

The State Employees' PPO Plan  
A Self-Funded Health Care Plan for State of Florida Employees,  
Retirees, COBRA Participants, and their Eligible Dependents

**Summary of Plan Description  
Material Modification**

# Summary of Plan Description Material Modification

The Division of State Group Insurance, Department of Management Services, has amended the State Employees' PPO Plan, a self-insured health insurance plan, effective **January 1, 2020**. Accordingly, certain provisions in your *State Employees' PPO Plan Group Health Insurance Plan Booklet and Benefit Document* have been clarified to describe and explain the PPO Plan, as amended. The following description adds to or replaces the information in the Benefit Document as indicated.



Servicing Agent:



In the pursuit of health®

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**Material Modification**

- Page I Top of page, line four, delete "2019" and insert "2020"  
First paragraph, line two, delete "2019" and insert "2020"
- Page VI Second column, row seven, line two, after "[www.Caremark.com](http://www.Caremark.com)" insert "or [www.Caremark.com/sofrxplan](http://www.Caremark.com/sofrxplan)"
- Page 1-1 "Global Network (OOP) Maximum," second column, delete "\$7,900" and insert "\$8,150" and delete "\$15,800" and insert "\$16,300"
- Page 2-1 "Calendar Year Deductible", second column, delete "\$1,350" and insert "\$1,400" and delete "\$2,700" and insert "\$2,800"  
"Global Network (OOP) Maximum, second column, delete "\$4,350" and insert "\$4,400"; and delete "\$8,700" and insert "\$8,800"; and delete "\$6,750" and insert "\$6,900"
- Page 2-5 Second column, in blue box, delete "\$300" and insert "\$400"; and delete "\$2,700" and insert "\$ 2,800"
- Page 3-3 Second column, "Enteral Formulas", line one, before "Prescription" insert "Medically necessary"  
Second column, "Enteral Formulas", line one, after "formulas" insert "and amino-acid based elemental formulas"  
Second column, "Enteral Formulas", line two, after "use" insert ", regardless of the method of delivery or intake,"  
Second column, "Enteral Formulas", line two, after "when" insert "ordered or"  
Second column, "Enteral Formulas", insert new last paragraph, "Coverage for enteral formulas and amino-acid based elemental formulas are subject to the provisions as set forth in ss. 110.12315 and 627.42395, Florida Statutes."
- Page 3-5 Second column, number 1., line two delete "advanced registered nurse practitioner" and insert "advanced practice registered nurse"
- Page 3-6 First column, Physical Therapy and Massage Therapy, third paragraph, line one, delete "Advanced Registered Nurse Practitioner's" and insert "Advanced Practice Registered Nurse's"
- Page 5-2 First column, "Food, Medical Food Products or Substitutes", line five, after "pursuant to" insert "ss. 110.12315 and"  
First column, "Food, Medical Food Products or Substitutes", line five, after "pursuant to" delete "s."

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First column, "Food, Medical Food Products or Substitutes", line six, after "Dietary" insert "supplements,"

First column, "Food, Medical Food Products or Substitutes", line six, after "nutritional" insert "supplements,"

First column, "Food, Medical Food Products or Substitutes", line seven, after "drugs" insert ",,"

