



## How will I receive my insurance documents?

Once you are enrolled, you will receive an email from CISI Admin (cisiwebadmin@culturalinsurance.com), with the subject line 'CISI Materials'. The email will contain:

- ◆ Insurance ID Card - You will need this if you need to seek treatment
- ◆ Policy Brochure - This outlines the coverage under your plan
- ◆ Claim Form - If you sought treatment and need to submit a claim
- ◆ Link to download the **myCISI Traveler App** and create a myCISI login (so you have access to your insurance documents at all times!)



## Need to go to the Doctor?

### 1. Locate a Medical Provider

**Medical Provider** refers to a doctor, urgent care, hospital, or other medical facility.

Aetna is your Preferred Provider (PPO) Network and allows access to over 1.2 million medical providers throughout the United States.

To locate an In-Network provider near you, use the **Aetna Preferred Provider Network website**:

<https://www.culturalinsurance.com/aetna-provider-search>

(This link is also available in your brochure, on our website [www.CISI-Bolduc.com](http://www.CISI-Bolduc.com), Participant Portal and within the **myCISI Traveler App**)

### 2. Schedule an Appointment

If the Medical Provider is not a walk-in clinic, call the Medical Provider and Schedule an Appointment. If you need assistance, contact CISI or Team Assist.

### 3. At Your Appointment

Make sure you have your Insurance ID card either printed, or saved on your phone (this can be done through the **myCISI Traveler App**).

Present your card at your visit so they can see that Aetna is your PPO network. Medical Providers can contact CISI directly, toll-free at (800) 303-8120 to verify eligibility and/or benefits, from 9AM to 5PM EST.



## Who pays when picking up a prescription at a pharmacy?

Prescription medication will be an out-of-pocket expense. As long as the medication is for an illness or injury that is covered under your policy, you can be reimbursed. Complete a claim form and state clearly why you needed the medication. Submit the completed claim form with the prescription receipt to CISI. See the other side for claim submission questions.



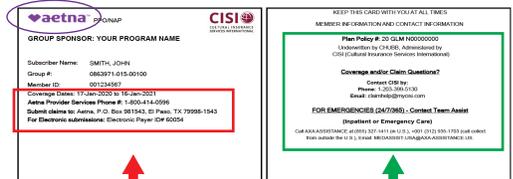
## What do I do in case of inpatient care/serious accident?

For all emergencies, seek help without delay at the nearest facility and then, after admittance, open up a case with AXA Assistance (our 24/7 assistance provider). Opening a case for inpatient care will allow us to monitor your case, provide regular updates to your program and family and address any concerns you may have. In addition depending on your condition, if deemed medically necessary, the medical evacuation benefit will apply.

Your Preferred  
Provider Network

## Your Insurance ID Card

Understanding your insurance card information:



**FOR THE MEDICAL PROVIDER**

Do NOT call this number on the front. This information is for the Medical Provider and is NOT the Aetna Provider Search Phone Number.

**FOR YOU**

The backside of the card/second box is contact information. If you have questions or need assistance, contact CISI or Team Assist.

### What is 'In-Network' and 'Out-of-Network'?

Aetna is your Preferred Provider (PPO) Network. The providers within their network are known as In-Network Providers. This means you will receive medical services with Aetna's discounted rates. If you go to a Medical Provider Out-of-Network, you will be subjected to the Medical Provider's rates with no discount from Aetna. Arranging services through a preferred provider is not required, but will help reduce any potential out-of-pocket expenses.

### Do I have to pay at the time of my appointment?

Depending on your type of visit, you may have a co-pay. If you have a co-pay, it will appear on the front of your insurance card under 'In-Network Co-pay'. If there is no 'In-Network Co-pay' listed on your card, you have no co-pay (\$0).

### What is a Co-pay or Co-insurance?

This is the amount of money you will have to pay out-of-pocket for covered medical services.

### What is a Deductible and does my plan have one?

The Deductible is the amount you have to pay before your benefits 'kick-in' (before CISI pays). Please see your plan's *Schedule of Benefits* to see if you have any Deductible(s). (Your Plan brochure is attached to your welcome email and posted within the participant portal).

### Will this insurance cover the purpose of my visit?

If you are unsure if this insurance will cover your appointment, view your plan's coverage in the Policy Brochure which can be found attached to your welcome email and within the Participant Portal. If you have specific questions that you are unsure of, call CISI.

### What is a prescription receipt?

This is usually stapled to the outside of your pharmacy bag when you pick up your medication. If it has the following information, it's a prescription receipt!

Your Name	Dosage of medication
Your Doctor's name	Date medication filled
Name of the Medication	Amount of medication



## Claim questions?

### *How do I submit a claim?*

If you seek medical treatment for an Injury or Illness and pay out-of-pocket, you are eligible to submit a claim. Claims should be submitted for processing as soon as possible (and no later than one year after treatment was received, if possible).

**Step 1:** Fully complete and sign the medical claim form for each occurrence, indicating whether the Doctor/Hospital has been paid.

