HELP IN YOUR LANGUAGE

If you do not speak English, you can call us at 1-888-348-2922 (TTY: 711). We have access to interpreter services and can help answer your questions in your language. We can also help you find a health care provider who can communicate with you in your language.

Spanish: Si usted no habla inglés, llámenos al 1-888-348-2922 y 711. Ofrecemos servicios de interpretación y podemos ayudarle a responder preguntas en su idioma. También podemos ayudarle a encontrar un proveedor de salud que pueda comunicarse con usted en su idioma.
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WELCOME

Welcome to Aetna Better Health’s Medicaid managed care program! We are glad that you have enrolled with us. This handbook will provide you with the information you need to know about your health care plan, also known as a managed care plan. Please read this handbook from cover to cover to understand the way your plan works; it will help you get the most from Aetna Better Health. It can answer many of the questions that may come up about your benefits and the services offered by Aetna Better Health. You can also ask us any questions you may have by calling us at 1-888-348-2922. If you are speech or hearing impaired, please dial 711. If you would like a printed copy of this handbook, please call us and one will be mailed to you within five (5) business days of your request.

ABOUT YOUR PLAN

Aetna Better Health has a contract with the West Virginia Department of Health and Human Resources [DHHR]. Under managed care, we select a group of health care providers to form a “provider network”. Provider networks are made up of doctors, specialists, hospitals, and other health care facilities. Our providers help to meet the health care needs of people with Medicaid. The Provider Directory lists network providers that you can use to get services statewide. It can be found online at our website, aetnabetterhealth.com/westvirginia. If you would like a printed copy of the Provider Directory or information about a practitioner’s education, such as medical school and residency, cultural competency, or board certification, please call 1-888-348-2922 (TTY: 711).

Aetna Better Health has a Quality Management Program to make sure our services meet high standards of quality and safety. We want to make sure you have:

• The right kind of care.
• Easy access to quality medical, dental, and behavioral health care.
• Help with any chronic conditions or illnesses.
• Support when you need it most.
• High satisfaction with your doctors and with us. We work hard to improve the quality of your health care. Some of our quality programs are:

aetnabetterhealth.com/westvirginia
Member Services 1-888-348-2922 (TTY: 711)
o Surveying members and providers to measure satisfaction.
o Calling members to encourage them to get their care (like taking your
card for a checkup).
o Educating members by sending postcards or newsletters.
o Reviewing the type, amount and quality of services given to members.
o Working with members who have serious health issues through
Population Health Management.
o Giving members information on the website about how much health care
costs.
o Reminding providers and members about preventive health care.
o Measuring standards such as how long it takes for a member to get an
appointment.
o Ensuring your call is answered as quickly as possible and that you get
correct information when calling us.
o Reviewing calls and complaints from members.
o Using committees to review aspects of the health plan with health plan
staff, providers, and members.

We have many more quality programs. Throughout the year, we evaluate data
trends related to how our members receive health care and preventive care
services and compare our findings to national practice guidelines. We set goals for
care and service. If we don’t reach our goals we make a plan to help us improve and
reach our goals in the future. You can call Member Services at 1-888-348-2922 (TTY: 711)
to learn more about what we do to improve your care. Or you can read
updates on our website at aetnabetterhealth.com/westvirginia. Go to the
Members page and click on Quality Matters.

ANNUAL COMMUNITY REPORT
A copy of the Aetna Better Health Annual Community Report is available to you. If
you would like a copy, call us at 1-888-348-2922 (TTY: 711).
CONTACT US

You can call Member Services toll-free anytime you have a question about your health plan or a health problem. It will speed up the process if you have your member identification (ID) number with you when you call. You can also visit our website, aetnabetterhealth.com/westvirginia, for other information.

<table>
<thead>
<tr>
<th>Member Services Department</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hours of Operation:</strong> Monday – Friday, 8:30 a.m. – 5 p.m.</td>
</tr>
<tr>
<td><strong>Address:</strong> 500 Virginia Street East, Suite 400, Charleston, WV 25301</td>
</tr>
<tr>
<td><strong>Toll-free:</strong> 1-888-348-2922</td>
</tr>
<tr>
<td><strong>TTY:</strong> 711</td>
</tr>
<tr>
<td><strong>Online:</strong> aetnabetterhealth.com/westvirginia</td>
</tr>
</tbody>
</table>

You can call or visit us online to:

- Ask questions about services and benefits, eligibility, claims, prior authorization requests, or utilization management (more information on utilization management procedures is available upon request)
- Change your primary care provider (PCP) or get help choosing a provider
- File a complaint
- Replace a lost member ID card
- Let us know if you are pregnant
- Let us know if you give birth to a new baby
- Ask about any change that might affect you or your family’s benefits
- Let us know about any changes to personal information
- Request interpreter services or help for people with disabilities

If you do not understand or speak English, we can help. Please call Member Services toll-free at 1-888-348-2922 (TTY: 711). We can answer questions about your
benefits in your language. We have free interpreter services and can help you find a health care provider who can communicate with you in any language.

For people with disabilities, we can help. Aetna Better Health offers services so that you can communicate effectively with us and your provider. We have access to free sign language interpreter services and a TTY phone number: **1-888-348-2922** (TTY: 711). We can offer this handbook and all written materials in many formats, such as large print, at no cost to you. Please call Member Services toll-free at **1-888-348-2922** (TTY: 711) to ask for materials in another format.

For other important phone numbers, please see the list in the back of this handbook.

**WHAT YOU SHOULD KNOW**

**CONFIDENTIALITY**

We respect your rights to privacy. We will never give out your medical information or social security number, orally or in writing, without your written permission, unless required by law. To learn more about your rights to privacy, please call Member Services at **1-888-348-2922** (TTY: 711) or visit our website at [aetnabetterhealth.com/westvirginia](http://aetnabetterhealth.com/westvirginia).

**DISCRIMINATION**

Your benefits must comply with the 1964 Civil Rights Act. Discriminatory administration of benefits because of sex, race, color, religion, national origin, ancestry, age, political affiliation, or physical, developmental, or mental challenges is not allowed. If you have questions, complaints, or want to talk about whether you have a disability according to the Americans with Disabilities Act, you can contact the State ADA Coordinator at:

WW Department of Administration
Building 1, Room E-119
1900 Kanawha Blvd. East,
Charleston, WV 25305
**304-558-4331**

[aetnabetterhealth.com/westvirginia](http://aetnabetterhealth.com/westvirginia)
Member Services **1-888-348-2922** (TTY: 711)
DEFINITIONS

**Appeal:** A way for you to request the review of Aetna Better Health’s decision if you think we made a mistake. For example, you might not agree with a decision that denies a benefit or payment.

**Complaint:** An expression of dissatisfaction, either in writing or orally, about any aspect of service delivery provided or paid for by Aetna Better Health or our providers. For example, you might complain about the quality of your care. In this handbook “grievance” and “complaint” mean the same thing.

**Co-payment:** A fixed amount you pay each time you get a covered service or supply. For example, if you use the emergency room when it is not an emergency, you might pay $8.

**Durable Medical Equipment (DME):** Certain items your provider orders for everyday or extended use. Examples of these items are wheelchairs, crutches, diabetic supplies, hospital beds, oxygen equipment and supplies, nebulizers, and walkers.

**Emergency Medical Condition:** A sudden onset of a medical, behavioral health, or dental condition that shows itself by symptoms of sufficient severity, including severe pain, that the absence of immediate medical attention could reasonably be expected by a prudent layperson to result in: (i) serious jeopardy to the mental or physical health of the member; or (ii) danger of serious impairment of the member’s bodily functions; or (iii) serious dysfunction of any of the member's bodily organs; or (iv) in the case of a pregnant woman, serious jeopardy to the health of the fetus. In the case of behavioral health services, emergency care means clinical, rehabilitative, or supportive behavioral health services provided for which a prudent layperson with an average knowledge of health and medicine, could reasonably expect to result in risk of danger to a person's self or others if not immediately treated. These include, but are not limited to, crisis stabilization treatment services.
**Emergency Medical Transportation**: Ambulance services for an emergency medical condition.

**Emergency Room Care**: Emergency services you receive in an emergency room.

**Emergency Services**: Covered inpatient and outpatient services that are given by a qualified provider and needed to evaluate or stabilize an emergency medical condition.