- Page 9-3 Second column, "Covered by the Prescription Drug Program", after "1. Federal legend drugs" insert "subject to the Plan's general limitations and exclusions in section 5 and the provisions of the following subsection Not Covered by the Prescription Drug Program;"
- Page 9-5 First column, number 1, after "basis." Insert "The PDL is a list of commonly used preferred brand name and generic drugs; these drugs have the lowest member cost share."
- Page 10-1 Second column, last paragraph "An example", line two delete "2017" and insert "2020"  
Second column, last paragraph "An example", line six delete "2018" and insert "2021"  
Second column, last paragraph "An example", line seven delete "2018" and insert "2021"  
Second column, last paragraph "An example", line ten delete "2019" and insert "2022"
- Page 10-2 First column, last paragraph "Retirees", line one, after "Plan if you" delete "were" and insert "are"  
First column, last paragraph "Retirees", line two, after "state employee" delete "and" and insert "when"
- Page 10-3 Second column, first paragraph "If you have a child" delete entire paragraph and insert new paragraph "Upon your initial enrollment in a State Group Insurance health plan, if you have a child over the age of 26 with an intellectual or physical disability who meets the above eligibility criteria, you may enroll that child in the Plan at that time. If you do not enroll the child at your initial enrollment, you will not be able to add the child to your Plan at a later date."
- Page 10-4 Second column, second paragraph, line four after "People First" insert new sentences "Or you may elect an early effective date and coverage can be effective as soon as the first day of the month following the month you elect coverage in People First. If a premium underpayment occurs because of an early effective date, the premium (up to \$180 bi-weekly or \$360 monthly) will be deducted from your next payroll in addition to the regular premium deduction for the next coverage month."

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Second column, third paragraph "An example", line six, after "August 1," delete everything and insert "the premium (up to \$180 bi-weekly or \$360 monthly) will be deducted from your next payroll in addition to the regular premium deduction for the next coverage month."

Page 10-5 First column, third paragraph, line six, after "People First" insert new sentences "Or you may elect an early effective date and coverage can be effective as soon as the first day of the month following the month you elect coverage in People First. For births and adoptions, call People First to request coverage for the child effective on his or her date of birth or on the date that he or she is placed in the home for adoption, respectively. If a premium underpayment occurs because of an early effective date, the premium (up to \$180 bi-weekly or \$360 monthly) will be deducted from your next payroll in addition to the regular premium deduction for the next coverage month."

Second column, "Option 4 – Spouse Program", delete "number 2" and renumber rest of list

Second column, last paragraph, line fourteen, after "unless" insert "the dependent is a stepchild of the primary spouse or"

Page 15-2 Second column, Convenient Care Center, number 4., line one, delete "Advanced Registered Nurse Practitioner (ARNP)" and insert "Advanced Practice Registered Nurse"

Pages 16-1 Delete and replace with the following:  
16-5

### State of Florida Employees' Group Health Insurance Privacy Notice

**This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) imposes numerous requirements on employer health plans concerning the use and disclosure of individual health information.

This information, known as protected health information (PHI), includes virtually all individually identifiable health information held by employer health plans — whether received in writing, in an electronic medium, or as an oral communication. This notice describes the State of Florida's privacy practices its flexible spending accounts, health savings accounts, health reimbursement accounts, the State Group Health Insurance Plan(s), health maintenance organization(s) (HMO), State Employees' Prescription Drug Program, and other plans of the State Group Insurance Program (collectively "Plans").

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The Plans covered by this notice, because they are all sponsored by the State of Florida, participate in an "organized health care arrangement." The Plans may share health information with each other, their agents, and the State to carry out treatment, payment, or health care operations.

### **The Plans' duties with respect to health information about you**

The Plans are required by law to maintain the privacy of your health information, to provide you with a notice of their legal duties and privacy practices with respect to your health information, and to notify you following a breach of unsecured protected health information.

Members of a State Group Health Insurance Plan, health maintenance organization (HMO), or other plan will receive notices and other correspondence directly from the third-party administrator or insurance carrier that administers the plan (e.g., Florida Blue, Aetna, AvMed, United Healthcare, Capital Health Plan, Humana, SurgeryPlus, Healthcare Bluebook, CVS Caremark, etc.). Members will also receive notices directly from other agents of the State Group Insurance Program.

It's important to note that these rules apply only with respect to the Plans identified above, not to the State as your employer. Different policies may apply to other state programs and to records unrelated to the Plans.

