The Summary of Benefits and Coverage (SBC) document will help you choose a health <u>plan</u>. The SBC shows you how you and the <u>plan</u> would share the cost for covered health care services. NOTE: Information about the cost of this <u>plan</u> (called the <u>premium</u>) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, visit

www.vivaemployer.com/PlanDocuments/?Package=SIL2. For general definitions of common terms, such as <u>allowed amount</u>, <u>balance billing</u>, <u>coinsurance</u>, <u>copayment</u>, <u>deductible</u>, <u>provider</u>, or other <u>underlined</u> terms see the Glossary. You can view the Glossary at <u>www.healthcare.gov/sbc-glossary</u> or call 1-800-294-7780 to request a copy.

| Important Questions | Answers | Why This Matters: |
|---|--|---|
| What is the overall <u>deductible</u> ? | \$4,500/individual or \$9,000/family | Generally, you must pay all of the costs from <u>providers</u> up to the <u>deductible</u> amount before this <u>plan</u> begins to pay. If you have other family members on the <u>plan</u> , each family member must meet their own individual <u>deductible</u> until the total amount of <u>deductible</u> expenses paid by all family members meets the overall family <u>deductible</u> . |
| Are there services covered before you meet your <u>deductible</u> ? | Yes. <u>Preventive care</u> , most drugs, pediatric vision care, and benefits with a <u>copayment</u> . | This <u>plan</u> covers some items and services even if you haven't yet met the deductible amount. But a <u>copayment</u> or <u>coinsurance</u> may apply. For example, this <u>plan</u> covers certain <u>preventive</u> <u>services</u> without <u>cost-sharing</u> and before you meet your <u>deductible</u> . See a list of covered <u>preventive services</u> at <u>https://www.healthcare.gov/coverage/preventive-care-benefits/</u> . |
| Are there other deductibles for specific services? | Yes. \$50/child for pediatric dental care. \$200/individual for prescription drug coverage. There are no other specific <u>deductibles.</u> | You must pay all of the costs for these services up to the specific <u>deductible</u> amount before this <u>plan</u> begins to pay for these services. |
| What is the <u>out-of-pocket</u> limit for this <u>plan</u> ? | \$8,550/individual or \$17,100/family | The <u>out-of-pocket limit</u> is the most you could pay in a year for covered services. If you have other family members in this <u>plan</u> , they have to meet their own <u>out-of-pocket limits</u> until the overall family <u>out-of-pocket limit</u> has been met. |
| What is not included in the <u>out-of-pocket limit</u> ? | Premiums, balance-billed charges, health care this <u>plan</u> doesn't cover, and out-of-network expenses for non- emergency and non-urgent services. | Even though you pay these expenses, they don't count toward the out-of-pocket limit. |
| Will you pay less if you use a <u>network provider</u> ? | Yes. See <u>www.myvivaprovider.com</u> or call 1-800-294-7780 for a list of <u>network</u> <u>providers</u> . | This <u>plan</u> uses a <u>provider network</u> . You will pay less if you use a <u>provider</u> in the <u>plan's</u> <u>network</u> . You will pay the most if you use an <u>out-of-network provider</u> , and you might receive a bill from a <u>provider</u> for the difference between the <u>provider's</u> charge and what your <u>plan</u> pays (<u>balance billing</u>). Be aware your <u>network provider</u> might use an <u>out-of-network provider</u> for some services (such as lab work). Check with your <u>provider</u> before you get services. |
| Do you need a <u>referral</u> to see a <u>specialist</u> ? | No. | You can see the specialist you choose without a referral. |

All <u>copayment</u> and <u>coinsurance</u> costs shown in this chart are after your <u>deductible</u> has been met, if a <u>deductible</u> applies.

