigna](#)

[Member ID Card Sample](#)

[FAQ PPO Network - All Members](#)

[Dental Summary](#)

[Vision Exam-VSP Savings Pass](#)

[Life Insurance](#)

[FMLA-Family Medical Leave](#)

[401\(k\) Savings Plan](#)

[Medical Mutual Value Services](#)

[Chronic Condition Management](#)

[AFLAC Voluntary Benefits](#)

[What Happens to My Benefits](#)

[Upon Separation?](#)

[Carrier Contacts](#)

[Annual Notices](#)

[Transparency in Coverage](#)

[Glossary of Terms](#)



Questions? Contact Dana Bowling in Human Resources at 740-252-5046 or e-mail [d.bowling@shellyandsands.com](mailto:d.bowling@shellyandsands.com)

[Back](#) [21 Next](#)

# Family Medical Leave (FMLA)

## Family Medical Leave Act of 1993

FMLA provides up to 12 weeks of unpaid, job protected leave to “eligible” employees for certain family and medical reasons. You are eligible if you have worked for Shelly & Sands for at least one year and worked 1,250 hours over the previous 12 months.

## Reasons for Taking Leave

Unpaid leave must be granted for any of the following reasons:

- To care for your child after birth, or placement for adoption or foster care.
- To care for your spouse, son, daughter or parent who has a serious health condition.
- For a serious health condition that makes you unable to perform your job.
- In situations of qualifying exigency to be with an employee’s spouse, parent or child if said person is an active service member or has an impending call to active duty in support of a contingency operation.
- For the care of an injured service member if the service member is the employee’s spouse, child, parent, or “next of kin.” This type of FMLA can be elected to be taken for up to 26 weeks in a 12-month period.

## Advance Notice and Medical Certification

You may be required to provide advance leave notice and medical certification. Taking leave may be denied if requirements are not met:

- You ordinarily must provide 30 days advance notice when the leave is foreseeable.



- Shelly & Sands requires medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at the employer’s expense) and a fitness-for-duty report to return to work.

## Job Benefits and Protection

- For the duration of FMLA leave, Shelly & Sands must maintain your health coverage under any “group health plan.” You will continue to be responsible for your portion of the cost sharing of the premium payments.
- Upon return from FMLA leave, employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

## What You Should Do

When needing to miss work due to one of the stated reasons for taking leave:

- Contact Dana Bowling at 740-252-5046 or e-mail at [d.bowling@shellyandsands.com](mailto:d.bowling@shellyandsands.com) in Human Resources regarding your need for leave.



[Welcome!](#)

[Enrollment Instructions](#)

[Eligibility](#)

[Benefit Change in Status](#)

[The Basics](#)

[Medical Summary & Cost](#)

[Facts about Generic Drugs](#)

[SaveOn Sp](#)

[24/7 Nurseline](#)

[Cost Differences in Care](#)

[Cleveland Clinic Express Care](#)

[National Network Change to Cigna](#)

[Member ID Card Sample](#)

[FAQ PPO Network - All Members](#)

[Dental Summary](#)

[Vision Exam-VSP Savings Pass](#)

[Life Insurance](#)

[FMLA-Family Medical Leave](#)

[401\(k\) Savings Plan](#)

[Medical Mutual Value Services](#)

[Chronic Condition Management](#)

[AFLAC Voluntary Benefits](#)

[What Happens to My Benefits](#)

[Upon Separation?](#)

[Carrier Contacts](#)

[Annual Notices](#)

[Transparency in Coverage](#)

[Glossary of Terms](#)



# 401(K) Savings Plan



## Shelly & Sands 401(K) provides a 401(k) Plan with a matching contribution.

Employees must be **18 years** of age and have satisfied their new hire waiting period which is the first of the month following 30 days of service to be eligible to begin participation. However, an immediate roll-over may be processed into the plan upon hire.

You are automatically enrolled to defer 4% of your pay as of the date you become a participant in the plan, unless you choose a different percentage, or you choose not to defer (see Part 1). Your 401(k) elective deferral contributions will be pre-tax elective deferral contributions unless you designate all or a portion as Roth elective deferral contributions by completing an elective deferral agreement.

Our matching contributions give you an additional return on the amount you defer. We will make a matching contribution equal to 50% of your 401(k) elective deferral contributions. 401(k) elective deferrals over 4% of your pay are not matched.

401(k) contribution limit is \$22,500 in 2023. If you are age 50 or over, the catch-up contribution limit is \$7,500 in 2023. Employer match or profit-sharing contributions aren't included in these limits

**Remember to update your beneficiary!!**



For more information on the Principal 401(k) plan and portfolio options visit

**[www.Principal.com](http://www.Principal.com)** or call

**Rex W. Linkenbach at**

Phone: 419-566-8364

Fax: 419-525-0098

**[Linkenbach.Rex@InvctaCapitalAdvisors.com](mailto:Linkenbach.Rex@InvctaCapitalAdvisors.com)**

Mailing Address:

1592 Bridgewater Way S

Mansfield, OH 44906-3577



[Welcome!](#)

[Enrollment Instructions](#)

[Eligibility](#)

[Benefit Change in Status](#)

[The Basics](#)