**Step 2:** Attach itemized bills for all amounts being claimed and documentation. *\*If mailing, We recommend you provide us with a copy and keep the originals for yourself.*

**Step 3:** You can submit claims by

**Mail:** 1 High Ridge Park, Stamford, CT 06905,

**Email:** claimhelp@mycisi.com, or

**Fax:** (203) 399-5596

Approved reimbursements will be paid to the provider of the service unless otherwise indicated on the form. For claim submission questions, call (203) 399-5130, or email claimhelp@mycisi.com.

### *How long will it take to be reimbursed for medical expenses paid out-of-pocket?*

Turnaround for claim payments is generally 15 business days from receipt date. To check the status of your claim, contact CISI at (800) 303-8120 from 9AM to 5PM EST.

### *Where can I access additional claim forms?*

The claim form is provided at the end of your brochure, attached to your welcome email, our website [www.CISI-Bolduc.com](http://www.CISI-Bolduc.com) & on the myCISI Participant Portal.

### *I received a bill from a medical provider. What do I do?*

1. Does the bill include your insurance information? If not, you may just have to provide it to them!
2. On the back of the bill or by logging into their website, there is room for you to fill in your insurance information and send it back to them.
3. Once the medical provider has this information, they can send CISI a bill.
4. The bill may be for your deductible or co-pay. Review the charges and see if CISI made a payment on your behalf. The balance may be your responsibility.

### *Can I send the bill to CISI?*

Yes, but you should also give your insurance information to your medical provider. Email a copy to us at [claimhelp@mycisi.com](mailto:claimhelp@mycisi.com) and complete the insurance information and send back to the medical provider!

### *I got a letter from CISI asking for an itemized bill - What is this and do I have to do anything?*

This means that we need a certain type of bill from the medical provider. If you received the letter, we have sent one to the medical provider as well. However, it does speed things up if you call to request an itemized bill and forward it to CISI. This should ensure that we get what is needed to pay your claims!

### *I got an Explanation of Benefits - What is this?*

This is a statement that CISI sends you when we make a claim payment on your behalf. This shows how much your policy covers and what, if any, cost you should pay to the medical provider.



## What services can Team Assist provide?

The Team Assist Plan (The AP or TAP) is designed by CISI in conjunction with the Assistance Company to provide travelers with a worldwide, 24-hour emergency telephone assistance service. Multilingual help and advice may be furnished for the Insured Person in the event of any emergency during the term of coverage. The Team Assist Plan complements the insurance benefits provided by the Accident and Sickness Policy. If you require Team Assist assistance, your ID number is your policy number. In the U.S., call (855)327-1411, worldwide call (01-312) 935-1703 (collect calls accepted) or email [medassist-usa@axa-assistance.us](mailto:medassist-usa@axa-assistance.us).

### **Medical Assistance**

**Medical Referral:** Referrals will be provided for doctors, hospitals, clinics or any other medical service provider requested by the Insured. Service is available 24 hours a day.

**Medical Monitoring:** In the event the Insured is admitted to a hospital, the AP will coordinate communication between the Insured's own doctor and the attending medical doctor or doctors. The AP will monitor the Insured's progress and update the family or the insurance company accordingly.

**Prescription Drug Replacement/Shipment:** Assistance will be provided in replacing lost, misplaced, or forgotten medication by locating a supplier of the same medication or by arranging for shipment of the medication as soon as possible.

**Emergency Message Transmittal:** The AP will forward an emergency message to and from a family member, friend or medical provider.

**Coverage Verification/Payment Assistance for Medical Expenses:** The AP will provide verification of the Insured's medical insurance coverage when necessary to gain admittance to hospitals, and if requested, and approved by the Insured's insurance company, or with adequate credit guarantees as determined by the insured, provide a guarantee of payment to the treating facility.

### **Travel Assistance**

**Obtaining Emergency Cash:** The AP will advise how to obtain or to send emergency funds world-wide.

**Traveler Check Replacement Assistance:** The AP will assist in obtaining replacements for lost or stolen traveler checks from any company, i.e., Visa, Master Card, Cooks, American Express, etc., worldwide.

**Lost/Delayed Luggage Tracing:** The AP will assist the Insured whose baggage is lost, stolen or delayed while traveling on a common carrier. The AP will advise the Insured of the proper reporting procedures and will help travelers maintain contact with the appropriate companies or authorities to help resolve the problem.

**Replacement of Lost or Stolen Airline Ticket:** One telephone call to the provided 800 number will activate the AP's staff in obtaining a replacement ticket.

### **Technical Assistance**

**Credit Card/Passport/Important Document Replacement:** The AP will assist in the replacement of any lost or stolen important document such as a credit card, passport, visa, medical record, etc. and have the documents delivered or picked up at the nearest embassy or consulate.

**Locating Legal Services:** The AP will help the Insured contact a local attorney or the appropriate consular officer when an Insured is arrested or detained, is in an automobile accident, or otherwise needs legal help. The AP will maintain communications with the Insured, family, and business associates until legal counsel has been retained by or for the Insured.

**Assistance in Posting Bond/Bail:** The AP will arrange for the bail bondsman to contact the Insured or to visit at the jail if incarcerated.

**Worldwide Inoculation Information:** Information will be provided if requested by an Insured for all required inoculations relative to the area of the world being visited as well as any other pertinent medical information.