| Common | Services You May | | ou Will Pay | | |
|---|---|--|-------------|---|--|
| Medical Event | Need | Network Provider (You will pay the least)Out-of-Network Provider (You will pay the most) | | Limitations, Exceptions, & Other Important Information | |
| If you visit a health care <u>provider's</u> office or clinic | Primary care visit to treat an injury or illness | \$40 <u>copay</u> /visit | Not covered | Deductible does not apply. Teladoc telehealth Primary/Urgent Care service: \$45/consultation. | |
| | <u>Specialist</u> visit | \$60 <u>copay</u> /visit | Not covered | Deductible does not apply. Chiropractic services limited to 25 visits per calendar year. Teladoc telehealth Behavioral Health service: \$60/consultation. | |
| | Preventive care/screening/ immunization | No charge | Not covered | Limited to services recommended by federal preventive guidelines. You may have to pay for services that aren't preventive. Ask your provider if the services needed are preventive. Then check what your <u>plan</u> will pay for. <u>Deductible</u> does not apply. | |
| If you have a test | Diagnostic test (x- ray, blood work) | 30% <u>coinsurance</u> /lab work; \$10 <u>copay</u> /image for x-rays | Not covered | Covered genetic testing requires <u>prior authorization</u> . If <u>prior</u> <u>authorization</u> is not obtained, no charges for those services will be covered by the <u>plan</u> . <u>Deductible</u> does not apply to x-ray imaging. | |
| | Imaging (CT/PET scans, MRIs) | 30% <u>coinsurance</u> | Not covered | Certain imaging tests require <u>prior authorization</u> for <u>plan</u> to pay for them. See <u>plan</u> documents for more information. If <u>prior</u> <u>authorization</u> is not obtained, no charges for those services will be covered by the <u>plan</u> . | |
| If you need drugs to treat your illness or condition More information about <u>prescription</u> <u>drug coverage</u> is available at <u>www.vivahealth.com</u> | Tier 1 Drugs (preferred generic drugs) | \$15 <u>copay</u> /prescription (retail); \$38 <u>copay</u> / prescription (mail order) | Not covered | Covers up to a 30-day supply (retail); 90-day supply (mail order). No charge for select generic oral contraceptive drugs. <u>Deductible</u> applies to all drugs except for select generic oral contraceptives and other preventive drugs required by the Affordable Care Act. <u>Deductible</u> must be satisfied before copays apply. | |
| | Tier 2 Drugs (non- preferred generic drugs) | \$30 <u>copay</u> /prescription (retail); \$65 <u>copay</u> / prescription (mail order) | Not covered | Covers up to a 30-day supply (retail); 90-day supply (mail order). No charge for select generic oral contraceptive drugs. <u>Deductible</u> applies to all drugs except for select generic oral contraceptives and other preventive drugs required by the Affordable Care Act. <u>Deductible</u> must be satisfied before copays apply. | |
| | Tier 3 Drugs (preferred brand and non-preferred generic drugs) | \$65 <u>copay</u> /prescription (retail); \$163 <u>copay</u> / prescription (mail order) | Not covered | Covers up to a 30-day supply (retail); 90-day supply (mail order). If generic is available, you pay the difference between the generic and brand price, plus the <u>copay</u> . <u>Deductible</u> must be satisfied before copays apply. | |

* For more information about limitations and exceptions, see the <u>plan</u> or policy document at <u>www.vivaemployer.com/PlanDocuments/?Package=SIL2</u>