[Medical Summary & Cost](#)

[Facts about Generic Drugs](#)

[SaveOn Sp](#)

[24/7 Nurseline](#)

[Cost Differences in Care](#)

[Cleveland Clinic Express Care](#)

[National Network Change to](#)

[Cigna](#)

[Member ID Card Sample](#)

[FAQ PPO Network - All Members](#)

[Dental Summary](#)

[Vision Exam-VSP Savings Pass](#)

[Life Insurance](#)

[FMLA-Family Medical Leave](#)

[401\(k\) Savings Plan](#)

[Medical Mutual Value Services](#)

[Chronic Condition Management](#)

[AFLAC Voluntary Benefits](#)

[What Happens to My Benefits](#)

[Upon Separation?](#)

[Carrier Contacts](#)

[Annual Notices](#)

[Transparency in Coverage](#)

[Glossary of Terms](#)



Questions? Contact Dana Bowling in Human Resources at 740-252-5046 or e-mail [d.bowling@shellyandsands.com](mailto:d.bowling@shellyandsands.com)

**[Back](#) [23 Next](#)**



# Medical Mutual Value-Added Services

(Included at no additional charge for employees)

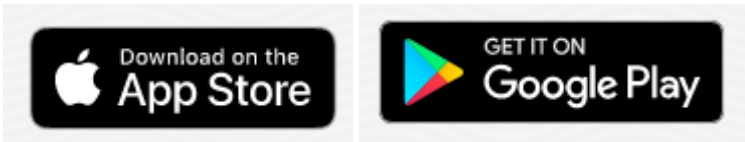


## My Health Plan

Access your claims 24/7 by registering at [www.member.medmutual.com](http://www.member.medmutual.com) and setting up an account.

You can access many resources on this site such as:

- Tools to Find a Provider or search the Rx Formulary
- MyCare Compare cost estimator for medical services and Rx Cost Estimator
- Download the My Health Plan Mobile App to access your ID Card, Find a Provider or view your claims
- Access to My Health Assessment that will help evaluate your overall health and wellness



MEDICAL MUTUAL

Dashboard Claims & Balances Benefits & Coverage Resources & Tools Healthy Living My Profile

Contact Us Logout

My Health Plan

Hello, Jane C Doe, welcome.

Viewing: Family

Benefit Period: January 1st through December 31st

Claims Snapshot (Most Recent)

DATE OF SERVICE	TYPE	CLAIM #
09/25/2020	Medical	<a href="#">0004446784-000</a>
09/25/2020	Medical	<a href="#">0014446784-000</a>
09/25/2020	Medical	<a href="#">0034446784-000</a>
09/25/2020	Medical	<a href="#">0035409979-000</a>
09/14/2020	Medical	<a href="#">0056720719-000</a>

View Your Claims

Quick Links

Wellness Portal

Preventive Care

ID Cards

Vision Benefits

Find a Provider

Who is Covered

Medical Benefits

Dental Benefits

1 Actions

0 Messages

Please Confirm Your Email Address



Have the Member App?  
Get your health plan information any time, any place. Get the free MedMutual app for your iPhone or Android



Group ID: 898472  
Register for My Health Plan  
1-800-362-4700



Express Scripts Pharmacy Plan  
Rx Bin: 610014 RXPCN: COPAY Rx GRP: MMODRUG  
Register for Mail Order Delivery  
1-800-471-1961



- [Welcome!](#)
- [Enrollment Instructions](#)
- [Eligibility](#)
- [Benefit Change in Status](#)
- [The Basics](#)
- [Medical Summary & Cost](#)
- [Facts about Generic Drugs](#)
- [SaveOn Sp](#)
- [24/7 Nurseline](#)
- [Cost Differences in Care](#)
- [Cleveland Clinic Express Care](#)
- [National Network Change to Cigna](#)
- [Member ID Card Sample](#)
- [FAQ PPO Network - All Members](#)
- [Dental Summary](#)
- [Vision Exam-VSP Savings Pass](#)
- [Life Insurance](#)
- [FMLA-Family Medical Leave](#)
- [401\(k\) Savings Plan](#)
- [Medical Mutual Value Services](#)
- [Chronic Condition Management](#)
- [AFLAC Voluntary Benefits](#)
- [What Happens to My Benefits Upon Separation?](#)
- [Carrier Contacts](#)
- [Annual Notices](#)
- [Transparency in Coverage](#)
- [Glossary of Terms](#)



Questions? Contact Dana Bowling in Human Resources at 740-252-5046 or e-mail [d.bowling@shellyandsands.com](mailto:d.bowling@shellyandsands.com)

[Back](#) [24 Next](#)



Healthy Living

- **Health Awareness:** Articles to help make informed healthcare decisions. Learn about essential topics such as nutrition, fitness, stress reduction and more.
- **Healthy Outlooks:** Newsletter that keeps you up to date on health and wellness trends and topics to help you navigate through the world of healthcare. Topics such as “Preventing Drug Interactions” and “A Harmful Trend on Vaping” are some of the topics discussed.
- **Fitness:** Program Discounts for Curves and Global Fit
- **Preventive Care:** Reminders about age-appropriate preventive care screenings.
- **QuitLine:** Tobacco Cessation Program available at no additional cost to members. Just call 1-866-845-7702 to enroll.
- **WW (formerly Weight Watchers):** Enrollment in the program is simple.