### **How the Plans may use or disclose your health information**

The privacy rules generally allow the use and disclosure of your health information without your permission (known as an authorization) for purposes of health care treatment, payment, and operations. Here are some examples of what that might entail:

- Treatment includes providing, coordinating, or managing health care by one or more health care providers, doctors, or Plans. Treatment can also include coordination or management of care between a provider and a third party, and consultation and referrals between providers. For example, the Plans may share health information about you with physicians who are treating you.
- Payment includes activities by these Plans or providers to obtain premiums, make coverage determinations, and provide reimbursement for health care. This can include eligibility determinations, reviewing services for medical necessity or appropriateness, utilization management activities, claims management, and billing, as well as "behind the scenes" plan functions such as risk adjustment, collection, or reinsurance. For example, the Plans may share information about your coverage or the expenses you have incurred with another health plan in order to coordinate payment of benefits.
- Health Care Operations include activities by these Plans (and in limited circumstances other plans or providers), such as wellness and risk assessment programs, quality assessment and improvement activities, customer service, and internal grievance resolution. Health care operations also include vendor evaluations, credentialing, training, accreditation activities, underwriting, premium rating, arranging for medical review and audit activities, and business planning and development. For example, the Plans may use information about your claims to review the effectiveness of wellness programs.

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The amount of health information used or disclosed will be limited to the "Minimum Necessary" for these purposes, as defined under HIPAA.

### **How the Plans may share your health information**

The Plans will disclose your health information without your written authorization to the State for plan administration purposes. The State agrees not to use or disclose your health information other than as permitted or required by plan documents and by law.

The Plans may also disclose "summary health information" to the State for purposes of obtaining premium bids to provide coverage under the Plans, or for modifying, amending, or terminating the Plans. Summary health information is information that summarizes participants' claims information, but from which names and other identifying information have been removed.

In addition, the Plans may disclose to the State information on whether an individual is participating in the Plans or has enrolled or disenrolled in any available option offered by the Plans.

The State cannot and will not use health information obtained from the Plans for any employment-related actions. However, health information collected by the State from other sources is not protected under HIPAA (although this type of information may be protected under other federal or state laws).

### **Other allowable uses or disclosures of your health information**

The Plans are also allowed to use or disclose your health information without your written authorization as follows:

- To Business Associates: The Plans may use and disclose PHI to certain other individuals, entities, or agents (Business Associates) we have contracted with to perform or provide certain services on behalf of the Plans. To perform or provide these services, the Business Associate may create, receive, maintain or transmit your PHI. The Business Associates may re-disclose your PHI to subcontractors in order for these subcontractors to provide services to the Business Associate. When the arrangement with a Business Associate involves the use or disclosure of PHI, a written contract protecting the privacy of your health information will be implemented. Subcontractors are subject to the same restrictions and conditions that apply to Business Associates.
- To a Family Member, Close Friend, or Other Person Involved in Your Care: In certain cases, your health information can be disclosed without authorization to a family member, close friend, or other person you identify who is involved in your care or payment for your care. Information describing your location, general condition, or death may be provided to a similar person (or to a public or private entity authorized to assist in disaster relief efforts). You'll generally be given the chance to agree or object to these disclosures (although exceptions may be made, for example if you're not present or if you're incapacitated). In addition, your health information may be disclosed without authorization to your legal representative.