| Common | Services You May | | u Will Pay | | |
|--------------------------------|--|--|---|--|--|
| Medical Event | Need | Network ProviderOut-of-Network Provider(You will pay the least)(You will pay the most) | | Limitations, Exceptions, & Other Important Information | |
| | Tier 4 Drugs (non- preferred brand and non-preferred generic drugs) | \$100 <u>copay</u> / prescription (retail); \$250 <u>copay</u> / prescription (mail order) | Not covered | Covers up to a 30-day supply (retail); 90-day supply (mail order). If generic is available, you pay the difference between the generic and brand price, plus the <u>copay</u> . <u>Deductible</u> must be satisfied before copays apply. | |
| | Tier 5 Drugs (preferred <u>specialty</u> <u>drugs</u> and non- preferred drugs) | 30% <u>coinsurance</u> | Not covered | Requires <u>prior authorization</u> for <u>plan</u> to pay for drugs. Call 1-800- 803-2523. If <u>prior authorization</u> is not obtained, no charges for those services will be covered by the <u>plan</u> . <u>Deductible</u> must be satisfied before coinsurance applies. Overall <u>deductible</u> applies to drugs received directly from a physician or hospital. | |
| | Tier 6 Drugs (<u>specialty drugs</u> and non-preferred drugs) | 35% <u>coinsurance</u> | Not covered | Requires <u>prior authorization</u> for <u>plan</u> to pay for drugs. Call 1-800- 803-2523. If <u>prior authorization</u> is not obtained, no charges for those services will be covered by the <u>plan</u> . <u>Deductible</u> must be satisfied before coinsurance applies. Overall <u>deductible</u> applies to drugs received directly from a physician or hospital. | |
| lf you have | Facility fee (e.g., ambulatory surgery center) | 30% <u>coinsurance</u> | Not covered | Requires <u>prior authorization</u> for <u>plan</u> to pay for outpatient surgery. If <u>prior authorization</u> is not obtained, no charges for those services will be covered by the <u>plan</u> . | |
| outpatient surgery | Physician/surgeon fees | 30% <u>coinsurance</u> | Not covered | Requires <u>prior authorization</u> for <u>plan</u> to pay for outpatient surgery. If <u>prior authorization</u> is not obtained, no charges for those services will be covered by the <u>plan</u> . | |
| | Emergency room care | \$510 <u>copay</u> /visit | \$510 <u>copay</u> /visit | Limited to <u>emergency medical conditions</u> . Follow-up care is not covered. See <u>plan</u> documents for more information. <u>Deductible</u> does not apply. | |
| If you need | Emergency medical transportation | 30% coinsurance | 30% coinsurance | Limited to transportation to a hospital. | |
| immediate medical attention | Urgent care | \$60 <u>copay</u> /visit | \$60 <u>copay</u> /visit | Coverage from non-participating providers is limited to care outside the VIVA HEALTH service area and requires <u>prior</u> <u>authorization</u> or a <u>referral</u> from a participating provider. If <u>prior</u> <u>authorization</u> or a <u>referral</u> is not obtained, no charges for those services will be covered by the <u>plan</u> . <u>Deductible</u> does not apply. | |
| If you have a hospital stay | Facility fee (e.g., hospital room) | \$350 <u>copay</u> /day (Days 1-5) | Not covered except for emergency medical conditions | Requires <u>prior authorization</u> for <u>plan</u> to pay for admission except for <u>emergency medical conditions</u> . If <u>prior authorization</u> is not obtained, no charges for those services will be covered by the <u>plan</u> . Outpatient procedures that result in a member being placed in hospital observation will be covered under the outpatient surgery benefit. <u>Deductible</u> does not apply to daily <u>copay</u> . | |

* For more information about limitations and exceptions, see the plan or policy document at www.vivaemployer.com/PlanDocuments/?Package=SIL2

| Common | Services You May | What Yo | ou Will Pay | | |
|---|---|---------------------------------------|--|--|--|
| Medical Event | | | Out-of-Network Provider | Limitations, Exceptions, & Other Important Information | |
| | Physician/surgeon fees | (You will pay the least) No charge | (You will pay the most) Not covered except for <u>emergency medical</u> <u>conditions</u> | Requires <u>prior authorization</u> for <u>plan</u> to pay for admission except for <u>emergency medical conditions</u> . If <u>prior authorization</u> is not obtained, no charges for those services will be covered by the <u>plan</u> . | |
| If you need mental health, behavioral health, or substance abuse services | Outpatient services | \$60 <u>copay</u> /visit | Not covered | Limited to office visits and certain conditions. See <u>plan</u> documents for more information. Partial Hospitalization and Intensive Outpatient Program services require <u>prior authorization</u> for <u>plan</u> to pay for admission. If <u>prior authorization</u> is not obtained, no charges for those services will be covered by the <u>plan</u> . <u>Deductible</u> does not apply. | |
| | Inpatient services | \$350 <u>copay</u> /day (Days 1-5) | Not covered except for emergency medical conditions | Limited to hospital inpatient care. Requires <u>prior authorization</u> for <u>plan</u> to pay for admission. If such authorization is not obtained, no charges for those services will be covered by the <u>plan</u> . <u>Deductible</u> does not apply to daily <u>copay</u> . | |
| | Office visits | \$60 <u>copay</u> /delivery | Not covered | | |
| If you are pregnant | Childbirth/delivery professional services | No charge | Not covered | No coverage for surrogate pregnancy. <u>Cost sharing</u> does not apply for <u>preventive services</u> . Maternity care may include tests and services described elsewhere in the SBC. <u>Deductible</u> does not | |
| | Childbirth/delivery facility services | \$350 <u>copay</u> /day (Days 1-5) | Not covered | apply. | |
| | Home health care | 30% <u>coinsurance</u> | Not covered | Requires <u>prior authorization</u> for <u>plan</u> to pay for care. If <u>prior</u> <u>authorization</u> is not obtained, no charges for those services will be covered by the <u>plan</u> . | |
| If you need help recovering or have other special health needs | <u>Rehabilitation</u> services | 30% <u>coinsurance</u> | Not covered | Requires <u>prior authorization</u> for <u>plan</u> to pay for therapy. Limited to 30 total outpatient visits per calendar year for physical, occupational, and speech therapy for rehabilitation services and 60 inpatient days for rehabilitation. If <u>prior authorization</u> is not obtained, no charges for those services will be covered by the <u>plan</u> . | |
| | Habilitation services | 30% <u>coinsurance</u> | Not covered | Requires <u>prior authorization</u> for <u>plan</u> to pay for therapy. Limited to diagnosis of autism, autism spectrum disorder, or pervasive developmental delay for physical, occupational, and speech therapy for habilitation services. If <u>prior authorization</u> is not obtained, no charges for those services will be covered by the <u>plan</u> . Applied behavior analysis is excluded. | |