**Step 1:** Contact Medical Mutual at [WeightWatchers@MedMutual.com](mailto:WeightWatchers@MedMutual.com) or by phone at 1-800-251-2583, any time, seven days a week. Please leave a detailed message that includes: Your first and last name, Full date of birth, Medical Mutual member ID number (found on your ID card) Street address, city, state and ZIP code, Email address, & Phone number.

**Step 2:** Medical Mutual will confirm your eligibility and enter your information into the WW portal. You will receive confirmation within 3 business days.

**Step 3:** Follow the remaining instructions on the [Enrollment Guide](#) to receive discounted pricing today. Questions about the program? Check out our [Frequently Asked Questions](#) and [WW Program brochure](#) for answers.

<sup>†</sup>For members participating in an employer’s Workshops in the Workplace program, we require three statements to be reimbursed \$50 and four statements to be reimbursed \$75. To request reimbursement, please complete this [Form](#). WW is a registered trademark of WW International, Inc.

- **Member Discounts:** American Fitness.net, Safe Beginnings, Beltone™ Hearing Aids, YOGAccessories and Vitamix: [Click here for details](#)

Cleveland Clinic Express Care® Online (Telemedicine)

To talk to a healthcare provider online whenever and wherever you want using your cell phone, tablet or computer.

10-Minute Visit. Anytime 24/7. No appointment needed. Visit [www.clevelandclinic.org/eco](http://www.clevelandclinic.org/eco)

Try Cleveland Clinic Express Care® Online when you have:

- |                                |                               |
|--------------------------------|-------------------------------|
| • Asthma                       | • Minor Trauma, burns or cuts |
| • Bronchitis                   | • Minor medical concerns      |
| • Cough and cold symptoms      | • Seasonal allergies          |
| • Earaches                     | • Sinus infections            |
| • Minor back and shoulder pain | • Urinary tract infections    |
|                                | • Yeast infections            |



**Cost: \$0**

Ages 2 and older. Patients 17 years and younger must be accompanied by a parent or legal guardian during the visit.



# Chronic Condition Management Program

(Included at no additional charge for employees)



Medical Mutual has made significant enhancements to our Chronic Condition Management program, formerly referred to as our Disease Management program. Members will be transitioned into one of the following programs designed to engage, motivate and support them across their health continuum.

## Digital Health Programs

Medical Mutual has added two new digital health programs to assist members with managing their chronic condition and meeting their health goals through digital platforms instead of telephonic-based coaching.

### Chronic Condition Coaching through Lark Health

This program provides personalized daily health coaching interactions via text messages to help members achieve their health goals. The program also integrates connected devices, such as wireless glucometers, blood pressure cuffs, and digital scales to monitor progress.

### Self-monitoring through Emmi Solutions

Members with a consistent pattern of properly managing their condition can report their progress via an automated telephone or text message survey.

Members in the digital programs still have the option to call the Medical Mutual Chronic Condition Management team for additional support. In addition, our team may reach out to members to follow up on specific risks identified through their interactions with the digital programs.



## Telephonic Support

Medical Mutual is transitioning members from telephonic support with Optum to an enhanced Medical Mutual team. There are two levels of support members may receive, depending on their care plan.

### Chronic Condition Management

This program is for members with a chronic condition who have a care plan that requires monthly telephonic interaction with a nurse care manager to help them manage their condition.

### Complex Case Management

This program is for members with more advanced health conditions who may require multiple telephonic interactions each month, as well as support with recent hospitalizations.

## Advanced Home Monitoring

Medical Mutual has partnered with regional health systems around the state of Ohio to provide more advanced home monitoring capabilities for high-risk members with conditions such as heart disease and pulmonary disease. Members will transition from Optum's device monitoring program to this enhanced program later this year.

Group ID: 898472

[Register for My Health Plan](#)

1-800-362-4700



[Welcome!](#)

[Enrollment Instructions](#)

[Eligibility](#)

[Benefit Change in Status](#)

[The Basics](#)

[Medical Summary & Cost](#)

[Facts about Generic Drugs](#)

[SaveOn Sp](#)

[24/7 Nurseline](#)

[Cost Differences in Care](#)

[Cleveland Clinic Express Care](#)

[National Network Change to](#)

[Cigna](#)

[Member ID Card Sample](#)

[FAQ PPO Network - All Members](#)

[Dental Summary](#)

[Vision Exam-VSP Savings Pass](#)

[Life Insurance](#)

[FMLA-Family Medical Leave](#)

[401\(k\) Savings Plan](#)

[Medical Mutual Value Services](#)

[Chronic Condition Management](#)

[AFLAC Voluntary Benefits](#)

[What Happens to My Benefits](#)

[Upon Separation?](#)

[Carrier Contacts](#)

[Annual Notices](#)

[Transparency in Coverage](#)

[Glossary of Terms](#)



Questions? Contact Dana Bowling in Human Resources at 740-252-5046 or e-mail [d.bowling@shellyandsands.com](mailto:d.bowling@shellyandsands.com)

[Back](#) [26](#) [Next](#)

You work hard for your paycheck, and Aflac would like to help you protect it.