**Excluded Services**: Health care services that Aetna Better Health does not pay for or cover.

**Grievance**: A complaint you make, either in writing or orally, about any aspect of service delivery provided or paid for by Aetna Better Health or our providers. For example, you might complain about the quality of your care. In this handbook “grievance” and “complaint” mean the same thing.

**Habilitation Services and Devices**: Health care services and devices that help you keep, learn, or improve skills and functioning for daily living. Examples include occupational therapy, speech therapy, and other services for people with disabilities in inpatient and/ or outpatient settings.

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

**Home Health Care**: Health care services a person receives at home, including limited part-time or intermittent skilled nursing care, home health aide services, occupational therapy, speech therapy, medical social services, DME, medical supplies, and other services.

**Hospice Services**: Services to help people who have a terminal prognosis live comfortably. A terminal prognosis means that a person has a terminal illness and is expected to have six months or less to live. A specially trained team of professionals and caregivers provide care for the whole person, including physical, emotional, social, and spiritual needs.
**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 does not require an overnight stay.

**Medically Necessary**: refers to items or services furnished or to be furnished to a patient for diagnosing, evaluating, treating or preventing an injury, illness, condition, or disease, based on evidence-based clinical standards of care. Accepted health care services and supplies that are reasonable and necessary for diagnosis or treatment of an illness or injury, to improve the functioning of a malformed body member, to attain, maintain or regain functional capacity, for the prevention of illness, or to achieve age-appropriate growth and development. Determination of medical necessity is based on specific criteria.

**Network**: A group of providers who has contracted with Aetna Better Health to give care to members. The list of Aetna Better Health providers can be found in your Provider Directory. It will be updated whenever there are changes.

**Non-participating Practitioner/Provider**: A doctor, hospital, facility, or other licensed health care professional who has not signed a contract agreeing to provide services to Aetna Better Health members.

**Physician Services**: Health care services that a licensed medical physician provides or coordinates.

**Plan**: An entity that provides, offers, or arranges coverage of certain health care services needed by plan members. You are a member of our health plan, Aetna Better Health.

**Prior Authorization**: Approval from Aetna Better Health that may be required before you get certain services or treatments in order for them to be covered. To get prior authorization, make sure to ask Member Services. If the care is best for your needs, then it will be covered.

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Member Services 1-888-348-2922 (TTY: 711)
**Participating Practitioner/Provider:** A doctor, hospital, facility, or other licensed health care professional who has signed a contract agreeing to provide services to Aetna Better Health members. They are listed in your Provider Directory.

**Practitioner:** A licensed or certified professional who provides medical or behavioral health care services, such as a doctor, nurse practitioner, or psychologist.

**Prescription Drugs:** Drugs and medication that, by law, require a prescription.

**Prescription Drug Coverage:** Health insurance that helps pay for prescription drugs and medications. Aetna Better Health does not provide prescription drug coverage, but the State of West Virginia does.

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

**Provider:** An institution or organization that provides services, such as a hospital, residential treatment center, home health agency or rehabilitation facility.

**Rehabilitation Services and Devices:** Health care services and devices that help you keep, get back, or improve skills and functioning for daily living that have been lost or impaired because you were sick, hurt, or disabled. Examples include occupational therapy, speech therapy, and psychiatric rehabilitation services in inpatient and/ or outpatient settings.

**Skilled Nursing Care:** Services from licensed nurses in your own home or in a nursing home.

**Specialist:** A doctor who focuses on a specific kind of health care such as a surgeon or a cardiologist (heart doctor).

**Tertiary Services:** Highly specialized medical services administered in a specialized medical facility.

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Member Services 1-888-348-2922 (TTY: 711)
**Urgent Care**: Care you get for a sudden illness, injury, or condition that is not an emergency but needs care right away. You can get urgent care from out-of-network providers when network providers are unavailable or you cannot get to them. Examples of when to get urgent care: a sprained ankle, a bad splinter, or the flu.

**YOUR RIGHTS**

As a member of Aetna Better Health, you have rights around your health care. You have the right to:

- Get information about Aetna Better Health, our services, our practitioners and providers, and your rights and responsibilities.
- Be treated with respect and dignity and have your privacy protected.
- Get interpretation services if you do not speak English or have a hearing impairment.
- Have materials presented in a manner or language that you understand, at no cost to you.
- Not be discriminated against by Aetna Better Health.
- Access all services that Aetna Better Health must provide.
- Choose a practitioner or provider in our network.
- Take part in decisions about your health care.
- Accept or refuse medical or surgical treatment and choose a different provider.
- Learn about other treatment options and different courses of care no matter how much they cost and/or if Aetna Better Health will pay for it.
- Have your doctor tell you how he or she plans to treat you.
- Your medical records.
- Change or correct your medical records if needed.
- Be sure your medical records are kept private.
- Tell us how we can improve our policies and procedures, including the member rights and responsibilities policy.
- Be free from any form of restraint or seclusion used as a means of force, discipline, convenience, or retaliation.
- Get covered services, no matter what your cultural or ethnic background is or how well you understand English.
• Get covered services regardless of any physical or mental disability, or if you are homeless.
• Refer yourself to in-network and out-of-network family planning providers.
• Access certified nurse midwife services and certified pediatric or family nurse practitioner services.
• Get emergency post-stabilization services.
• Get emergency health care services at any hospital or other setting.
• Receive information about advance directives, which tell how to have medical decisions made for you if you are not able to make them for yourself.
• Receive information about practitioner incentive plans upon request.
• Have your parent or a representative make treatment decisions when you can’t.
• Submit a complaint or appeal about Aetna Better Health or the services it provides.
• A quick response to problems raised around complaints, grievances, appeals, authorization, coverage, and payment of services.
• A state fair hearing after a decision has been made about your appeal.
• A copy of this member handbook.
• Disenroll from your health plan.
• Get accessible services.

YOUR RESPONSIBILITIES

As a member of Aetna Better Health, you have the responsibility to:

• Read your Member Handbook. It tells you about our services and how to file a grievance or appeal.
• Work with your PCP to manage and improve your health.
• Ask your PCP any questions you may have and call your PCP any time you need health care.
• Give all information about your health to Aetna Better Health and your doctor. Tell your doctor if you do not understand your health problems. You and your doctor should make plans together about your care.
• Show your ID card to each doctor before getting health services.
• Protect your member ID card. Do not lose or share it with others.
• Use the emergency room (ER) for true emergencies only.
• Make and keep appointments with doctors. If you need to cancel and appointment, it must be done at least twenty-four (24) hours before your scheduled visit.
• Follow what you and your practitioner agree to do.
• Follow your practitioner’s recommendations about appointments and medications.
• Go back to your PCP or ask for a second opinion if you do not get better.
• Call Member Services at 1-888-348-2922 (TTY: 711) whenever anything is unclear to you or you have questions.
• Contact DHHR Change Report Center at 1-877-716-1212 to report family size, employment, and/or address changes.
• Treat doctors, staff, and people providing services to you with respect.
• Tell Aetna Better Health if you have other health insurance, including Medicare.
• Give your doctor a copy of your living will and/or advance directive.

**STEPS TO YOUR GETTING CARE**

**YOUR MEMBER ID CARD**

After you join Aetna Better Health, we will send your member ID card in the mail. Each member of your family who has joined Aetna Better Health will receive his or her own card. If you have not received your member ID card after five (5) days, please call Member Services at 1-888-348-2922 (TTY: 711).

It is important to always keep your member ID card with you. You will need it any time you get care. Your card is proof that you are a member of Aetna Better Health. You should also keep your Medicaid Benefit card. You need it to get care that is not covered by Aetna Better Health.

aetnabetterhealth.com/west virginia
Member Services 1-888-348-2922 (TTY: 711)
Your card should look like this:

![Image of card]

You will find some useful information on your card like your Medicaid ID number, your PCP's name and office phone number, the start date of your health coverage, and other important phone numbers. Having your card out when you call Member Services can help us serve you faster.