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| Common Services You Ma | | What Yo | ou Will Pay | | |
|---|-------------------------------------|---|---|--|--|
| Medical Event | | | Out-of-Network Provider (You will pay the most) | Limitations, Exceptions, & Other Important Information | |
| | Skilled nursing care | 30% <u>coinsurance</u> | Not covered | Requires <u>prior authorization</u> for <u>plan</u> to pay for care. Limited to 100 days per lifetime. If <u>prior authorization</u> is not obtained, no charges for those services will be covered by the <u>plan</u> . | |
| | <u>Durable medical</u> equipment | 30% coinsurance | Not covered | Requires <u>prior authorization</u> for <u>plan</u> to pay for service. If <u>prior</u> <u>authorization</u> is not obtained, no charges for those services will be covered by the <u>plan</u> . | |
| | Hospice services | No charge | Not covered | Requires <u>prior authorization</u> for <u>plan</u> to pay for service. If <u>prior</u> <u>authorization</u> is not obtained, no charges for those services will be covered by the <u>plan</u> . | |
| | Children's eye exam | No charge | Not covered | Limited to one routine visit per <u>plan</u> year for children ages 0 until age 19. Must use VSP Advantage providers. Go to www.vsp.com/advantage. | |
| If your child needs dental or eye care | Children's glasses | No charge | Not covered | Limited to children ages 0 until age 19. Available eyewear selected by VSP. Must use VSP Advantage providers. Go to www.vsp.com/advantage. | |
| | Children's dental check-up | No charge after \$50 <u>deductible</u> | Any amount over Delta Dental PPO contracted rate plus \$50 deductible | Limited to children ages 0 until age 19. See Delta Dental Evidence of Coverage for more information. | |

Excluded Services & Other Covered Services:

| Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.) | | | |
|--|--|---|--|
| Acupuncture | Dental care (Adult) | Non-emergency care when traveling outside the | |
| Bariatric surgery | Hearing aids | U.S. | |
| Cosmetic surgery (except reconstructive surgery | • Infertility treatment (except office visits and tests) | Private-duty nursing | |
| necessary to repair a functional disorder from | Long-term care | Routine eye care (Adult) | |
| disease, injury, or congenital anomaly) | | Weight loss programs | |

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)

• Chiropractic care

• Routine foot care (Diabetics only)

Your Rights to Continue Coverage: There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or www.dol.gov/ebsa/healthreform or Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 1-877-267-2323 x61565 or www.cciio.cms.gov. Other coverage options may be available to you too, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace. For more information about the Marketplace. Visit www.HealthCare.gov or call 1-800-318-2596.

* For more information about limitations and exceptions, see the plan or policy document at www.vivaemployer.com/PlanDocuments/?Package=SIL2

Your Grievance and Appeals Rights: There are agencies that can help if you have a complaint against your <u>plan</u> for a denial of a <u>claim</u>. This complaint is called a <u>grievance</u> or <u>appeal</u>. For more information about your rights, look at the explanation of benefits you will receive for that medical <u>claim</u>. Your <u>plan</u> documents also provide complete information to submit a <u>claim</u>, <u>appeal</u>, or a <u>grievance</u> for any reason to your <u>plan</u>. For more information about your rights, this notice, or assistance, contact: VIVA HEALTH at 1-800-294-7780, the Alabama Department of Insurance at 334-241-4141, or the Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or <u>www.dol.gov/ebsa/healthreform</u>.

Does this plan provide Minimum Essential Coverage? Yes

If you don't have Minimum Essential Coverage for a month, you'll have to make a payment when you file your tax return unless you qualify for an exemption from the requirement that you have health coverage for that month.

Does this plan meet the Minimum Value Standards? Yes

If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

Language Access Services:

Spanish (Español): Para obtener asistencia en Español, llame al 1-800-294-7780. Chinese (中文): 如果需要中文的帮助, 请拨打这个号码1-800-294-7780.