Aflac knows that life is a balancing act. It's about standing up to the expected and unexpected every day. For more than 60 years, Aflac has been dedicated to helping people protect their financial security and peace of mind when they've needed it most.

While you can't possibly foresee everything that can come your way, you can make smart choices so you are better prepared for things life can throw at you. Aflac is different from health insurance; it's insurance for daily living.

While major medical insurance pays doctors and hospitals, Aflac pays cash benefits directly to you<sup>1</sup>. Aflac provides prompt service and fast payment of claims to help you pay your bills. While you're focusing on your health, we focus on getting you cash as quickly as possible."

Benefit options:

- **Vision:** In addition to an eye exam benefit and a choice of vision correction benefits (glasses, contacts, etc.), Aflac will pay benefits for specific eye diseases and disorders, eye surgeries and permanent visual impairment - all without network restrictions.
- **Short-Term Disability:** Up to 60% income replacement. Provides a source of income if you are unable to work due to a sickness or off the job injury. Also provides coverage for Maternity leave. Customizable options for your financial needs.
- **Accident:** Coverage for emergency treatment, hospital admission, intensive care unit, ambulance transportation and many other medical costs. This coverage has a *\$50 wellness screening benefit*.
- **Hospital Indemnity:** If you are confined to the hospital this plan is designed to pay cash benefits for hospital confinement, hospital admission, intensive care, intensive care step-down unit and more.
- **Critical Illness:** This coverage pays a lump sum cash benefit to help cover the costs of a covered critical illness, such as heart attack or stroke. This plan has a *\$50 wellness screening benefit*.

**Group# 22260**

**Carrie Carter**

**Carrie.Carter@AssuredPartners.com**

**330-266-1960**



<sup>1</sup> Benefits are paid directly to you, unless assigned otherwise. <sup>2</sup> One Day Pay SM is available for certain individual claims submitted online through the Aflac SmartClaim® process. Claims may be eligible for One Day Pay processing if submitted online thorough Aflac SmartClaim, including all required documentation, by 3 p.m. ET. Documentation requirements vary by type of claim; please review requirements for your claim(s) carefully. Aflac SmartClaim is available for claims on most individual Accident, Cancer, Hospital, Specified Health and Intensive Care policies. Most other claims are processed within four days. Processing time is based on business days after all required documentation needed to render a decision is received and no further validation and/or research is required. Individual Company Statistic, 2017.





# What Happens to my Benefits Upon Separation?

## Benefit

## What happens to this benefit upon separation?

If you participated in the medical and dental plan on your last day of active employment you may continue this plan through COBRA, if you elect to do so. COBRA is administered through the Shelly & Sands Human Resources Department. For details on how long you may remain on COBRA, refer to the paperwork that will be provided by Dana Bowling in Human Resources. Contact Dana Bowling in Human Resources at 740-455-3144 or e-mail at [d.bowling@shellyandsands.com](mailto:d.bowling@shellyandsands.com).

Medical / Dental

Coverage ends at the end of the month but is eligible for COBRA Continuation. Contact Dana Bowling in Human Resources at 740-252-3144 or e-mail at [d.bowling@shellyandsands.com](mailto:d.bowling@shellyandsands.com).

Life Insurance

Coverage ends on the date of termination.

401(k)

Plan participation ends on the date of termination. You may stay in the plan or rollover to an IRA or another group 401(k) plan.

AFLAC

Plan participation ends at the end of the month. You can keep your policies and pay AFLAC direct.



# Shelly & Sands Carrier Contacts



Coverage	Carrier	Group #	Website	Phone / E-mail
Medical Rx / Pharmacy	Medical Mutual Express Scripts	Medical: #898472-101 Rx Bin: 610014 RXPCN: COPAY Rx GRP: MMODRUG	<a href="http://www.medmutual.com">www.medmutual.com</a>	1-800-362-4700 See back of ID Card 1-800-471-1961
Value Added Services Cleveland Clinic Express Care® Online Chronic Condition Management Nurseline Quit Line WW: Weight Watchers	Medical Mutual	#898472-101	<a href="http://www.medmutual.com">www.medmutual.com</a>	Download App from the App Store: <a href="#">Apple / Android</a> 1-800-362-4700 1-888-912-0636 1-866-845-7702 1-800-251-2583
Dental (MMO Super Dental)	Medical Mutual	#898472-101	<a href="http://www.medmutual.com">www.medmutual.com</a>	1-888-336-8251
Vision Exam with MMO & VSP Vision Savings Pass	Medical Mutual / VSP	#898472-101	<a href="http://www.medmutual.com">www.medmutual.com</a>	MMOH: 1-800-362-4700 See back of ID Card VSP: 1-800-877-7195
Life / AD&D Insurance (Employer Paid)	Medical Mutual	#898472	<a href="http://www.medmutuallife.com">www.medmutuallife.com</a>	Dana Bowling: 740-453-0721 <a href="mailto:d.bowling@shellyandsands.com">d.bowling@shellyandsands.com</a>
401(k) Savings	Principal Invicta Capital, LLC	#8-2225	<a href="http://www.principal.com">www.principal.com</a> <a href="http://www.invicapitaladvisors.com">www.invicapitaladvisors.com</a> <a href="mailto:Linkenbach.Rex@InvictaCapitalAdvisors.com">Linkenbach.Rex@InvictaCapitalAdvisors.com</a>	Rex W. Linkenbach 419-566-8364
AFLAC	AFLAC Carrie Carter	#22260	<a href="http://www.Aflac.com">www.Aflac.com</a> <a href="mailto:Carrie_Carter@Us.Aflac.com">Carrie_Carter@Us.Aflac.com</a>	1-800-992-3522 330-844-6825
Erie Insurance	Supplemental Life Insurance		Jeff Dennis	740-982-3091 <a href="mailto:jeff@dennisonelsoninsurance.com">jeff@dennisonelsoninsurance.com</a>
COBRA Administration	Shelly & Sands	N/A	N/A	Dana Bowling: 740-453-0721 <a href="mailto:d.bowling@shellyandsands.com">d.bowling@shellyandsands.com</a>