Please call Member Services immediately at **1-888-348-2922 (TTY: 711)** if:

- Your card is lost or stolen
- You have not received your card(s)
- Any information on the card(s) is wrong
- You have a baby or add a new member to your family
- You move
- Someone in your family dies

Please call your county DHHR immediately at **1-877-716-1212** if you move to another state or to another country.

aetnabetterhealth.com/westvirginia
Member Services **1-888-348-2922 (TTY: 711)**
CHOOSING YOUR PRIMARY CARE PROVIDER (PCP)

Each member of Aetna Better Health chooses a primary care provider (PCP) from the Provider Directory. A PCP is a specific clinician responsible for coordinating your health care needs. The provider directory is available on our website at aetnabetterhealth.com/westvirginia. It is a list of all doctors, hospitals, dental and specialty care providers, and other providers who work with Aetna Better Health. Member Services can help you find a PCP to best fit your needs. If you do not pick a PCP from the directory, we will choose one for you.

If you have a chronic illness, you may be able to select a specialist as your PCP. Please call Member Services at 1-888-348-2922 to find out. If you already have a PCP and think you need a specialist, you or your provider should call Member Services. Women can also receive women's health care services from an obstetrical/gynecological practitioner (OB/GYN) or midwife without a referral from their PCP.

Upon request, a description of how physicians are paid is available to Aetna Better Health members.

HOW TO SCHEDULE AN APPOINTMENT

You will visit your PCP for all of your routine health care needs. All new members should try to schedule an appointment within 45-90 days. You can schedule your appointments by calling the PCP’s office phone number which will be listed on your member ID card. On the day of your visit, remember to bring your member ID card and your Medicaid ID card. Please show up on time, and call to cancel an appointment if you cannot make it.

Aetna Better Health requires that all routinely used sites, such as PCP offices and frequently used specialists, must be within 30 minutes travel time of the member. Basic hospital services must be within 45 minutes travel time, and all other services must be within 60 minutes travel time. Aetna Better Health will ensure hours of operation are convenient and do not discriminate against enrollees.

Aetna Better Health requires that emergency cases will be seen or referred immediately. Urgent cases must be seen within 48 hours. Routine cases must be seen within 21 days.
CHANGING YOUR PCP

You can change your PCP for any reason and at any time. Let us know right away by calling Member Services at 1-888-348-2922 (TTY: 711) or by going to aetnabetterhealth.com/westvirginia. We will send you a new member ID card in the mail and let you know that your PCP has been changed. It usually helps to keep the same PCP so he or she can get to know you and your medical history.

Sometimes PCPs leave our network. If this happens, we will let you know by mail within 15 days. We can assign you a new PCP or you can pick a new one yourself. If we need to assign you a new PCP for another reason, we will let you know.

WHERE TO GET MEDICAL CARE

Please read below to understand what type of care to get in different situations.

ROUTINE CARE

You should see your PCP for all routine health care visits. Routine visits are when a delay in medical care would not cause a serious problem with your health. Some reasons to get a routine health care visit include checkups, screenings, physicals, and care for diabetes and asthma. You can call your PCP to schedule these visits at any time. You and your PCP should work together to get you the care you need.

- Well-care Visits – A well care visit is when you or your child sees your PCP for a preventive visit. These visits are not for treating conditions or diseases, so you should schedule a well care visit even if you do not feel sick. During the appointment, your PCP will review your medical history and health. Your PCP may suggest ways to improve your health. You can learn more about well-care visits under the section titled “More Information about Your Coverage”.
- After Hours Care – You can reach your PCP even if it is after normal business hours. Just leave a message with your name and phone number. Your PCP or another practitioner on call for your PCP will call you back.
We cover care given by licensed Aetna Better Health of West Virginia practitioners. You may receive care in the practitioner’s office, a clinic, or other places needed to treat an illness, injury or disease.

**URGENT CARE**

You can visit an urgent care center when you have an injury or illness that needs prompt care but is not an emergency. Some examples of when to get urgent care are:

- A sprained ankle
- A bad splinter
- The flu

You can also get urgent care if you are traveling and are too far from your PCP’s office. You can schedule an urgent care appointment by calling your PCP. You should explain the medical problem so that your PCP can make your appointment or help you decide what to do. If you think you might need urgent care when you are away from your home or after hours, you can also call the 24-Hour Nurse Line at **1-855-200-5975**. They can help you decide what kind of treatment you need.

**EMERGENCY CARE**

You should get emergency care when you have a very serious and sudden medical problem. An emergency would make someone think he or she needs to be treated right away. Some examples of an emergency are:

- Severe bleeding that does not stop
- A heart attack
- Severe chest pain
- Seizures
- Rape

You should not go to the emergency room (ER) for things like:

- Colds
- Minor cuts and bruises
- Sprained muscles

aetnabetterhealth.com/westvirginia
Member Services **1-888-348-2922** (TTY: 711)
If you believe you have a medical emergency, call 911 immediately or go to the nearest ER. When you get there, show your member ID card. You do not need approval from your PCP or Aetna Better Health. If you are traveling and away from home when you have a medical emergency, go to the nearest ER. You have the right to go to the nearest hospital, even if it is not in our network. If you’re not sure what to do, call your PCP or Aetna Better Health at 1-888-348-2922. Remember to use the ER only if you have an emergency. You are always covered for emergencies.

If you need to stay in the hospital after an emergency, please make sure Aetna Better Health is called within 24 hours. If you are told that you need other medical care to treat the problem that caused the emergency, the provider must call Aetna Better Health. If you are able, call your PCP to let him or her know that you have a medical emergency. You will need to schedule follow-up services (called post-stabilization) with your PCP.

For more information about emergency transportation and post-stabilization services, please see the Mountain Health Trust and West Virginia Health Bridge Covered Benefits table.

**HOSPITAL CARE**

**Inpatient Hospital Care**

When you do not have an emergency, we must preauthorize your stay before you go to the hospital. You must go to a hospital that is an Aetna Better Health of West Virginia provider. You will be under the care of your PCP or other practitioner to whom your PCP has sent you.

We help manage all hospital stays. We look at the care you get while you are in the hospital. The care is covered as long as there is a medical need for the care. If all or part of the hospital stay is not medically needed, your practitioner will be told that coverage will end and you will not be responsible for payment.

**Outpatient Hospital Care**

Outpatient hospital care includes:
- Care to prevent sickness.
- Tests to find sickness.
• Care to help you heal.

You should tell your PCP when you receive outpatient hospital care. We must preauthorize this care. You can get the care at hospital outpatient departments, clinics, health centers or practitioners' offices that are in the Aetna Better Health of West Virginia Provider Directory.

CARE AWAY FROM HOME

Aetna Better Health’s service area is the entire State of West Virginia. If you are traveling or out of the service area, you are only covered for emergency services. Routine care out of the service area or out of the country isn’t covered by Medicaid. If you are out of the service area and need health care services, call your PCP. He or she will tell you what to do. (You can also call us to check if you are out of the service area.)

If you are not in West Virginia and you think you or your child's life is in danger, go to the closest ER. Show your Aetna Better Health of West Virginia ID card, your Medicaid ID card, and any other insurance ID cards you have to the ER staff. If you or your child get services in the ER and are admitted to the hospital, have staff call us at the number on the back of your ID card.

YOUR BENEFITS

You can get many services through Aetna Better Health’s Medicaid managed care program in addition to those that come with regular Medicaid. For most benefits, you will need to go through your PCP. There are some services that do not require a referral from your PCP. This means that you do not need approval from your PCP. To get these services, look in your Provider Directory for the list of providers who offer these services. You can schedule the appointment yourself. If you have any questions, Aetna Better Health can help. Just call Member Services at 1-888-348-2922 (TTY: 711). Member Services can explain how to access your services.

COVERED SERVICES

Your covered services must be medically necessary. You should get these services from providers in the Aetna Better Health network. Your PCP should provide covered services or refer you to another provider to do so. The services included

aetnabetterhealth.com/westvirginia
Member Services 1-888-348-2922 (TTY: 711)
fall under medical, behavioral, dental, and vision. Benefit packages differ, depending on whether you are covered under Mountain Health Trust or West Virginia Health Bridge. You can see any differences in the table below. You can get the services listed in the Mountain Health Trust and West Virginia Health Bridge Covered Benefits table by using your Aetna Better Health member ID card.

