

INSURED RESPONSIBILITIES

YOU ARE RESPONSIBLE FOR YOUR MEDICAL BILLS AND PRESCRIPTION CLAIMS

- READ THE POLICY AND BE AWARE OF THE COVERAGE
- BE SURE TO PROVIDE YOUR INSURANCE CARD AND CLAIM FORM TO THE MEDICAL FACILITY EACH VISIT
- BE SURE YOUR PROVIDER IS A PARTICIPANT IN THE MULTIPLAN NETWORK
- CHOOSE A DOCTOR'S OFFICE OR URGENT CARE FACILITY OVER AN EMERGENCY ROOM FOR ROUTINE SICKNESS – COLD, HEADACHE, SORE THROAT, ETC.
- BE AWARE THERE MAY BE ADDITIONAL COSTS BESIDES YOUR CO-PAY – **READ THE POLICY**
- FOLLOW-UP WITH THE MEDICAL FACILITY AND/OR INSURANCE COMPANY EACH TIME YOU RECEIVE BILLS IN THE MAIL THAT YOU ARE NOT SURE ARE COVERED
- PAY ATTENTION TO THE **STATEMENTS OF ACCOUNT** SENT TO YOU BY THE INSURANCE COMPANY FOR EACH CLAIM – YOU MAY NEED TO DO SOMETHING BEFORE YOUR CLAIM CAN BE PAID
- **BE SURE TO HAVE SOMEONE TAKE CARE OF YOUR MEDICAL BILLS AND MAIL WHEN YOU LEAVE THE COUNTRY – THERE MAY BE ADDITIONAL EXPENSES THAT YOU ARE NOT AWARE OF THAT HAVE TO BE TAKEN CARE OF IMMEDIATELY**
- INSURANCE CLAIMS ADMINISTRATOR CONTACT INFORMATION IS AT THE END OF THE INSURANCE POLICY