Questions? Contact Dana Bowling in Human Resources at 740-252-5046 or e-mail [d.bowling@shellyandsands.com](mailto:d.bowling@shellyandsands.com)

[Back](#) [29](#) [Next](#)

- [Welcome!](#)
- [Enrollment Instructions](#)
- [Eligibility](#)
- [Benefit Change in Status](#)
- [The Basics](#)
- [Medical Summary & Cost](#)
- [Facts about Generic Drugs](#)
- [SaveOn Sp](#)
- [24/7 Nurseline](#)
- [Cost Differences in Care](#)
- [Cleveland Clinic Express Care](#)
- [National Network Change to Cigna](#)
- [Member ID Card Sample](#)
- [FAQ PPO Network - All Members](#)
- [Dental Summary](#)
- [Vision Exam-VSP Savings Pass](#)
- [Life Insurance](#)
- [FMLA-Family Medical Leave](#)
- [401\(k\) Savings Plan](#)
- [Medical Mutual Value Services](#)
- [Chronic Condition Management](#)
- [AFLAC Voluntary Benefits](#)
- [What Happens to My Benefits Upon Separation?](#)
- [Carrier Contacts](#)
- [Annual Notices](#)
- [Transparency in Coverage](#)
- [Glossary of Terms](#)

# Annual Notices

## Health Insurance Portability and Accountability Act (HIPAA)

For purposes of the health benefits offered under the Plan, the Plan uses and discloses health information about you and any covered dependents only as needed to administer the Plan. To protect the privacy of health information, access to your health information is limited to such purposes. The health plan options offered under the Plan will comply with the applicable health information privacy requirements of federal Regulations issued by the Department of Health and Human Services. The Plan's privacy policies are described in more detail in the Plan's Notice of Health Information Privacy Practices or Privacy Notice. For any insured health coverage, the insurance issuer is responsible for providing its own Privacy Notice, so you should contact the insurer if you need a copy of the insurer's Privacy Notice.

## HIPAA Special Enrollment Rights Notice

If you are waiving enrollment in the medical plan for yourself or your dependents (including your spouse) because of other health insurance coverage, you may in the future be able to enroll yourself or your dependents in the medical plan, provided that you request enrollment within 30 days after your other coverage ends. In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents provided that you request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption.

## Genetic Nondiscrimination

The Genetic Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting, or requiring, genetic information of an individual or family member of the individual, except as specifically allowed by this law. Genetic information, as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

## Uniformed Services Employment and Reemployment Rights Act (USERRA)

If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents (including spouse) for up to 24 months while in the military. Even if you do not elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions for pre-existing conditions except for service-connected injuries or illness.

## WHCRA Notice

In compliance with the Women's Health and Cancer Rights Act of 1998, the plan provides the following benefits to all participants who elect breast reconstruction in connection with a mastectomy, to the extent that the benefits otherwise meet the requirements for coverage under the plan:

- Reconstruction of the breast on which the mastectomy has been performed.
- Surgery and reconstruction of the other breast to produce a symmetrical appearance.
- Coverage for prostheses and physical complications of all stages of the mastectomy, including lymphedemas.



The benefits shall be provided in a manner determined in consultation with the attending physician and the patient. Plan terms such as deductibles or coinsurance apply to these benefits.



### Pre-Existing Conditions

Under current law, health insurance companies can't refuse to cover you or charge you more just because you have a "pre-existing condition" - that is, a health problem you had before the date that new health coverage starts. These rules went into effect for plan years beginning on or after January 1, 2014.

Health insurers can no longer charge more or deny coverage to you or your child because of a pre-existing condition like asthma, diabetes, or cancer. They cannot limit benefits for that condition either. Once you have insurance, they can't refuse to cover treatment for your pre-existing condition.

The pre-existing coverage rule does not apply to "grandfathered" individual health insurance policies. A grandfathered individual health insurance policy is a policy that you bought for yourself or your family on or before March 23, 2010, that has not been changed in certain specific ways that reduce benefits or increase costs to consumers.

### Notice of Patient Protections

You have the right to designate any primary care provider who participates in our network and who is available to accept you or your family members. To find a primary care provider in your plan's network, log in to My Health Plan at [AultCare Member Portal Login](#) and click Provider Search. You can also call **Customer Care** at 330-363-6360 to make any changes to your personal information.