<table>
<thead>
<tr>
<th>Mountain Health Trust (MHT) &amp; West Virginia Health Bridge Covered Benefits (WVHB)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medical</strong></td>
</tr>
<tr>
<td>• Primary Care Office Visits and Referrals to Specialists</td>
</tr>
<tr>
<td>• Physician Services – Certain services may require prior authorization or have service limits. May be delivered through telehealth.</td>
</tr>
<tr>
<td>• Laboratory and X-ray Services – Includes lab services related to substance abuse treatment. Services must be ordered by a physician, and certain procedures have service limits.</td>
</tr>
<tr>
<td>• Clinics – Includes general clinics, birthing centers, and health department clinics. Vaccinations are included for children.</td>
</tr>
<tr>
<td><strong>Specialty</strong></td>
</tr>
<tr>
<td>• Podiatry – Includes treatment of acute conditions for children and adults. Includes some surgeries, reduction of fractures and other injuries, and orthotics. Routine foot care is not covered.</td>
</tr>
<tr>
<td>• Physical Therapy – MHT 20 visits per year for habilitative and rehabilitative services (combined for physical and occupational therapy). WVHB - 30 visits per year for habilitative and rehabilitative services (combined for physical and occupational therapy).</td>
</tr>
<tr>
<td>• Occupational Therapy – MHT 20 visits per year for habilitative and rehabilitative services (combined for physical and occupational therapy). WVHB - 30 visits per year for habilitative and rehabilitative services (combined for physical and occupational therapy).</td>
</tr>
<tr>
<td>• Speech Therapy – Habilitative and rehabilitative services including hearing aid evaluations, hearing aids and supplies, batteries, and repairs (not covered for adults twenty-one (21) years or older). Some procedures have service limits or require prior approval.</td>
</tr>
</tbody>
</table>
- Handicapped and Children with Special Health Care Needs Services – Includes coordinated services and limited medical services, equipment and supplier (for children only).
- Chiropractor Services – Includes radiological exams and corrections to subluxation. Certain procedures have service limits.

**Emergency**
- Post-stabilization Services – Includes care after an emergency health condition is under control. Care provided in a hospital or other setting.
- Emergency Transportation – Includes ambulance and air ambulance. Out of state requires prior authorization. To call for Emergency Transportation, dial 911.

**Preventive Care and Disease Management**
- EPSDT – Includes health care services for any medical or psychological condition discovered during screening (for children only).
- Tobacco Cessation – Includes therapy and counseling and Quitline services. Guidance and risk-reduction counseling covered for children.
- Sexually Transmitted Disease Services – Includes screening for a sexually transmitted disease from your PCP or a specialist in our network.

**Maternity**
- Right From The Start – Includes prenatal care and care coordination. No prior authorization required.
- Family Planning – Includes all family planning providers and services. Sterilizations, hysterectomies, pregnancy terminations, and infertility treatments are not covered. No referral needed for out-of-network providers.
- Maternity Care – Includes prenatal, inpatient hospital stays during delivery, and post-partum care. Home birth is not covered.

**Other**
- Federally Qualified Health Centers – Includes physician, physician assistant, nurse practitioner, and nurse midwife services.
- Prosthetics – Customized special equipment is considered. Certain sounds
- Durable Medical Equipment – Covered in nursing facilities and ICF/MRs. Customized special equipment is considered. Certain procedures have services limits or require prior authorization.
- Ambulatory Surgical Care – Includes services and equipment for surgical procedures. Physician services; lab and x-ray; prosthetic devices; ambulance; leg, arm, back, and neck braces; artificial limbs; and durable medical equipment not covered.
- Organ and Tissue Transplants – corneal transplants only

### Nursing
- Nurse Practitioner Services – Some procedures have service limits.
- Private Duty Nursing – Includes 24-hour nursing care (not covered for adults twenty-one (21) years or older). Prior approval may be required.

### Rehabilitation
- Pulmonary Rehabilitation – Includes procedures to increase strength of respiratory muscle and functions.
- Cardiac Rehabilitation - Includes supervised exercise sessions with electrocardiograph monitoring.
- Inpatient Rehabilitation – Includes inpatient rehabilitation services and general medical outpatient services that meet the certification requirements. Not covered for adults under Mountain Health Trust.

### Hospital
- Inpatient – Includes all inpatient services. Adults in institutions for mental diseases and some behavioral health inpatient stays are not included.
- Outpatient – Includes bariatric and corneal transplants, preventive, diagnostic, therapeutic, all emergency services, and rehabilitative medical services.

### Home Health Care
- Includes services given at member’s residence. This does not include a hospital nursing facility, ICF/MR, or state institutions. Some suppliers have service limits.

### Hospice
- Includes nursing care, physician services, medical social services,
short-term care, durable medical equipment, drugs, biologicals, home health aide, and homemaker. Requires physician certification. For adults, rights are waived to other Medicaid services related to the terminal illness.

**Dental** – Includes emergency, non-emergency, and orthodontic services for children. Includes treatment of fractures, biopsy, tumors, and emergency extractions for adults. TMJ is not covered for adults.

**Behavioral Health**
- Behavioral Health Rehabilitation/ Psychiatric Residential Treatment Facility – Includes services for children with mental illness and substance abuse. Limits frequency and amount of services.
- Inpatient – includes behavioral health and substance use disorder hospital stays
- Inpatient Psychiatric – Includes treatment through an individual plan of care. Pre-admission and continued authorization is required. Certification required. Not covered under West Virginia Health Bridge.
- Outpatient – Includes services for individuals with mental illness and substance abuse. Limits frequency and amount of services. Providers must be ACT certified. Children's residential treatment is not covered.
- Psychological Services – May be delivered using telehealth. Some evaluation and testing procedures have frequency restrictions.

**Vision** – Includes eye exams, lenses, frames, and repairs for children. Includes medical treatment, one pair of glasses after cataract surgery, and contact lenses for adults with conditions such as aphakia and keratoconus. Does not cover prescription sunglasses or designer frames.

Be sure to use your regular Medicaid card for services that are not covered by Aetna Better Health.

**Benefits Under Fee-for-Service Medicaid**

**Abortion** – Includes drugs, devices, and procedures for termination of ectopic pregnancy. Physician certification required.

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Member Services 1-888-348-2922 (TTY: 711)
<table>
<thead>
<tr>
<th>Early Intervention Services for Children Three and Under</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nursing Facility Services</strong> – Includes nursing, social services, and therapy</td>
</tr>
<tr>
<td><strong>Personal Care Services</strong> – Includes personal hygiene, dressing, feeding, nutrition, environmental support, and health-related functions. Room and board services require physician certification. May not exceed 60 hours per month without prior authorization.</td>
</tr>
<tr>
<td><strong>Personal Care for Aged/Disabled</strong> – Includes assistance with daily living in a community living arrangement, grooming, hygiene, nutrition, physical assistance, and environmental for individuals in the Age/ Disabled Waiver. Limited one per unit per month basis. Requires physician order and nursing plan of care.</td>
</tr>
<tr>
<td><strong>ICF/MR Intermediate Care Facility</strong> – Includes physician and nursing services, dental, vision, hearing, lab, dietary, recreational, social services, psychological, habilitation, and active treatment for the mentally retarded. Requires physician or psychiatrist certification.</td>
</tr>
<tr>
<td><strong>Prescription Drugs</strong> – Includes drugs dispensed on an ambulatory basis by a pharmacy, family planning supplies, diabetic supplies, vitamins for children, and prenatal vitamins. Weight gain, cosmetic, hair growth, fertility, less than effective and experimental drugs are not covered. Drugs dispensed by a physician at no cost are not covered. The prescription drug benefit is administered by the State Medicaid program. For questions about getting your medicines please call Molina at 1-888-483-0797 between 7 a.m. - 7 p.m. Monday through Friday.</td>
</tr>
<tr>
<td><strong>Organ Transplant Services</strong> – Generally safe, effective, medically necessary transplants covered when no alternative is available. Cannot be used for investigational/ research nature or for end-stage diseases. Must be used to manage disease.</td>
</tr>
<tr>
<td><strong>School-based Services</strong> – Service limitations are listed in the West Virginia fee for service Medicaid provider manual.</td>
</tr>
<tr>
<td><strong>Transportation</strong> – Includes multi-passenger van services and common carriers (public railways, buses, cabs, airlines, ambulance as appropriate, and</td>
</tr>
</tbody>
</table>
private vehicle transportation). Prior authorization is required by county DHHR staff. To get transportation, call 1-844-549-8353.