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- As Permitted by Law: Your PHI maybe used or disclosed to the extent that such use or disclosure is permitted by law.
- For Public Health and Safety: Your PHI may be used or disclosed to the extent necessary to avert a serious and imminent threat to the health or safety of you or others, for public healthcare oversight activities, and to report suspected abuse, neglect, or domestic violence to government authorities.
- For Worker's Compensation: Your PHI may be disclosed as permitted by worker's compensation and similar laws.
- For Judicial and Administrative Proceedings: Your PHI may be disclosed in response to a court or administrative order, subpoena, discovery request, or other lawful process.
- For Law Enforcement Purposes: Your PHI may be disclosed for a law enforcement purpose to a law enforcement official. For example, PHI may be disclosed to identify or locate an individual.
- To a Coroner, Funeral Director, or for Organ Donation purposes: Your PHI maybe disclosed to a coroner or medical examiner for identification purposes, to determine a cause of death or to allow them to perform their authorized duties. PHI may also be disclosed for cadaveric organ, eye, or tissue donation purposes.
- For Research Purposes: Your PHI maybe disclosed to researchers when their research has been approved by an institutional review board or a privacy board and measures have been taken to ensure the privacy of your PHI.
- For Specialized Government Functions: Your PHI maybe disclosed for special government functions such as military, national security, and presidential protective services.
- Inmate: If you are an inmate, your PHI maybe disclosed to the correctional institution or to a law enforcement official for: (i) the provision of health care to you; (ii) your health and safety and the health and safety of others; or (iii) the safety and security of the correctional institution.

The Plans may also use or disclose PHI in providing you with appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

### **Uses and disclosures of PHI that require authorization**

The Plans will obtain your written authorization for:

- Most disclosures of psychotherapy notes.
- Uses and disclosures of your PHI for marketing purposes.
- Disclosures of PHI that constitute a sale.
- Other uses and disclosures not described in this notice.

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If you have given the Plans an authorization, you may revoke your authorization at any time. Your request must be submitted in writing to the Plans. However, you can't revoke your authorization for a Plan that has taken action relying on it. In other words, you can't revoke your authorization with respect to disclosures the Plans have already made.

### **Your individual rights**

You have the following rights with respect to your health information the Plans maintain. These rights are subject to certain limitations, as discussed below. This section of the notice describes how you may exercise each individual right for the Plans. Contact the Division of State Group Insurance, P.O. Box 5450, Tallahassee, FL, 32314-5450, to obtain any necessary forms for exercising your rights. The notices you receive from your insurance third-party administrator, CVS Caremark, HMO, or other plan (as applicable) will describe how you exercise these rights for the activities they perform.

### **Right to request restrictions on certain uses and disclosures of your health information and the Plans' right to refuse**

You have the right to ask the Plans to restrict the use and disclosure of your health information for treatment, payment, or health care operations, except for uses or disclosures required by law.

You have the right to ask the Plans to restrict the use and disclosure of your health information to family members, close friends, or other persons you identify as being involved in your care or payment for your care. You also have the right to ask the Plans to restrict use and disclosure of health information to notify those persons of your location, general condition, or death — or to coordinate those efforts with entities assisting in disaster relief efforts. If you want to exercise this right, your request must be in writing.

The Plans are not required to agree to a requested restriction. If the Plans do agree, a restriction may later be terminated by your written request, by agreement between you and the Plans (including an oral agreement), or unilaterally by the Plans for health information created or received after you're notified that the Plans have removed the restrictions. The Plans may also disclose health information about you if you need emergency treatment, even if the Plans had agreed to a restriction.

### **Right to receive confidential communications of your health information**

If you think that disclosure of your health information by the usual means could endanger you in some way, the Plans will accommodate reasonable requests to receive communications of health information from the Plans by alternative means or at alternative locations.

If you want to exercise this right, your request to the Plans must be in writing and you must include a statement that disclosure of all or part of the information could endanger you. This right may be conditioned on you providing an alternative address or other method of contact and, when appropriate, on you providing information on how payment, if any, will be handled.

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### **Right to inspect and copy your health information**

With certain exceptions, you have the right to inspect or obtain a copy of your health information in a "Designated Record Set." This may include medical and billing records maintained for a health care provider; enrollment, payment, claims adjudication, and case or medical management record systems maintained by a plan; or a group of records the Plans use to make decisions about individuals. However, you do not have a right to inspect or obtain copies of psychotherapy notes or information compiled for civil, criminal, or administrative proceedings. In addition, the Plans may deny your right to access, although in certain circumstances you may request a review of the denial.