### COBRA

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, COBRA qualified beneficiaries (QBs) generally are eligible for group coverage during a maximum of 18 months for qualifying events due to employment termination or reduction of hours of work. Certain qualifying events, or a second qualifying event during the initial period of coverage, may permit a beneficiary to receive a maximum of 36 months of coverage.

COBRA coverage is not extended to those terminated for gross misconduct. Upon termination, or other COBRA qualifying event, the former employee and other QBs will receive COBRA enrollment information.

Qualifying events for employees include voluntary/ involuntary termination of employment, and the reduction in the number of hours of employment. Qualifying events for spouses/ same-sex domestic partners or dependent children include those events above, plus, the covered employee becoming entitled to Medicare; divorce or legal separation of the covered employee; death of the covered employee; and the loss of dependent status under the plan rules.

If a QB chooses to continue group benefits under COBRA, they must complete an enrollment form and return it to the Plan Administrator with the appropriate premium due. Upon receipt of the premium payment and enrollment form, the coverage will be reinstated.

Thereafter, premiums are due on the 1<sup>st</sup> of the month. If premium payments are not received in a timely manner, Federal law stipulates that your coverage will be canceled after a 30-day grace period. If you have any questions about COBRA or the Plan, please contact the Plan Administrator.

Please note, if the terms of the Plan and any response you receive from the Plan Administrator's representative conflict, the Plan document will control.

## Annual Notices *continued...*

### Premium Assistance Under Medicaid and the Children's Health Insurance Program (CHIP)

If you or your children are eligible for Medicaid or CHIP and you're eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If you or your children aren't eligible for Medicaid or CHIP, you won't be eligible for these premium assistance programs, but you may be able to buy individual insurance coverage through the Health Insurance Marketplace. For more information, visit [www.healthcare.gov](http://www.healthcare.gov).

If you or your dependents are already enrolled in Medicaid or CHIP, contact your State Medicaid or CHIP office to find out if premium assistance is available.

If you or your dependents are NOT currently enrolled in Medicaid or CHIP and think you or any of your dependents might be eligible for either of these programs, contact your State Medicaid or CHIP office or dial 1-877-KIDS NOW or visit [www.insurekidsnow.gov](http://www.insurekidsnow.gov) to find out how to apply. If you qualify, ask your state if it has a program that might help you pay the premiums for an employer-sponsored plan.

If you or your dependents are eligible for premium assistance under Medicaid or CHIP, as well as eligible under your employer plan, your employer must allow you to enroll in your employer plan if you aren't already enrolled. This is called a "special enrollment" opportunity, and **you must request coverage within 60 days of being determined eligible for premium assistance**. If you have questions about enrolling in your employer plan, contact the Department of Labor at [www.askebsa.dol.gov](http://www.askebsa.dol.gov) or call 1-866-444-EBSA (3272).

### **Special Enrollment Rights CHIPRA - Children's Health Insurance Plan**

You and your dependents who are eligible for coverage, but have not enrolled, have the right to elect coverage during the plan year under two circumstances:

- You or your dependent's state Medicaid or CHIP coverage terminated because you ceased to be eligible.
- You become eligible for a CHIP premium assistance subsidy under state Medicaid or CHIP.

You must request special enrollment within 60 days of the loss of coverage and/or within 60 days of when eligibility is determined for the premium subsidy



Important Notice About Your Prescription Drug Coverage and Medicare

Please read this notice carefully and keep it where you can find it. This notice has information about your current prescription drug coverage and about your options under Medicare’s prescription drug coverage. This information can help you decide whether or not you want to join a Medicare drug plan. If you are considering joining, you should compare your current coverage, including which drugs are covered at what cost, with the coverage and costs of the plans offering Medicare prescription drug coverage in your area. Information about where you can get help to make decisions about your prescription drug coverage is at the end of this notice.

There are two important things you need to know about your current coverage and Medicare’s prescription drug coverage:

- 1. Medicare prescription drug coverage became available in 2006 to everyone with Medicare. You can get this coverage if you join a Medicare Prescription Drug Plan or join a Medicare Advantage Plan (like an HMO or PPO) that offers prescription drug coverage. All Medicare drug plans provide at least a standard level of coverage set by Medicare. Some plans may also offer more coverage for a higher monthly premium.
- 2. Your Plan has determined that the prescription drug coverage offered by your Employee Benefit Plan is, on average for all plan participants, expected to pay out as much as standard Medicare prescription drug coverage pays and is therefore considered Creditable Coverage. Because your existing coverage is Creditable Coverage, you can keep this coverage and not pay a higher premium (a penalty) if you later decide to join a Medicare drug plan.

When Can You Join A Medicare Drug Plan?

You can join a Medicare drug plan when you first become eligible for Medicare and each year from October 15th through December 7th. However, if you lose your current creditable prescription drug coverage, through no fault of your own, you will also be eligible for a two (2) month Special Enrollment Period (SEP) to join a Medicare drug plan.

What Happens To Your Current Coverage If You Decide to Join A Medicare Drug Plan?