**Substance Use Disorder Services** – Physician-supervised opioid agonist medication and counseling services provided to those with severe opioid use disorder

In addition to your benefits, Aetna Better Health offers value-added services. When eligible members complete the healthy behaviors in the table below, they will receive a reward. We offer these services to encourage health education and to promote health. Co-payments may not be charged, and members do not have the right to an appeal or a state fair hearing for value-added services.

<table>
<thead>
<tr>
<th>Value-Added Services</th>
<th>Rewards</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Prenatal appointments</td>
<td>Cribette</td>
</tr>
<tr>
<td>1 Post-partum appointment within 21-56 days of having your baby</td>
<td>$50 reward certificate</td>
</tr>
<tr>
<td>Enroll in Moms and Babies Program</td>
<td>Cribette or Baby Wrap Carrier</td>
</tr>
<tr>
<td>Complete the Moms and Babies Program</td>
<td>Educational Toy</td>
</tr>
<tr>
<td>Preventive Dental Program</td>
<td>Up to 2 check-ups during pregnancy</td>
</tr>
<tr>
<td>Walking Program</td>
<td>Pedometer/log and $25 reward certificate</td>
</tr>
<tr>
<td>Dental hygiene kit</td>
<td>Toothbrush, floss, paste</td>
</tr>
<tr>
<td>*Diabetic Education Program and complete A1C testing</td>
<td>$25 reward certificate *available in certain counties</td>
</tr>
<tr>
<td>Well child, well woman visits</td>
<td>$25 reward certificate</td>
</tr>
<tr>
<td>Timely behavioral health follow-up (within 7 days after discharge from an inpatient behavioral health stay)</td>
<td>$25 reward certificate</td>
</tr>
<tr>
<td>Health related summer camps for children</td>
<td>Camp scholarships</td>
</tr>
</tbody>
</table>

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Member Services 1-888-348-2922 (TTY: 711)
MORE INFORMATION ABOUT YOUR COVERAGE

Please read below for more details about your coverage. If you have any questions, please call Member Services at 1-888-348-2922 (TTY: 711).

WELL-CHILD VISITS

Well-child visits, also known as Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) services, are important to make sure children are healthy and stay healthy. The EPSDT benefit covers all medically necessary and preventive health care services for members up to age 21. Both sick and well care services are provided by your PCP at no cost.

Some screenings that children can get include:

- Physical exams
- Laboratory tests
- Vision testing
- Immunizations
- Hearing test
- Dental services
- Behavioral health screenings
- Health education
- Health and development history

Checkups and screenings are needed to detect health problems. Your PCP can diagnose and treat any health issues early, before they become more serious. Call your PCP or Member Services to schedule a well-child visit. Transportation and scheduling help is also available upon request at no cost.

Aetna Better Health has trained professionals on staff to help move from child to adult care. We can help you to get the right care for your child’s special needs. Please call 1-888-348-2922 and ask to speak to a case management staff member.

CARE MANAGEMENT/POPULATION HEALTH MANAGEMENT

Some members have special health care needs and medical conditions. Aetna Better Health Care Management (CM) includes nurses, social workers, and support
staff who work with many health care practitioners, agencies and organizations to get the services and the care that you need. Our CM Program can help make sure you understand your condition and treatment plan. Our team of registered nurses and social workers receive training in the CM process. We will help you get the best care in the most efficient manner. Care Managers have a variety of daily activities as they interact with everyone involved in your life. They coordinate care in the following ways:

- Work one-on-one with you to create a plan based on your goals.
- Review your plan to help make sure you do not have gaps in care.
- Consult with your doctors.
- Help you make specialist and primary care doctor appointments.
- Verify that the right medicines and treatments are in place.
- Help make sure you receive preventive care.
- Work to ensure you and your family have the support you need.
- Ask questions to make sure your home is safe.
- Provide patient and family education about programs and services available in the community and through your doctor.
- Make sure you have support for any behavioral health needs.
- Help you transition to other care when your benefits end, if necessary.

We have programs if you have a high-risk pregnancy or substance abuse during pregnancy, have a baby needing neonatal intensive care (NICU), or if you need help transitioning your care from the hospital. These programs help you take good care of yourself. Care Management (CM) has a list of community resources and services that can help with various needs. CM can help you find the available community services that are right for you. We want to help you. To sign up, call us at **1-888-348-2922** (TTY: **711**) and ask to speak to a Care Manager. Your practitioner or caregiver can also call to sign you up for the program. You may join or leave the program at any time.
We also offer other chronic condition programs for our members including, but not limited to, asthma, diabetes, heart failure, coronary artery disease, depression and COPD (lung disease). These programs educate you on your disease and give you tips on how to stay healthy. We'll give you information to read and the names and phone numbers of resources to help you manage your disease. If you have one of these conditions, you will automatically be enrolled in the program. Your doctor or caregiver can also ask us to enroll you in the program. Participating in the Care Management program is important for your health. You may leave the program at any time. To opt-out call 1-888-348-2922 (TTY: 711).

**Workforce West Virginia**
Workforce WV offers tools to help with job searches, unemployment, and training. Workforce WV has the largest database of job seekers and openings in the state. The education and training opportunities provide residents work skills needed by businesses. Visit their website at [http://workforcewv.org](http://workforcewv.org). If you don't have a job due to a health issue please contact us at 1-888-348-2922 (TTY: 711).

**Health Home**
The Health Home Program coordinates physical and behavioral health (both mental and substance disorder), long term and social services, and supports for members with chronic health conditions. If you would like assistance with enrolling in a health home please contact us at 1-888-348-2922 (TTY: 711).

**Utilization Management**
We want to ensure that our members are getting the services or benefits they need to get or stay healthy. This is called “utilization management” (UM). Our UM staff use clinical criteria, guidelines and written policies to make UM decisions. They check that requested services are:

- Needed to keep or get you healthy
- Covered by Aetna Better Health of West Virginia

You or your practitioner or provider can get a copy of the guidelines we use to approve or deny services. You can call Member Services at 1-888-348-2922 Monday-

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Member Services 1-888-348-2922 (TTY: 711)
Friday from 8:30 a.m. to 5 p.m. with questions about our UM program. Member Services may transfer your call to the UM department for a staff member to help you. After normal business hours, you may leave a message. We'll call you the next business day. When calling back, the representative will tell you that he or she is calling from Aetna Better Health of West Virginia and will give you their name and title.

We're here to help you with any UM issues:

For help if you have vision and/or hearing problems, call TTY: 711

- For help with language or translation services, call Member Services at 1-888-348-2922.

We understand members want to feel confident they are receiving the health care and services that are best for them. We have policies our practitioners and providers follow to ensure you receive the right health care. We do not use incentives to encourage barriers to care and/or service, or to reward inappropriate restrictions of care. This is called an affirmative statement. We want to let you know that:

- Utilization Management (UM) decisions are made by looking at your benefits and choosing the most appropriate care and service.
- We don't reward doctors or other people for denying coverage or care.
- Our employees do not get any incentives to reduce the services you get.

We want to make sure that each member receives the right health care. If you need help understanding this information, call us at 1-888-348-2922 (TTY: 711).

MEDICATIONS

Your prescription medicine is covered under fee-for-service (traditional) Medicaid. If you have questions about your prescription medicine, please contact Molina at 1-888-483-0797.

If medically necessary, Aetna Better Health covers:

- Medicine you get as part of a hospital stay
• Injectable medicine you get at the doctor’s office

Your doctor will work with us to get you the right medicine for your condition. If you have questions about these kinds of medicines, talk to your doctor.

**DENTAL SERVICES**

Dental care is important to your overall health. Aetna Better Health uses a dental benefit manager, SkyGen USA, to provide dental services to children. All dental services are provided by a licensed dentist or dental specialist in an office, clinic, hospital, or other setting.

Members up to 21 years of age should visit their dentist for a checkup once every six months. Checkups begin at six months after an infant’s first tooth erupts or by twelve months of age. Children and adolescents can get orthodontic services for the entire length of treatment and other services to fix dental problems. Members up to 21 can also access the Fluoride Varnish Program, offered by practitioners certified from the WVU School of Dentistry. For more information about the fluoride varnish application, ask your practitioner. Children are covered for non-emergency and emergency dental services.