If you want to exercise this right, your request must be in writing. Within 30 days of receipt of your request (60 days if the health information is not accessible onsite), the Plans will provide you with:

- The access or copies you requested;
- A written denial that explains why your request was denied and any rights you may have to have the denial reviewed or file a complaint; or
- A written statement that the time period for reviewing your request will be extended for no more than 30 more days, along with the reasons for the delay and the date by which the Plans expect to address your request.

The Plans may provide you with a summary or explanation of the information instead of access to or copies of your health information, if you agree in advance and pay any applicable fees. The Plans also may charge reasonable fees for copies or postage. If the Plans do not maintain the health information but know where it is maintained, you will be informed of where to direct your request.

### **Right to amend your health information that is inaccurate or incomplete**

With certain exceptions, you have a right to request that the Plans amend your health information in a Designated Record Set. The Plans may deny your request for a number of reasons. For example, your request may be denied if the health information is accurate and complete, was not created by the Plans (unless the person or entity that created the information is no longer available), is not part of the Designated Record Set, or is not available for inspection (e.g., psychotherapy notes or information compiled for civil, criminal, or administrative proceedings).

If you want to exercise this right, your request must be in writing, and you must include a statement to support the requested amendment. Within 60 days of receipt of your request, the Plans will:

- Make the amendment as requested;
- Provide a written denial that explains why your request was denied and any rights you may have to disagree or file a complaint; or
- Provide a written statement that the time period for reviewing your request will be extended for no more than 30 more days, along with the reasons for the delay and the date by which the plans expect to address your request.

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### **Right to receive an accounting of disclosures of your health information**

You have the right to a list of certain disclosures the Plans have made of your health information. This is often referred to as an "accounting of disclosures." You generally may receive an accounting of disclosures if the disclosure is required by law in connection with public health activities unless otherwise indicated below.

You may receive information on disclosures of your health information going back six years from the date of your request. You do not have a right to receive an accounting of any disclosures made:

- For treatment, payment, or health care operations;
- To you about your own health information;
- Incidental to other permitted or required disclosures;
- Where authorization was provided;
- To family members or friends involved in your care (where disclosure is permitted without authorization);
- For national security or intelligence purposes or to correctional institutions or law enforcement officials in certain circumstances; or
- As part of a "limited data set" (health information that excludes certain identifying information).

In addition, your right to an accounting of disclosures to a health oversight agency or law enforcement official may be suspended at the request of the agency or official.

If you want to exercise this right, your request must be in writing. Within 60 days of the request, the Plans will provide you with the list of disclosures or a written statement that the time period for providing this list will be extended for no more than 30 more days, along with the reasons for the delay and the date by which the Plans expect to address your request. You may make one request in any 12-month period at no cost to you, but the Plans may charge a fee for subsequent requests. You'll be notified of the fee in advance and will have the opportunity to change or revoke your request.

### **Right to obtain a paper copy of this notice from the plan upon request**

You have the right to obtain a paper copy of this Privacy Notice upon request.

### **Changes to the information in this notice**

The Plans must abide by the terms of the Privacy Notice currently in effect. This notice originally took effect on April 14, 2003, however, it has been subsequently amended. The effective date of this notice is January 1, 2020. The Plans reserve the right to change the terms of their privacy policies as described in this notice at any time and to make new provisions effective for all health information that the Plans maintain. This includes health information that was previously created or received, not

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just health information created or received after the policy is changed. If a material change is made to a Plans' privacy policies as described in this notice, you will be provided with a revised Privacy Notice through posting on the Division of State Group Insurance (DSGI) web site, <https://www.mybenefits.myflorida.com/health>, and provided the revised notice, or information about the material change and how to obtain the revised notice, in the next annual mailing.