If you decide to join a Medicare drug plan, your current coverage may be affected. Moreover, if you do decide to join a Medicare drug plan and drop your current coverage, be aware that you and your dependents may not be able to get this coverage back.

Please contact your Human Resources Department for more information about what happens to your coverage if you enroll in a Medicare Part D prescription drug plan.

When Will You Pay A Higher Premium (Penalty) To Join A Medicare Drug Plan?

You should also know that if you drop or lose your current coverage and don’t join a Medicare drug plan within 63 continuous days after your current coverage ends, you may pay a higher premium (a penalty) to join a Medicare drug plan later.

If you go 63 continuous days or longer without creditable prescription drug coverage, your monthly premium may go up by at least 1% of the Medicare base beneficiary premium per month for every month that you did not have that coverage. For example, if you go nineteen months without creditable coverage, your premium may consistently be at least 19% higher than the Medicare base beneficiary premium. You may have to pay this higher premium (a penalty) as long as you have Medicare prescription drug coverage. In addition, you may have to wait until the following October to join.

For More Information About This Notice Or Your Current Prescription Drug Coverage...

Contact your Human Resources Department for further information. **NOTE:** You’ll get this notice each year. You will also get it before the next period you can join a Medicare drug plan, and if your current drug coverage changes. You also may request a copy of this notice at any time.



## Medicare Part D Creditable Coverage Notice continued....

### **For More Information About Your Options Under Medicare Prescription Drug Coverage...**

More detailed information about Medicare plans that offer prescription drug coverage is in the “Medicare & You” handbook. You’ll get a copy of the handbook in the mail every year from Medicare. You may also be contacted directly by Medicare drug plans.

### **For more information about Medicare prescription drug coverage:**

- Visit [www.medicare.gov](http://www.medicare.gov) .
- Call your State Health Insurance Assistance Program (see the inside back cover of your copy of the
- “Medicare & You” handbook for their telephone number) for personalized help.
- Call 1-800-MEDICARE (1-800-633-4227). TTY users should call 1-877-486-2048.

If you have limited income and resources, extra help paying for Medicare prescription drug coverage is available. For information about this extra help, visit Social Security on the web at [www.socialsecurity.gov](http://www.socialsecurity.gov), or call them at 1-800-772-1213 (TTY 1-800-325-0778).

**Remember: Keep this Creditable Coverage notice. If you decide to join one of the Medicare drug plans, you may be required to provide a copy of this notice when you join to show whether or not you have maintained creditable coverage and, therefore, whether or not you are required to pay a higher premium (a penalty).**

# Annual Marketplace Notice



## New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved  
OMB No. 1210-0149  
(expires 6-30-2023)

### PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

#### What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

#### Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

#### Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.<sup>1</sup>

**Note:** If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

#### How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact \_\_\_\_\_.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](http://HealthCare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

<sup>1</sup> An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

### PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name Shelly & Sands		4. Employer Identification Number (EIN) 31-4351261	
5. Employer address 3840 Durant Road		6. Employer phone number 740-453-0721	
7. City Zanesville	8. State Ohio	9. ZIP code 43701	
10. Who can we contact about employee health coverage at this job? Dana Bowling			
11. Phone number (if different from above) 740-453-0721		12. Email address d.bowling@shellyandsands.com	

Here is some basic information about health coverage offered by this employer:

•As your employer, we offer a health plan to:

☐ All employees. Eligible employees are:

☒ Some employees. Eligible employees are:

Employees working 30 hours per week.

•With respect to dependents:

☒ We do offer coverage. Eligible dependents are:

☐ We do not offer coverage.

☒ If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

<sup>11</sup> Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](http://HealthCare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](http://HealthCare.gov) to find out if you can get a tax credit to lower your monthly premiums.

# Transparency in Coverage Rule

Recently, the Departments of Treasury, Labor, and Health and Human Services released FAQs on the Transparency in Coverage (TiC) Final Rules public disclosure requirement, which requires group health plans and carriers to post in- and out-of-network pricing information to a public website as of **July 1, 2022**.

These requirements are applicable to all non-grandfathered health plans offered in the individual and group markets, including group health plans.

The initial enforcement date of July 1, 2022, requires the posting of machine-readable files (MRF) under the Transparency in Coverage Rule. Medical Mutual has taken extensive actions to meet its regulatory requirements as a health insurance issuer for individual and group health plans. Specifically, MRFs will be posted monthly at <https://www.medmutual.com/For-Employers/Employer-Resources/No-Surprises-Act-Legislation.aspx>

This location is publicly available and accessible to all, and no authentication is required. Beginning July 1st and monthly thereafter, the MRFs will appear on this site. The files are JSON (JavaScript Object Notation) or a non-proprietary format and are available for usage by Third-Party Development, Regulators, etc. The MRFs are to be posted to comply with the TiC requirements of allowing 3rd party developers and researchers to pull down the information in order to study the costs associated with healthcare. If group members are looking to access information that will aid you in determining current costs of services, you can access the Price Transparency Tool on the Medical Mutual Member Portal.



## Action for Group Health Plans

As a sponsor of our group health plan, Shelly & Sands is providing you with the Machine-Readable File via this link to comply with the Transparency in Coverage requirements: <https://www.medmutual.com/For-Employers/Employer-Resources/No-Surprises-Act-Legislation.aspx>

This link is also posted on Shelly & Sands company intranet.