For adults 21 years and older, emergency dental services are covered by Aetna Better Health. These services may be provided by a dentist, or oral surgeon. Some examples of a dental emergency include:

• Severe pain
• Hemorrhage
• Traumatic injury to the teeth and surrounding tissue
• Unusual swelling of the face or gums

If you need to speak with SkyGen USA regarding the children’s dental benefit, please call **1-888-983-4693**. For questions about adult emergency dental services call us at **1-888-348-2922** (TTY: **711**).
BEHAVIORAL HEALTH SERVICES

Aetna Better Health provides inpatient and outpatient services to members. This benefit includes mental health services, substance abuse (alcohol and drugs) services, care management, rehabilitation and clinic services, and psychiatric residential treatment services.

You do not need a referral for in-network behavioral health services. Your PCP or Member Services can help you get these services from behavioral health providers. You can call 1-888-348-2922 (TTY: 711).

If there is a mental health or substance abuse emergency, please call 911 right away.

COURT ORDERED SERVICES

Medically necessary court ordered treatment services are covered by Aetna Better Health. Court ordered services are subject to MCO review, determination, and the member appeals.

SECOND MEDICAL OPINIONS

You may need a second opinion for an illness, surgery and/or confirming a treatment of care your practitioner has told you that you need. Contact your practitioner or Member Services for help to get a second opinion. If an appropriate provider for the second opinion is not available within the Aetna Better Health network, we will arrange for you to get the second opinion outside the network. There is no cost to you for the second opinion.

SERVICES NOT COVERED

Some services are not available through Aetna Better Health or Medicaid. If you choose to get these services, you may have to pay the entire cost of the service. Aetna Better Health is not responsible for paying for these services and others:

- All non-medically necessary services
- Sterilization of a mentally incompetent or institutionalized individual
- Except in an emergency, inpatient hospital tests that are not ordered by the attending physician or other licensed practitioner, acting within the scope of

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Member Services 1-888-348-2922 (TTY: 711)
practices, who is responsible for the diagnosis or treatment of a particular patient’s condition

- Organ transplants, except in some instances
- Treatment for infertility and the reversal of sterilization
- Sex transformation procedures and hormone therapy for sex transformation procedures
- All cosmetic services, except in the case of accidents or birth defects
- Christian science nurses and sanitariums

**Duplicate Services**
- Service codes determined by Bureau for Medical Services as not covered
- Health services or supplies from nonparticipating practitioners, except in an emergency, for family planning or when otherwise approved by Aetna Better Health
- Health Services prohibited by law or regulation.
- For adults, TMJ and other dental problems related to malocclusion unless proven to be life-threatening.

This is not a complete list of the services that are not covered by Aetna Better Health. If a service is not covered, not authorized, or is provided by an out-of-network provider, you may have to pay. If you have a question about whether a service is covered, please call Member Services at **1-888-348-2922** (TTY: **711**).

**NEW TECHNOLOGY FOR MEDICAL PROCEDURES**

We are always looking at new medical procedures and methods. We want to be sure members get safe, high-quality care. We have a team of doctors who review new health care technologies. They decide if they should become covered services. (We don't cover things that are investigational or still under research.)

To decide if a new technology will become a covered service, we will:

- Study the purpose of it
- Review medical literature
- Look at the impact and benefits

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Member Services **1-888-348-2922** (TTY: **711**)
Develop rules on how and when to use the technology

GETTING YOUR BENEFITS

REFERRALS AND SPECIALTY CARE

Sometimes you or your child may need care from a specialist. Specialists treat certain diseases and special types of conditions, including behavioral health or substance use concerns. Your PCP can recommend a specialist or behavioral health care provider to you. You don’t need a formal referral from your PCP as long as the specialist is in our provider network.

Female members have direct access to an Aetna Better Health of West Virginia health specialist for preventive care. This includes covered services such as breast exams, mammograms, pap tests and prenatal care. You do not need an OK from your PCP. You must go to an Aetna Better Health provider in order for your service to be covered, except for emergency services or family planning services.

Let your PCP know if you visit a specialist, so he or she can support your care.

If you need help finding a specialist, please call us at 1-888-348-2922 (TTY: 711) or visit aetnabetterhealth.com/westvirginia/find-provider.

SERVICE AUTHORIZATIONS

If you need to see a provider who is not on our list, your PCP must ask Aetna Better Health for approval. Asking for an out-of-network referral is called a service authorization request. It is important to remember that your PCP must ask us for approval before you see an out-of-network provider. You or your PCP can call Member Services at 1-888-348-2922 (TTY: 711). If you are approved to see a provider who is outside of our plan, your visits will be covered. If we do not approve a service authorization, you can appeal the decision.
PRIOR AUTHORIZATIONS

Sometimes you may need certain services or treatments that require approval. Before you get this type of care, your provider must ask our Prior Authorization Team. If we do not approve a prior authorization, you can appeal the decision.

We give prior authorizations to Aetna Better Health providers when you need health care, drugs or supplies that are medically needed. Your practitioner needs to call us at least two (2) working days before the scheduled care. However, earlier notification helps the review process. We may ask to see written notes showing that the care is medically needed before it is preauthorized.

Our Prior Authorization team is available from 8:30 a.m. - 5 p.m. (ET) Monday through Friday. If you have questions, call Member Services at 1-888-348-2922 (TTY: 711). After normal business hours, you may leave a message and someone will return your call the next business day. If someone from our UM team calls you, they will give you their name and title and say they are calling from Aetna Better Health. You can also access TTY services or language assistance to talk about UM issues. Our UM program helps make sure you get the right services at the right place.

Prior authorization is required before the date you get care for the services listed below:

- Home health care (except behavioral health)
- Rehabilitative Services: Physical, Occupational, or Speech Therapy
- Chiropractic care
- Durable medical equipment (DME)
- Polysomnograms (Sleep Apnea Studies)
- Genetic testing
- Pain management services
- Computerized Tomography (CT scan)
- Magnetic Resonance Imaging (MRI)
- Magnetic Resonance Angiogram (MRA)
- Positive Emission Tomography (PET Scan)
- Inpatient hospital care
- Outpatient surgery

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Member Services 1-888-348-2922 (TTY: 711)
• Intensive outpatient behavioral health services
• Partial hospitalization
• Psychiatric residential treatment facility care
• Services from a non-participating provider (except emergency services and family planning)

This list is not intended to be all inclusive. If you have any questions, call Member Services at 1-888-348-2922 (TTY: 711).

OUT-OF-NETWORK SERVICES

If we are unable to provide certain covered services, you may get out-of-network services.

You can go to a provider outside the Aetna Better Health network only if: (1) the care is needed; and (2) there are no Aetna Better Health providers who can give you the care needed. We have the right to say where the service can be given when no Aetna Better Health provider can give you the care needed. The care must be preauthorized before your visit. Your PCP or the practitioner that wants to give you the care should ask for this preauthorization. If we have approved care outside our network, the cost will be no greater than it would be if you received the services within our network. Services will be provided in an acceptable and timely manner. If you have questions, call Member Services at 1-888-348-2922 (TTY: 711).

COST SHARING

Cost sharing, or co-payment, is the money you need to pay at the time of service. Whenever you see your PCP or a provider in our network, you are not responsible for any costs except the co-payment. The amount of the co-payment will change depending on the service and the Federal Poverty Level. Please see the table below for more details.

Co-payments will be collected for:

• Inpatient and outpatient services
• Physician office visits, including nurse practitioner visits
• Non-emergency use of an emergency room
• Caretaker relatives age 21 and up

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Member Services 1-888-348-2922 (TTY: 711)
- Transitional Medicaid members age 21 and up
- Any other members that are not specifically exempt

<table>
<thead>
<tr>
<th>Service</th>
<th>Up to 50.00% FPL</th>
<th>50.01 - 100.00% FPL</th>
<th>100.01% FPL and Above</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inpatient Hospital (Acute Care)</td>
<td>$0</td>
<td>$35</td>
<td>$75</td>
</tr>
<tr>
<td>Office Visits (Physicians and Nurse Practitioners)</td>
<td>$0</td>
<td>$2</td>
<td>$4</td>
</tr>
<tr>
<td>Outpatient Surgical Services in a Physician’s Office; Ambulatory Surgical Center; or Outpatient Hospital (excluding emergency rooms)</td>
<td>$0</td>
<td>$2</td>
<td>$4</td>
</tr>
<tr>
<td>Non-Emergency Use of Emergency Room</td>
<td>$8</td>
<td>$8</td>
<td>$8</td>
</tr>
</tbody>
</table>

Co-payments will not be collected for:

- Family planning services
- Emergency services
- Behavioral health services
- Members under age 21
- Pregnant women (including 60 days after pregnancy)
- American Indians and Alaska Natives
- Members getting hospice care
- Members in nursing homes
- Other members or services not under the State Plan authority
- Members who have met their household maximum limit for cost-sharing per calendar quarter
- Members with primary insurance other than Medicaid
For more information on co-payment amounts, please call Member Services at **1-888-348-2922** (TTY: **711**).