To see examples of how this plan might cover costs for a sample medical situation, see the next section.

What isn't covered

\$60

\$870

Limits or exclusions

The total Peg would pay is



This is not a cost estimator. Treatments shown are just examples of how this <u>plan</u> might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your <u>providers</u> charge, and many other factors. Focus on the <u>cost sharing</u> amounts (<u>deductibles</u>, <u>copayments</u> and <u>coinsurance</u>) and <u>excluded services</u> under the <u>plan</u>. Use this information to compare the portion of costs you might pay under different health <u>plans</u>. Please note these coverage examples are based on self-only coverage.

| Peg is Having a Baby (9 months of in-network pre-natal car hospital delivery) | e and a | Managing Joe's type 2 Dia (a year of routine in-network care of controlled condition) | | Mia's Simple Fracture (in-network emergency room visit and follow up care) | |
|--|--|---|--|--|---------------------------------------|
| The <u>plan's</u> overall <u>deductible</u> <u>Specialist copayment</u> Hospital (facility) <u>copayment</u> Other <u>cost sharing</u> | Specialist copayment\$60Iospital (facility) copayment\$350 | | The plan's overall deductible\$4,500Specialist copayment\$60Hospital (facility) copayment\$350Other coinsurance30% | | \$4,500 \$60 \$350 30%/\$510 |
| This EXAMPLE event includes services like: Specialist office visits (<i>prenatal care</i>) Childbirth/Delivery Professional Services Childbirth/Delivery Facility Services Diagnostic tests (<i>ultrasounds and blood work</i>) Specialist visit (<i>anesthesia</i>) | | This EXAMPLE event includes services like: Primary care physician office visits (including disease education) Diagnostic tests (blood work) Prescription drugs Durable medical equipment (glucose meter) | | This EXAMPLE event includes services like: Emergency room care <i>(including medical supplies)</i> Diagnostic test <i>(x-ray)</i> Durable medical equipment <i>(crutches)</i> Rehabilitation services <i>(physical therapy)</i> | |
| Total Example Cost | \$12,700 | Total Example Cost | \$5,600 | Total Example Cost | \$2,800 |
| In this example, Peg would pay: | | In this example, Joe would pay: | | In this example, Mia would pay: | |
| Cost Sharing Deductibles | \$10 | Cost Sharing Deductibles \$1,100 | | Cost Sharing | \$1,600 |
| Copayments | \$800 | Copayments \$1,400 | | Copayments | \$600 |
| Coinsurance | \$0 | Coinsurance | \$0 | Coinsurance | \$0 |

What isn't covered

\$20

\$2,520

Limits or exclusions

The total Joe would pay is

\$0

\$2,200

What isn't covered

Limits or exclusions

The total Mia would pay is



NONDISCRIMINATION AND LANGUAGE ACCESSIBILITY NOTICE

Nondiscrimination Notice:

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

VIVA HEALTH:

- 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 these services, contact VIVA HEALTH'S Civil Rights Coordinator.

If you believe that VIVA HEALTH 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 VIVA HEALTH'S Civil Rights Coordinator:

Address:417 20th Street North, Suite 1100
Birmingham, AL, 35203Phone:1-800-294-7780, (TTY: 711)Fax:205-449-7626Email:VIVACivilRightsCoord@uabmc.edu

You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, VIVA HEALTH'S 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, TDD: 1-800-537-7697

Complaint forms are available at http://www.hhs.gov/ocr/office/file/index.html.



Grievance Procedure:

It is the policy of VIVA HEALTH not to discriminate on the basis of race, color, national origin, sex, age or disability. VIVA HEALTH has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 1557 of the Affordable Care Act (42 U.S.C. § 18116) and its implementing regulations at 45 CFR part 92, issued by the U.S. Department of Health and Human Services. Section 1557 prohibits discrimination on the basis of race, color, national origin, sex, age or disability in certain health programs and activities. Section 1557 and its implementing regulations may be examined in the office of VIVA HEALTH's Civil Rights Coordinator:

| Address: | 417 20 th Street North, Suite 1100 |
|----------|---|
| | Birmingham, AL, 35203 |
| Phone: | 1-800-294-7780, (TTY: 711) |
| Fax: | 205-449-7626 |
| Email: | VIVACivilRightsCoord@uabmc.edu |
| | |

VIVA HEALTH's Civil Right Coordinator has been designated to coordinate the efforts of VIVA HEALTH to comply with Section 1557.