# Glossary of Terms



This glossary has many commonly used terms, but it is not a full list. Those can be found in your insurance policy or contract.

**Allowed Amount:** Maximum amount on which payment is based for covered health care services. This may be called “eligible expense,” “payment allowance” or “negotiated rate.” If your provider charges more than the allowed amount, you may have to pay the difference. (See Balance Billing.)

**Appeal:** A request for your health insurer or plan to review a decision or a grievance again.

**Balance Billing:** When a provider bills you for the difference between the provider’s charge and the allowed amount. For example, if the provider’s charge is \$100 and the allowed amount is \$70, the provider may bill you for the remaining \$30. A preferred provider may not balance bill you.

**Co-insurance:** Your share of the costs of a covered health care service, calculated as a percent (for example, 20%) of the allowed amount for the service. You pay co- insurance plus any deductibles you owe. For example, if the health insurance or plan’s allowed amount for an office visit is \$100 and you’ve met your deductible, your co-insurance payment of 20% would be \$20. The health insurance or plan pays the rest of the allowed amount. (Jane pays 20%, her plan pays 80%.)

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

**Co-payment:** 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.

**Deductible:** The amount you owe for health care services your health insurance or plan covers before your health insurance or plan begins to pay. For example, if your deductible is \$1000, your plan won’t pay anything until you’ve met your \$1000 deductible for covered health care services subject to the deductible. The deductible may not apply to all services. (Jane pays 100%, her plan pays 0%.)

**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 severe harm. Emergency Medical Transportation Ambulance services for an emergency medical condition.

**Emergency Room Care:** Emergency services received 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 that you communicate to your health insurer or plan.

**Habilitation Services:** Health care services that help a person keep, learn, or improve skills and functioning for daily living. Examples include therapy for a child who isn’t walking or talking at the expected age. These services may include physical and occupational therapy, speech-language pathology, and other services for people with disabilities in a variety of inpatient and/or outpatient settings.





# Glossary of Terms continued...

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

**Home Health Care:** Health care services a person receives at 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. An overnight stay for observation could be outpatient care.

**Hospital Outpatient Care:** Care in a hospital that usually doesn't require an overnight stay.

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

**In-network Co-payment:** A fixed amount (for example, \$15) you pay for covered health care services to providers who contract with your health insurance or plan. In-network co-payments usually are less than out-of-network co-payments.

**Medically Necessary:** Health care services or supplies needed to prevent, diagnose, or treat an illness, injury, 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-Preferred Provider:** A provider who doesn't have a contract with your health insurer or plan to provide services to you. You'll pay more to see a non- preferred provider. Check your policy to see if you can go to all providers who have contracted with your health insurance or plan, or if your health insurance or plan has a "tiered" network and you must pay extra to see some providers.

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

**Out-of-Network Co-payment:** A fixed amount (for example, \$30) you pay for covered health care services from providers who do not contract with your health insurance or plan. Out-of-network co-payments usually are more than in-network copayments.

**Out-of-Pocket Limit:** The most you pay during policy period (usually a year) before your health insurance or plan begins to pay 100% of the allowed amount. This limit never includes your premium, balance-billed charges, or health care your health insurance or plan doesn't cover. Some health insurance or plans don't count all of your co-payments, deductibles, co-insurance payments, out-of-network payments or other expenses toward this limit. (Jane pays 0%, her plan pays 100%.)

**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 your employer, union or other group sponsor provides to you to pay for your health care services.

**Preauthorization:** A decision by your health insurer or plan that a health care service, treatment plan, prescription drug or durable medical equipment is medically necessary. Sometimes called prior authorization, prior approval, or precertification. Your health insurance or plan may require preauthorization for certain services before you receive them, except in an emergency. Preauthorization isn't a promise your health insurance or plan will cover the cost.

## Glossary of Terms continued...

**Preferred Provider:** A provider who has a contract with your health insurer or plan to provide services to you at a discount. Check your policy to see if you can see all preferred providers or if your health insurance or plan has a “tiered” network and you must pay extra to see some providers. Your health insurance or plan may have preferred providers who are also “participating” providers. Participating providers also contract with your health insurer or plan, but the discount may not be as great, and you may have to pay more.

**Premium:** The amount that must be paid for your health insurance or plan. You and or your employer usually pay it yearly.

**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.

**Reconstructive Surgery:** Surgery and follow-up treatment needed to correct or improve a part of the body because of birth defects, accidents, injuries, or medical conditions.

**Rehabilitation Services:** Health care services 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. These services may include physical and occupational therapy, speech-language pathology, and psychiatric rehabilitation services in a variety of inpatient and/or outpatient settings.

**Skilled Nursing Care:** Services from licensed nurses in your own home or in a nursing home. Skilled care services are from technicians and therapists 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. A non-physician specialist is a provider who has more training in a specific area of health care.

**UCR (Usual, Customary and Reasonable):** The amount paid for a medical service in a geographic area based on what providers in the area usually charge for the same or similar medical service. The UCR amount sometimes is used to determine the allowed amount.

**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.