**ACCESS AND AVAILABILITY GUIDE**

Aetna Better Health offers services in every county of West Virginia. The table below lists how long it should take for you to be seen by a provider in different situations.

<table>
<thead>
<tr>
<th>Type of Visit:</th>
<th>When You Should be Seen:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Routine Care</td>
<td>Within 21 calendar days</td>
</tr>
<tr>
<td>Urgent Care</td>
<td>Within 48 hours</td>
</tr>
<tr>
<td>Initial Prenatal Care</td>
<td>Within 14 days of known pregnancy</td>
</tr>
<tr>
<td>Emergency Care</td>
<td>Immediately</td>
</tr>
<tr>
<td>Specialty Care – new patient/initial visit</td>
<td>Within 90 calendar days</td>
</tr>
<tr>
<td>Specialty Care – follow-up visit</td>
<td>Within 30 calendar days</td>
</tr>
<tr>
<td>Initial Behavioral Health visit</td>
<td>Within 10 business days</td>
</tr>
<tr>
<td>Urgent Behavioral Health visit</td>
<td>Within 48 hours</td>
</tr>
<tr>
<td>Care for a non-life threatening behavioral health emergency</td>
<td>Within 6 hours</td>
</tr>
<tr>
<td>Follow-up care with a Behavioral Health practitioner</td>
<td>Within 60 calendar days</td>
</tr>
</tbody>
</table>

The following table shows what your travel time should be for your appointments.

<table>
<thead>
<tr>
<th>Traveling to Your:</th>
<th>Should Take No Longer Than:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCP</td>
<td>30 Minutes</td>
</tr>
<tr>
<td>Specialist You See Often</td>
<td>30 Minutes</td>
</tr>
<tr>
<td>Hospital</td>
<td>45 Minutes</td>
</tr>
<tr>
<td>Tertiary Services</td>
<td>60 Minutes</td>
</tr>
</tbody>
</table>

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Member Services **1-888-348-2922** (TTY: **711**)
LETTING US KNOW WHEN YOU’RE UNHAPPY

When you have a problem, try speaking with Member Services or your PCP to resolve it. If you are still unhappy or do not agree with a decision we have made about your health care, you can file a complaint or appeal. These are known as complaints and appeals. Information on the number of complaints and appeals is available upon request. You can also request a state fair hearing once you have gone through the process for complaints and appeals.

APPEALS

As a member of Aetna Better Health, you have the right to appeal a decision, including a non-coverage decision. You can file an appeal if you do not agree with our decision about your service authorization or prior authorization request. Our decision to reduce, suspend, or stop services will be sent to you in a Notice of Action letter. You will have 60 calendar days from the date of the Notice of Action to file an appeal with Aetna Better Health. If you would like your benefits to continue while the appeal is pending, you or your provider must file a request within 10 calendar days. You can file an appeal by calling Member Services at 1-888-348-2922 (TTY: 711) or you can do so in writing. If you choose to write to us, you will need to include your address. With written consent, you can also have someone else, like your PCP, file an appeal on your behalf.

To file a written appeal, please mail it to:

Aetna Better Health
Attn: Appeals Coordinator
500 Virginia Street East, STE 400
Charleston, WV 25301

Aetna Better Health will respond to your appeal within 30 calendar days from the day your appeal is received. If it is in your interest, you can ask for a delay in our decision for up to 14 days. If we need to delay our decision for another reason, we will give you written notice within two days. For appeals that need to be resolved more quickly, we will give you our decision within 72 hours after receiving your appeal. You may have to pay the cost of services, depending on the outcome.

aetnabetterhealth.com/westvirginia
Member Services 1-888-348-2922 (TTY: 711)
If you need help with an appeal, you can call Member Services toll-free at 1-888-348-2922 (TTY: 711). We can assist you in completing forms. We also can offer auxiliary aids, interpreters, and other services.

**COMPLAINTS/GRIEVANCES**

As a member of Aetna Better Health, you have the right to file a complaint at any time. You can file a complaint if you are unhappy with something about Aetna Better Health or one of our providers. You can also file a complaint if you disagree with our decision about your appeal. To file an informal complaint, call us at 1-888-348-2922 (TTY: 711) to let us know that you are unhappy with Aetna Better Health or your health care services. You can also take steps to file a formal (written) complaint, or allow someone like your PCP to do so on your behalf. If someone files a complaint on your behalf, we will need your ok in writing. If you choose to write to us, you will need to include your address.

To file a written complaint, please mail it to:

Aetna Better Health  
Attn: Appeals Coordinator  
500 Virginia Street East, STE 400  
Charleston, WV 25301

We will get our answer to you within 30 days from the date your complaint is received. If it is in your interest, you can ask for a delay in our decision for up to 14 days. If we need to delay our decision for another reason, we will give you written notice within two days.

If you need help with a complaint, you can call Member Services toll-free at 1-888-348-2922 (TTY: 711). We can assist you in completing forms. We also can offer auxiliary aids, interpreters, and other services.

**FAIR HEARINGS**

As a member of Aetna Better Health, you have the right to request a state fair hearing. You can only request a state fair hearing after you have received notice that Aetna Better Health is upholding the decision to reduce, suspend, or stop your benefits. You must request the state fair hearing no later than 120 calendar days
from the date of our decision notice. It is our job to mail you the form and give you the information you need.

Once you get the form, please mail it back to:

Bureau for Medical Services – Appeals Section
350 Capitol Street, Room 251
Charleston, WV 25301

If you would like your benefits to continue while the hearing is going on, you or your provider must file a request within 10 calendar days. You may have to pay the cost of services, depending on the outcome. Parties to the state fair hearing can include the State, Aetna Better Health, your representative, or the representative of a deceased member. The State will hear your case and decide within 90 days of your request for a state fair hearing.

Please call Member Services at 1-888-348-2922 (TTY: 711) if you have questions about requesting a state fair hearing. You can also call the Department of Health and Human Resources at 304-558-0684.

COMPLAINTS

At any time, you can file a complaint to West Virginia’s Bureau for Medical Services:

Bureau for Medical Services
350 Capitol Street
Room 251
Charleston, WV 25301
304-558-1700

REPORTING FRAUD

If you suspect fraud, waste, or abuse by an Aetna Better Health member or provider, please report it to our special investigative unit (SIU). You do not need to give us your name or information when you call or fill out the form. To report fraud, waste, or abuse, please call 1-844-405-2016. You may also complete the Fraud, Waste, and Abuse Reporting form on our website or by mailing it to us.

aetnabetterhealth.com/westvirginia
Member Services 1-888-348-2922 (TTY: 711)
**OUR POLICIES**

**ADVANCE DIRECTIVES**

Under Federal and State law, you have the right to make decisions about your medical care, including an advance directive. An advance directive is a legal document with your wishes regarding medical treatment if there comes a time when you are too sick to make your decisions known. An advance directive allows you to plan in advance and participate in decision-making around your health. It is a way to let your doctors know what kind of treatment you do or do not want. You can also allow someone you trust to make treatment decisions for you. This would allow that person to make choices about your care and treatment. Many people choose a relative or someone they know well.

You should speak with your doctor about making an advance directive. You do not have to fill one out, but you may want to. If you decide to let someone you trust make treatment decisions for you, be sure to speak with that person. Making an advance directive requires filling out forms and stating your wishes in writing. It will become a part of your medical records. Remember, you can change your advance directive at any time.

Your doctor and Member Services can help you to fill out or answer questions about advance directives.