Any person who believes someone has been subjected to discrimination on the basis of race, color, national origin, sex, age or disability may file a grievance under this procedure. It is against the law for VIVA HEALTH to retaliate against anyone who opposes discrimination, files a grievance, or participates in the investigation of a grievance.

Procedure:

- Grievances must be submitted to the Civil Rights Coordinator within 60 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Civil Rights Coordinator shall conduct an investigation of the complaint. This investigation may be informal, but it will be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Civil Rights Coordinator will maintain the files and records of VIVA HEALTH relating to such grievances. To the extent possible, and in accordance with applicable law, the Civil Rights Coordinator will take appropriate steps to preserve the confidentiality of files and records relating to grievances and will share them only with those who have a need to know.
- The Civil Rights Coordinator will issue a written decision on the grievance, based on a preponderance of the evidence, no later than 30 days after its filing, including a notice to the complainant of their right to pursue further administrative or legal remedies.
- The person filing the grievance may appeal the decision of the Civil Rights Coordinator by writing to the Chief Administrative Officer within 15 days of receiving the Civil Rights Coordinator's decision. The Chief Administrative Officer shall issue a written decision in response to the appeal no later than 30 days after its filing.



The availability and use of this grievance procedure does not prevent a person from pursuing other legal and administrative remedies, including filing a complaint of discrimination on the basis of race, color, national origin, sex, age or disability in court or with the U.S. Department of Health and Human Services, Office for Civil Rights. A person can file a complaint of discrimination electronically through the Office for Civil Rights Complaint Portal, which is 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, TDD: 1-800-537-7697

Complaint forms are available at: http://www.hhs.gov/ocr/office/file/index.html. Such complaints must be filed within 180 days of the date of the alleged discrimination.

VIVA HEALTH will make appropriate arrangements to ensure that individuals with disabilities and individuals with limited English proficiency are provided auxiliary aids and services or language assistance services, respectively, if needed to participate in this grievance process. Such arrangements may include, but are not limited to, providing qualified interpreters, providing taped cassettes of material for individuals with low vision, or assuring a barrier-free location for the proceedings. The Civil Rights Coordinator will be responsible for such arrangements.

Language Assistance Services:

<u>Spanish</u>

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-800-294-7780 (TTY: 711).

Traditional 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 1-800-294-7780 (TTY:711).

<u>Korean</u>

주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-800-294-7780 (TTY: 711)번으로 전화해 주십시오

Vietnamese

CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-800-294-7780 (TTY: 711).

Arabic

ملحوظة: إذا كنت تتحدث اذكر اللغة، فإن خدمات المساعدة اللغوية تتوافر لك بالمجان. اتصل برقم 7780-294-800 (TTY : 711).



<u>German</u>

ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 1-800-294-7780 (TTY: 711).

French

ATTENTION: Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le 1-800-294-7780 (ATS: 711).

<u>Gujarati</u>

ધ્યાન: તમે ગુજરાતી બોલે છે, ભાષા સહ્રાય સેવાઓ વિના મૂલ્યે તમારા માટે ઉપલબ્ધ છે . કૉલ 1-800-294-7780 (TTY : 711) .

<u>Tagalog</u>

PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 1-800-294-7780 (TTY: 711).

<u>Hindi</u>

ध्यान दें: आप हिंदी बोलते हैं, तो भाषा सहायता सेवाओं के प्रभार से मुक्त आप के लिए उपलब्ध हैं। कॉल 1-800-294-7780 (TTY : 711)।

<u>Laotian</u> ໂປດຊາບ: ຖ້າວ່າ ທ່ານເວົ້າພາສາ ລາວ, ການບໍລິການຊ່ວຍເຫຼືອດ້ານພາສາ, ໂດຍບໍ່ເສັງຄ່າ, ແມ່ນມີພ້ອມໃຫ້ທ່ານ. ໂທຣ 1-800-294-7780 (TTY: 711).

<u>Russian</u> ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-800-294-7780 (телетайп: 711).

Portugese

ATENÇÃO: Se fala português, encontram-se disponíveis serviços linguísticos, grátis. Ligue para 1-800-294-7780 (TTY: 711).

<u>Turkish</u>

DİKKAT: Eğer Türkçe konuşuyor iseniz, dil yardımı hizmetlerinden ücretsiz olarak yararlanabilirsiniz. 1-800-294-7780 (TTY: 711) irtibat numaralarını arayın.

<u>Japanese</u>

注意事項:日本語を話される場合、無料の言語支援をご利用いただけます.1-800-294-7780(TTY:711)まで、お電話にてご連絡ください.