### Complaints

If you believe your privacy rights have been violated, you may complain to the Plans and to the U.S. Secretary of Health and Human Services. You won't be retaliated against for filing a complaint. Complaints about activities by your insurer, HMO, or third-party administrator can be filed by following the procedures in the notices they provide. To file complaints with the Plans, contact the DSGI for a complaint form. It should be completed, including a description of the nature of the particular complaint, and mailed to the Division of State Group Insurance, P.O. Box 5450, Tallahassee, FL, 32314-5450.

### Contact

For more information on the privacy practices addressed in this Privacy Notice and your rights under HIPAA, contact the Division of State Group Insurance at P.O. Box 5450, Tallahassee, FL, 32314-5450.

Page 16-7 Delete and replace with the following:

### **Special Notice about the Medicare Part D Drug Program**

#### **January 1, 2020**

Please read this notice carefully. It explains the options you have under Medicare prescription drug coverage and can help you decide whether or not you want to enroll in Medicare Part D.

Medicare prescription drug coverage (Medicare Part D) became available in 2006 to everyone with Medicare through Medicare prescription drug plans and Medicare Advantage Plans that offer prescription drug coverage.

**All approved Medicare prescription drug plans must offer a minimum standard level of coverage set by Medicare.** Some plans may offer more coverage than required. As such, premiums for Medicare Part D plans vary, so you should research all plans carefully.

The State of Florida Department of Management Services has determined that the prescription drug coverage offered by the State Employees' Health Insurance Program (State Health Program) is, on average, expected to pay out as much as or more than the standard Medicare prescription drug coverage pays and is considered Creditable Coverage.

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

If you do decide to enroll in a Medicare prescription drug plan and drop your State Health Program coverage, be aware that you and your dependents will be dropping your hospital, medical and prescription drug coverage. If you choose to drop your State Health Program coverage, you will not be able to re-enroll in the State Health Program.

If you enroll in a Medicare prescription drug plan and do not drop your State Health Program coverage, you and your eligible dependents will still be eligible for health and prescription drug benefits through the State Health Program. However, if you are enrolled in a state-sponsored HMO offering a Medicare Advantage Prescription Drug Plan, you may have to change to the State Employees' PPO Plan to get all of your current health and prescription drug benefits.

If you drop or lose your coverage with the State Health Program and do not enroll in Medicare prescription drug coverage after your current coverage ends, you may pay more (a penalty) to enroll in Medicare prescription drug coverage later. Additionally, if you go 63 days or longer without prescription drug coverage that's at least as good as Medicare's prescription drug coverage, your monthly premium will go up at least 1 percent per month for every month that you did not have that coverage, and you may have to wait until the following November to enroll.

Additional information about Medicare prescription drug plans is available from:

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

For people with limited income and resources, payment assistance for Medicare prescription drug coverage is available. Information about this extra help is available from the Social Security Administration (SSA). Contact your local SSA office, call (800) 772-1213, or [www.socialsecurity.gov](http://www.socialsecurity.gov) for more information. TTY users call (800) 325-0778.

For more information about this notice or your current prescription drug plan, call the People First Service Center at (866) 663-4735.

**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 you have maintained creditable coverage and, therefore, whether you are required to pay a higher premium amount (a penalty).

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- Pages 17-2    Second column "Orthopedic", fourth bullet, after "Ankle" delete "/Wrist/Elbow"  
Second column "Orthopedic", insert new fifth bullet "Wrist/Elbow Replacement"  
Second column "Orthopedic", eighth bullet, after "Carpal Tunnel" delete  
"Bunionectomy"  
Second column "Orthopedic", insert new ninth bullet "Bunionectomy"

# STATE EMPLOYEES' PPO PLAN

Administrative Services Provided by:

Florida Blue

P.O. Box 2896

Jacksonville, FL 32232-0079



Florida Blue is a trade name of Blue Cross and Blue Shield of Florida, Inc., an Independent Licensee of the Blue Cross and Blue Shield Association.

90889-1219