**ENDING YOUR MEMBERSHIP**

If you do not wish to be a member of Aetna Better Health, you have the right to disenroll at any time. You may re-enroll in another health plan if you choose. The enrollment broker can help you just call **1-800-449-8466.**
Sometimes members are disenrolled from the health plan involuntarily. This can happen if:

- You are no longer eligible for Medicaid managed care
- You move outside of our service area
- You are placed in an inpatient facility, nursing facility, state institution, or intermediate care facility for the mentally retarded for more than 30 calendar days
- You were incorrectly enrolled in Aetna Better Health
- You die

If this happens, your services may stop suddenly. Please call 1-888-348-2922 (TTY: 711) for help understanding when your benefits end. The enrollment broker and Member Services can answer any questions you may have about disenrollment. If you move out of the country or out of state, call the West Virginia Bureau for Medical Services at 304-558-1700.

### APPROPRIATE TREATMENT OF MINORS

Aetna Better Health follows the guidance of West Virginia Code §§ 16-4-10 “Minors” and 16-29-1 “Copies of Healthcare Records to be Furnished to Patients.” Anyone over 16 who has been deemed emancipated in a court of law, or who is over 16 and legally married, will be treated, and have all the privileges, rights and duties of an adult. Oral interpreters for minors are available in the case of an emergency.

### THIRD PARTY LIABILITY

If you have insurance other than Medicaid, please call Member Services to let us know. Please call and let us know if another insurance company has been involved with your:

- Worker’s compensation claim
- Personal injury
- Medical malpractice law suit
- Car accident

You must use any other health insurance you have first before using Medicaid.

aetnabetterhealth.com/westvirginia
Member Services 1-888-348-2922 (TTY: 711)
RECOMMENDING CHANGES IN POLICIES OR SERVICES

If you have recommendations or ideas, please tell us about them. You can help us make changes to improve our policies and services. We also invite you to join our Member Advisory Committee as a way to offer suggestions. To let us know, please call Member Services at 1-888-348-2922 (TTY: 711).

CHANGES TO YOUR HEALTH PLAN

If there are any changes to your benefits or other information in this handbook, we will let you know at least 30 days before the effective date of the change and no later than the actual effective date. Please let us know if you have any questions about program changes.

IMPORTANT CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Entity</th>
<th>Phone Number</th>
<th>Street Address</th>
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</thead>
<tbody>
<tr>
<td>Aetna Better Health Member Services</td>
<td>Toll-Free: 1-888-348-2922</td>
<td>500 Virginia Street East STE 400 Charleston, WV 25301</td>
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<tr>
<td>Aetna Behavioral Health</td>
<td>1-888-348-2922</td>
<td>500 Virginia Street East STE 400 Charleston, WV 25301</td>
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<tr>
<td>Aetna Medical Management</td>
<td>1-888-348-2922</td>
<td>500 Virginia Street East STE 400 Charleston, WV 25301</td>
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<tr>
<td>Aetna Dental (over 21)</td>
<td>1-888-348-2922</td>
<td></td>
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<tr>
<td>Aetna 24-Hour Nurse Line</td>
<td>1-855-200-5975</td>
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<tr>
<td>Aetna Fraud, Waste &amp; Abuse</td>
<td>1-844-405-2016</td>
<td>500 Virginia Street East STE 400 Charleston, WV 25301</td>
</tr>
<tr>
<td>Aetna Complaints &amp; Appeals</td>
<td>1-888-348-2922</td>
<td>500 Virginia Street East STE 400 Charleston, WV 25301</td>
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aetnabetterhealth.com/westvirginia
Member Services 1-888-348-2922 (TTY: 711)
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Contact Info</th>
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<tbody>
<tr>
<td>County DHHR Offices</td>
<td>1-877-716-1212</td>
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<td>Emergency</td>
<td>911</td>
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<tr>
<td>Enrollment Broker</td>
<td>1-800-449-8466</td>
<td>Maximus</td>
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<tr>
<td>Non-Emergent Transportation</td>
<td>1-844-549-8353</td>
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<td>Prescription Drugs</td>
<td>1-888-483-0797</td>
<td>Molina</td>
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<tr>
<td>SkyGen USA Dental (under 21)</td>
<td>1-888-983-4693</td>
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<td>State Fair Hearing</td>
<td>304-558-1700</td>
<td>Bureau for Medical Services Office of Medicaid</td>
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<td>Managed Care</td>
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<td></td>
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<td>350 Capitol Street, Room 251</td>
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<td></td>
<td></td>
<td>Charleston, WV 25301</td>
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<tr>
<td>VSP (Vision)</td>
<td>1-800-877-7195</td>
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<tr>
<td>West Virginia Bureau for Medical Services - Complaints</td>
<td>304-558-1700</td>
<td>Office of Medicaid Managed Care</td>
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<td>350 Capitol Street, Room 251</td>
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aetnabetterhealth.com/westvirginia
Member Services **1-888-348-2922** (TTY: 711)
Nondiscrimination Notice

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

Aetna:

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

If you need a qualified interpreter, written information in other formats, translation or other services, call the number on your ID card or **1-800-385-4104**.

If you believe that Aetna has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability or sex, you can file a grievance with our Civil Rights Coordinator at:

Address: Attn: Civil Rights Coordinator
4500 East Cotton Center Boulevard
Phoenix, AZ 85040

Telephone: **1-888-234-7358 (TTY 711)**
Email: MedicaidCRCoordinator@aetna.com

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

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights electronically through the Office for Civil Rights Complaint Portal, available at https://ocrportal.hhs.gov/ocr/portal/lobby.jsf, or by mail or phone at: U.S. Department of Health and Human Services, 200 Independence Avenue, SW Room 509F, HHH Building, Washington, D.C. 20201, 1-800-368-1019, 1-800-537-7697 (TDD).


Aetna is the brand name used for products and services provided by one or more of the Aetna group of subsidiary companies, including Aetna Life Insurance Company, and its affiliates.
Help in your language

ENGLISH: ATTENTION: If you speak English, language assistance services, free of charge, are available to you. Call the number on the back of your ID card or 1-800-385-4104 (TTY: 711).

SPANISH: ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al número que aparece en el reverso de su tarjeta de identificación o al 1-800-385-4104 (TTY: 711).

CHINESE: 注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電您的ID卡背面的電話號碼或1-800-385-4104 (TTY: 711)。


ARABIC: إذا كنت تتحدث باللغة العربية، فإن خدمات المساعدة اللغوية تتوفر لك بالمجان. اتصل على الرقم الموجود خلفبطاقة الشخصية أو على1-800-385-4104-711 (للسماح واللبيك).


KOREAN: 주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 귀하의 ID 카드 뒷면에 있는 번호로나 1-800-385-4104 (TTY: 711) 번으로 연락해 주십시오.

JAPANESE: 注意事項：日本語をお話になる方は、無料で言語サポートのサービスをご利用いただけます。IDカード裏面の電話番号、または1-800-385-4104 (TTY: 711)までご連絡ください。


THAI: ข้อควรระวัง: ถ้าคุณพูดภาษาไทย คุณสามารถใช้บริการช่วยเหลือทางภาษากับฟรี โทรติดต่อหมายเลขที่อยู่ด้านหลังบัตร ID ของคุณ หรือหมายเลข 1-800-385-4104 (TTY: 711)

NEPALI: ध्यान दिन्छोस्: यदि तपाईंले नेपाली भाषाको बोल्दौल्दौलाले भने तपाईंले लागि नि:शुल्क रूपमा भाषा सहायता सेवाहरू उपलब्ध छन्। तपाईंले आइडी कार्डको पछाडी रहेको नम्बर वा 1-800-385-4104 (TTY: 711) मा फोन गर्नुहोस्।

PERSIAN: اگر به زبان فارسی صحبت می کنید، به صورت رایگان می توانید به خدمات کمک زبانی دسترسی داشته باشید. با شماره درج شده در پشت کارت شناسایی یا با شماره 1-800-385-4104 (TTY: 711) تماس بگیرید.


URDU: توجہ دینے اگر آپ اردو زبان پوچھہ بیس تو زبان سے متعلق مدد کی خدمات آپ کے لئے مفت دستیاب ہیں۔ اپنے شناختی کارڈ کے پیچھے موجود نمبر پر یا 1-800-385-4104 (TTY: 711) پر رابطہ کریں۔